



Guidelines for the Supervision of Master's Degree Dissertations

Version 4.0

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Preface

In order to improve the current Master's Degree Dissertation system and process, there is a need to update the current Guidelines for the Supervision of the Master's Degree Dissertation V.2.4. The purpose of having clear guidelines is to act as a guide for the Deans, Master's Degree programme Coordinator/Director, XXXX550 course instructors, supervisors, and students.

1. Introduction

These guidelines are intended to provide standards of good practice for supervision of the Master's Degree dissertation. The aim is to ensure uniformity of approach for staff and students across Ahlia University.

This document presents five dissertation stages with the role and responsibilities of all concerned parties in addition to the process of the supervision, and related forms.

The dissertation aims to provide students with an opportunity (a) to obtain practical experience in research and analysis; (b) to demonstrate independence, academic originality, critical thinking and problem-solving, practical and written skills, as well as organization and time-management skills; and (c) where appropriate to develop skills in community service. Finally, it is seen as an instrument for differentiating between students' abilities.

The Master's Degree dissertation period starts from registering Research Methodology course (xxxx550) until submitting the final copy of Master dissertation by the students. This period can be divided into five stages, as shown in figure (1).



Figure 1: Master's Dissertation Stages

The College Council of all colleges offering Master 'degree programmes must form a Master committee with at least four research-active College faculty members with Ph.D. degree. This committee is chaired by Master's degree programme Coordinator/Director. The responsibilities of the Master committee are the following:

1. Approve faculty supervision load.
2. Review and approve the dissertation proposals submitted by students taking care to maintain the confidentiality of the degree candidate's records and integrity of the degree candidate's intellectual property (non-circulation of the degree candidate's proposal/work product).
3. Review and approve the list of research topics.
4. Approve the registration for any student in the dissertation course (xxxx599) verifying that the degree candidate has already finished the first two chapters of his/her dissertation.
5. Faculty teaching load (approving the distribution of courses)
6. Form the examination committees.
7. Review Master's degree programme according to CAQA guidelines.
8. Resolve any issues raised by students, supervisors, and instructors.

2. Pre-supervision Stage

As a prerequisite for registering the Master's Degree Dissertation, students must pass Research Methodology course (XXXX550). The period after registering this course until registering the dissertation is called Pre-supervision stage. Roles and responsibilities of concerned parties are described below.

I. Master Coordinator/Director

1. A list of at least three research topics is collected from each Ph.D. holder in the College at least one month before the end of every semester. Thus, Master Coordinator/Director should ask the concerned department chairpersons to submit the list.
2. The list of the research topics of the Master programme must be then reviewed and approved by the Master committee within one week.
3. The list of the research topics must be updated every semester.

4. Publish the approved list of research topics via various means such as Moodle, etc.
5. Upon the selected topic, a dissertation supervisor will be assigned in line with the research interest by the Master Programme Coordinator/Director with the Master committee for its approval.
6. Master Programme Coordinator/Director must then send the list of Dissertation Supervisor names along with the research topics to be approved at department concerned and college councils and circulated to the concerned members.
7. Master Programme Coordinator/Director should collect the student proposals from the Research Methodology course instructor at the end of the first month after registering the course.
8. Students proposals must reviewed and approved by the Master Committee with the decision of the Master's Committee forwarded to the Dean of Research. In case of any modifications required, students are informed in written, and students have to submit the modified proposal in one week.
9. List of supervision load of the faculty members should be sent to the deanship of graduate studies and research for information only.

II. Research Methodology Course Instructor

1. In the first week of the course (XXXX550), the instructor has to collect the list of research topics selected by the students.
2. Managing the list of selected topics should be in coordination with Master's committee.
3. Any problem regarding the selection of the topic should be resolved at most in the second week of the XXXX550 course.
4. The instructor should guide the students towards dissertation proposal, research methods, literature review, academic writing and data analysis.
5. Research Methodology course instructor has to submit the student proposals to Master Coordinator/Director in one month after registering the course.
6. The instructor should provide a clear assessment methods/criteria and weightage for the students as part of the course syllabus/specifications.

7. In line with the course XXXX550 weekly structures, the instructor is charged with verifying progress of the student against dissertation milestones: proposal, dissertation chapters one and two contents, such as, introduction and literature review in written form but evaluation of the substance of the research content needs to be carried out by a subject-matter expert serving as a degree candidate's acting supervisor until such time as a supervisor is approved for XXXX599 in order to facilitate seamless progression from XXXX550 to XXXX599. In the award for XXXX550, it is incumbent on the instructor to incorporate the acting supervisor's appraisal of the initial work-product of the student on the dissertation using the Form: Evaluation of Initial Dissertation Work Product of the Degree Candidate (covering Proposal/Chapter1&2).
8. The instructor must conduct a Plagiarism Check on the provided Chapters 1 & 2 and ensure (0% Plagiarism and should not exceed 15% Similarity). Thus, students have to submit the course assignments through Moodle.
9. Upon the grade being granted for XXXX550, the student must meet with the assigned supervisor and proceed with registration procedures for the actual XXXX599 dissertation.

III. Student:

1. Student must adhere to assessments deadlines and expected outcomes as classified within the XXXX550 course syllabus/specifications.
2. Students have to choose research topics either from the bank of topics published, or by proposing a new for consideration by the Master's Committee, which assigns students supervisors based on a co-location of the research topical field and the supervisor's research interests and competence. New topics will be assessed in terms of their merit by the Master's Committee, which, in particular with new topics proposed by degree candidates, will use best efforts to respect the preference of assigned supervisor of the degree candidate (in the event that the degree candidate stipulates such a preference). In rare instances in which doing research on the new topic is infeasible, the Committee reserves the right to reject the new topic.

3. During the first week of the course XXXX550, students have to submit the selected topics to the course instructor.
4. Student must submit his/her proposal with the proposal form in week four of the XXXX550 Course. The contents of the proposal are presented in Appendix 1.
5. The student must adhere to the university rules and regulation of assessments and ethics of research.
6. Upon successful completion XXXX550 course, student who satisfied the prerequisite of XXXX599 course has to register the course in the next semester.
7. Upon registration; the student must ensure that regular meetings are conducted with the dissertation supervisor and further complete their final Master's dissertation.

IV. Faculty Member

1. Each faculty member should submit at least three research topics.
2. Each research topic is preferred to be trending, in the specialization area, under the demand of market need.
3. Faculty members must provide for each research topic the following: Concise title, description, and three keywords.

Table 1: Timeline of pre-supervision period

Week	Activity	Responsibility	Expected Deliverable
By the first of the last month of every semester	A list of at least three research topics must be submitted to the department chair	Faculty Members	A list of at least three research topics from each faculty members
First week of the last month of every semester	Submit them to Master Coordinator/Director	Department Chairs	List of topics from each department in the concerned college
First week of the last month of every semester	Update, approve, and announce the list of research topics for each Master programme	Master Coordinator/Director with the Master committee	Publish list of approved list of research topics
Registration Period	Students register XXXX550 course	Student	Officially Registered in XXXX550 Course
Second running week on the Semester	Students must select their research topics and forward their selection to the instructor	Student	Selected Research topic by the student

Second running week on the Semester	The instructor forwards the selected topics to the Master Coordinator/Director for load allocation and approval	XXXX550 Instructor	A list of supervision load
Second running week on the Semester	Review and approve the supervision load by the Master committee	Master committee	Approved supervision load by Master committee
Second running week on the Semester	Master Coordinator/Director informs the concerned departments of supervision load of faculty members	Master Coordinator/Director	Approval of concerned departments of supervision load
Week 4	Submit dissertation proposals	Student	Dissertation proposal and proposal form
Week 5	The XXXX550 instructor will assess the student in written format against proposal, and forward the proposal to the Master Coordinator/Director.	Instructor	Dissertation proposals
Week 6	Review and approve the dissertation proposals by Master committee	Master Coordinator/Director and Master committee	Approved proposals / comments by Master committee
Week 6	Send the approved proposals to deanship of research and postgraduate studies and HEC	Master Coordinator/Director	Approved proposals
Week 10	The XXXX550 instructor will receive and assess the student presented dissertation introduction	Instructor and student	Introduction with plagiarism report
Week 13	The XXXX550 instructor will receive and assess the student presented literature review	Instructor and student	literature review with plagiarism report
Add and Drop Period following Semester (if prerequisites are satisfied)	The student to officially register in 599 course	Student	Officially Registered in 599 Dissertation
Add and Drop Period following Semester	Master Coordinator/Director to assign the supervisor officially in ADREG	Master Coordinator/Director	Official Supervisor is assigned in ADREG

3. Supervision Stage

The period after registering Master Dissertation (XXXX599) course until submitting the Master dissertation is called Supervision stage. The semester in which students register XXXX599 is called supervision semester. Roles and responsibilities of concerned parties in this stage are described below.

