# CHAPTER 7

## REGULATIONS FOR FINAL YEAR PROJECTS/DISSERTATIONS

**7.1    INTRODUCTION**

As part requirement for the award of undergraduate certificate/diploma/degree and taught postgraduate degree at the University of Mauritius, a project culminating in the submission of a dissertation must normally be carried out by students in their final year of study.

The project/dissertation is a module that provides the students with the opportunity to design, undertake or conduct an independent piece of research or study related to their Programme of Studies under the guidance of a supervisor, who is normally a member of the academic staff (full-time or part-time). Other qualified supervisors may also be appointed subject to approval by the Head of Department and Dean of Faculty/ Director of Centre.

A 'Project' is an investigative undertaking, a structured, organised experiential learning including design work, field work or other placement learning. A 'Project' leads to a 'dissertation' that is assessed.

The 'Dissertation' is a comprehensive description of the aims, objectives of the project, a review of the literature on the subject matter, the investigation/planning and methodology, the results and findings, and concrete recommendations and conclusions.

The dissertation is a major document that reflects the skills of the student to investigate critically a topic/problem, the ability to gather and analyse information, and to present and discuss the results/investigation concisely and clearly.

The project/dissertation carries 3-12 credits depending on the Programme of Studies. The number of credits is reflected in the amount of time a student is expected to devote to the project. Typically a project of 12 credits will require about 180 hours (1 credit = 15 hours).

The project/dissertation normally lasts two semesters or as stated otherwise in the Programme of Studies, and may involve practical work.

The regulations outlined in this document apply to final year projects/dissertations of both undergraduate and taught postgraduate Programmes.

**7.2    IDENTIFICATION AND ALLOCATION OF PROJECTS/DISSERTATIONS**

Depending on Programme(s) of Studies, project/dissertation titles are proposed/identified either by students or by academic staff/supervisors before the beginning of the semester or a few weeks after the beginning of the semester in which the project/dissertation should start.

The two main criteria that must drive a project/dissertation proposal are:

(i)     Feasibility of the project/dissertation (time, supervision, cost implication, availability of equipment, chemicals and literature)
(ii)    Academic challenge

To administer and allocate project/dissertation titles to students, a **Project/Dissertation Coordinator,** i.e. the coordinator for the module project/dissertation, is appointed by the Department/Centre for each Programme of Studies.
General enquiries about the organisation of projects/dissertations should be addressed to the Project/Dissertation Coordinator whereas specific enquiries about individual projects/dissertations should be directed to the Project/Dissertation supervisor.

The Project/Dissertation Coordinator and the Head of Department should ensure that all academic staff of the relevant Department get a **fair** share of the number of projects. The number of projects/dissertations allocated to an academic staff of any Department shall be limited to a maximum of five[1] irrespective of whether they are individual or group projects. For co-supervised projects, the supervision load will be considered as half for each supervisor. Any supervision in excess of five projects/dissertations should be approved by the Head of Department and the Dean of Faculty.

The number of supervisors per project shall be restricted to a maximum of two.

Allocation of projects/dissertations normally takes place before or at the beginning of the semester of final year when the project/dissertation is to be carried out. Project allocation should be completed not later than **four** weeks after the start of the semester of the final year when the project/dissertation is to be carried out.

Once the allocation of Project Supervisors/Project Titles has been finalised, an official letter, duly signed by the Head of Department and copied to the Dean, should be sent to the student/s to inform him/her/them of his/her/their official Project Supervisor and to request that he/she/they consult/s the University website to get acquainted with the regulations pertaining to final year projects/dissertations.

## 2.1    7.2.1    Projects/dissertations proposed by students

For projects/dissertations proposed/identified by students, the latter are required to discuss the proposal with potential supervisors from within or outside the department. The project/dissertation title has to be approved by the potential supervisor(s) and the Department.

Students are required to submit a synopsis (less than two A4 pages) of the project/dissertation, which should include the following minimum information:

(i)     Title
(ii)    Aims and objectives
(iii)   Brief Literature Review
(iv)    Methodology - outline the procedures/ methodology/ experimental design that the student intends to use.
(v)     Expected Output
(vi)    Time Framework - a clear time schedule of the project and writing up of the dissertation.
(vii)   Costing (if applicable)

The synopsis should be signed by the supervisor(s) and submitted to the Project/Dissertation Coordinator.

In some Programmes of Studies, the students will have to submit their synopsis to the Project/Dissertation Coordinator together with a list of three preferred project/dissertation supervisors in order of priority. The Project/Dissertation Coordinator then allocates the supervisor(s) for each project/dissertation according to field chosen, choice of supervisor of student and expertise of supervisor.

After approval by the Department, a final list of projects/dissertations with the names of supervisors and students prepared by the Project/Dissertation Coordinator is affixed on the Faculty/ Centre Notice Board(s). A copy is also sent to the Faculty/ Centre Registry.

## 7.2.2    Projects/dissertations proposed by academic staff or other supervisors

The Head of Department requests all academic staff concerned to submit a list of project/dissertation titles to the Project/Dissertation Coordinator.

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[1] One project is defined as project undertaken by either one student or a group of two or three students.

A list of project/dissertation titles available for the Programme of Studies is then prepared by the Project/Dissertation Coordinator with the input provided by the academic staff and potential supervisors. A departmental meeting is held to finalise the list of projects/dissertations and the list is then affixed on the Faculty/Centre Notice Board(s).

