



Guidelines for the Supervision and Evaluation of Master's Degree Dissertations - Version 7.0

Ref: UC/ P 776/2025

***As approved by University Council Decision No. UC/2713/02/2025-26 of
meeting No. UC/02/2025-26 dated Tuesday the 4th of November 2025.***



Guidelines for the Supervision and Evaluation of Master's Degree Dissertations Version 7.0

1.0 Introduction:

The purpose of this document is to provide clear Guidelines for the Supervision and Evaluation of Master's Degree Dissertations. The document guides the process of supervision and evaluation with identifying clear roles and responsibilities of programme coordinators, supervisors, internal and external examiners as well as the student. The evaluation rubrics were designed to cater with National Qualification Framework complexity level 9 and in line with the United Nations Sustainable Development Goals (SDGs) and United Nations Education Scientific and Cultural Organizations (UNESCO) Principles. The main purpose of the guidelines outlined within this document is to provide a clear framework for:

- Providing exposure to diversified methods of research and transparent evaluation
- Promoting research and lifelong Skills and learning progression pathways with positive impact
- Ensuring high quality of research output through robust supervision.

National Alignment

- Higher Education Council Strategy
- Bahrain Economic Vision 2030
- Institutional Accreditation Standards for Higher Education Council
- Bahrain Education and Training Quality Authority Quality Assurance Standards for Institutional and Academic Programme Reviews
- National Qualification Framework Standards

International Alignment

- United Nations Sustainable Development Goals (UNSDGs) – SDG 4 Quality Education
- United Nations Education Scientific and Cultural Organizations (UNESCO)
- UK Research Excellence Framework

2.0 Supervision and Evaluation Policy:

- To maintain highest academic standards for supervision of Master Dissertation
- To provide a fair and transparent evaluation for all students
- To guide the student progression throughout the supervision journey

2.1 Supervision and Evaluation Overview:

The guidelines are intended to provide standards of good practice for writing, supervising and examining Master's Degree dissertations. 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 supervision and examination, and related forms. The dissertation aims to provide students with an opportunity:

- To obtain practical experience in research and analysis.
- To demonstrate independence, academic originality, critical thinking and problem-solving, practical and written skills, as well as organization and time-management skills; and
- Where appropriate to develop skills in community service.
- Finally, it is seen as an instrument for differentiating between students' abilities.

Stage	Semester/Duration	Expected Deliverable
Stage 1 Pre-Supervision Stage (Research Methodology Course)	One Semester – prior to the Dissertation	1. The student is expected to submit the research proposal at the research methods course. The research proposal should cover sections including: <ul style="list-style-type: none"> • The purpose of the study • Design/Methodology and approach

		<ul style="list-style-type: none"> • Research Originality and Impact • Findings • Research limitations/Implications <ol style="list-style-type: none"> 2. The proposal will be graded by the instructor. 3. The instructor assessed the proposal to the Programme Coordinator 4. The Programme Coordinator discussed supervision allocated per specialization in the Postgraduate Graduate Council at College Level. 5. The Postgraduate Council review and approve the list to be forwarded to the University Council for review and approval to be forwarded to the Higher Education Council for notification. 6. Programme Coordinator will assign the students to the approved supervisors in ADREG system to be activated in the following Semester.
Stage 2 Supervision (XXX599)	One Semester	<ol style="list-style-type: none"> 1. The student is expected to meet at least twice per month with the supervisors 2. The supervisor is responsible for ensuring that the student is making progress and document the supervision minutes of the meeting in ADREG system 3. Throughout the supervision process, the supervisor is expected to guide the student with ethical standards and academic integrity to avoid misconduct. 4. The supervisor is expected to ensure that the student have applied for ethical approval in line with the university ethical framework. 5. The student could utilize turn-it-in to check the authenticity of the report prior to submission. 6. The supervisor is expected to check the submitted draft against academic misconduct and ensure 0% plagiarism.
Stage 3 Pre-Examination Stage	During the supervision semester	<ol style="list-style-type: none"> 1. The programme coordinator is responsible for forwarding the submitted dissertation to the internal examiner for review. 2. The internal examiner should review the dissertation and provide comments within 5 working days. 3. The programme coordinator will forward the dissertation to the external examiner for review. 4. The external examiner should review the dissertation and provide comments within 7 working days. <p>The examiner's review will be against the written rubrics criteria covering</p> <ul style="list-style-type: none"> • Abstract • Problem Statement/Definition • Literature Review • Methodology Used • Results and Analysis • Findings and Recommendation • Research overall practical application and impact • Ethical considerations and alignment
Stage 4 Examination Stage (defense)	During the supervision semester	<ol style="list-style-type: none"> 1. The student is expected to present the dissertation and defend all questions by the examination committee 2. The student is expected to wear the university Gown during the defense. 3. The examination committee will consist of the External Examiner, Internal Examiner and the Supervisor. 4. The Chair of the Examination Committee will be the most senior in the Academic Rank. <p>The examiner's review will be against the oral rubrics criteria covering:</p>

