

**PRESENTATION AND
SUBMISSION OF MAJOR PROJECTS
AND DISSERTATIONS
FOR TAUGHT
HIGHER DEGREES**

**Sixth Edition
(October 2008)**

MASTER of ARTS (MA)

MASTER of BUSINESS ADMINISTRATION (MBA)

MASTER of LAWS (LLM)

MASTER of SCIENCE (MSc)

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Preamble

These regulations and guidelines apply to all taught Masters degrees offered by Anglia Ruskin University and should be read in conjunction with the relevant Module Guide. Where a candidate is enrolled with a partner college, or similar accredited institution for a taught Masters degree, these regulations and guidelines also apply.

The submission of a Major Project/Dissertation represents a significant amount of work for a candidate. The work also constitutes part of the final assessment process for the award of a higher degree. The regulations are therefore provided as an aid for candidates in preparation for the presentation of their work.

The candidate is advised to remind him/herself of the assessment regulations which apply before progressing to have their work word processed, bound and submitted. In these matters guidance should be sought from the candidate's supervisor.

Anglia Ruskin University recognises that it is appropriate and sometimes required that Major Projects/Dissertations be presented in a form other than the standard written form of a Major Project/Dissertation. Advice should be sought from supervisors if a candidate is in doubt about how to apply these regulations in such cases. It is usual in Major Projects/Dissertations which are presented in a form other than predominantly in writing (such as video) to accompany the work with a written element, which should conform to the regulations herewith.

The presentation and submission of Major Projects/Dissertations represents the final stage of writing up the research, or similar activity, undertaken by a candidate following postgraduate studies. The successful completion of this final stage results in a comb-bound volume, or other evidence, which may reside in a library.

The adoption of a standard layout and format is normal Anglia Ruskin University practice and helpful to those readers, both within the Anglia Ruskin University and others elsewhere, who wish to gain insights into the research contained in the Major Project/Dissertation. This recognises that the potential readership may extend beyond the author and the supervisor(s) to the wider academic and professional community.

The following pages provide detailed regulations and guidelines to assist the candidate in achieving an appropriate layout, presentation and binding as appropriate. The document also provides a framework of information which supervisors, word processors, binders and external assessors require in their respective contributions to the production and assessment of a Major Project/Dissertation.

Throughout the document the word Major Project is used to include projects where these form part of a taught Masters degree.

1. General Regulations

- 1.1 The Major Project shall include a statement of the candidate's research objectives and shall acknowledge published or other sources of material consulted and shown in the reference list (including an appropriate bibliography) and any assistance received.
- 1.2 The length and format of a Major Project shall comply with the pathway regulations of the degree for which it is to be submitted.
- 1.3 The maximum word count for the Major Project relates to the text and does not include indented quotations, tables, figures, diagrams, footnotes/endnotes, bibliography and appendices. Footnotes/endnotes must be contained within reasonable limits and should be used for reference purposes and not to extend the text.
- 1.4 Where a candidate's submission is part of a collaborative group project, the Major Project shall indicate clearly each candidate's individual contribution and the extent of the collaboration.
- 1.5 The final page of a candidate's Project/Dissertation must contain the title of the Project/Dissertation, the author's name and the following copyright statement "This work contains material that is the copyright property of others which cannot be reproduced without the permission of the copyright owner. Such material is clearly identified in the text". (Details of copyright regulations appear in Appendix 1: Copyright of Student Major Projects/Dissertations and Similar Work).
- 1.6 Where a candidate wishes a Project/Dissertation to remain confidential after successful submission, applications must be made to the appropriate Anglia Ruskin University authority, who may agree that a Major Project/Dissertation may be held on restricted access for an agreed period (See Appendix 2: Confidentiality).
- 1.7 Two copies of the Project/Dissertation must be submitted for the purpose of assessment and could be **comb-bound**. After successful submission at least one of these copies will be returned to the candidate. In a limited number of cases, Field Leaders may decide that a Major Project merits permanent retention in the library for the purposes of research and consultation as an example of good practice. Others may be retained by the Programme for a similar purpose. Programme Leaders will make their decision by the time of the Departmental Assessment Panel.