I. Dissertation Supervisor

The Master Dissertation Supervisor is a Ph.D. holder with at least two years of experience as academic and knowledgeable faculty member in the subject matter of the dissertation.

Any student assigned to the supervisor will be counted towards the supervision load of the supervision during the first semester only in which the student registered XXXX599 course.

The primary roles of the supervisor are to:

1. provide guidance to the student regarding his research and writing of the dissertation during the first semester in which the student registered XXXX599 course;
2. advise the student on the University regulations and deadlines for completion of the dissertation;
3. reach an independent judgment on the quality of the dissertation,
4. record this assessment on the appropriate forms.

The responsibilities of the supervisor are:

1. Confirm that the student has registered for the dissertation.
2. Approve student's dissertation using submission form.
3. Identify and overcome any health and safety issues in relation to the dissertation, if needed.
4. Meet at least twice monthly with student until submission of the dissertation; keep records of these on ADREG.

5. To provide advice to students seeking data in terms of how best to contact external organizations or individuals. In providing that advice, the supervisor may wish to consult with Public Relations & Media Directorate.
6. Inform Master's Programme Coordinator/Director of any serious difficulties which may affect completion of the dissertation.
7. Propose two internal examiners and two external examiners, to the Master committee.
8. Check dissertation for plagiarism (using for example TURNITIN).
9. Liaise with Master's Programme Coordinator/Director to organize oral examination.
10. Submit the evaluation forms and student dissertation to Master's Programme Coordinator/Director. The supervisor has to make sure to submit all document with complete and accurate information.
11. In case of a change of a supervisor, a complete handover is done through the Master committee to the new assigned supervisor. Changes of supervisor, whether the initiation for the change is at the request of the student or supervisor, are approved or disapproved at the behest of the Master's Committee.

II. Master Coordinator/ Director

1. Make sure that the supervisors meet their students, and make sure that all meetings are recorded on ADREG.
2. Resolve any supervision issues.
3. Receive all required forms and student's dissertation from the supervisor, approve it, and forward it to the deanship of research and postgraduate studies.

4. Pre-examination Stage

The period after registering Master Dissertation (XXXX599) course until submitting the dissertation with the preparation for the defense day is called Pre-examination stage. The semester follows supervision semester is called examination semester.

4.1 Roles and responsibilities

Roles and responsibilities of concerned parties in this stage are described below.

I. Internal examiner

The Internal Examiner is normally a of faculty staff at Ahlia University with a Ph.D. or equivalent, and knowledgeable in the subject matter of the dissertation, taking in consideration supervision, examination, and teaching experience, and research activities.

The internal examiner must provide feedback within maximum one week on a draft version of the completed dissertation, using Internal Examiner's Preliminary Feedback Form, and submit the form to the Master Coordinator/Director.

II. External examiner

External examining provides one of the principal means for maintaining academic standards within Ahlia University. The External Examiner is normally an academic in the field (or in a cognate field) that corresponds with the subject-matter of the candidate's dissertation, and normally holds the minimum rank of Associate Professor or equivalent. Appointment of an external examiner is subject to approval by Master committee, department and college councils, Postgraduate Studies & Research Council, and by the University Council.

Any Faculty Member involved in the Master's dissertation process can propose the name of a faculty member from an external institution, for inclusion in the database of external examiners. The choice should be based upon academic reputation and achievement in the subject of specialization, using information gathered from his/her CV (and according to the criteria mentioned above).

The Master committee reviews and approves/rejects nominated names. The approved name of the External Examiner is included in the 'list of approved External Examiners' for the respective College, and should be provided to the Dean of Graduate Studies & Research.

III. Examination Committee

The Examination Committee for the Master's Dissertation consists of the supervisor, one internal examiner and one external examiner. The chair of the committee is the member with the highest academic rank among the three members. If the highest rank is equal to two of the members then the most senior member in Ahlia University should be the chair. Seniority is determined as the date of appointment in Ahlia university, and in the case of

equal seniority, the chair will be the one who is older in the academic rank according to the date of awarding the rank.

The examination committees of all registered students must be formed in the last month of the supervision semester by the Master committee of the concerned college. The procedure is:

1. Normally, supervisors recommend the external and internal examiners from a data-base of preapproved internal and external examiners. (The Master's Committee updates the list on an annual basis vetting, in particular, any new suggestions for external examiners.) In assigning internal and external examiners, it is incumbent on the Master's Committee to take into consideration the field of the topical content of the dissertation such that the fit between examiner and topical content is appropriate.
2. The Master committee discusses and approves the examination committee by week 10 of supervision semester.
3. The Master committee has the right to choose different examiners when necessary.
4. The examination committees must be then approved department (week 11), and college councils (week 12), then forwarded it to the deanship of graduate studies and research (week 13) in the supervision week.
5. Deanship of graduate studies and research sends the list to the president assistant for university compliance to verify that corresponding committee would be in the higher education council (HEC) rules and regulations so as to anticipate and preempt any possible hitches in HEC approval before the matter is sent to the University Council.
6. Then, the list is forwarded to the university council for final approval.

IV. Master Coordinator/Director

1. Send an invitation to the approved external examiner and provides him with all relevant documents regarding the assessment and exam procedures.
2. Agree with the approved external examiner on a proper date for the oral examination.
3. Form with the master committee the examination boards of all registered students by week 10 of the supervision semester.

4. Prepare the exams schedule, where the exam should be in the examination semester.
5. Circulate the approved list of examination boards and the exam schedule to all concerned parties, with all related forms.
6. Receives the student dissertations from the supervisors at the end of supervision semester.
7. Send the dissertations to the internal examiners.
8. Collect the Internal Examiner's Preliminary Feedback Form from the internal examiner.
9. If no correction is required by the internal examiner, the dissertation is sent to the external examiner; otherwise, the required corrections must be forwarded it to the supervisor, and resubmit the modified dissertation.

V. Student

1. Submit initially two soft-bound (paper) copies of the completed draft dissertation plus one electronic (CD version) with the submission form along with the anti-plagiarism report to the supervisor by the end of supervision semester. (A further soft-bound copy is needed once the greenlight is given to submit the manuscript to the external examiner.)
2. The students who were unable to submit the dissertation by the end of supervision semester will be given 30 extra calendar days only.
3. After making any corrections as mandated, subject to the dissertation being approved by the Examination committee, the student is to submit three hard-bound copies of the dissertation to the university

4.2 Examination Period

There are two examination periods (weeks) in the examination semester: week 5 and week 10.

1. Master committee will schedule the examination date and time for the two examination periods and in coordination with examination committee members and students.

2. Master committee will send the approved examination schedule to the concerned departments, and college of graduate studies and research for information.
3. College of graduate studies and research will send all schedules to the president assistant for university compliance at least ten days before the intended week for sending the information to HEC.
4. Information regarding the examination schedules of Master dissertation will be sent HEC in the week 1 and week 5 during the examination semester.
5. The examination day will be at least one month after the submission of the information as per rules and regulations of HEC.
6. The schedule must be sent for approval by department council.