		<ul style="list-style-type: none"> • Clarity of the presentation • Communication and body language • Confidence in responding • Appropriateness of responses • Awareness of the overall topic • Ethical considerations <p>5. The examination committee will ask the students to leave the room to discuss the judgment of the dissertation and comments.</p> <p>6. The examination committee will announce the overall judgment of the dissertation.</p>
Stage 5 Post Examination	During the supervision semester	<ol style="list-style-type: none"> 1. Supervisor provides the student with a list correction recommended by the examination Committee, if any, and makes sure that the student makes all required modifications. 2. Supervisor approves the modified version of the dissertation should be submitted by programme coordinator with all the forms and documents needed to the Deanship of Graduate Studies and Research within five working days. 3. Deanship of Graduate Studies and Research sends approval form and hard copy guidelines to students. 4. Student Submit two hardcopies and one softcopy of final dissertation to DGSR.

2.2 Roles and Responsible Parties:

Member/Entity	Composition	Responsibilities
Programme Coordinator	Assigned faculty member from the offering College assigned by the President	<ul style="list-style-type: none"> • To coordinate with the Dean of the College to assign supervisors for the Master Dissertation. • To present the final list of students and research topics to the Postgraduate Council at College level • To communicate with internal and external examiners and act as a focal point • To ensure that the process of the Master Dissertation is conducted effectively with consideration of academic integrity and ethical framework • Resolving any student-related issues in terms of supervision • Monitor the Supervision Records in ADREG system. • In case of change of supervisor, to conduct a clear handover between supervisors
Postgraduate Council – College Level	Chaired by the Dean and consists of department chairpersons and Postgraduate Programme Coordinator (s)	<ul style="list-style-type: none"> • Review and approve list of research topics to be available to the students to choose and provide comments, whenever possible. • Review and approve dissertation proposals submitted by students and provide comments, whenever possible. • Maintaining compliance with university procedures and avoiding research topics with cultural sensitivity • Approved the assignment of supervisors to proposed dissertations taking into account the research topic, specialization and supervision load. • Propose a list of research-related workshops to support the students to the Deanship of Graduate Studies and Research to be conducted • Review of adherence to ethical approvals as per the University Framework • Acting upon any additional recommendation by the Programme Coordinator • Monitor the Supervision Records in ADREG system.

Deanship of Graduate Studies	Chaired by the Dean of Graduate Studies and Research	<ul style="list-style-type: none"> Conduct research-related workshops to support the students including academic writing, applying for research ethics, use of AI in academic writing, data analysis etc. Support students seeking data collection by providing formal letters indicating research title, ethical approval number and supervisor name. Process Ethical Approve forms in coordination with Research Ethics Committee in line with the University Framework. Support students in case of publishing the dissertation or presenting in conferences after successful achievement Review the final list of dissertation topics/supervisor and examination committee to be forwarded to University Council and forwarded to Higher Education Council (HEC).
University Council	Chaired by the President	<ul style="list-style-type: none"> Review and endorsement of the final list of dissertation topics/supervisor and examination committee to be forwarded to HEC. To provide any future guidance to Graduate Studies and Research in line with the university Strategy and Research Plans.

2.3 Inclusion criteria of Supervisor and Examination Committee:

The following section provides a detailed description of the Inclusion criteria of Supervisor and Examination Committee with the expected roles and responsibilities and deliverables. As per the university procedures, the postgraduate council at the college level assigns the supervisors and the examination committee which is then forwarded to University Council for final approval. **Upon approval by the University Council the process below is activated and followed by the programme coordinator.**