Students are given the opportunity to meet the supervisors to be informed about the various projects/dissertations proposed. The students are thereafter requested to list 5 projects/dissertations in order of priority and to submit their choices to the Project/Dissertation Coordinator in one-two weeks' time.
Based on students' choices, the projects/dissertations are allocated by the Project/Dissertation Coordinator. After approval by the Department/ Centre, a final list of projects/dissertations with the names of supervisors and students prepared by the Project/Dissertation Coordinator is affixed on the Faculty/ Centre Notice Board(s). A copy is also sent to the Faculty/ Centre Registry. Note that a student may not be automatically allocated his/her preferred project/dissertation as the latter may be over-subscribed.

If there are difficulties in allocating projects/dissertations, a departmental meeting is called to thrash out the matter. In the ultimate event that the allocation of the project/dissertation is deadlocked, then only the students' CPA shall be taken as a last resort to allocate a particular project/dissertation to the appropriate student.

## 2.3    7.2.3    Projects/dissertations proposed by students and academic staff or other supervisors

In some Programmes of Studies, projects/dissertations may either be proposed by students or by academic staff or other supervisors. The same procedures as outlined in **2.1** and **2.2** should be followed.

Students should be encouraged as far as possible to come up with their own project proposals.

## 3.    7.3    UNDERTAKING THE PROJECT/DISSERTATION

Students are normally expected to start working on the project/dissertation after the allocation. However, projects/dissertations requiring experimental work to be carried out within or outside the UoM premises would need the prior approval of the supervisor(s).

Students should fill in the Project Progress Log (Annex 1-Contract) and submit same to the Module/Project Co-ordinators on allocation of Projects by the 2$^{nd}$ week of semester 1 at latest. Both the student and the supervisor should retain a copy of the document.

Students should also fill in the Project Progress Log (Annex 2 – Log book) and keep it up to date. Both the student and the supervisor should retain a copy of the document.

**3.1**

### 7.3.1 Responsibilities of the supervisor

Each project/dissertation will be supervised by a member of staff, either full-time or part-time. Some projects/dissertations, due to their inherent nature (e.g. multidisciplinary) may be supervised by a maximum of two supervisors.

A supervisor should normally not be appointed for the project/dissertation of a student who is directly related to him/her to ensure impartiality. The onus to declare any such relation with a final year student rests with the supervisor. In case there is divergence, the Dean/Director will be called to arbitrate.

The supervisor(s) shall monitor, support and direct the student's work and progress soon after the allocation of project/dissertation titles.

The responsibilities of the supervisor include:

(i)     Proposing/supervising projects/dissertations in their own subject area;
(ii)    Briefing the students and apprising them of the regulations pertaining to the final year projects/dissertations;
(iii)   Setting a framework for regular scheduled progress meeting between supervisor(s) and student;
(iv)    Giving frequent feedback/comments on progress achieved by the student;
(v)     Giving guidance about relevant literature on the topic under study and appropriate literature sources;
(vi)    Providing advice on issues of plagiarism, in line with the University Regulations;
(vii)   Assisting in the identification of a research methodology, planning and execution of the research project (if applicable);
(viii)  Giving guidance on the approach for appropriate analysis of data obtained, interpretation and presentation of results (if applicable);
(ix)    Giving guidance about the formulation of an appropriate hypothesis-driven research project and focusing on the objectives of the research (if applicable);
(x)     Assisting in the preparation of a viable/feasible research proposal (synopsis), inclusive of a time schedule and a project costing before embarking on the study (if applicable);
(xi)    Providing guidance on issues of laboratory safety (if applicable);
(xii)   Giving guidance on the writing of the different chapters of the dissertation and communicating the standard expected;
(xiii)  Advising on the preparation of the oral presentation and/or poster (if applicable).


### 7.3.2 Responsibilities of the student

Throughout the whole project/dissertation work, the student shall seek advice, comments and guidance from his/her supervisor(s) on the nature of the project/dissertation work and standard expected. Students are advised to keep a notebook for the purpose of the meeting with supervisor(s) while the supervisor(s) may wish to keep a brief record of each meeting held.

The responsibilities of the student include:

(i)     Reading the UoM Regulations for Final Year projects/dissertations and any project/dissertation Guidelines prepared by the Department/Faculty/Centre;
(ii)    Reading and abiding by the regulations of the University on Plagiarism and Fabrication or Falsification of Result(s)/Document(s);
(iii)   Arranging with his/her supervisor(s) mutually agreed convenient times to discuss progress achieved (in the event that meetings are not possible, e-mails or other forms of communication may be used);
(iv)    Bringing to the urgent attention of the supervisor(s) any problems (academic and personal) associated with progress;
(v)     Responding to the supervisor's suggestions and/or criticisms on his/her work and progress;
(vi)    Following all laboratory safety guidelines (if applicable);

(vii) Discussing the layout of the final dissertation with the supervisor(s) prior to the writing-up stage;

(viii) Writing the dissertation on his/her own and planning the writing-up so as to give the supervisor(s) adequate time to read the preliminary draft copies and to provide guided and motivated feedback well ahead of the submission date;

(ix) Adhering to the time schedule specified in the project/dissertation proposal (synopsis) as agreed with the supervisor(s);

(x) Working diligently and becoming an independent learner.

