Middlesex University Business School

Research Project (Dissertation) Module

MGT4900

Module Leader: **Huyen Anh Tham**

Workshop Tutors: **Louise Boulter, Parisa Dashtipour, Tianchen Li and Luciano Celini**

January 2021

24 weeks

Online location of handbook

This handbook can also be accessed via My Learning.

Other formats available

This handbook is available in a large print format. If you would like a large print copy or have other requirements for the handbook, please contact the Disability Support Service disability@mdx.ac.uk

Disclaimer

The material in this handbook is as accurate as possible at the date of production. You will be notified of any minor changes promptly. If there are any major changes to the module you will be consulted prior to the changes being confirmed. Please check the version number on the front page of this handbook to ensure that you are using the most accurate information.

Other documents

Your module handbook should be read and used alongside your programme handbook and the information available to all students on My Learning and UniHub, including the Academic Regulations. Your programme handbook can be found on the My Learning programme page for your course.

KEY DATES

- # Proposal submission deadline: Friday 16 July 2021, 9pm

- # Final dissertation submission deadline: Friday 14 January 2022, 9pm

Your MA / MSc Dissertation - 10 Things You MUST Know!

1. This is the biggest piece of work you will do – **15,000 words**, and carrying the most weight in the assessment – **60 credit points**

2. **Employers** ask about your dissertation when you look for a job – fact! It's your project – an **independent piece of work** that shows what you can do

3. The **Proposal**: you must pass this to be allowed to proceed (i.e. having a supervisor assigned to guide you towards completing the dissertation).

4. **Supervisors**: You can request a certain academic staff to be your supervisor but you **MUST** get their written agreement (via email) sent to the Module Leader by 16 July 2021. After this date, you will get assigned.

5. **Appointments** with tutors and supervisors: **turn up on time**. Remember that they are there to guide and advise, not write or proof-read for you.

6. You really do have to **attend the workshops**

7. Make use of your learning on **other modules**

8. You are studying for a **higher degree** – you must be prepared to **read** and engage with the relevant academic literature

9. **Start early** on your project, it can't be done quickly

10. The more **commitment and effort** you put into it, the more **enjoyment and reward** you will get out of it!

1. The module teaching team

Please see below details of the teaching team for this module.

Module leader: Huyen Anh Tham		
	Room number:	W110
	Email:	h.tham@mdx.ac.uk
	Telephone number:	02084114049
	Office hours:	Wednesday 1-3 pm
		Zoom link:
		https://mdx-ac-uk.zoom.us/j/96108831965?pwd=bjhDNWIMNU5IbWlid0s2UW1HdEk5QT09
		Meeting ID: 961 0883 1965
		Passcode: 477550
Workshop tutor: Louise Boulter		
Please insert the staff member photo	Room number:	Click here to enter text.
	Email:	L.Boulter@mdx.ac.uk
	Telephone number:	Click here to enter text.
	Office hours:	Click here to enter text.
Workshop tutor: Tianchen Li		
Please insert the staff member photo	Room number:	Click here to enter text.
	Email:	L.X.Li@mdx.ac.uk
	Telephone number:	Click here to enter text.
	Office hours:	Click here to enter text.
Workshop tutor: Luciano Celini		
Please insert the staff member photo	Room number:	Click here to enter text.
	Email:	L.Celini@mdx.ac.uk
	Telephone number:	Click here to enter text.
	Office hours:	Click here to enter text.

2. Communication with the teaching team

The module leader and other module tutors are likely to send urgent and/or individual messages about the module to you by email, so it is important that you read your University email regularly.

It is not necessary to book an appointment to see the tutor during the above office hours; you just need to drop in. In the first instance problems should be dealt with by talking to your tutors after the class.

Our most important consideration is your health, wellbeing and safety as well as our staff and people related to the University. Remember that you – as part of #TeamMDX – can stay up-to-date with the guidance on Coronavirus at

https://unihub.mdx.ac.uk/coronavirus-covid19

With Unihelp

If you are seeking a **deferral** or need to notify us about **extenuating circumstances** regarding attendance and/or completion of your dissertation, please contact Unihelp desk.

Contacting your Supervisor

Once you have been allocated a supervisor, you are expected to attend a minimum of **3 meetings with your supervisor** up until the date you submit your final dissertation report. These meetings need to be arranged in consultation with your supervisor and will only be changed with his/her agreement. Each meeting must be recorded and signed off at each meeting by your supervisor. If there is no adequate record of attendance your dissertation report may not be accepted for marking.