	Inclusion Criteria	Responsibilities
Supervisor	Faculty Member who has a Ph.D. Degree or equivalent, and knowledgeable in the subject matter of the dissertation.	<ul style="list-style-type: none"> Confirm that the student has registered for the dissertation. Approve student's dissertation using submission form. Identify and overcome any ethical issues in relation to data collection or health and safety issues in relation to the dissertation, if needed. Meet at least twice a month with the student until submission of the dissertation and keep records of these meetings in ADREG system. Provide constructive feedback to the students to improve the overall quality of the dissertation Provide advice to the students seeking data in terms of the best ways to contact external organizations or individuals. Support the students to apply for ethical approval in line with the university policy Support the student to develop their research and presentation skills including publishing, attending conferences and research related workshops Check dissertation for Plagiarism (using for example TURNITIN) and A thorough analysis of the report to each highlighted textual component Support the student to prepare for the defense by providing structure for the presentation and clarifying the expected format and criteria for success.
Internal Examiner	Faculty Member who has a Ph.D. Degree or equivalent, and knowledgeable in the subject matter of the dissertation assigned by	<ul style="list-style-type: none"> Evaluate a semi-final version of the completed dissertation before the final submission of the dissertation to examination committee Complete the internal examiner report form Review and trigger any issues that may impact on the overall quality of the dissertation

	the Postgraduate Council at College Level	<ul style="list-style-type: none"> The internal examiner should review the dissertation and provide comments within 5 working days.
External Examiner	Faculty Member who holds a minimum rank of Assistant Professor or equivalent, and knowledgeable in the subject matter of the dissertation assigned by the Postgraduate Council at College Level	<ul style="list-style-type: none"> Review and judge the quality of the student work, written dissertation and oral examination and record this information on the appropriate forms Complete the external examiner report form Evaluate the student defense and finalize the evaluation as per the oral and written rubrics Ensure the student's work quality meets the standards and maintain ethical procedure. The external examiner should review the dissertation and provide comments within 7 working days.
Chair of the Examination	The chair of the examination committee is the internal examiner unless the external examiner was of a higher academic rank; in such cases, the external examiner will be the committee chairperson.	<ul style="list-style-type: none"> Chair the Examination Committee during the defense Ensure that the dissertation satisfies the University requirements and is up to the required level of the Programme and University standards and norms, Reach an independent judgment on the quality of the written dissertation and the oral examination. Plan and manage the examination session in collaboration with other examiners and ensure full adherence to the University procedures, guidelines, rules and regulations. This includes defining clearly the time slots allocated for each examiner and the student, managing the close session, and reaching an agreement on the final judgment/decision regarding the required corrections/improvements (if any) and the final grade to be awarded to the student. Ensure that the examination stays focused on the subject matter, objective, unbiased and fair. Participate in the assessment of the quality of the written dissertation and the oral examination/defense of the student and record this information on the corresponding evaluation and examination forms
Examination Committee	The Examination Committee of the Master Dissertation consists of three members: the supervisor, an internal examiner and an external examiner.	<ul style="list-style-type: none"> Assess the quality of the written dissertation and the oral examination/defense of the student and record this information on the corresponding evaluation and examination forms Come to an agreement and decide on a final judgment in collaboration with the examination committee on the quality of the dissertation, performance of the student and the outcome of the examination. Ensure that all examination forms are completed appropriately and deliver the forms to the Programme Coordinator

2.5 Grading and Examination Committee Judgment

There are five recommended Judgments given by the examination committee. To pass the defense exam, the student should reflect acceptable capability in defending her/his work during the oral defense exam.

Grading/Judgment	Subjected to	Duration for submission after defense
Pass with Outstanding	The Dissertation is accepted without corrections	N/A
Pass with Distinction	The Dissertation is accepted subject to minor corrections; the student must improve the dissertation as per the internal and external examiners report within 2 weeks	2 Weeks
Pass with Merit	The Dissertation is accepted subject to minor amendments and corrections. The student must improve the dissertation as per the internal and external examiners report within 3 weeks	3 Weeks

Pass (P)	The Dissertation is accepted subject to major amendments and corrections. The student must improve the dissertation as per the internal and external examiners report within 1Month	1 Month
Fail (F)	The Dissertation is not accepted; the candidate is to re-register in the dissertation course	

2.6 Dealing with Sudden Absence

It is the collective responsibility of the program coordinator/chairperson/director and the dean of the college concerned to ensure full adherence to the examination schedule of master dissertations and to make sure that all members of the examination committees as well as the students are kept informed (and updated when applicable) regarding the exact timing of the exams by various means, when possible.

However, in the event of any extenuating circumstances that prevent the student or one or more members of the examination committee from participating in the examination, the following should be applied accordingly:

- 1. Absence of Student:**
 - s/he should submit an official request to the program coordinator/chairperson/director to postpone the exam. It is the responsibility of the student to support his/her request with all required evidence and support materials otherwise IW grade will be assigned.
- 2. Absence of External / Internal Examiner:**
 - If an external or internal examiner is absent or s/he cannot attend the examination in person owing to unexpected reasons, the examination of the master dissertation should be postponed and rescheduled to another convenient date and time to all members of the examination committee as well as the student.
- 3. Absence of Supervisor:**
 - If the supervisor cannot attend the examination due to extenuating circumstances, then the Dean of the college, concerned in coordination with the program coordinator, should appoint another member to take his/her place in the examination committee.