(xi) Keeping all raw data/questionnaires/survey forms

If the student is unable to contact his/her supervisor, s/he should contact the Project/Dissertation Coordinator for assistance.

The onus is on the student/s to contact the Project Supervisor regularly for discussion and guidance. Failure to do so shall lead to the dissertation being unreceivable by the Faculty.

### 7.3.3 Others

Any problem encountered by the student during the project/dissertation should be discussed with the supervisor(s). If the matter cannot be resolved, it should be reported to the Project/Dissertation Coordinator, Head of Department and eventually to Dean of Faculty/Director of Centre.

## 7.4 DISSERTATION

The work carried out during the project/dissertation module should be submitted in the form of a dissertation written by the student. The dissertation should be typed and may include relevant diagrams, figures, photographs, illustrations, tables and appendices.

### 7.4.1 Structure

The dissertation should consist of preliminaries, main text and references/appendices.

#### 7.4.1.1 Preliminaries

The preliminaries should abide by the following order, wherever applicable:

> **Title Page**

The title page of the dissertation shall give the following information in the order listed:

(i)    Full title of the project/dissertation as approved by the Department/Faculty/Centre;
(ii)   The full name of the author;
(iii)  The qualification for which the dissertation is submitted;
(iv)   The name of the institution to which the dissertation is submitted;
(v)    The Department and/or Faculty/Centre in which the project/dissertation is to be submitted; and
(vi)   The month and year of submission.

> **Table of Contents**

The Table of Contents shall list in sequence with page numbers all chapters, sections/headings, sub-sections/headings and other sub-divisions of the dissertation, appendices, etc.

> **List of Tables, Figures, Plates/Schemes**

Separate lists of each, in the above order, giving number and page reference.

> **Acknowledgements**

All persons (e.g. supervisor, technician, friends, relatives) and organisation/authorities who/which have helped in the realisation of the project/dissertation shall be acknowledged.

> **Project/Dissertation Declaration Form**

The form should be duly filled and it should be included just after the acknowledgement in the Dissertation.

> **Abstract**

The abstract constitutes an up to one-page executive summary, which provides a brief outline of the objectives, scope of the project/dissertation, the methodology used, the main findings and results achieved and any conclusions and recommendations made.

> **List of Abbreviations**

This section should list in alphabetical order all abbreviations used in the dissertation.

### 7.4.1.2 *Main Text*

The main text of the dissertation should start with an introduction followed by chapters, subdivided into sections and sub-sections.

Depending on Programmes of Studies, appropriate chapters may include amongst others: Literature Review, Materials and Methods (or Methodology), Results, Discussion, Data Analysis, Conclusions and Recommendations.

Any table, figure, plate, scheme or illustration included in the dissertation should be clearly labeled. The caption should be placed at the top of tables but below figures/plates/schemes/illustrations.

### 7.4.1.3 *References/Appendices*

The list of references and appendices should follow the main text.

The appendices shall consist of any base material, which would break the flow of the dissertation due to its length or partial irrelevance. Some examples are:

> Specifications and data sheets of equipment from suppliers
> Correspondence from suppliers and company
> Raw data
> Survey sheets
> Charts and data tables from books
> Lengthy mathematical derivations
> Copies of drawings of equipment

All appendices should be listed in sequence, i.e. Appendix 1, 2, 3, etc.

### 7.4.2 **Physical format and layout**

### 7.4.2.1 *Cover and binding*

(i)    Undergraduate

The dissertations shall be spiral-bound with a protective plastic front cover and a stiff card back-cover.

(ii)  <u>Postgraduate</u>

The first submission of the dissertations shall be in spiral-bound form with a protective plastic front cover and a stiff card back-cover.

After the Board of Examiners, the dissertation shall be submitted hard-bound, in book form in a fixed binding. The boards shall have sufficient rigidity to support the weight of the work when standing upon the shelf. The cover shall be black and full bound.

The spine of the dissertation shall bear in at least 24 pt (8 mm) type the qualification and the student's surname and initials and the year of presentation in gold lettering, starting 40 mm from the base. This information shall be printed along the spine in such a way as to be readable when the dissertation is lying flat with back cover uppermost. If the dissertation consists of more than one volume, the spine shall bear the number of each volume.

The front cover shall bear in at least 24 pt (8 mm) type the full title of the dissertation as approved by the Department/Faculty/Centre.

### 7.4.2.2  *Paper and typographical detail*

The dissertation must be typed, justified and printed on one side of the paper only using:

(i)   1½ line spacing, and
(ii)  characters not less than 10 pt, font type 'Times New Roman' or 'Arial'.

Good quality A4 white paper should be used for the printing and for xerographic copies.

The left margin used for binding shall not be less than 40 mm while all other margins shall not be less than 20 mm.

### 7.4.2.3  *Pagination*

Pages shall be numbered consecutively throughout the dissertation, starting with the title page, including appendices.

Roman numerals (i, ii, iii..) shall be used for the front pages (Preliminaries) and Arabic numerals (1, 2, 3, …) as from the 'Introduction' section onwards.

Page numbers shall be located centrally at the bottom of the page, approximately 10 mm above the edge.

If there is more than one volume, each volume shall have its own pagination.