Table 2: Timeline of Pre-examination period

Week/month	Activity	Responsibility	Expected Deliverable
Last week of supervision semester	Student must submit three soft bound copies and softcopy of the Master dissertation with submission form to the supervisor	Student	Master dissertation
Last week of supervision semester	Supervisor checks the plagiarism report. If no plagiarism is found, then the student is authorized to submit two soft-bound paper copies and an electronic copy of the dissertation. to the Master coordinator	Supervisor	Master dissertation, submission form, Turnitin report
Week 10 of supervision semester	Master committee discusses and approves the examination committees.	Master committee	Examination committees
Week 11 and 12 of supervision semester	Master Coordinator/Director sends examination committees to the concerned departments and colleges for approval.	Master Coordinator/Director, department and college councils.	Examination committees
Week 13 of supervision semester	The dean of the college sends approved examination committees to college of graduate studies and research.	Dean	Examination committees
Last week in supervision semester	Master Coordinator/Director sends a dissertation copy to the internal examiner.	Master Coordinator/Director	
One working week after	Internal examiner submits the feedback report to Master Coordinator/Director	Internal examiner	Internal Examiner's Preliminary Feedback Form

One working day after	Master Coordinator/Director sends the report to the supervisor.	Master Coordinator/Director	Internal Examiner's Preliminary Feedback Form
Next 30 calendar days maximum	Student has to submit the modified dissertation (if needed) to the supervisor and then Master Coordinator/Director	Student	Modified dissertation
Once the [modified] dissertation is submitted	Master Coordinator/Director sends a softcopy of the dissertation with all needed documents to the external examiner	Master director	Student dissertation

5. Defense Day

5.1 Roles and Responsibilities

The following are the role and responsibilities of all concerned parties in this stage.

I. Internal examiner

The primary role of the Internal Examiner is to reach an independent judgement on the quality of the student work, written dissertation, and the oral examination. The responsibilities are:

1. It is expected the internal examiner has prepared genius questions regarding the material of the dissertation.
2. Judge the quality of the student work, written dissertation and oral examination and record this information on the appropriate forms (i.e. Assessment Forms, Evaluation Form, Approval Form, Moderators Report Form and Corrections Form).
3. Come to an agreement with the External Examiner and Supervisor on the outcome of the examination.
4. Provide his/her comments on the dissertation (structure, language,) written in the dissertation and correction form.

II. External examiner

The primary role of the External Examiner is to reach an independent judgment on the quality of the student work, written dissertation, and the oral examination. The responsibilities are

1. Provide an overview of the dissertation including the importance of the subject, the effort made by the student, quality of work, ...
2. Provide his comments and critiques on the material of the dissertation and its format (structure, language, ...) written in the dissertation and correction form.
3. It is expected the external examiner has prepared genius questions regarding the material of the dissertation.
4. Judge the quality of the student work, written dissertation and oral examination, and record this information on the appropriate forms (i.e. Written Dissertation and Oral Examination Assessment Forms, Evaluation Form, Approval Form, Moderator's Report Form and Corrections Form)
5. Come to an agreement with the Internal Examiner and Supervisor on the outcome of the examination.

III. Supervisor

1. Introduce the subject and its importance (if necessary).
2. Assess the quality of the student work, written dissertation and oral examination, and record this information on the appropriate forms (i.e. Written Dissertation and Oral Examination Assessment Forms, Evaluation Form, Approval Form, Moderator's Report Form and Corrections Form).
3. Intervene whenever the discussion goes beyond the subject of the dissertation.
4. Whenever asked for an explanation by the external examiner.
5. Come to an agreement with the Internal Examiner and Supervisor on the outcome of the examination.
6. Complete all the required examination board forms for evaluating the Dissertation.

IV. Examination Committee Chair

1. Set time management for the examination period in conjunction with the Master coordinator to verify absence of time conflicts given multiple defenses involving the same examiners on the same day.
2. Overview the ethics and any problem arising during the exam.

3. Notify examiners to return to topic if they meander too far from the subject-matter of the dissertation especially in the event that the maximum time limit for the defense (120 minutes) would be at risk.

V. Master Coordinator/Director

The Master Coordinator/Director in this stage is responsible to:

1. Make sure that examination board members attend the examination session before 15 minutes of the exam time.
2. Make sure that the examination hall and all necessary facilities are functioning in order.
3. In the case of the absence of any member or not attending the session in 30 minutes maximum, the examination session must be postponed and new date and time are set within the same semester.

5.2 Hall and Facilities

1. Hall must be with enough space for not less than 30 persons.
2. It is provides with computer, projector, white board, laser pointer, tables, and chairs.
3. At least one lab technician is available to ensure that all facilities are functioning in order.

5.3 Examination Session Structure

1. **Introduction:** Examination committee chairs welcomes and introduces the committee members, students and the dissertation's theme.
2. **Student Presentation:** Student has to present his/her work, where:
 - The time allocated for the student presentation is 20-30 minutes.
 - Branding slides must be used.
 - Each presentation must include the following items:
Title, Table of Contents, Objectives, Research Methodology, and Conclusion.
3. **Examination and defense:** The time allocated to the student is 30 minutes *maximum* but for the internal/external examiners the *minimum* is 20 minutes each

during which time examiners can direct questions to the student. External examiner has to start his/her inquiry followed by that of the internal examiner. The examination period should not exceed 120 minutes. As a matter of good practice, the last ten minutes of that 120 minutes should allow for hall preparation for the next defense.

4. **Close session for agreeing on the final judgement:** The examination committee members meet to discuss the final judgement and fill the related forms.
5. **Judgement announcement:** Announce the student's grade as per exam committee decision. State the required corrections, if any, as agreed by the committee, and the deadline for the submission of the corrected version.

6. After-examination Stage

6.1 Roles and Responsibilities

I. Supervisor

1. Provide the student with a list corrections recommended by the examination board, if any, and make sure that the student make all required modifications.
2. Approve the modified version of the dissertation, and send it to the college of research and postgraduate studies office.

6.2 Examination committee recommendations

There are four types of recommendations given by the examination committee:

The Dissertation is accepted without corrections:

Definition:

This recommendation is given when the student's dissertation and work are accepted without any correction needed in the written report (language, format, contents, structure, ..) and the work presented by the student.

Procedure:

1. The examination committee members have to fill all evaluation forms in same day.
2. The student has to submit one copy of the dissertation to the supervisor,
3. The supervisor submits the dissertation with all needed forms and documents to the Master Coordinator/Director in five working day after the exam.

The Dissertation is accepted subject to minor amendments and corrections:

This recommendation is given when the student's dissertation and work are accepted but some corrections are needed in the written report (language, format, contents, structure, ..).

Procedure:

1. The examination committee members have to fill all evaluation forms in same day, and specify the corrections needed in the dissertation and the correction form.
2. The examination committee submits the dissertation with the examination committee's comments and/or correction form to the student's supervisor.
3. The student has to submit one copy of the modified dissertation to the supervisor in two weeks after the defense.
4. The supervisor submits the dissertation with all needed forms and documents to the Master Coordinator/Director in five working days after.

The Dissertation is accepted subject to major amendments and corrections:

This recommendation is given when the student's dissertation and work are accepted but some corrections are needed in the written report and the work of student.

Procedure:

1. The examination committee members have to fill all evaluation forms in same day, and specify the corrections needed in the dissertation and the correction form.
2. The examination committee submits the dissertation with the examination committee's comments and/or correction form to the student's supervisor.
3. The student has to submit one copy of the modified dissertation to the supervisor in one month after the defense.
4. The supervisor submits the dissertation with all needed forms and documents to the Master Coordinator/Director in five working days after.

The Dissertation cannot be accepted and the candidate is not permitted to be re-examined (Fail)

This recommendation is given when the student's dissertation and work are not accepted.