3. Research Ethics Guidelines

3.1 Authorship and Contribution Declaration

As part of Ahlia University Research Plan, the university aims to sustain producing high quality and ethical research that is creating an impact to the current knowledge, society, and community at large. The strategy aims to attract collaborative research involving faculty, students as well as national and international scholars to maintain producing impactful research tackling niche areas to serve the societal needs and community at large for sustainable future. As per Ahlia University policy, there is a fair and transparent mechanism to ensure authors recognition in terms of their intellectual contribution to the research outcome. Author (s) (Student/Staff) are wished to submit the research work for publications/conferences must declare the authorship as per the university policy.

3.2 Conflict of Interest

The Author(s) (Student/faculty) should declare any conflict of interest that may arise for handling supervision, internal reviews, review of papers or any information that may impact on the publication prior to submission. A declaration of conflict of interest should be made directly to the Deanship of Graduate Studies and Research.

3.3 Data Collection Approval, Consent, Confidentiality, and Storage

The Author(s) (Student/faculty) must provide a clear method of data collection and the source of collection. In case of confidentiality of data required. The Author(s) (Student/faculty) should sign a consent form to adhere to confidentiality and storage of data. The Deanship of Graduate Studies and Research will review the application form and issue a letter stating the approval of the research to facilitate data collection (if needed).

3.4 Use of Consultation

In case of use of external consultation for data collection or support analysis, an acknowledgement should be stated within the ethical approval form. The Deanship of Graduate Studies and Research will review the application form and decision and approve in case it is acceptable.

3.5 Declaration of the Use of AI or Digital Technologies

The Author(s) (Student/faculty) must declare the use of AI generated tools or any other digital technologies that may be used for unidentified images such as (random photographs taken by the authors, human photo records including medical x-rays). In case the unidentified images belong to human a consent form should be signed for no objection of usage and images must be anonymized.

3.6 Research related to Human Participants' (or subject)

In case the research includes living human beings, human data, and records (such as, but not limited to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). In addition, if the research in Health care may apply on human beings who have recently died, embryos and fetuses, human tissue, and bodily fluids.

3.7 Ethical Consideration of Clinical Practice/Trial

In case the research is conducted during clinical practice/trial the patient should provide a clear consent with no objection. The patient record should be treated anonymously and confidentially.

The procedure for approval of Research Project Ethics is guided by the Ahlia University Research Ethics Framework and implemented by Ahlia University Research Ethics Committee.

4. Academic integrity and types of Misconduct

There is a detailed Student Policy on Academic Integrity and Guide for Dealing with Academic Misconduct in place. Ahlia University defines academic misconduct as any action which undermines, or attempts to interfere with, the university's ability to fairly evaluate a student within the context of a formal academic exercise, towards gaining an unfair academic advantage, for oneself or others. Accordingly, there are at least seven (7) types of academic misconduct, which the University acknowledges and wishes to prevent:

- **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. This includes AI generated text from tools such as ChatGPT or any other related chatbot platforms for rephrasing with the intent of circumventing detection. Ahlia University has a zero—tolerance policy when it comes to plagiarism.
- **Data falsification** is an act involving willful creation of false data, as in students in the project filling out questionnaires by themselves rather than distributing them and soliciting legitimate feedback from the population, or changing data collected on received questionnaires.
- **Use of third parties (tacit personation) or cheat-ware sites** which, typically for a fee, write all or part of a manuscript or design a model that students in the project then present as their own original work - including AI generated software. When third parties prepare an academic work-product for one (or more) cohort members, a form of tacit **personation** and contract cheating results. However, cohorts may use a professional proofreading service provided that they declare use of such a service.
- **Free riding collusion** involves one student (or more) in the project cohort doing work on behalf of another who in fact makes no contribution to the project. In free riding collusion both the student(s) not doing any work as well as the other(s) doing work at the behest of the former, who passes such work off as his/her own, are liable.
- **Recycling collusion** involves one student (or more) in the project cohort enlisting outside-the cohort support

of one student (or more) who's previously submitted academic work product is fobbed off as being the unique intellectual work product of those concerned conspiring project cohort members.

- **Active personation** occurs when one (or more) students outside the cohort substitute for one (or more) students in the project cohort proffering false identities at the time of project defense (in the admittedly unlikely scenario of the project supervisor not remembering the physical appearance of each member of the cohort).
- **Cheating in Assessments** occurs when one (or more) students in a classroom/examination hall exhibit specific dishonest behaviours such as sharing, or attempting to share, information, and using, or attempting to use, unauthorised materials or devices, within the context of an in-class assessment or final examination. This extends to online examinations by collusion and soliciting the help of others.