**4.3**

### 7.4.3 Referencing

Each student should adhere to the system of referencing as per "The University of Mauritius Referencing Guide" when writing up the dissertation. The Referencing Guide will normally be based on the Harvard System. However, the AMS and IEEE are also acceptable.

Students and staff are advised to refer to 'The University of Mauritius Referencing Guide' available on the UoM website and at the Faculty/Centre Registry.

### 7.4.4 Submission

#### 7.4.4.1 Undergraduate programmes

Four copies of the dissertation (three spiral-bound copies and one copy on disk) should be submitted to the Faculty/Centre Registry not later than the last working day of March of the academic year. For programmes which start during an odd semester, the Faculty/Centre will readjust the deadline accordingly. The hard copies of the undergraduate dissertations must be bound as per section 7.4.2.1 and the electronic copy must be retrievable (i.e. in, or convertible to, MS Word). The label on the disk must state the name of the student, his/her student ID, the title of the project/dissertation and the month and year of submission.

After assessment, one spiral-bound copy of the undergraduate dissertation will be kept by the Faculty/Centre and the second spiral bound copy given to the supervisor(s). Storage and disposal of the dissertations will be as per university regulations for examination scripts.

#### 7.4.4.2 Postgraduate programmes

Four copies of the dissertation (three spiral-bound copies and one copy on disk) should be submitted to the Faculty/Centre Registry not later than the last working day of May of the academic year (for programmes where there is only project/dissertation in the last semester) or last working day of August (for programmes where there are taught modules in the last semester) unless specified otherwise in the Programme of Studies. For programmes which start during an odd semester, the Faculty/Centre will readjust the deadline accordingly. The electronic copy must be retrievable (i.e. in, or convertible to, MS Word). The label on the disk must state the name of the student, his/her student ID, the title of the project/dissertation and the month and year of submission.

After the Board of Examiners, the student should submit two final hard copies bound as per section 4.2.1 and one copy on disk to the Faculty/Centre Registry. Any typographical errors and slight amendment(s) proposed should be corrected by the student to the satisfaction of the supervisor(s) before submitting the final copies. Note that the marks allocated will be based on the original project/dissertation submitted by the student.

One hard copy will be submitted to the supervisor(s) and the other hard copy will be sent to the University Library where it will be filed, indexed and made available for reference by both academic staff and students. Only projects/dissertations having grade B or above would be sent to the library. For projects/dissertations not sent to the library, the second hard copy will be stored and disposed by the Faculty/Centre as per university regulations for examination scripts. In a few cases, access to a project/dissertation may be restricted, for example, where confidential data are involved.

#### 7.4.4.3 Project/dissertation submission form

All students must fill and sign the relevant section of the '**Project/Dissertation Submission Form'** at the time of submission of the two hard copies and one soft copy of the dissertation to the Faculty/Centre Registry. The student will receive an acknowledgement of receipt from the Faculty/Centre Registry. The latter will then forward the form to the supervisor(s) for their comments on the supervision.

The approval of the supervisor(s) should be sought before submission of the dissertation by a student. 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.

### 7.4.4.4 *Extension of project submission*

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

### 7.4.5 **Length of dissertation**

Length of dissertation is normally indicated. The number of words in the final year project/dissertation shall be between 6,000-8,000 for an undergraduate Certificate/Diploma Programme, 8,000-12,000 for an undergraduate degree Programme and 10,000-14,000 for a taught postgraduate degree Programme.

The number of words applies only to the main body of the dissertation. Thus, table of contents, list of figures, tables and schemes, declaration form, acknowledgements, List of References and appendices should not be included in the word count. The word count includes the footnotes and references mentioned in the main body of the dissertation only.

### 7.4.5.1 *Penalties for exceeding the word limit or being below the required number of words*

Writing to a specific word length encourages the development of certain skills such as the ability to present arguments and ideas concisely, and the ability to construct a coherent structure and argument.

The word length is a binding regulation and consequently all students must record the length of their dissertation in the '**Project/Dissertation Submission Form'**. A student will be penalised for submitting a dissertation which is above or below the required number of words. Penalties to be applied are as follows:

| Words over or below | Penalty |
|---|---|
| < 200 | 1 mark off original mark |
| 201-500 | 2 marks off original mark |
| 501-1000 | 4 marks off original mark |
| 1001-2000 | 6 marks off original mark |
| 2000-3000 | 10 marks off original mark |
| > 3000 | 30 marks off original mark |

Projects/Dissertations without a word count will incur an automatic 10% penalty. Similarly, there will be a 10% deduction if students have falsified their word count. (10% = 10 marks off original mark).

### 7.4.6   Group projects

In some Programmes of Studies, projects/dissertations are carried out in groups due to large cohorts, the nature of the subject or to encourage teamwork.

A maximum of three (3) students per group is allowed. The supervisor(s) should ensure that each student in the group is given individual work apart from the common group work.

At the end of the project/dissertation, there are two possibilities as follows:

(i)      Where there are small cohorts (≤50), the students submit <u>individual</u> dissertations and are assessed separately;

(ii)     Where there are large cohorts (>50), they submit <u>one (1) group dissertation</u> and are assessed as a group in which case the student obtain the same marks for the project.

Students who submit one (1) group dissertation as at (ii) above, should fill in the '**Group Project/Dissertation Submission Form'** in which their individual contributions are indicated.
If the 'Group Project/Dissertation Submission Form' reflects an unequal contribution from the students to the project, the supervisor jointly with the second assessor/examiner will assess the students through presentations or viva-voce to ascertain their respective contribution and amend their marks accordingly.