Table 3: Timeline for after examination period

Week	Activity	Responsibility	Deliverable
Exam day	Exam takes place and grade is awarded	Exam committee	Evaluation Forms
One week after exam (No Correction case)	Submit a copy of final dissertation to supervisor and then to Master Coordinator/Director	Student	Final copy of the dissertation submitted

Two weeks after exam (No Correction case)	Submit 4 hardcopies of final dissertation to Master Coordinator/Director	Student	Final 4 hardcopies of the dissertation submitted
Two weeks after exam (Minor Correction case)	Submit a copy of final dissertation to supervisor and then to Master Coordinator/Director	Student	Final copy of dissertation submitted
Three weeks after exam (Minor Correction case)	Submit 4 hardcopies of final dissertation to Master Coordinator/Director	Student	Final 4 hardcopies dissertation submitted
Four weeks after exam (Major Correction case)	Submit a copy of final dissertation to supervisor and then to Master Coordinator/Director	Student	Final copy of dissertation submitted
Five weeks after exam (Major Correction case)	Submit 4 hardcopies of final dissertation to Master Coordinator/Director	Student	Final 4 hardcopies dissertation submitted
One day after hardcopies received	Final grade loaded to ADREG	Master Coordinator/Director	Grade loaded to ADREG

7. Attendance Regulations

1. It is the responsibility of the student to ensure that the deadlines set by the supervisor, during the student-supervisor meetings, are achieved. Failure to meet three such deadlines will result in a warning letter from the supervisor. If the student fails to meet five deadlines then the supervisor is authorized to award the student a 'W' grade.
2. Normally the dissertation is submitted within the first semester of registration. Alternatively an 'IG' (= In Progress) grade will be awarded. The dissertation must then be submitted no later than thirty seven days before the end of the second semester following registration otherwise an 'IW' grade will be awarded.
3. Students who have (IW) grade in the dissertation will have to re-register in order to submit their dissertation and to be examined, and will pay a reduced registration fee equivalent to three credits only.

4. Supervisors are required to submit copies of all records (forms) to Master Coordinator/ Director according to the deadlines. If the supervisor fails to submit complete records, then he/she will be given one week to address these issues. The Dean of the College and the Dean of Research and Graduate Studies will be informed regarding this situation.

8. Academic misconduct

In a small number of cases there are students who are tempted to gain an unfair advantage in their assessments. This behaviour is considered unacceptable . There are at least three types of academic misconduct, which Ahlia University acknowledges and wishes to prevent:

1. **Plagiarism** includes the practice of presenting ideas, words, data, diagrams, illustrations or other output as original pieces of work or without proper acknowledgment (including appropriate identification and referencing) of the source.
2. **Collusion** is an act, involving two or more students, to deceive or mislead the University by submitting identical assignments or other pieces of work and presenting it as individual efforts.
3. **Personation** consists of one or more individuals preparing assignments for another student, or taking the place of another student in an examination.

In order to address the issue of plagiarism the following procedures will be followed for the dissertation:

1. Students are encouraged to make multiple submissions of the dissertation to University-approved plagiarism detection software, and to receive a report(s) accordingly.
2. On receipt of the electronic copy of the dissertation the Master Coordinator/Director will utilise the plagiarism detection software to generate a report which will be attached to the submission form.
3. The tolerance limit for similarity will be set at 15% of matching text in phrases of 6 words or more (excluding the reference list) will normally be referred by the

Disciplinary Committee of the University, and penalties imposed if the allegations are upheld. On the advice of the examination committee, dissertations with 10% - 15% similarity may require the student to rewrite the concerned sentences/paragraphs again.

Appendix 1: Dissertation Proposal Contents

Title
Introduction
Problem Statement
Literature Review and Key Terms
Research question or hypothesis/ Objectives
Importance of dissertation
Scope and limitations
Research Methodology
Resources
References and bibliography

Appendix 2: Master Dissertation Presentation Guidelines

Appearance

1. **Font.** The whole dissertation must be in Times New Roman 12-point font on A4 white paper, 1½ spacing, except for footnotes which should be in single spacing. Use WORD software, though Dissertations in Mathematics, Statistics and Engineering will look more professional when processed using SCIENTIFIC WORD or LaTeX. Students are recommended to convert all files to *Adobe PDF*. This gives a much nicer appearance and has added security benefits (no-one can copy a PDF file with ease).
2. **Margins.** Leave a margin of 40 mm on the left edge of the page to allow for binding; at the right-hand-side of the page, at the top, and at the bottom leave 25 mm borders.
3. **Spacing.** Triple spacing between paragraphs.
4. The order of preliminaries for the final submission of the dissertation must accord with the **Order of Sections of the Dissertation** on the following page.

Order of Sections

- a. **Front Cover and Spine**
- b. **Title Page**
- c. **Approval Page**
- d. **Dedication (Optional)**
- e. **Acknowledgements (Optional)**
- f. **Table of Contents**
- g. **List of Symbols, Notations and Abbreviations (where appropriate)**
- h. **List of Tables/Figures/Graphs/Cases**
- i. **Abstract**
- j. **Body of the Text (including citations)**

- k. Mathematical Text**
- l. Appendices to the Dissertation**
- m. Bibliography**

(a) Front Cover and Spine

Front cover

The colour of the front cover is maroon for Master students. The top and bottom margin for the front cover must be 60 mm. All the information printed on the cover must be centred and in gold-coloured letters. If a Dissertation exceeds 60 mm in thickness, then the binding should be done in two different volumes. In this case, the volume number should be designated using ordinary numerals (1, 2, 3...) under the title of the Dissertation rather than Roman numerals (I, II, III ...); for example: VOL. 1, VOL. 2 or VOL. 3, etc.

Information printed on the front cover should be centred and in 20-point font size except the title of the Dissertation report/dissertation should be in 24-point font size, using gold coloured letters. Information should be in the following order:

- The TITLE of the Dissertation report should be 24-point font size in SMALL CAPS and should appear at the top of the cover. The title should include meaningful keywords descriptive of the subject and content. Formulae, symbols, superscripts, Greek letters, acronyms and abbreviations in general should not be included in the title.
- The First and Last Names of the candidate should appear exactly as in the Approval Form and declaration page.
- The name of the university; that is, AHLIA UNIVERSITY
- The Month and Year of final submission of the Dissertation appears at the bottom of the page.
- City and Country, i.e., Manama, Kingdom of Bahrain

For an example of the Front Cover please see end of Appendix C.

Spine

Information printed on the spine must be in gold-coloured letters in 18- point font size and in the following order:

- Name of the candidate (e.g. I.A. Ebrahim)
- Degree Acronym (MBA, M.Sc., etc.)
- Volume number (if more than one volume)
- Year, e.g. 2005

The top and bottom margin for the spine should be 60 mm. If a Dissertation is more than one volume, the volume number should be designated using ordinary numerals (1, 2, 3...) rather than Roman numerals (I, II, III ...) in the centre of the spine. Students, whose names are too long to fit on the spine, may use initials, e.g. M.A. Ibrahim.

(b) Title Page

The title page is counted but not numbered. Similar to the cover page, all information printed on the title page is centred and a top and bottom margin of 60 mm is maintained. Information should be in the following order:

- The TITLE of the Dissertation report should appear at the top of the Title Page.
- The First and Last Name of the candidate should appear exactly as in the Approval Form and declaration page.
- The Month and Year of final submission of the Dissertation appears at the bottom of the page.
- The status of the Dissertation report in relation to the fulfilment of the requirements of the Master's or Bachelor's degree:

**A DISSERTATION IN PARTIAL FULFILMENT OF THE REQUIREMENTS
FOR THE DEGREE OF MASTER OF, COLLEGE OF, AHLIA
UNIVERSITY**

For an example of the Title Page please see end of Appendix C.

(c) Approval Form

The Supervisor will issue to the student the Approval Form). A photocopy of this form is not acceptable; the examiners' signatures must be original and not photocopied.