If it is decided that a Dissertation merits permanent retention in the library it is acceptable for it to be submitted in the comb-bound format.
- 1.8 If the presentation, binding and layout of the Major Project does not conform with these regulations, then it will be returned to the candidate, who will be responsible for its re-presentation.
- 1.9 Permission to present a Major Project in a language other than English must be sought from the Dean of Faculty. Permission shall normally only be given if the subject matter involves language and related studies, and if suitable supervision and assessment arrangements can be made.

2. Responsibilities of Candidates

- 2.1 The submission of the Major Project/Dissertation for assessment shall be at the sole discretion of the candidate. While a candidate would be unwise to submit for assessment against the advice of the supervisors, it is his/her right to do so. Equally, a candidate should not assume that a supervisor's agreement to the submission of the Major Project/Dissertation guarantees the award of the degree.
- 2.2 The candidate should know that failure to submit to the appropriate office of Anglia Ruskin University on time will cause Academic Regulations to be applied and this may lead to failure.
- 2.3 It is the responsibility of the candidate to maintain regular and agreed contact with their supervisor(s) regarding the nature and progress of their research or other activity.
- 2.4 A Project/Dissertation should not normally be submitted for assessment until the supervisor has commented and advised upon it. Supervisors shall read a draft of the entire work but are not required to do so more than once. They may also give advice upon individual parts, such as chapters, but shall not be required to do so more than once. They have the right to read these parts selectively at their discretion.
- 2.5 The comments and agreement from the supervisor(s) that the Major Project/Dissertation is suitable for submission should not be taken as an indication that it will satisfy the requirements for the award of a degree.
- 2.6 The candidate is responsible for arranging the word processing and binding and other related activities of their Project/Dissertation in accordance with these regulations.
- 2.7 The candidate should be aware of the Anglia Ruskin University's Academic Regulations and procedures with respect to the assessment offences of cheating, plagiarism and collusion.

Definitions

An assessment offence

- 2.8 For the purpose of the Academic Regulations an assessment offence is the generic term used to define cases where a student(s) has sought to gain unfair academic advantage in the assessment process for him/herself or another student(s).
- 2.9 An assessment offence may be committed in relation to work undertaken for any assessment method used by Anglia Ruskin University and its partner institutions.
- 2.10 There are many forms of assessment offence including:
 - any relevant breaches of the Academic Regulations governing the Conduct of Anglia Ruskin Examinations
 - taking unauthorised material into the examination room

- impersonating another candidate
- submitting someone else's work as one's own (known as "plagiarism": see below for a definition)
- falsifying data
- obtaining an examination paper in advance of its authorised release
- the unauthorised and unattributed submission of an assessment item which has been produced by another student or person
- the behaviour of one or more students which may result in the poor academic performance of another student or students.
- any attempt to bribe or provide inducements to members of Anglia Ruskin University staff, or to internal or external examiners in relation to the assessment process in its entirety
- any attempt which, if enacted, is designed to undermine or break the Academic Regulations

[NB The above list of examples is not comprehensive]

2.11 Plagiarism and collusion are common forms of assessment offence. They are defined as follows:

Plagiarism

2.11.1 Plagiarism is the submission of an item of assessment containing elements of work produced by another person(s) in such a way that it could be assumed to be the student's own work. Examples of plagiarism are:

- the verbatim copying of another person's work without acknowledgement
- the close paraphrasing of another person's work by simply changing a few words or altering the order of presentation without acknowledgement
- the unacknowledged quotation of phrases from another person's work and/or the presentation of another person's idea(s) as one's own.

Copying or close paraphrasing with occasional acknowledgement of the source may also be deemed to be plagiarism if the absence of quotation marks implies that the phraseology is the student's own.

Plagiarised work may belong to another student or be from a published source such as a book, report, journal or material available on the internet.

Collusion

2.11.2 Collusion occurs when two or more individuals collaborate to produce a piece of work to be submitted (in whole or in part) for assessment and the work is presented as the work of one student alone.

2.11.3 If students in a class are instructed or encouraged to work together in the pursuit of an assignment, such group activity is regarded as approved collaboration. However, if there is a requirement for the submitted work to be solely that of the individual, joint authorship is not permitted. Students who, improperly, work collectively in these circumstances are guilty of collusion.