Group Projects/Dissertations will be assessed using the same criteria as for individual projects/dissertations as per section 7.5. (to verify after debriefing of Senate)

Irrespective of the above, the department and the student may decide on the submission of individual or group dissertations even if the work has been carried out in group, if they deem same to be more appropriate.

In cases where there are disagreement and divergence in opinion between members of the group during the project/dissertation work, the matter should be referred immediately to the supervisor(s), Project/Dissertation Coordinator, Head of Department or Dean/Director of Faculty/Centre for any appropriate action so that no student is penalised.

### 7.4.7   Late submission

All dissertations in the final version should be submitted to the Faculty/Centre Registry by due dates. Late submission will entail a weekly penalty of 10 marks, up to a maximum period of two (2) weeks, on the dissertation mark obtained unless decided otherwise by the Faculty/Centre. **After the period of two (2) weeks, the dissertation will be deemed to be unreceivable and will be allotted a mark of zero**.

An example of how the penalty system works is set out below and explains what mark a student whose dissertation is worth 60% would receive if s/he handed it late (x = no of days after due date).

| Time of submission | Penalty | Mark (%) |
|---|---|---|
| On or before due date | none | 60 |
| $1 \leq x \leq 7$ | 10 marks | 50 |
| $7 < x \leq 14$ | 20 marks | 40 |
| $x > 14$ | max | 0 |

The penalty system will not apply to students who have been granted an extension (unless they then failed to meet the extended deadline). It is only aimed at those students who hand their dissertations in late with no valid excuse.

### 7.4.8   Plagiarism

It is important that the students adhere to the standard conventions for the referencing of other people's work. In particular, the dissertation should clearly mention any work that is not the work of the student, whenever such work is presented.

A project/dissertation must be the student's own work and must not contain any plagiarised material. Use of plagiarised material will be treated as a disciplinary offence under breach of examination regulations (c.f. Section on Plagiarism in 'Information to Students' Handbook).

**7.5      ASSESSMENT**

After submission of the dissertation, the latter will be assessed by the student's supervisor(s) and one other examiner chosen by the Department/Centre, in collaboration with the Project/Dissertation Coordinator.

In the event that the supervisor is a part-time staff, then the second examiner/assessor should be an academic staff of the University. Both the supervisor and the second examiner/assessor cannot be from outside the University.

The assessment of the final year project/dissertation is based mainly on the written dissertation but may also be based on *viva-voce* and/or poster presentation by the student. Each project/dissertation will be subject to **double blind marking**, i.e. each assessor will submit his/her marks independently.

The External Examiner will only moderate the final year project/dissertation (c.f. Section 5.4). Soft copies of final year projects/dissertations to be moderated, can be sent to external examiners who wish to have them prior to their visit to the University. It is advised that for security reasons, conversion to PDF be carried out by the student.

The student's supervisor(s) will mark the project/dissertation out of 100 marks and the second examiner/assessor will also mark the project/dissertation out of 100 marks. The mark awarded will be inclusive of any *viva-voce*, and poster presentation by the student, if applicable.

Depending on Programmes of Studies, the weighting of the marks of the student's supervisor(s) and the assessor may vary from 40-60%.

For example:

**Programme of Studies A (Weighting supervisor/second assessor: 50/50)**

Mark given by student's supervisor(s): 68
Mark given by second assessor: 60
Mark obtained by student: (68x0.5) + (60x0.5) = 64

**Programme of Studies B (Weighting supervisor/second assessor: 60/40)**

Mark given by student's supervisor(s): 68
Mark given by second assessor: 60
Mark obtained by student: (68x0.6) + (60x0.4) = 65 (rounded to nearest whole number)

**Programme of Studies C (Weighting supervisor/second assessor: 40/60)**

Mark given by student's supervisor(s): 68
Mark given by second assessor: 60
Mark obtained by student: (68x0.4) + (60x0.6) = 63 (rounded to nearest whole number)

**7.5.1    Marking scheme**

The examiners' assessment of the project/dissertation work will be based on a variety of features. These include amongst others: understanding; the standard of presentation and grammar; the adequacy of the literature survey and data research (as appropriate to the particular project/dissertation); the correct usage of referencing system; the extent to which the stated aims of the project/dissertation have been satisfied, taking account of the overall difficulty of the material that has been tackled; ability to use graphic packages, spreadsheets and statistics; ability to explain findings; interpretation of data and results; integration with literature; originality; practical ability; the ability to manage time and make progress without excessively detailed guidance from the supervisor; and the capacity that has been shown for independent work.

Each Programme of Studies may have its own dissertation/project assessment form with its marking scheme. Some examples of marking schemes are illustrated.