(d) Dedication (Optional)

If included, the dedication page should use 1½ spacing without heading. This page is counted but not numbered and requires approval by the supervisor. The Dedication should be concise (certainly not exceeding the length of a single page).

(e) Acknowledgements (Optional)

Acknowledgements ought to be word-processed in accordance with guidelines specified above under **APPEARANCE** with 1½ spacing. Written on the top of the page of this section ought to be **ACKNOWLEDGEMENTS** in which the candidate should give credit to all those who have assisted in the preparation of the Dissertation report. It is also a good idea to list and thank your sponsors on this page. The Acknowledgements should be concise (certainly not exceeding the length of a single page).

(f) Table of Contents

The table of contents must include a list of all items in the Dissertation report. Title page, approval, dedication page, acknowledgements and page(s) where the Table of Contents appears should not be listed in the Table of Contents. Everything else must be listed. Headings and sub-headings must show consistency between the Table of Contents and the body of the text. Although headings may be shortened in the Table of Contents to fit space requirements, the wording must be consistent to enable the reader to recognize the correct headings.

(g) List of Symbols/Notations/Abbreviations

Each list should be placed under a separate heading and, if necessary, on a separate page.

(h) List of Tables/Figures/Graphs/Cases

A list is required if there are more than two of the above referenced items in the paper. Titles and/or captions should be listed exactly as worded in the text. A single listing does not require a separate page and may be listed at the end of the table of contents or at the end of another list. Any list should be under the heading of LIST OF.....

(i) Abstract

The heading of ABSTRACT OF THE DISSERTATION is to appear centred and in full capital letters beneath the top margin. The abstract consists of:

- A brief statement of the problem
- A brief explanation of the methods or procedures used
- A condensed summary of the findings of the study.

The length of the abstract should be about 250 words, with a minimum of 50 words, and should certainly not fill more than one page. Departures from these guidelines require the Supervisor's approval.

(j) Body of the Text

In the preparation of the body of the text, rules pertaining to margins, type face, type size, line spacing, *etc.*, under APPEARANCE must be observed at all times, without exception. Phrases in a language other than English (for example, *et al.*) should be typed in *italics*.

(k) Mathematical Text

Students whose dissertations include mathematical, statistical or engineering content should ensure that when using equation mode in Scientific Word or LaTeX they take action to ensure, for example, that du/dt appears as du/dt , e or exp appear as e or exp , etc. All mathematical operators *must* be typed in Roman font; all matrix names and all variables should be typed in *italics* and all vectors should be typed in **bold** lettering.

(l) Appendices to the Dissertation Report or Dissertation

Using photocopied material from other sources is permissible provided that clarity and cleanness is observed and that the size of the copy comports with A-4 paper. Page numbers other than those of the Dissertation should be erased. Only relevant material should be attached as appendices.

(m) Citations/Referencing in the Text

Please refer to the Appendix.

(n) Bibliography

This section could alternatively be entitled “Additional Reading”. It contains references that *aren't* cited in the text; in fact, they must *not* be cited in the text.

The presentation of each item in the Bibliography should be in exactly the same format as that used in the Reference list (see the Addendum).

Addendum

When writing a Dissertation or dissertation, it is essential that you indicate very clearly the work that you did not do, the ideas which are not yours, and the sentences that you did not compose to describe a concept. If you do not do this then you are committing plagiarism because you are taking someone else's words, thoughts or ideas and presenting them as if they were your own. Plagiarism is a form of cheating and is taken very seriously.

Looking at this another way, referring to research papers, books, internet sites, etc., shows the readers of your Dissertation report or dissertation (the Examiners) that you have studied thoroughly the available literature in your area of research. This is likely to impress them!

Referencing is the way that you indicate in your writing that something is not yours. There are lots of different styles of citation and referencing. Your choice of method should be approved by your Supervisor.

(1) *The author – date method*

The most frequently-used referencing style is the author – date system, of which the *Harvard System* is used widely. Its use is illustrated in the following specimen text (from an imaginary dissertation):

“Mathematical modelling serves to facilitate the understanding of complicated physical, chemical, bio-medical and engineering systems. Often, this obviates the need for costly, time-consuming laboratory or workshop experiments. Examples in the literature include a study of the spread of measles in Bahrain in the Ph.D. thesis by Al-Showaikh (1998) and the subsequent research paper by Al-Showaikh & Twizell (2004). Bashir and co-workers studied the flow of water in the Gulf and reported their findings in 1989 at a conference in Australia (Bashir *et al.* 1990). Problems arising in astrophysics are described in the renowned book by Chandrasekhar (1961) and in the research papers by Baldwin (1987*a*, 1987*b*). The modelling of *diabetes mellitus* and related issues has received much attention in the literature and is reported in Boutayeb & Derouich (2002), Derouich & Boutayeb (2002), the World Health Organisation (2002), and on many web-sites, for example the World Health Organisation (2003), BBC WORLD On-line (1999, 2004) and BBC WORLD NEWS On-line (2008). Sowan & Horwood (1987) describe the presentation of references in greater detail.”

The references in this piece of text would be arranged in alphabetical order, based on the family name of the first-named author, as follows (but note that, in the case of the two organizations, the place in the list is governed by the initial letter of the first word of the name):

Al-Showaikh, F.N.M. 1998 *Numerical modelling of some systems in the bio-medical sciences*. Ph.D. thesis, Brunel University, U.K.

Al-Showaikh, F.N.M. & Twizell, E.H. 2004 One-dimensional measles dynamics. *Applied Mathematics and Computation* **152**, 169 – 194.

Baldwin, P. 1987a A localized instability in a Bénard layer. *Applicable Analysis* **24**, 117 – 156.

Baldwin P. 1987b Asymptotic estimates of the eigenvalues of a sixth-order boundary-value problem obtained by using global phase-integral methods. *Phil. Trans. R. Soc. Lond.* **A322**, 281 – 305.

Bashir, M., Khaliq, A.Q.M., Al-Hawaj, A.Y. & Twizell, E.H. 1990 An explicit finite difference model for tidal flows in the Arabian Gulf. In *Computational techniques and applications. Proceedings of the computational techniques and applications conference held at Griffith University, Australia, 10 – 12 July 1989* (eds W.L. Hogarth & B.J. Noye), pp. 295 – 302. New York: Hemisphere Publishing Corporation.

BBC WORLD On-line 1999 *Diabetes*.

[http://news.bbc.co.uk/2/hi/health/medical_notes/253464.stm]

BBC WORLD On-line 2004 *Obesity sparks diabetes fears*.

[<http://news.bbc.co.uk/2/hi/health/4010469.stm>]

BBC WORLD NEWS On-line 2008 *Study suggests 'type 3 diabetes'*.

[<http://news.bbc.co.uk/1/hi/health/4315609.stm>]

Boutayeb, A. & Derouich, M. 2002 Age structured models for diabetes in East Morocco. *Mathematics and Computers in Simulation* **58**, 215 – 229.

Chandrasekhar, S. 1961 *Hydrodynamic and hydromagnetic stability*. Oxford: Clarendon Press. (Reprinted 1981 New York: Dover Books.)

Derouich, M. & Boutayeb, A. 2002 The effect of physical exercise on the dynamics of glucose and insulin. *J. Biomechanics* **35**, 911 – 917.

Sowan, F. and Horwood, E. 1987 *Publishing with Ellis Horwood*, 2nd edn. Chichester: Ellis Horwood, Ch. 2, pp. 90 – 93.

World Health Organisation 2002 Reducing risk: promoting a healthy life. *The World Health Report 2002*. Geneva: The World Health Organisation.

World Health Organisation 2003 Today's challenges. *The World Health Report 2003*.

[<http://www.who.int/whr/2003/en>]

(2) Numerical systems with alphabetical listing

In numerical systems, the year-dates are replaced by numbers in square brackets. In so far as the text does not tell the reader when the reference was published, numerical systems are less useful than the author – date system. These numbers (must) tally exactly with the numbers assigned to the item in the list of references. Addition or deletion of references leads to error-prone

numbering, but numerical systems can save much space because, as in the example, authors' names can often be omitted in the text.