Your first meeting

Once you have been notified of your supervisor, you must contact them by email to make an appointment to meet or visit them during their Office Hours, to confirm when your supervision sessions will be. Staff contact details and office hours can usually be found on their office door.

Subsequent meetings

Having confirmed your schedule of supervision meetings, we expect you to keep to your appointments – and on time. If there are problems with appointments, please inform the Module Leader.

A typical programme of your supervision meetings is:

> **First meeting**: to confirm the project proposal and its details for study and implementation
>
> **Second meeting**: a check on your literature review

Third meeting: to ensure you are able to collect appropriate data and information, including any design of surveys for primary data (where appropriate and feasible)

Fourth Meeting: a review of your draft report – no later than about 4 weeks before submission is strongly recommended.

3. Module overview

The dissertation you submit is your final examination for MGT 4900 and is worth 60 credits. This piece of work is therefore the most significant assessment in your Masters. It can also enhance your CV, and thus maybe your career and job prospects. Two internal examiners will mark your dissertation. It is also made available to an external examiner.

3.1 Module Aims and Objectives

The postgraduate dissertation module allows you to demonstrate your ability to produce academic research which is both systematic and methodical, and within the conventions and rigour of the wider tradition of social science research. This includes a review of the existing literature about your chosen topic area. We also expect your dissertation to address a real-life business and management problem and help improve organisational performance.

To this end, you will be expected to demonstrate your **understanding** of:

- the design and implementation of applied business & management research, and
- the limitations and obstacles evident in management research and the availability of approaches enabling these to be overcome

You will also be expected to demonstrate your **ability** to:

- critically evaluate other people's research methods and findings;
- deploy the appropriate qualitative or quantitative data collection and analysis techniques for problem solving; and
- use research findings to frame recommendations for change

We expect you to produce an acceptable dissertation that fulfils the requirements of your MA/MSc, which follows the required structure detailed in this handbook, and which demonstrates articulate and independent arguments, in your own words as much as possible.

3.2 Module Requirements

You are required to do the following:

    (1) Attend your dissertation workshops,
    (2) Produce an acceptable proposal (see Section 3 below),
    (3) Attend your supervision sessions (see Section 4 below), and

(4) Produce a dissertation report of an acceptable academic standard (see Sections 4 – 7 below).

Attendance will be taken at workshops. Failure to attend your workshops without good reason will affect your progression to the dissertation stage as you will not have prepared yourself to complete effectively a dissertation project.

Dissertation proposal

Your proposal is developed by you during the workshops phase of the module. The proposal is about 2000 words in length and is to be submitted online via Turnitin by the submission date (see Section 3 below about the content and structure of your proposal document). This is assessed both as an academic piece of work *and* as a project management document.

One of the main things we will look at in your proposal is whether you have selected an appropriate business and/or management related topic, since you are on a Masters in the Business and Management subject area (see Appendix I for an indicative list of suitable topic areas).

At the completion of these Workshops, your dissertation proposal will be assessed. If it is of an acceptable standard, you will then be allocated to an appropriate supervisor for your project. The meetings with your supervisor (minimum of 3) will be key milestones in your project plan.

Dissertation

The dissertation itself should be approximately **15,000 words** in length, excluding appendices. It should not be more than 18,000 words in length, and no less than 12,000 words. Examiners may refuse to assess anything in excess of 18,000 words. Appendices must be limited to essential material that supports the main text of the report. Dissertations should be submitted via Turnitin by the due date.

The due date of the project, and the proposal, is the equivalent of an examination date, and failure to meet this deadline will be reported to the Assessment Board. In the event of illness, late submission will only be accepted if medical evidence is presented. This must be submitted along with a completed deferral form to UniHelp Desk and NOT to the individual supervisors, tutors or module leader. Students who have extenuating circumstances for not submitting by the deadline may be given a deferral. Students may, in exceptional circumstances, be required to undertake a Viva Voce examination. Please see Section 6 below.

3.3   Timescales

You need to think very carefully about how long things will take: for example, how long will it take to arrange an interview, or wait for an interlibrary loan to arrive? In addition, if you have chosen a survey-based approach, it may take over a month for replies to a

questionnaire to be returned. Furthermore, you should not underestimate the length of time necessary to prepare the final version of the dissertation, and you will need to leave about a week at the end of the period to get your work bound. Please remember that TWO copies must be submitted to the Hendon Student Office. All of these issues should be considered when you are drawing up your timetable.