3. Specifications¹

- 3.1 The following directions should be adhered to strictly. If they are not then such Major Projects/Dissertations will be returned to the candidate for correction and re-presentation and the Awards Board may deem the candidate to have failed if this is not achieved on time.
- i) The binding shall be of a fixed type (e.g. comb-binding) so that leaves cannot be removed or replaced. The outside front cover should bear the title of the work in 24pt type. The initials and surname of the candidate, the qualification and the year of submission shall also be shown centred on the front cover.
 - ii) Written work shall normally be in A4 format;
 - iii) Copies of the work shall be presented in a permanent and legible form either in typescript or print; where copies are produced by photocopying processes, these shall be of a permanent nature; where word processor and printing devices are used, the printer shall be capable of producing text of a satisfactory quality; the size of character used in the main text, including displayed matter and notes, shall not be less than 2.0 mm for capitals and 1.5 mm for x-height (that is, the height of lower-case x);
 - iv) The work shall be printed on the recto side of the page only; the paper shall be white and within the range 70 g/m² to 100 g/m²;
 - v) The margin at the left-hand edge of the page shall not be less than 40mm; other margins shall not be less than 15mm;
 - vi) Double or one-and-a-half spacing shall be used in the typescript except for indented quotations or footnotes where single spacing may be used;
 - vii) Pages shall be numbered consecutively through the main text including photographs and/or diagrams which are included as whole pages;
 - viii) The text of the title page shall be centred as shown in Appendix 3: Specimen Title Page, and include:
 - a. Anglia Ruskin University;
 - b. the full title of the Major Project/Dissertation;
 - c. the full name of the author (excluding qualifications);
 - d. the award for which the *Project/Dissertation is submitted in partial fulfilment of its requirements e.g. Master of Arts;
 - e. the sponsoring establishment in which the research was conducted and the collaborating establishment, if any;
 - f. the month and year of submission.

¹ It is advisable to give copies of these specifications to those people who undertake word processing of a Dissertation.

- ix) Between the title page and the first page of text it is necessary to include:
- a. an acknowledgements page, numbered with Roman numerals, i.e. (i);
 - b. the abstract, numbered (ii)
 - c. the table of contents, whose pages will be numbered with Roman numerals sequentially from - (iii);
 - d. the table of contents should show those parts and/or chapters and sections into which the work is divided. This should be followed by lists, with their respective page numbers, of tables and other appropriate supporting details in the order shown below:

List of Diagrams)	
List of Figures)	
List of Tables)	Numbered
Notation)	sequentially
Chronology of Events)	in Roman
Enclosed materials, i.e. tapes, films, disks)	numerals
References ²)	
List of Appendices)	

- 3.2 In cases where a Major Project/Dissertation, whether in written form or not (such as videos and disks), is supported by materials which cannot easily be incorporated into one volume, then a second volume may be used. Such materials would include tape recordings, films, computer disks or bound appendices which are important to the work itself. Details of these items must be shown both in the table of contents within the main volume of text and also within any second volume. Guidance should be sought on the most suitable methods of retaining such items within a bound Major Project/Dissertation.
- 3.3 Where award specific regulations require or allow a substantial amount of the Major Project/Dissertation to be in a form of non-written material (such as a video, photographic record or musical score) then it should be presented in accordance with the award specific regulations, reflect sound academic practice and, wherever possible, the letter and spirit of these regulations.

² Candidates should note that in certain disciplines conventions exist which enable a bibliography to be included separately from a list of references which appear in the text. See also Notes of Guidance on Referencing (Section 7).