4.1 Dealing with Similarity / Suspected Plagiarism

Ahlia University acknowledges its role in the development of the students' knowledge on sound academic practice in general, and academic integrity in specific. Accordingly, the University is committed to providing on-going education and advice to students regarding the importance of academic integrity, and related regulations for the application of fair and proportionate penalties in cases of academic misconduct.

All content flagged by "turnitin" must be reviewed by the faculty members/supervisor to ensure that verbatim text is quoted and that for such, and paraphrased text, that appropriate citations are provided by the student. It is possible even if the "turnitin" result is zero similarity that plagiarism has occurred in as much as paraphrased text is not provided with the source through a valid citation.

The tolerance limit for similarity is set by the type of assessment, whereby similarity is considered based on matching text in phrases of 6 words or more (excluding the reference list). In case of limited similarity that is the result of poor academic practice, the student is to be advised by the faculty member/supervisor and may be allowed to rewrite the concerned portion of the manuscript for resubmission.

In cases of misconduct, the faculty/supervisor will record a misconduct case on the ADREG system and upload the materials for chairperson review and decision making towards the application of penalties as per university procedures.

4.2 Similarity tolerance as per the types of assessments

Types of Assessments *	Similarity Tolerance percentage
Coursework Assessment	Maximum of 15% and not more than 2% from one source
Undergraduate Final Project	Maximum of 15% and not more than 2% from one source
Postgraduate Dissertation	Maximum of 15% and not more than 2% from one source
PhD Thesis	Maximum of 15% and not more than 2% from one source
Any other types of assessments that may require special consideration of the similarity tolerance percentage that may involve usage of specific tools which could impact the similarity percentage, may be considered as part of the internal verification process in line with AU Assessment Manual.	

4.3 Reporting Misconduct

The faculty member/supervisor/invigilator must record the case in ADREG system with the evidence required. The case will be automatically forwarded to the chairperson/dean of the college for decision making as per the approved penalties. A copy of the decision on the penalty applied will be forwarded to the academic advisor for reference. The process will be overseen by the Deanship of Student Affairs to maintain a register on a university-wide basis for all

cases of academic misconduct.

The typical penalty for collusion is the award of zero grade for all in misconduct in the instance of a first-time offence. All instances of misconduct must be documented in ADREG and overseen by the Dean of Student Affairs. Repeat offenders will be subject to a hearing before the University Disciplinary Committee.

In cases of misconduct at a final examination, the exam violation procedure applies, whereby invigilators must fill out an exam violation form, to be submitted to the Deanship of Student Affairs.

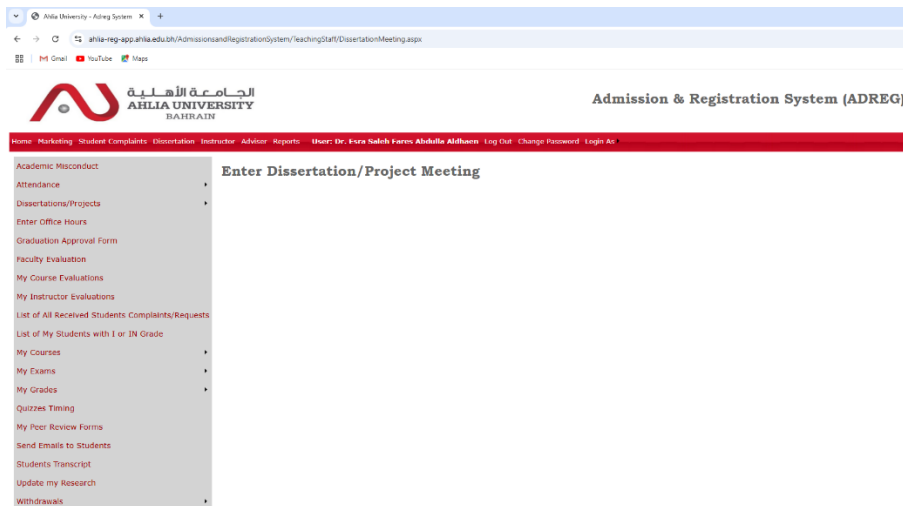
5. Mechanism Supervision Record in ADREG System

This section outlines the proposed steps and components for designing and implementing an electronic system within the Ahlia university's ADREG platform. The purpose of this system is to manage the supervision process.