**EXAMPLES OF MARKING SCHEMES**

*Marking Scheme A*

| Criteria | Marks |
|---|---|
| Definition of the Problem | /10 |
| Literature Review | /20 |
| Methodology | /10 |
| Analysis of Findings | /30 |
| Recommendations and Conclusion | /20 |
| Presentation and Originality | /10 |
| **Total** | **/100** |

*Marking Scheme B*

| Criteria | Marks |
|---|---|
| Definition of Theme/Topic | /10 |
| Presentation and Lay-out | /10 |
| Language, Style | /20 |
| Research Methodology/Originality | /20 |
| Analysis of Theme/Data | /30 |
| Conclusion | /10 |
| **Total** | **/100** |

*Marking Scheme C*

| Mark (x%) | Criteria |
|---|---|
| $\geq 80$ | Clear evidence of original thinking, demonstration of ability to logically develop a synthesis of findings, including theoretical ideas and incorporating evidence for statements made. Outstanding grasp, and critical/analytical evaluation of relevant literature. Very good ability to collate results. Insightful analysis leading to valid conclusions and recommendations. Expression, style of presentation and grammar of high standard. Potentially publishable as a journal paper with minor revision. |
| $70 \leq x < 80$ | Evidence of original thinking, synthesis of ideas and themes from several sources. Very good ability to make critical use of relevant literature. Substantive analysis of data and expertly presented in clear diagrams and/or tables. Well argued and written. Valid conclusions. Expression, style of presentation and grammar of high standard. |
| $60 \leq x < 70$ | Evidence of clear thinking. Good critical and analytical ability but lacking the creativity, rigour, substance, fluency and critical quality of a first class project. Good ability to make critical use of relevant literature. Good analysis of data. Relevant conclusions. Expression, style of presentation and grammar of moderate standard. |
| $50 \leq x < 60$ | Evidence of some critical and analytical ability. Satisfactory use and understanding of relevant literature. Satisfactory analysis of data and conclusions. Expression, style of presentation and grammar of moderate standard. |
| $40 \leq x < 50$ | Almost lacking in critical analysis and original thinking. Basic understanding of relevant literature. Superficial analysis of data and conclusions. Expression, style of presentation and grammar often poor (e.g. unstructured paragraphs, spelling/typing errors, low quality illustration, repetitive). |
| $30 \leq x < 40$ | Poor critical ability. Rudimentary understanding of relevant literature. Insufficient quality and quantity of data either due to deficient research plan or lack of effort. Poor evaluation of results. Lacking in conclusions. Expression, style of presentation and grammar often poor. |
| $x < 30$ | Very little or no evidence that student has identified issues relevant to project/dissertation. Lack of coherence. |

*Marking Scheme D*

| Criteria | Marks |
|---|---|
| **Relevance and Objectives** Relevant and well defined objectives? Are they achievable? Innovativeness? | /5 |
| **Framework/References** Library and Internet sources well used? | /10 |
| **Method** Adequate method used and the choice motivated | /10 |
| **Data Collection** Are surveys/interviews or other data collection method well done? Are alternative(s) discussed? | /20 |
| **Analysis** Is the analysis based on sound principles? Are statistical methods (if used) appropriately used? | /15 |
| **Validation and Discussion** Has the validity of the results been discussed? Is the discussion logical and persuasive? | /15 |
| **Conclusions and Recommendations** Are conclusions and recommendations logical and useful? | /15 |
| **Presentation** Overall quality of presentation; language, figures, tables, and ability to answer questions/queries (*viva-voce*). | /10 |
| **Total** | **/100** |

*Marking Scheme E*

| Criteria | Marks |
|---|---|
| **Abstract** Is the abstract a concise summary of the dissertation? | /5 |
| **Topic Definition** Does the dissertation offer a clear exposition of its aims and objectives? Does the dissertation offer an insight of the importance, applicability, relevance, etc. of the topic? | /5 |
| **Written/Style Layout** Does the dissertation address issues like grammar, style of writing, clarity of exposition, overall presentation (e.g. graphs, figures, equations, symbols, pagination, appendix, etc.) properly? | /7.5 |
| **Use of Diagrams** Are the diagrams and figures informative? Quality of the diagrams? | /10 |
| **Experimental** Does the dissertation make out clearly the use of methods and procedures of required standard to present, analyse and solve the problem defined? | /20 |
| **Analysis and Discussion** Does the dissertation include proper statistical techniques and software? Is there any evidence of critical use of the relevant literature? Have the results/findings been well argued and written? Is there evidence of originality, independent/ critical thought and reflective ability? | /30 |
| **Conclusion** Does the dissertation include a constructive conclusion with well-balanced arguments? Is there evidence of any realistic recommendation? Does the conclusion offer any insights as to any limitations of methods used and as to future directions? | /7.5 |
| **Bibliography** Does the dissertation contain an adequate literature review? Correct usage of referencing system? | /7.5 |
| **Presentation** Quality of poster presentation and ability to answer questions/queries (*viva-voce*). | /7.5 |
| **Total** | **/100** |

5.2    **7.5.2**    *Viva-voce* **and oral presentation**

Wherever a *viva-voce* is prescribed in a Programme of Studies and/or in the marking scheme, it normally assesses presentational skills and includes questions designed to:

(i)     ascertain that the dissertation embodies the student's own work;
(ii)    give the student an opportunity to defend the direction, structure and conclusions of the dissertation;
(iii)   acquire further clarification on any particular issues in the dissertation;
(iv)    test the student's acquaintance with the general literature pertaining to the subject.

This does not preclude the possibility of a student in any Programme of Studies being subjected to a *viva-voce* by her/his supervisor(s)/assessor/External Examiner.

The *viva-voce* should be conducted only in the presence of examiner(s) (supervisor(s), second examiner/assessor or External Examiner).

Oral presentation(s) by students may also be carried out during the project/dissertation work to ascertain the students' progress. However, the oral presentation(s) will not be assessed.