Consider again the same piece of text, re-written as follows:

“Mathematical modelling serves to facilitate the understanding of complicated physical, chemical, bio-medical and engineering systems. Often, this obviates the need for costly, time-consuming laboratory or workshop experiments. Examples in the literature include a study of the spread of measles in Bahrain in the Ph.D. thesis by Al-Showaikh [1] and the subsequent research paper by Al-Showaikh and Twizell [2]. Bashir and co-workers studied the flow of water in the Gulf and reported their findings in 1989 at a conference in Australia (Bashir *et al.* [5]). Problems arising in astrophysics are described in the renowned book by Chandrasekhar [10] and in the research papers by Baldwin [3, 4]. The modelling of *diabetes mellitus* and related issues has received much attention in the literature [9, 11, 13], and on many web-sites [6 – 8, 14]. Sowan and Horwood [12] describe the presentation of references in greater detail.”

The references in this piece of text have been numbered and in the list of references they are numbered and arranged in alphabetical order, based on the family name of the first-named author, as follows (but note that, as before, in the case of the World Health Organisation and BBC web-sites, the place in the list is governed by the initial letter of the first word of the name). The format of each entry in case (1) has been changed to another that is used frequently, but the student will see many variations in research papers and books because every publishing company has its own way of presenting references.

1. Al-Showaikh, F.N.M., *Numerical modelling of some systems in the bio-medical sciences*, Ph.D. thesis, Brunel University, U.K., 1998.
2. Al-Showaikh, F.N.M. and Twizell, E.H., One-dimensional measles dynamics. *Applied Mathematics and Computation*, **152**, 169 – 194, 2004.
3. Baldwin, P., A localized instability in a Bénard layer, *Applicable Analysis*, **24**, 117 – 156, 1987.
4. Baldwin, P., Asymptotic estimates of the eigenvalues of a sixth-order boundary-value problem obtained by using global phase-integral methods, *Phil. Trans. R. Soc. Lond. A***322**, 281 – 305, 1987.
5. Bashir, M., Khaliq, A.Q.M., Al-Hawaj, A.Y. and Twizell, E.H., An explicit finite difference model for tidal flows in the Arabian Gulf. In *Computational techniques and applications. Proceedings of the computational techniques and applications conference held at Griffith University, Australia, 10 – 12 July 1989* (eds W.L. Hogarth & B.J. Noye), pp. 295 – 302. Hemisphere Publishing Corporation, New York, 1990.
6. BBC WORLD On-line, *Diabetes*, 1999.
[http://news.bbc.co.uk/2/hi/health/medical_notes/253464.stm]
7. BBC WORLD On-line 2004 *Obesity sparks diabetes fears*, 2004.
[<http://news.bbc.co.uk/2/hi/health/4010469.stm>]
8. BBC WORLD NEWS On-line, *Study suggests 'type 3 diabetes'*, 2008.

[<http://news.bbc.co.uk/1/hi/health/4315609.stm>]

9. Boutayeb, A. and Derouich, M., Age structured models for diabetes in East Morocco, *Mathematics and Computers in Simulation*, **58**, 215 – 229, 2002.
10. Chandrasekhar, S., *Hydrodynamic and hydromagnetic stability*, Clarendon Press, Oxford, 1961. (Reprinted by Dover Books, New York, 1981.)
11. Derouich, M. and Boutayeb, A., The effect of physical exercise on the dynamics of glucose and insulin, *J. Biomechanics*, **35**, 911 – 917, 2002.
12. Sowan, F. and Horwood, E., *Publishing with Ellis Horwood*, 2nd edn, Ellis Horwood, Chichester, 1987 (Ch. 2, pp. 90 – 93).
13. World Health Organisation, Reducing risk: promoting a healthy life, *The World Health Report 2002*, The World Health Organisation, Geneva, 2002
14. World Health Organisation, Today's challenges, *The World Health Report 2003*, 2003 [<http://www.who.int/whr/2003/en>]

(3) Numerical systems with chronological ordering

In this system, citations are numbered [1], [2], [3], etc. as they are cited in the text so that the specimen text would now take the form:

“Mathematical modelling serves to facilitate the understanding of complicated physical, chemical, bio-medical and engineering systems. Often, this obviates the need for costly, time-consuming laboratory or workshop experiments. Examples in the literature include a study of the spread of measles in Bahrain in the Ph.D. thesis by Al-Showaikh [1] and the subsequent research paper by Al-Showaikh and Twizell [2]. Bashir and co-workers studied the flow of water in the Gulf and reported their findings in 1989 at a conference in Australia (Bashir *et al.* [3]). Problems arising in astrophysics are described in the renowned book by Chandrasekhar [4] and in the research papers by Baldwin [5, 6]. The modelling of *diabetes mellitus* and related issues has received much attention in the literature [7 – 9], and on many web-sites [10 – 13]. Sowan and Horwood [14] describe the presentation of references in greater detail.”

The list of references now takes the form:

1. Al-Showaikh, F.N.M., *Numerical modelling of some systems in the bio-medical sciences*, Ph.D. thesis, Brunel University, U.K., 1998.
2. Al-Showaikh, F.N.M. and Twizell, E.H., One-dimensional measles dynamics. *Applied Mathematics and Computation*, **152**, 169 – 194, 2004.
3. Bashir, M., Khaliq, A.Q.M., Al-Hawaj, A.Y. and Twizell, E.H., An explicit finite difference model for tidal flows in the Arabian Gulf. In *Computational techniques and applications. Proceedings of the computational techniques and applications conference held at Griffith University, Australia, 10 – 12 July 1989* (eds W.L. Hogarth & B.J. Noye), pp. 295 – 302. Hemisphere Publishing Corporation, New York, 1990.
4. Chandrasekhar, S., *Hydrodynamic and hydromagnetic stability*, Clarendon Press, Oxford, 1961. (Reprinted by Dover Books, New York, 1981.)
5. Baldwin, P., A localized instability in a Bénard layer, *Applicable Analysis*, **24**, 117 – 156, 1987.

6. Baldwin P., Asymptotic estimates of the eigenvalues of a sixth-order boundary-value problem obtained by using global phase-integral methods, *Phil. Trans. R. Soc. Lond.* **A322**, 281 – 305, 1987.
7. Boutayeb, A. and Derouich, M., Age structured models for diabetes in East Morocco, *Mathematics and Computers in Simulation*, **58**, 215 – 229, 2002.
8. Derouich, M. and Boutayeb, A., The effect of physical exercise on the dynamics of glucose and insulin, *J. Biomechanics*, **35**, 911 – 917, 2002.
9. World Health Organisation, Reducing risk: promoting a healthy life, *The World Health Report 2002*, The World Health Organisation, Geneva, 2002.
10. BBC WORLD On-line, *Diabetes*, 1999.
[http://news.bbc.co.uk/2/hi/health/medical_notes/253464.stm]
11. BBC WORLD On-line, *Obesity sparks diabetes fears*, 2004.
[<http://news.bbc.co.uk/2/hi/health/4010469.stm>]
12. BBC WORLD NEWS On-line, *Study suggests 'type 3 diabetes'*, 2008.
[<http://news.bbc.co.uk/1/hi/health/4315609.stm>]
13. World Health Organisation, Today's challenges, *The World Health Report 2003*, 2003.
[<http://www.who.int/whr/2003/en>]
14. Sowan, F. and Horwood, E., *Publishing with Ellis Horwood*, 2nd edn, Ellis Horwood, Chichester, 1987 (Ch. 2, pp. 90 – 93).