The system for managing Master Dissertation supervision and evaluation at the college is a major step toward automating and documenting academic processes with accuracy and transparency. The system aims to strengthen student-supervisor communication, ensure student progression and academic quality.

5.1 Supervision and Meeting Log Stage:

Activated upon official supervisor assignment, the supervisor logs a summary of meetings held with their supervisor at least once every two weeks, including key discussions and next steps. The supervisor will add his comments/reviews for each meeting summary, which is then archived in the system and approved by the Programme Coordinator.



Dissertation/Project Meetings

Student ID: [View](#)

Student ID:	202310410
Student Name:	ZAHRA SAMEER AHMED MOHAMED BARAKAT
Programme:	MASTER'S DEGREE IN BUSINESS ADMINISTRATION 2018-2019
Department:	Directorate of MBA Programs
Course Code:	DMBA 599
Dissertation/Project Title:	Impact of Practitioner Training on Career Development: Challenges and Opportunities
Registered in Semester:	Second 2024/2025

[Add New Meeting](#)

Meeting ID	Dissertation Project ID	Meeting Date	Done by Student	To be Done for Next Meeting	Remarks	Saved By
View Edit 33410	6696	04/02/2025 00:00:00	The student presented a draft of chapter 1 and 2, the student was advised to refine the research questions and include information related to NQF role in supporting the advancement of practitioner training. The student work was at good quality she was also guided to consider how to collect data	To expand the LR (chapter 2) and refine the research questions, sample of research papers were provided that supports the overall work. The student is keen to establish a career development framework as a findings of her work.		Dr. Esra Saleh Fares Abdulla Aldhaen
View Edit 33411	6696	24/02/2025 00:00:00	The student re-fined the research questions, and established an expanded L.R, however the student did not cover all the related sections at this stage. She was advised to consider adding the terminology "impact" in the research questions to be better aligned with the research title that was approved by Higher Education Council.	Finalise the LR review covering the four sections included as hypothesis including the effectiveness of career development, role of NQF policies etc. The overall work is good and the student is making a very positive progress.		Dr. Esra Saleh Fares Abdulla Aldhaen

Member	Roles and Responsibilities
Supervisor	<ol style="list-style-type: none"> The Supervisor must ensure meetings are conducted with the students and recorded with actions for the next meeting. The ADREG system will provide a reminder for the supervisor, and student after 2 days from the expected date and a copy of the alert will be forwarded to the Programme Coordinator. Students exceeding 4 weeks with no meeting will be transferred to the Programme Coordinator for immediate follow-up.
Student	<ol style="list-style-type: none"> The student must submit his/her work to the supervisor at least 2 days in advance to enable the supervisor to review the materials. During the next meeting the student will provide an update on the actions recommended by the supervisor The student will schedule a meeting with the supervisor.
Programme Coordinator	<ol style="list-style-type: none"> The coordinator will ensure that meetings are conducted as per the minimum schedule of once every two weeks. The coordinator will ensure that meeting records are recorded in ADREG for maintaining student progression

Appendix – Evaluation Forms and Guiding Rubrics

MASTER DISSERTATION
ASSESSMENT OF DISSERTATION EVALUATION FORMS
EXAMINATION COMMITTEE

Criteria of Evaluation	Expected Deliverable	Allocated Mark	External Examiner Score	Internal Examiner Score	Supervisor Score
Evaluation of Written Dissertation					
Problem Definition	1. Clarity of aims and objectives 2. Originality and statement of problem 3. Relevance/significance of study 4. Rationale for study	10			
Literature Review	5. Relevance and quality of literature sources 6. Depth of review 7. Critical awareness 8. Conceptual framework	20			
Methodology	9. Correct use of appropriate methods 10. Data collection techniques/data sources 11. Critical awareness of methodological limitations	10			
Product	12. Achievement of dissertation objectives 13. Quality of the dissertation product	10			
Results and Analysis	14. Correct use of analysis techniques 15. Depth of analysis 16. Presentation of the results 17. Critical awareness about results	20			

Conclusions/recommendations with Practical Application and Impact	18. Relevance to objectives 19. Summary of achievements 20. Horizons and Limitations 21. Focus/consistency 22. Identification of improvements/further work 23. There are clear recommendations that could be applied in real life 24. There are clear recommendations that guide policy making and recommendable solutions	20			
Format and alignment with UNSDGs commitment	25. Structure, language and organisation of information 26. Clarity of expression 27. Use of tables and figures 28. Use of reference and bibliography 29. The document is clearly aligned with UNSDGs in every section 30. The document provides a directional alignment to UNSDGs in every section and describes a clear positive societal impact 31. There is a clear proposal and recommendations for future research and policy making that is aligned with UNSDGs with a visible impact	10			
Examiners Grades (Total Mark) the written dissertation is worth 70%		100%			