The project involves a great deal of work, so it is important that you plan this work carefully, and as early as possible. In particular, do not underestimate the time needed for the writing up, revision and production of the final version of the project. This can take at least four to six weeks from the first full draft, depending on your other commitments.

3.4 Research Ethics

This module **WILL** require you to undertake an ethical review process/application before you carry out any research involving human participants, human data, animals/animal products, precious artefacts, materials or data systems.

Data **MUST NOT** be collected without first obtaining ethics approval for your research. If you submit a project that includes data gathered from or about people without ethical approval this may be treated as academic misconduct and could lead to fail grade being awarded.

Research ethics approval seeks to ensure all work is designed and undertaken according to certain principles of ethical research. These include:
- Primary concern must be given to the safety, welfare and dignity of participants, researchers, colleagues, the environment and the wider community
- Consideration of risks should be undertaken before research commences with the aim of minimising risks to those involved – i.e. human participants or animal subjects, colleagues, the environment and the wider community, as well as actual or potential risks to those directly or indirectly affected by the research.
- Informed consent should be freely given by participants, and by a trained person when collecting or analysing human tissue (details on accessing and completing online training for gaining informed consent for HTA purposes can be found below in Section 8).
- Respect for the privacy, confidentiality and anonymity of participants
- Consideration of the rights of people who may be vulnerable (by virtue of perceived or actual differences in their social status, ethnic origin, gender, mental capacities, or other such characteristics) who may be less competent or able to refuse to give consent to participate
- Researchers have a responsibility to the general public and to their profession; as such they should balance the anticipated benefits of their research against potential harm, misuse or abuse which must be avoided

- Researchers must demonstrate the highest standards of ethical conduct and research integrity. They must work within the limits of their skills, training and experience, and refrain from exploitation, dishonesty, plagiarism, infringement of intellectual property rights and the fabrication of research results. They should declare any actual or potential conflicts of interest, and where necessary take steps to resolve them.
- When using human tissues for research, Human Tissue Act and Human Tissue Authority (HTA) requirements must be met. Please contact the relevant designated person (DP) in your department or the HTA Designated Individual (DI) (Dr Lucy Ghali - L.Ghali@mdx.ac.uk). Further information is provided below in the section: "Human Tissue Authority Information", see 'Governance Structure" document and SOPs etc.
- Research should not involve any illegal activity, and researchers must comply with all relevant laws

If planning to collect and use primary and secondary data, you **MUST** apply for research ethical approval using the Middlesex Online Research Ethics (MoRE) system **prior to commencing data collection**. The form provides information and guidance to help you meet the highest standards of ethical research using this link: https://MOREform.mdx.ac.uk

Information and further guidance on how to complete a research ethics application form (e.g., video guides and templates) can be found on the MORE MyLearning site*:

http://mdx.mrooms.net/enrol/index.php?id=12277 (Log in required)

*Middlesex University Definition of Research document can be located on this site.

4. Learning resources

The module uses the following book as the core textbook:

M. Saunders, P.Lewis, and A.Thornhill. (2020) *Research Methods for Business Students,* **FT Prentice Hall, Eighth Edition (with companion website).**

In addition, the workshops will use material from the following two texts:

- J. Wilson, (2010) *Essentials of Business Research,* Sage *Publications* (with companion website).
- C. Fisher, (2006) *Researching and Writing a Dissertation for Business Students*, FT Prentice Hall, Second edition.

- S. Cameron and D. Price, (2009) *Business Research Methods*, CIPD *(with companion*
- *website).*

The Module Reading list can be found on http://readinglists.mdx.ac.uk and inserting the appropriate module number when requested). However, there are numerous other good texts on research methods, many of which are available in the Hendon library. An extended reading list for these modules is to be found on the link **http://readinglists.mdx.ac.uk**. Put in the number of the module where requested by the link and the extended reading list will be shown.

4.1 Recommended Reading

4.1.1   How to Conduct Research

The following general reading list is divided into two main sections: 1) How to conduct research, and 2) Textbooks of methodology. The module tutor for the research workshops will recommend specific books from this list of useful texts.

a) The Research Process

There are many useful texts which provide insight into the beginning, management and successful completion of management research projects. The following texts are strongly recommended:

Business Research: Collis, J. and Hussey, R. (2003), *A practical guide for undergraduate and postgraduate students*, Palgrave, Second Edition, ISBN 0333 983254

Partington, D. Editor (2002), *Essential Skills for Management Research: Sage Publications*, ISBN 07619 70088

Other Useful Points of Reference include:

Bell, J. (1999), *Doing Your Research Project,* Open University Press, ISBN 0335 203884

The Good Research Guide: Martyn Denscombe, Open University Press, 1998, ISBN 0335 198058

Baxter, L. Hughes, C. and Tight, M. (1996) *How to Research* Open University Press, ISBN 0335 194524

Orna, L. (1995) *Managing Information for Research,* Open University Press, ISBN 0335 193978

b) Elements of the Research Process

There are also many guides which provide insights into particular data collection and analysis approaches available to the researcher. Among these are:

Pallant, J. (2001), *SPSS Survival Manual*, Open University Press, ISBN 0335 208908

Keats, D. (2000) *Interviewing: A Practical Guide for Students and Professionals*, Open University Press, ISBN 0335 206670

Yin, R.K. (2003) *Case Study Research*, Third Edition, Sage.

Holloway, W. Jefferson, T. (2000), *Doing Qualitative Research Differently*, Sage, ISBN 07619 64266

de Vaus, D. (1996), *Survey's in Social Research*, UCL Press, ISBN, 085728 5425

Taylor, S. and Bogdan, R. (1984), *Introduction to Qualitative Research Methods* Wiley, 2nd Edition, ISBN 0471 889474

O Dochartaigh, N. (2001), *The Internet Research Handbook*, Sage, ISBN, 07619 64401

Silverman, D. (2001), *Interpreting Qualitative Data : Methods for analyzing talk, text and interaction*, Sage, 2nd Edition

4.1.2   Research Methodology

Once again there are numerous high-quality textbooks which address methodological approaches to business research. Among books recommended are the following:

Oliver, P [2003], *Writing Up Your Thesis***, Sage Publications - strongly recommended.**

Gill, J. Johnson, P. (2002) *Research Methods for Managers* Sage Publications 3rd Ed, ISBN 07619 40022, – another classic text

Real World Research: Colin Robson, Blackwell, 1993, ISBN 0631 176896 (A highly comprehensive general methodology text)

Cooper, D. Emory, W. (1995), *Business Research Methods* Irwin, ISBN 0256 137773, 5th Ed – another highly comprehensive general methodology text, although principally aimed at a US/International audience).

May, T. (1997), *Social Research Issues, Methods and Process*, OU Press

5.   Expectations of studying this module – Attendance and Engagement

Engaging with online and remote learning and activities is integral to your success. This module is taught via online classes and activities, video recordings of key materials and pre-booked individual consultation sessions (available towards the end of the second term). You are required to attend online classes and study the recommended materials in your own time. You are also required to contribute to the Discussion Forum and Learning Blog to enhance your knowledge and understanding. Module Leader and Workshop Tutors are available to answer questions at the end of the classes and via emails. Discussion Forum will be used to monitor engagement so make sure you contribute.

Middlesex University supports students, enabling them to achieve their full potential. We provide this support through a number of strategies, all of which provide our students with a supportive learning environment online, remotely, face-to-face, or blended.

Further information on engaging with your programme will be available at your Induction and updates online at UniHub

https://unihub.mdx.ac.uk/study/assessment/attendance

Professional behaviour

The programme of study you are undertaking is underpinned by developing professional behaviour and attitude. You are expected to behave in a professional, supportive manner to your peers and teachers. You must come to sessions prepared and ready to contribute where appropriate. Please remember that your University ID should be carried with you always and you must be able to identify yourself if asked to do so. Please conduct your email communication with fellow students, tutors and all relevant staff in a formal and courteous manner.

Academic Integrity and Misconduct

Academic misconduct is a breach of the values of academic integrity and can occur when a student cheats in an assessment, or attempts to deliberately mislead an examiner that the work presented is their own when it is not. It includes, but is not limited to, plagiarism, self-plagiarism commissioning or buying work from a third party or copying the work of others, breach of examination room rules.