**7.5.3    Poster presentation**

In some Programmes of Studies, the student is requested to prepare a poster pertaining to his/her project/dissertation as part requirement of the final year project/dissertation module.

Posters provide information through the use of visuals in a well-coordinated and organised combination of text and illustration. Students are given a date by which to submit the poster and they are requested to be present next to their poster on the day of the presentation to answer the questions that the assessors (supervisor(s), second assessor and/or External Examiner) may have.

A good poster should:

➢    be simple and informative;
➢    be easy to read and understand with relevant legends;
➢    be visually appealing and attractive to encourage people to read it;
➢    contain text and illustrative matter harmoniously combined to produce an effective presentation;
➢    be prepared with the audience in mind.

A typical poster should include:

➢    a brief introduction stating the problem;
➢    the objectives of the study;
➢    an outline of the methodology used;
➢    presentation of the results and discussion;
➢    conclusions and recommendations;
➢    major references, if necessary.

The poster size (e.g. one Bristol size paper (78*55 cm) or A0) should be specified by the Department/Centre. The font may be either Arial or Times New Roman and the recommended font size is as follows:

| Item | Font Size |
|------|-----------|
| Title of Poster | 70 |
| Subtitle | 30 |
| Text | 24 |
| Title of Tables and Illustrations | 18 |

### 7.5.4 Moderation by External Examiners

Each External Examiner should be given a copy of the UoM regulations for final year projects/dissertations and any guideline/regulation prepared by the Department/Faculty/ Centre.

The mark of the student's project/dissertation will be the weighted average of the marks awarded by the supervisor(s) and the second assessor/examiner. This mark may change after moderation by the External Examiner.

Where the marks of the supervisor(s) and second assessor for project/dissertation differ by more than 10 marks, the Project/Dissertation Coordinator will consult the examiners so as to arrive at an agreed mark. Conflicting cases, if any, will be submitted to the External Examiner(s) for moderation.

All the projects/dissertations are made available to the External Examiner(s) for moderation. They are also provided with the marks awarded by the supervisor(s) and second assessor and the weighted average mark.

Depending on Programmes of Studies and the number of projects/dissertations, External Examiner(s) may either go through all the projects/dissertations or a sample of projects. If a sample of projects/dissertations is to be chosen, the External Examiner(s) may wish to examine some of the following:

➢ at least one project/dissertation from each academic staff;
➢ at least one project/dissertation from each class;
➢ $1^{st}$ class students;
➢ borderline students.

External Examiner(s) should normally moderate all failed projects/dissertations and all projects/dissertations where the marks of the supervisor(s) and second assessor for project/dissertation differ by more than 10 marks.

Depending on Programmes of Studies, External Examiner(s) may also be called upon to attend poster presentations by the students, where questions may be asked.

If *viva-voce* examination will be carried out by the External Examiner(s), a random sample of students, established by the Department/Centre in consultation with the External Examiner(s) will be called for. Students concerned will be informed accordingly. The *viva-voce* examination (normal duration of 10-30 minutes) is carried out by the External Examiner(s). Depending on the latter, other staff (e.g. project supervisor, second assessor, Head of Department) may be present.

The final moderated mark is used for the computation of the student's CPA or academic standing. The University expects disagreements between the internal and External Examiner(s) to be resolved through discussion. In the event of serious divergence of opinion between the Examiners, the recommendation of the External Examiner(s) shall be final, subject to approval by Senate (c.f. Document on External Examining of Undergraduate and Postgraduate Taught Degree Programmes).

### 7.6 SUBMISSION/RE-SUBMISSION OF THE PROJECT/DISSERTATION

A student who has failed her/his dissertation/project must either submit a new or an amended one as decided by the Board of Examiners, Faculty/Cluster Board and Senate.

### 7.6.1 Undergraduate

(i)  For a failed project/dissertation with possibility of amendments, the re-submission should be effected at latest three (3) months following Senate's approval of results.

(ii)  For a failed project/dissertation with recommendation for a new submission (new title), submission should be effected by last working day of March of following academic year.

For programmes which start during an odd semester, the Faculty/Centre will re-adjust the deadline accordingly.

**7.6.2    Postgraduate**

The re-submission/submission date for an amended/new project/dissertation will be the last working date of August of the following year at latest. For programmes which start during an odd semester, the Faculty/Centre will re-adjust the deadline accordingly.

**7.7        REVIEW OF PROJECTS/DISSERTATIONS**

Requests for review of projects/dissertations from final year diploma, undergraduate and postgraduate students should be lodged within one (1) week of receipt of the transcript of examination results by filling in the 'Students Review Form' (SRF), available at the Examinations Office, and submitting same to the said Office. A fee of Rs 1100 is payable. The whole amount will be refunded to the student if the latter's grade is improved following the review of his/her project/dissertation.

The Examinations Office will inform the student  of the outcome of his/her request for review within 4 weeks from the receipt of the application for review and take any action, if necessary, with respect to refund of the fee to the student.

# UNIVERSITY OF MAURITIUS

## PROJECT/DISSERTATION DECLARATION FORM

| |
|---|
| Name: |
| Student ID: |
| Programme of Studies: |
| Module Code/Name: |
| Title of Project/Dissertation: |
| Name of Supervisor(s): |

**Declaration:**

In accordance with the appropriate regulations, I hereby submit the above dissertation for examination and I declare that:

(i) I have read and understood the sections on **Plagiarism and Fabrication and Falsification of Results** found in the University's "General Information to Students" Handbook (20…./20….) and certify that the dissertation embodies the results of my own work.