Presentation and Defense Evaluation					
Organization, Eye Contact, & Delivery	1. Logical sequence of presentation 2. Ability to explain key concepts and elaborate 3. Maintain eye contact with audience 4. Speak clearly and audibly	20			
Time Management & Presentation Skills	5. Effective use of time 6. Finishes within allocated time 7. Ease of reading and informative 8. Balanced use of appropriate multimedia	50			

Questions & Answers	9. Answer questions appropriately 10. Ability to handle questions about basic and advanced issues 11. Use questions to demonstrate thorough command of topic(s)	30			
Examiners Grades (Total Mark) the oral defense is worth 30%		100%			

External Examiner Name		Signature		Date	
Internal Examiner Name		Signature		Date	
Supervisor Name		Signature		Date	

**MASTER DISSERTATION
OVERALL EVALUATION FORM**



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

Evaluation Results	Examiner (Supervisor)	Examiner (Internal Examiner)	Examiner (External Examiner)
Name of Examiner			
Percent for Dissertation Out of 70			
Percent for Oral Presentation Out of 30			
Total Percent	T1=	T2=	T3=
Signature of Examiner			
Date			
Average Total Percent To be Completed by Supervisor	$(T_1 + T_2 + T_3) / 3$		
Final Grade awarded			

The Examination Committee unanimously recommends that (Please tick) <input checked="" type="checkbox"/>		Deadline
<input type="checkbox"/>	Outstanding and the Dissertation is accepted without corrections	
<input type="checkbox"/>	Distinction and the Dissertation is accepted subject to minor amendments and corrections	
<input type="checkbox"/>	Merit and the Dissertation is accepted subject to minor amendments and corrections	
<input type="checkbox"/>	Pass and the Dissertation is accepted subject to Major amendments and corrections	
<input type="checkbox"/>	The Dissertation cannot be accepted, and the candidate is Fail	

Name of Programme Coordinator		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

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 clearly 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. With clear relationship with the literature review, evidence based and covering UNSDGs (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 with AI generated text. With clear relationship with the literature review, evidence based, with critical analysis by the author and relevant to UNSDGs commitment with visible impact. (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 with ethical consideration to some extent (Score =7.8-8.6)	Appropriate selection of and justification for methodology. Full understanding of values and limitations of methods and reflection of ethical consideration in conducting data collection, analysis and interviews (Score =8.7-10.0)
Product	The dissertation objectives have not been achieved. (score=0.0-5.9)	Some objectives have been achieved and not of good quality. (score =6.0-7.7)	Objectives have been achieved and not of good quality with no clear visible impact and directional recommendations (Score =7.8-8.6)	All objectives have been achieved and of good quality with clear impact and directional recommendations at both practical and theoretical level that guides UNSDGs and different level of policy making (score = 8.7-10.0)
Results and Analysis	Presentation of results was unclear. Limited or	Clear presentation of results. Appropriate but limited data	Clear presentation of results. Competent analysis. Evidence of	High quality presentation of results. High level analysis and evaluations of results using appropriate

	inconsistent analysis of data. No critical evaluation of results or value of evidence (score=0.0-11.9)	analysis. Limited critical evaluation of results. (score =12.0-14.9)	ability to evaluate results. (Score =15.0-16.9)	techniques. (Score =17.0-20.0)
Conclusions/ Recommendations and Practical Application and Impact	Absent or unsupported conclusions with no evidence of practical application or recommendations (score=0.0-7.9)	Clear presentation of conclusions related to data analysis. Results/analysis mostly linked to objectives of study. However, the recommendation to some extent cover practical recommendations however they need more clarity and justification (score =12.0-14.9)	Logical conclusions mostly based in data analysis. Evidence of ability to critical evaluate findings. Conclusions consistently linked to objectives with analysis leading to practical and theoretical recommendations however need to be further justified. The recommendation provided need to be aligned with the sustainability (Score =15.0-16.9)	Clear and logical presentation of conclusions, which are strongly linked to data analysis and to objectives. Competent at critical evaluation with clear recommended actions that could be considered for policy making etc. The recommendations are directional and clear with some alignment to sustainability with clear impact (Score =17.0-20.0)
Format and alignment with UNSDGs commitment	The report does not comply with University Regulations. It is not logically or effectively structured. The topic does not align or have a reference to UNSDGs (score=0.0-5.9)	The report generally complies with University Regulations. There should have been greater effort put into organizing the report with clear alignment with UNSDGs with clear impact. (score =3.0-7.7)	There is a logical organization of the report and good connections among ideas. Evidence of documenting UNSDGs with an integration of some sections within the document. (score=7.8-8.6)	The report complies with University Regulations. There is appropriate structure to the report, incorporating variety of quality sources. The document is clear with directional alignment to UNSDGs in every section and describes a clear positive societal impact and propose comments and recommendations for future research and policy making (score = 8.7-10.0)