Sample front cover

[MAROON COLOUR]



TITLE OF THE DISSERTATION

BY

NAME OF THE AUTHOR

MONTH YEAR

MANAMA, BAHRAIN

Sample title page

TITLE OF THE DISSERTATION

BY

NAME OF THE AUTHOR

MONTH YEAR

**A DISSERTATION IN PARTIAL FULFILMENT OF THE
REQUIREMENTS FOR THE DEGREE OF MASTER OF,
COLLEGE OF, AHLIA UNIVERSITY**

MANAMA, BAHRAIN

Appendices

MASTER DISSERTATION FORMS

MASTER DISSERTATION

Proposal Form

To be completed by the Student, and attach the proposal

Name of Student		Student ID		
College		Department		
Course Title		Course Code		
Proposed Dissertation Title		Academic Year		
		Semester		
		First	Second	Summer
Proposed Supervisor Name				
Aims of the Dissertation	Continue on A4 page if necessary			
Signature of Student		Date		
Proposed Supervisor signature		Date		

To be completed by Master Coordinator/Director

	Approved	Rejected	Remarks
Proposed Dissertation Title			
Aims of the			

Master Dissertation

Submission Form



Dissertation			
Research Methodology			
Proposed Dissertation Supervisor			

Final date for Submission of Dissertation					
Name of Master coordinator/director		Signature		Date	

To be completed by the Dean of the College

	Approved	Rejected	Remarks
Proposed Dissertation Title			
Proposed Dissertation Supervisor			

Name of Dean		Signature		Date	
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To be completed by the student, and attach the dissertation and Turnitin report.

Name of Student		Student ID	
College		Department	
Course Title		Course Code	

Name of Supervisor		Academic Year	
Dissertation Title		Semester	
		First	Second
<p>By signing this document I confirm that the work presented in this dissertation is my own. It has not in part or in whole been copied from unacknowledged sources. I understand that academic misconduct is unacceptable at Ahlia University and if suspected the matter will be referred to the Dean of Student Affairs.</p>			
Signature of Student		Date	

<p>By signing this document I confirm that I have reviewed this student's dissertation and find it devoid of significant plagiarism and without violation of intellectual property. I agree that it can be submitted to the Examination Committee.</p>			
Plagiarism report	%		
Signature of Supervisor		Date	

Name of Master coordinator/director		Signature		Date	
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MASTER DISSERTATION



Internal Examiner's preliminary feedback Form

Name of Student		Student ID	
College		Department	
Course Title		Course Code	
Name of Supervisor		Academic Year	
Dissertation Title		Semester	
		First	Second

Please comment on (1) the quality of the quality of the draft dissertation with particular reference to plagiarism, literature review, methodology, analysis and conclusions; (2) the suitability of the dissertation for submission to the examination committee.

[Continue on A4 paper if more space required]

Name of Internal Examiner		Signature of Examiner		Date	
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MASTER DISSERTATION

Assessment of Dissertation



Performance Area	Description	Marks
Problem Definition	<ol style="list-style-type: none">1. Clarity of aims and objectives2. Originality and statement of problem3. Relevance/significance of study4. Rationale for study	10
Literature Review	<ol style="list-style-type: none">1. Relevance and quality of literature sources2. Depth of review3. Critical awareness4. Conceptual framework	20
Methodology	<ol style="list-style-type: none">1. Correct use of appropriate methods2. Data collection techniques/data sources3. Critical awareness of methodological limitations	10
Product	<ol style="list-style-type: none">1. Achievement of dissertation objectives2. Quality of the dissertation product	20
Results and Analysis	<ol style="list-style-type: none">1. Correct use of analysis techniques2. Depth of analysis3. Presentation of the results4. Critical awareness about results	20
Conclusions/recommendations	<ol style="list-style-type: none">1. Relevance to objectives2. Summary of achievements3. Horizons and Limitations4. Focus/consistency5. Identification of improvements/further work	10
Format and documentation	<ol style="list-style-type: none">1. Structure, language and organisation of information2. Clarity of expression3. Use of tables and figures4. Use of referencing and bibliography	10
	Total Marks: [Dissertation is worth 70% of final mark for Dissertation]	/100

Name of Examiner		Signature of Examiner		Date	
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Assessment Of Dissertation Rubrics

Performance Area	Fail	Satisfactory	Good	Outstanding
Problem Definition	Little or no focus; Relevance of topic explained; problem statement severely underdeveloped; task unclear/confused. (score=0.0-5.9)	Subject valid and relevant. Some shortcomings in clarity of aim and objectives. Task definition could improve but clear & explicit. (score =6.0-7.7)	Subject valid and relevant. Appropriate rationale. Task clear and explicit. Scope for study appropriate. Focus maintained on issue. (score=7.8-8.6)	Clear statement of problem and associated objectives. Persuasive and comprehensive rationale. Task demanding. (score = 8.7-10.0)
Literature Review	Information lacked relevance, quality, depth and balance. Student(s) clearly plagiarized materials. Sources are incorrectly cited (score=0.0-7.9)	Limited range of information and minimal effort in selecting quality resources. Sources are properly cited but a few errors noted. (score=8.0-12.9)	Information gathered from a variety of relevant sources both print and electronic. Sources are properly cited. (score=13.0-15.9)	Information gathered from a variety of quality electronic and print sources. Sources are relevant, balanced and include critical readings relating to the thesis or problem. Sources are properly cited. (score=16.0-20.0)
Methodology	Little justification for selected methodology. Inappropriate methods and/or data collection. No understanding of methodology and implications. (score=0.0-5.9)	Some justification and rationale for methodology. Evidence of basic understanding of values and limitations of methodology. Appropriate methodology selected but some application errors. (score =6.0-7.7)	Appropriate selection of and justification for methodology. Appropriate methods used. Clear rationale. More advanced understanding of limitations. (Score =7.8-8.6)	Appropriate selection of and justification for methodology. Full understanding of values and limitations of methods. (Score =8.7-10.0)
Product	The dissertation objectives have not been achieved. (score=0.0-7.9)	Some objectives have been achieved and not of good quality. (score=8.0-12.9)	Objectives have been achieved and not of good quality. (score=13.0-15.9)	All objectives have been achieved and of good quality. (score=16.0-20.0)

<p>Results and Analysis</p>	<p>Presentation of results was unclear. Limited or inconsistent analysis of data. No critical evaluation of results or value of evidence (score=0.0-11.9)</p>	<p>Clear presentation of results. Appropriate but limited data analysis. Limited critical evaluation of results. (score =12.0-14.9)</p>	<p>Clear presentation of results. Competent analysis. Evidence of ability to evaluate results. (Score =15.0-16.9)</p>	<p>High quality presentation of results. High level analysis and evaluations of results using appropriate techniques. (Score =17.0-20.0)</p>
<p>Conclusions/ Recommendations</p>	<p>Absent or unsupported conclusions (score=0.0-5.9)</p>	<p>Clear presentation of conclusions related to data analysis. Results/analysis mostly linked to objectives of study. (score =6.0-7.7)</p>	<p>Logical conclusions mostly based in data analysis. Evidence of ability to critical evaluate findings . Conclusions consistently linked to objectives (score=7.8-8.6)</p>	<p>Clear and logical presentation of conclusions, which are strongly linked to data analysis and to objectives. Competent at critical evaluation. (score = 8.7-10.0)</p>
<p>Format and documentation</p>	<p>The report does not comply with University Regulations. It is not logically or effectively structured. (score=0.0-5.9)</p>	<p>The report generally complies with University Regulations. There should have been greater effort put into organizing the report. Greater care needed in documenting sources. (score =6.0-7.7)</p>	<p>There is a logical organization of the report and good connections among ideas. Evidence of documenting sources with care. (score=7.8-8.6)</p>	<p>The report complies with University Regulations. There is appropriate structure to the report, incorporating variety of quality sources. Information is logically and creatively organized with smooth transitions. Complete documentation of all sources, and is error-free (score = 8.7-10.0)</p>

MASTER DISSERTATION



Assessment of Dissertation: External Examiner's Report

Name of Student		Student ID		
College		Department		
Course Title		Course Code		
Name of Supervisor		Academic Year		
Dissertation Title		Semester		
		First	Second	Summer

Please use this section to comment on the originality of this written dissertation and contribution to the field of knowledge.