4. The Abstract

- 4.1 There shall be an abstract bound into the Major Project/Dissertation immediately after the table of contents and before the first page of text. The Abstract shall be the last of the Roman numbered pages.
- 4.2 The abstract shall provide a concise synopsis of the Major Project/Dissertation stating the nature and scope of the work undertaken and the main conclusions which have been drawn from the findings.
- 4.3 Abstracts are an integral part of the work to be assessed and must be produced in strict accordance with the following requirements:
- a. the abstract shall not exceed 300 words, produced in single spacing on one side of A4 paper and shall be suitable for photographic reproduction;
 - b. three loose copies of the abstract shall be submitted at the same time as the Major Project/Dissertation;
 - c. the abstract shall conform to the following specification:

Name of University (capitals) _____
Abstract (capitals, underlined) _____
Faculty/Centre (capitals) _____
Degree for which the Major Project/Dissertation is submitted (underlined) _____
Title of Major Project/Dissertation _____
Full name of Author _____
Month and year of submission _____
Abstract text _____

ANGLIA RUSKIN UNIVERSITY <u>ABSTRACT</u> FACULTY OF VETERINARY SCIENCE <u>MASTER OF SCIENCE</u> THE SPATIAL DISTRIBUTION OF MANX CATS IN THE OUTER HEBRIDES By JEAN SMITH October 2008 Paragraph headings should not be used. Quotation marks should be single throughout. References should not be used, but underlined citations may appear if they represent the basis upon which the Project/Dissertation has been undertaken. The page should be set out so that the text of the Abstract fills the remaining space.
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5. Unique Materials

- 5.1 Where a candidate wishes to present a substantial amount of the Major Project/Dissertation in the form of non-written materials, or in the form of non-analytical written materials such as poetic or fictional items, and this is outside the rubric governing the Masters Award on which the candidate is registered, permission must be sought from the Dean of Faculty at least three months before the submission date and normally prior to undertaking the work. The Dean of Faculty would expect to receive a written, and full, explanation of such a request from a candidate and details of the proportion of work to be presented in this form.
- 5.2 Whatever the mode of presentation the candidate must present a documentary record of the programme of work in a written form which must normally be accompanied, in the form approved, by the material submitted in other than written form such as a video. Where practicable, photographs, slides, tape records or other permanent records of the material must be bound with the written work.
- 5.3 Any such materials which cannot conveniently be bound into the main text of the written work may be presented in a second volume (see paragraph 3.2, above).

6. Advance Publication

The candidate shall be free to publish material in advance of submitting a Major Project/Dissertation but reference shall be made to any such work. Copies of published material may be bound in with the Major Project/Dissertation or placed in an adequately secured pocket at the end of the work.

7. Referencing

- 7.1 The purpose of including references in the text is to enable readers to follow up that item if they so wish. The reference list should therefore contain the full citation of sources of work which support the research undertaken. The method of citation must be consistent throughout and the candidate is recommended to use the Harvard Referencing System as the preferred method of incorporating citations into the text and compiling the list of references. A Guide to the Harvard Style of Referencing is available at the following web address:

<http://libweb.anglia.ac.uk/referencing/harvard.htm>

- 7.2 In certain disciplines it is recognised that different referencing and bibliographic systems are used. The advice and guidance of the supervisor(s) should be sought on this by a candidate. If an alternative system permits the use of footnotes or endnotes then these items should be listed in numerical order at the end of the chapter to which they refer.

8. Preparation of the Major Project/Dissertation

- 8.1 In the course of compiling the Project/Dissertation, it is the responsibility of the candidate to ensure the accuracy of the work. This includes giving careful attention to:
- a) correct use of English;
 - b) overall presentation of the entire work;
 - c) pagination;
 - d) spelling and punctuation.
- 8.2 Word processing of Major Projects/Dissertations is not part of the duties of staff of Anglia Ruskin University. The candidate is advised to arrange for this work to be undertaken well in advance of any deadline for the submission of his/her word processed Project/ Dissertation.
- 8.3 It is the responsibility of candidates to ensure that their work is word processed in accordance with Anglia Ruskin's specifications. It is also the candidate's responsibility to check the accuracy of the document prior to it being comb-bound.
- 8.4 The pages which are bound as the written work for assessment must not contain any alterations or corrections to the text which are identified after binding. Alterations may be made in the case of minor spelling errors.

APPENDIX 1

COPYRIGHT OF STUDENT MAJOR PROJECTS/DISSERTATIONS, AND SIMILAR WORK

These rules control the matter of copyright of Major Projects, Projects/Dissertations and other literature of which a student is the author.