(ii) I have adhered to the 'Harvard system of referencing' or a system acceptable as per "The University of Mauritius Referencing Guide" for referencing, quotations and citations in my dissertation. Each contribution to, and quotation in my dissertation from the work of other people has been attributed, and has been cited and referenced.

(iii) I have not allowed and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.

(iv) I am aware that I may have to forfeit the certificate/diploma/degree in the event that plagiarism has been detected after the award.

(v) Notwithstanding the supervision provided to me by the University of Mauritius, I warrant that any alleged act(s) of plagiarism during my stay as registered student of the University of Mauritius is entirely my own responsibility and the University of Mauritius and/or its employees shall under no circumstances whatsoever be under any liability of any kind in respect of the aforesaid act(s) of plagiarism.

| | |
|---|---|
| Signature: | Date: |

# UNIVERSITY OF MAURITIUS

## PROJECT/DISSERTATION SUBMISSION FORM

This form must be completed and handed to the Faculty/Centre Registry at the time of submission of the two spiral-bound copies and one soft copy of the dissertation.

## A. To be Completed by the Student

| | |
|---|---|
| Name: | |
| Student ID: | |
| Programme of Studies: | |
| Module Code/Name: | |
| Title of Project/Dissertation: | |
| Word Count: | |
| Signature: | Date: |

## B: To be Completed by the Supervisor(s)

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| Name(s): | |
| Comment(s) on the Supervision | |
| Signature: | Date: |

## C: For Office Use Only

This is to certify that Mr/Ms/Mrs…………………………………..has submitted………..spiral-bound copies and ………soft copy of dissertation on………………………………at the Faculty/Centre Registry.

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**Officer's Name**

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**Officer's Signature**

# UNIVERSITY OF MAURITIUS

## GROUP PROJECT/DISSERTATION SUBMISSION FORM

This form must be completed and handed to the Faculty/Centre Registry at the time of submission of the two spiral-bound copies and one soft copy of the dissertation.

## A. To be Completed by the Students

| Name | Student ID | Programme of Studies | Module Code/Name |
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| 2. | | | |
| 3. | | | |

| Title of Project/Dissertation: |
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| Word Count: |

Mark each group members' contribution and effort towards the group work out of 100 points. (50 points = equal contribution; 0 – 40 points = less than equal contribution ; 60 – 100 points = above equal contribution)

| Name of Group Member | Points |
|---|---|
| | |
| | |
| | |

Signatures: 1. …………………………………………………………………    Date: ………………………………………………..

2…………………………………………………………………..    …………………………………..……………………

3…………………………………………………………………..    ……………………………………………………………..

## B: To be Completed by the Supervisor(s)

| Name(s): |
|---|
| Comment(s) on the Supervision |

| Signature: | Date: |
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## C: For Office Use Only

This is to certify that students………………………………………………………………………………………………………………have submitted………..spiral-bound copies and ………soft copy of dissertation on……………………………………………………………at the Faculty/Centre Registry.

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 **Officer's Name**                                                              **Officer's Signature**

# UNIVERSITY OF MAURITIUS

## FACULTY ………………………..

### PROJECT PROGRESS LOG

Department      …………….................................................................……………

Academic Year …………….................................................................……………

Students are hereby informed that they should submit this document (around 200 words) to their respective Module/Project Co-ordinators by the 2nd week of Semester I at latest.

Student's Name: …………….................................................................……………

Student ID:  …………….................................................................……………

Title of dissertation: …………….................................................................……………

Aims and Objectives:. …………………………………………………………………….

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Proposed Methodology (tentative): ……………………………………….…………

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Student's Signature: …………………       Supervisor's Name.....…......…………

Date:        …………………….            Supervisor's Signature**:** ................

                                           Date: …………………………..

N.B.: Both the supervisor and the student should retain a copy of this Project Progress Log.

<div align="right">ANNEX 2</div>

# UNIVERSITY OF MAURITIUS
## Faculty of ………………………

## PROJECT  PROGRESS  LOG

**Student Name**         :

**Student ID**           :
**Department**           :

**Programme**            :

**Title of Dissertation**  :

**Supervisor** :

**Project Coordinator** :

- Your Project Progress Log serves as a record of your transferable skills and participation and attainment as a student for dissertation purposes.

- Its purpose is to help you to plan your own dissertation and to record the outcomes.

- As well as gaining valuable skills, you will find that the information accumulated in this Log will prove helpful during the write up of the dissertation.

- The document belongs to you and it is your responsibility to keep it up to date.

- It is your responsibility to ensure your supervisor is aware of the dissertation activities you have undertaken.

**You should sign the appropriate statement below when you submit your Project Progress Log:**

I confirm that the information I have given in this Log is a true and accurate record:

Signed: ……………………………………………………                    Date: …………………

# UNIVERSITY OF MAURITIUS

## Faculty of ………………………

### RECORD OF STRATEGIC MEETINGS WITH SUPERVISOR

| Meetings | Date | Topics/Themes Discussed | Comments (If any) | Supervisor's Initials | Student's Initials |
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