Students who attempt to gain unfair advantage over others through academic misconduct will be penalised by sanctions, according to the severity of the offence, which can include exclusion from the University. Links to the relevant University regulations and additional support resources can be found here:

> **Becoming a successful student** Course which includes Academic Integrity
> **Access to course**. (You will have to log into to MyUniHub and then MyLearning to access the course)
> Section F: Academic Integrity and Misconduct:
> https://www.mdx.ac.uk/about-us/policies/university-regulations
> Referencing & Plagiarism: Suspected of plagiarism?:
> http://libguides.mdx.ac.uk/c.php?g=322119&p=2155601
> Referencing and avoiding plagiarism:
> http://unihub.mdx.ac.uk/your-study/learning-enhancement-team/online-resources/referencing-and-avoiding-plagiarism
> The MDXSU Advice Service offers free and independent support face-to-face in making an appeal, complaint or responding to any allegations of academic or non-academic misconduct.
> https://www.mdxsu.com/advice

Extenuating circumstances:

There may be difficult circumstances in your life that affect your ability to meet an assessment deadline or affect your performance in an assessment. These are known as extenuating circumstances or 'ECs'. Extenuating circumstances are exceptional, seriously adverse and outside of your control. Please see link for further information and guidelines:

https://unihub.mdx.ac.uk/your-study/assessment-and-regulations/extenuating-circumstances

6. Assessment

6.1 Marking

The final report will be read and marked by two members of staff, one of whom will normally be your supervisor; they will normally agree on a mark for your project. If the two markers do not agree, a third opinion may be sought from the Module Leader.

6.2 Assessment Guidelines

In order to pass this module, you need to (1) get a pass for the proposal and (2) achieve a minimum grade of 40 for the dissertation itself.

If you don't pass the proposal in the first attempt, you will be given 2 weeks to resubmit the proposal. Feedback will be provided on how to improve the first proposal to get it to pass.

Once you get a pass for the proposal, you will be assigned a supervisor who will guide you till the completion of the dissertation.

Your dissertation addresses each of the following:

➢ Research Question(s) – Aims and Objectives (10%)
➢ Literature Review and conceptual framework (25%)
➢ Methodology (20%)
➢ Findings and Data Analysis (20%)
➢ Conclusions and Recommendations (15%)
➢ Language and presentation (10%)

These assessment criteria guidelines are reflected in the MGT 4900 and MGT 4910/4920/4950. Dissertation marking template reproduced in Appendix V, and should be viewed in conjunction with the University Assessment Criteria for Level 4 Modules detailed below.

6.3 University Assessment Criteria for Level 7 Modules

Learning accredited at this level will reflect the ability to:

display mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision-making including use of supervision.

Level descriptors

i. *Intellectual skills and attributes*

Knowledge: Display mastery of a complex and specialised area of knowledge and skills.

Skills: Demonstrate expertise in highly specialised and advanced technical, professional and/or research skills. The most significant characteristic is the exploration of boundaries where preceding levels focused on knowledge and skills within them.

ii. *Processes*

Process: Conduct research, or advanced technical or professional activity.

Role and function: Design and apply appropriate research methodologies. Communicate results of research to peers. Highly complex tasks and procedures are featured at this level.

iii. *Accountability*

Autonomy: Accept accountability in related decision making, including use of supervision. Accountability is usually to peers rather than to superiors. The learner is responsible for initiating supervisory and peer support contacts.

6.4 Final Remarks

The dissertation gives you an opportunity to demonstrate how you are able to work on your own and tackle a problem in depth. More specifically, you will be required to demonstrate:

- ➢ extensive and relevant reading
- ➢ an understanding of the theories that underpin the research
- ➢ meticulous empirical work
- ➢ a knowledge of academic conventions
- ➢ the ability to report effectively.

Although the project involves a great deal of work, it is something that you should find interesting and enjoyable.

6.5 Viva Voce Examinations

6.5.1 Basic Outline of the Viva

In exceptional circumstances, a student may be asked to undertake a Viva Voce examination. For example, a Viva will always be requested where a student has no record of meeting his/her supervisor. A Viva is a verbal defence of the student's work in front of their supervisor and/or second marker. The viva is an opportunity for the markers to gain a better understanding of the project objectives, methodology, and conclusions. It may last up to 45 minutes. If you are requested to sit a Viva examination, you should come prepared to answer questions about your project, which may include the following issues:

- ➢ your reasons for a choice of topic;
- ➢ a clarification of your objectives;

➢ more details about, and a justification of, your chosen methodology;
➢ an explanation of the sources and location of primary and secondary data presented during the dissertation;
➢ a justification of the conclusions reached and recommendations made;
➢ areas where you dissertation could have been improved; and
➢ the knowledge that you have acquired during the research.

You should bring with you a copy of your dissertation and be able to refer to the appropriate pages, if required.

6.5.2 Why you Might be Called for a Viva

The decision to request that a student undertakes a Viva is typically taken by their supervisor. Typically, students may be required to face a Viva for one of three reasons:

➢ The supervisor is concerned about the possibility of plagiarism;
➢ A student has not attended sessions with their supervisor; and
➢ There may be particular aspects of the dissertation that the supervisor needs to clarify, which may have a bearing upon the grade awarded.