[Continue on A4 paper if more space required]

Name of External Examiner		Signature of Examiner		Date	
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MASTER DISSERTATION



Assessment of Oral Examination

Suggested Assessment Scheme

Performance Area	Description	Marks
Organization, Eye Contact, & Delivery	<ol style="list-style-type: none">1. Logical sequence of presentation2. Ability to explain key concepts and elaborate3. Maintain eye contact with audience4. Speak clearly and audibly	20
Time Management & Presentation Skills	<ol style="list-style-type: none">1. Effective use of time2. Finishes within allocated time3. Ease of reading and informative4. Balanced use of appropriate multimedia	50
Questions & Answers	<ol style="list-style-type: none">1. Answer questions appropriately2. Ability to handle questions about basic and advanced issues3. Use questions to demonstrate thorough command of topic(s)	30
	Total Marks: [Oral examination is worth 30% of final mark for the Dissertation]	/100

Name of Examiner		Signature of Examiner		Date	
-----------------------------	--	----------------------------------	--	-------------	--

MASTER DISSERTATION

Assessment of Oral Examination Rubrics

Performance Area	Maximum marks	Fail	Satisfactory	Very Good	Outstanding
Organization, Eye Contact, & Delivery	20	<p>No logical sequence</p> <p>Reads most or all of report, making little to no eye contact with audience.</p> <p>Voice is unclear and too quietly to be heard by many in audience. Presenter mispronounces many terms.</p> <p style="text-align: center;">(score=0.0-11.9)</p>	<p>Logical sequence but cannot provide explanations or elaborate. Maintains eye contact with audience some of the time, but refers frequently to notes. Voice is clear, but too quietly to be heard by all of audience</p> <p>Presenter mispronounces some terms.</p> <p style="text-align: center;">(score =12.0-14.9)</p>	<p>Logical sequence, provides explanations but fails to elaborate. Maintains eye contact with audience most of the time, with occasional reference to notes. Voice is clear, but too quietly to be heard by all of audience. Pronounces all terms correctly and precisely.</p> <p style="text-align: center;">(Score =15.0-16.9)</p>	<p>Logical sequence, provides explanations and can elaborate</p> <p>Maintains eye contact with audience throughout the presentation. Speaks clearly and loud enough for all in audience to hear, and pronounces all terms correctly and precisely.</p> <p style="text-align: center;">(Score =17.0-20.0)</p>
Time Management & Presentation Skills	50	<p>Does not finish on time or finishes well before allotted time. No multimedia or uses it in distracting or ineffective manner. Difficult to read and uninformative</p>	<p>Finishes on time but rushes through most of the presentation. Limited multimedia that enhance parts of the presentation. Easy to read and informative in parts only</p>	<p>Finishes on time but has to rush through last points of presentation. Limited multimedia that enhance the overall presentation. Easy to read and informative, but not outstanding.</p> <p style="text-align: center;">(score=38.0-43.9)</p>	<p>Speaker uses the allotted time effectively and finishes on time.</p> <p>Balanced use of appropriate multimedia that enhances the overall presentation</p>

		(score=0.0-29.9)	(score =30.0-37.9)		(score=44.0-50.0)
Questions & Answers	30	Cannot address basic questions about the topic or addresses them in a superficial manner. (score=0.0-17.9)	Answers only basic questions about the topic in an acceptable manner (score=18.0-22.9)	Demonstrates an ability to address most questions in a thoughtful and effective manner (score=23.0-25.9)	Addresses all questions in a manner that demonstrates a thorough command of the topic(s) (score=26.0-30.0)

MASTER DISSERTATION

Evaluation Form



Name of Student		Student ID	
College		Department	
Course Title		Course Code	
Name of Supervisor		Academic Year	
Dissertation Title		Semester	
		First	Second

EVALUATION RESULTS	Examiner 1 (Supervisor)	Examiner 2 (Internal Examiner)	Examiner 3 (External Examiner)
Name of Examiner			
Percent for Dissertation Out of 70			
Percent for Oral Presentation Out of 30			
Total Percent	T ₁ =	T ₂ =	T ₃ =
Signature of Examiner			
Date			
Average Total Percent To be Completed by Supervisor	$(T_1 + T_2 + T_3) / 3$		
Final Grade awarded	(Pass/Fail/Grade A-F as appropriate)		

The Examination Committee unanimously recommends that:

- The Dissertation is accepted without corrections
- The Dissertation is accepted subject to minor amendments and corrections
- The Dissertation is accepted subject to Major amendments and corrections
- The Dissertation cannot be accepted and the candidate is Fail

Name of Master coordinator/director		Signature		Date	
Name of College Dean		Signature		Date	

In the event that there is a difference in marks awarded between any two examiners of >20% the matter will be referred to the Dean of the College for moderation. The signature of the College Dean means that the grade is deemed to be final, and no further referrals are needed.

MASTER DISSERTATION

Completion of Master Dissertation Form

Outcome of Examining Committee and Corrections

Please specify the required corrections

(to be continued on extra A4 pages if required)

Name of Examiner 1 (Supervisor)		Signature		Date	
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Name of Examiner 2 (Internal Examiner)		Signature		Date	
Name of Examiner 3 (External Examiner)		Signature		Date	
Name of Student		Signature		Date	

I confirm that I have reviewed the corrected report, and that the requested corrections have been made.

Name of Supervisor		Signature		Date	
Name of Internal Examiner		Signature		Date	

Dissertation Approval Form



College:

Department:

Programme:

Course Code:

Course Title:

Candidate's Name:

Candidate's ID #:

Dissertation Title:

Supervisor's Name:

Date:

Examination Committee Assessment

The committee has unanimously decided that the student should be awarded
[Pass/Fail]:

the following

Examining Committee:

Examiner #1(Internal Examiner):

Signature:

Examiner #2(External Examiner):

Signature:

(For Use of Office of the Dean for Graduate Studies and Research)

Dean of Graduate Studies and Research: _____

Signature: _____ Date: _____

MASTER DISSERTATION



Student's Checklist

Name of Student		Student ID	
College		Department	
Course Title		Course Code	
Name of Supervisor		Academic Year	
Dissertation Title		Semester	
		First	Second

ITEM

CHECK

1. Dissertation Proposal and proposal form
2. Meetings with supervisor
3. Three hardcopies of soft bound copy of draft dissertation + submission form + Turnitin Report
4. Softcopy of the dissertation
5. Corrected version of the dissertation
6. Four hard bound maroon copies of corrected final version of the dissertation as follows: (1) central library; (2) Supervisor; (4) Master coordinator/director; and (5) Dean of Graduate Studies & Research.

Name of Student		Signature		Date	
Dean of Graduate Studies & Res		Signature		Date	

MASTER DISSERTATION

Checklist of the Centre for Accreditation and Quality Assurance



STUDENT NAME		STUDENT ID. NO	
COLLEGE		DEPARTMENT	
COURSE TITLE		COURSE CODE	
ACADEMIC YEAR		SUPERVISOR	
TITLE OF DISSERTATION		INTERNAL EXAMINER	
		EXTERNAL EXAMINER	
		DATE OF EXAMINATION	

Item	<i>Completed</i> (please tick)		Comments/details
	Yes	No	
1. Proposal Form			
2. Submission Form			
3. Assessment of Written Dissertation Form			
4. Evaluation and correction Form			

5. Dissertation Approval Form			
6. Front cover complies with latest version of regulations			
7. Spine complies with latest version of regulations			
8. Title page complies with latest version of regulations			
9. Plagiarism check using approved University software			

FOR OFFICE USE ONLY			
Data collected by (name of representative from CAQA)		Signature	
DATE			
NOTED BY			
CHAIRPERSON/DIRECTOR (Name)		Signature	
DEAN OF COLLEGE (Name)		Signature	
DEAN OF GRADUATE STUDIES AND RESEARCH		Signature	