1. The copyright in any original material produced by students of Anglia Ruskin University as part of a course of study on which they are enrolled shall be vested in Anglia Ruskin University and shall remain the property of the Anglia Ruskin University until one year after the student shall have ceased to be a student on the programme for which work was submitted except that (i) the copyright in included material shall remain with the owner of such copyright and (ii) where, under the student's conditions of employment ownership of the copyright in the material vests in the student's employer then such right of ownership shall override the interests of Anglia Ruskin University, unless negotiation between the employer and Anglia Ruskin University shall result in an alternative agreement.
2. After a period of one year and subject to the exceptions in paragraph 1 ownership shall vest in the student.
3. Where any copyright becomes vested in Anglia Ruskin University under the above provisions, the student responsible for the original copyright material shall, on giving notice to the Secretary & Clerk to the Governors, have the right to undertake the following acts which would otherwise be restricted by the copyright:
 - a) Copy the work;
 - b) Issues copies of the work to the public;
 - c) Perform, show or play the work in public;
 - d) Broadcast the work or include it in a programme cable service;
 - e) Adapt the work or do any of the above to adapt the work.
4. Provided that where a student of Anglia Ruskin University is enrolled on a course of study and is subject to regulations established by an external examining body, then any claim by such examining body to the copyright in any material submitted to it by such students as part of their examinations shall override the interests of Anglia Ruskin University in such copyright; provided always that ownership in copyright may not be transferred where ownership already resides with another party, for example the employer of the student, without the express and written permission of that party.
5. The student shall be subject to such arrangement as Anglia Ruskin University may make from time to time for the safeguarding of copyright material whilst in its care. Any work subject to the Official Secrets Act will be avoided.

6. Appropriate student work shall include on the final page of the work, beneath the title of the work, author's name, etc., the following statement, in each copy:

COPYRIGHT

"Attention is drawn to the fact that copyright of this Project/Dissertation rests with:

- (i) Anglia Ruskin University for one year and thereafter with
- (ii) (Student's name)
- (iii) (Employer's name)

This copy of the Project/Dissertation has been supplied on condition that anyone who consults it is bound by copyright."

7. Where there are no commercial, security or other implications of confidentiality, a certificate signed by the author and worded as follows shall be placed at the foot of the final page of each copy of the Project/Dissertation :

"This work may (i) be made available for consultation within Anglia Ruskin University Library or (ii) be lent to other libraries for the purpose of consultation or may be photocopied for such purposes."

APPENDIX 2

CONFIDENTIALITY

Where the Dean of Faculty has agreed that the confidential nature of the candidate's work is such as to preclude the thesis being made freely available in the Library of Anglia Ruskin University the Major Project/Dissertation shall, immediately on completion of the programme of work, be retained by Anglia Ruskin University on restricted access and, for a time not exceeding the approved period (see below), shall only be made available to those who were directly involved in the Major Project/Dissertation.

Anglia Ruskin University through the Dean of Faculty shall normally approve an application for confidentiality only in order to enable a patent application to be lodged or to protect commercially or politically sensitive material. A Major Project/Dissertation shall not be restricted in this way in order to protect research leads. While the normal maximum period of confidentiality is two years, in exceptional circumstances the Senate may on application approve a longer period. Where a shorter period would be adequate the Awards Board shall not automatically grant confidentiality for two years.

APPENDIX 3

SPECIMEN TITLE PAGE

<p>ANGLIA RUSKIN UNIVERSITY</p> <p>THE SPATIAL DISTRIBUTION OF MANX CATS IN THE OUTER HEBRIDES</p> <p>JEAN SMITH</p> <p>A Major Project/Dissertation in partial fulfilment of the requirements of Anglia Ruskin University for the degree of Master of ... (A)</p> <p>This research programme was carried out in collaboration with the Hebrides Regional Health Authority whilst enrolled as a student at (B) Submitted: October 2008</p>
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Note:

- A Please insert the title of the Masters degree for which the Major Project/Dissertation has been submitted.
- B Please insert the name of the educational institution where the candidate was enrolled for this award, if this was NOT Anglia Ruskin University.