With the exception of proven instances of plagiarism, a Viva examination cannot result in the reduction of an awarded grade.

The best way to prepare for a Viva is to read through your project; and be prepared to answer questions.

The best way to avoid the need for a Viva is to establish and maintain a good working relationship with your supervisor.

6.6. Anonymous Marking Assessment Policy

We have worked with the MDXSU to create an anonymous marking policy, in response to student feedback. Anonymous marking ensures that your identity (your name, student number and other personal/identifiable information) is not made available to academics when they are marking your work. This means that you can have confidence that your assessments will be marked fairly and consistently. However, there are some forms of assessment for which anonymity cannot be guaranteed and these are recognised in the policy. We believe that it is important to provide you with the support and guidance needed to help you develop and prepare for your final assessments (those which count towards your final grades i.e. summative assessments). Therefore, anonymous marking will not apply to learning activities and assessments that do not contribute to your final grades (i.e. formative assessments). If you require further information and support to understand how anonymous marking works in your programme modules please contact the Module Leader for more information. The Anonymous Marking Assessment Policy is available at:

https://www.mdx.ac.uk/__data/assets/pdf_file/0037/563599/anonymous-marking-assessment-policy.pdf

APPENDICES

Appendix I: Staff Interests in the Business and Management Group

Appendix II: Declaration of Originality

Appendix III: Project Module Supervisor Contact Sheet

Appendix IV: Technical Production of the Dissertation

Appendix I: Staff Interests in the Business and Management Department

General interests of the Business and Management department include the following:

Business and the Environment

Business Strategy

Change Management

Corporate Culture

Corporate and Community Governance

Cross-Cultural Management

Enterprise and Economic Development

Ethics and values in management (CSR)

Innovation and Organisational Learning

Management Education

Management of Change

Management of Diversity

Management of Equal Opportunities

Management of New Technology

Management Systems

Not-for-Profit / Third / Voluntary sector Management and Service Quality

Operations Management

Organisational theory

Project Management

Public Sector Management and Service Quality

Quality Management and Systems (incl. TQM)

Regulatory Policy and Compliance / Enforcement

Retailing Management

Small Business Start-up & Management

Social Enterprise

Strategic Management

Supply Chain Management

Tourism

==Please avoid specialist technical topics unless these focus on business and/or management issues. Also, please avoid Marketing, Financial and Banking related topics unless you have already identified a suitable supervisor for your project and they have given you written agreement to supervise your project.==

Appendix II: Declaration of Originality

THIS EXACT STATEMENT SHOULD APPEAR AT THE FRONT OF YOUR PROJECT

<div style="border:1px solid black; padding:1em;">

Declaration of Originality

I hereby declare that this project is entirely my own work and that any additional sources of information have been duly cited.

I hereby declare that any internet sources, published or unpublished works from which I have quoted or drawn reference have been reference fully in the text and in the contents list. I understand that failure to do this will result in a failure of this project due to Plagiarism.

I understand I may be called for a viva and if so must attend. I acknowledge that is my responsibility to check whether I am required to attend and that I will be available during the viva period.

Signed   ....

Date   ....

Name of Supervisor…………………………………

</div>

==It is mandatory that this completed form is included in your dissertation report==

Appendix III: Project Module Supervisor Contact Sheet

This form MUST be completed by you and your supervisor and submitted at the back of your final Dissertation Report

Project Module Supervisor Contact Sheet

Student Details:

Name: ....

Title of Project: ....

....

Contact Details: Email Address: ....

Telephone Number: ....

Supervisor Details.

Name: ....

Room Number: .... Email : ....

Time of Meetings: ....

Date	Agreed Actions/ Purpose of Meeting	Signature of Supervisor
1 Date		
2 Date		
3 Date		
4 Date		
5 Date		

(It is mandatory that this completed form is included in the Dissertation Report)

Appendix IV: Technical Production of the Dissertation

Paper Size and Typing

The dissertation should be typed on A4 white paper, and lines should be one and half spaced.

Margin

The left hand margin should be not less than 40 mm and the other margin not less than 20 mm.

Page Numbering

All pages should be numbered consecutively throughout the dissertation, including the appendices. The page numbers should be located centrally at the bottom of the page approximately 10mm above the edge. Tables should be numbered consecutively throughout the dissertation. The opening pages (Abstract, Acknowledgements etc.) may make use of Roman numerals, with text having Arabic numerals.