MASTER DISSERTATION
ASSESSMENT OF ORAL EXAMINATION RUBRICS

Performance Area	Maximum marks	Fail	Satisfactory	Very Good	Outstanding
Organization, Eye Contact, & Delivery	20	No logical sequence Reads most or all of report, making little to no eye contact with audience. Voice is unclear and too quietly to be heard by many in audience. Presenter mispronounces many terms. (score=0.0-11.9)	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 Presenter mispronounces some terms. (score =12.0-14.9)	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. (Score =15.0-16.9)	Logical sequence, provides explanations and can elaborate 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. (Score =17.0-20.0)
Time Management & Presentation Skills	50	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 (score=0.0-29.9)	Finishes on time but rushes through most of the presentation. Limited multi- media that enhance parts of the presentation. Easy to read and informative in parts only (score =30.0-37.9)	Finishes on time but has to rush through last points of presentation. Limited multi- media that enhance the overall presentation. Easy to read and informative, but not outstanding. (score=38.0-43.9)	Speaker uses the allotted time effectively and finishes on time. Balanced use of appropriate multimedia that enhances the overall presentation (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)

ETHICAL APPROVAL APPLICATION FORM (A) –RESEARCH WITH NO HUMAN PARTICIPANTS’ (OR SUBJECT)

Research Title				
Research Field				
Main Author				
Co-Author (s)				
No.	Statement	Yes	No	Not Applicable
1.	My research does not include any additional Human participants’ (or subject)			
2.	The participants have the right to withdraw from the research study at any time prior to the publication			
3.	The data collection will be conducted based on participants approval and consent only			
4.	I will ensure data protection, confidentiality, data security and anonymity			
5.	The participation of the study is voluntary and there is no payment involved			
6.	My research study does not have an impact on any sensitive topics or cultural sensitivity matters			
7.	The risk of data collection or any other types of research such as financial etc. are identified (if applicable)			
8.	I will ensure that the data collection is conducted with ethical standards and integrity without any bias or objectivity.			
9.	The participant will be above 18 years old and mentally fit to contribute the study.			
10.	The study should not have any negative impact or violation on norms or regulations.			
11.	I will be collecting data personally and not relying on a consultation or any AI digitalized tools.			

Data Collection Method and Sample Size Targeted:

No.	Statement	Yes	No	Sample Size Targeted
1.	Focus group			
2.	Digital survey			
3.	Observation Study			
4.	Personal interviews			
5.	Self-administered questionnaire			
6.	Telephone survey			
7.	Other: Please specify			

Submission Declaration:

Author Declaration: I hereby declare that the information provided is original and correct, I have adhered to AU Research Ethics Policies and Guidelines and understood the impact of the violation of ethical standards, and I will only be collecting data upon Research Ethics Committee Approval.

Author Name

ID (if any)

Signature	Date	
Submitted Documentation		Tick Please
	Signed Ethical Approval Form (A)	
	Research Proposal Form	
	Consent Form (if applicable)	
Research Ethics Committee Comment/Decision		
Comment(s)		
Decision Number		
Dean of Graduate Studies and Research Approval		
Signature		
Date		

ETHICAL APPROVAL APPLICATION FORM (B) – RESEARCH WITH HUMAN PARTICIPANTS' (OR SUBJECT)

Research Title	
Research Field	
Main Author	
Co-Author (s)	

No.	Question	Response
Study Participants –Recruitment and selection of participants		
1.	How will participants be recruited?	
2.	Participant inclusion criteria	
3.	Participant exclusion criteria	
4.	Who will perform the data collection?	
5.	Where will the data collection take place, and how long will it take for each participant?	
6.	Possible benefits to participants:	
Risk Assessment		
8.	If the research will include photograph, audio, or video recording, provide justification for recording and storage strategies	
9.	If the study will include vulnerable participants who are unable to provide informed consent, provide the age group and vulnerability and attach the guardian consent form.	
10.	Is there any conflict of interest? (e.g. financial gain, power over participation such as instructor/student relationship? If yes, please mention the details and how this conflict of interest will be addressed:	
Data Retention		
11.	How long will the data containing personal identifiers be kept after publication of this research?	
12.	How will you secure the access to data?	
For Pre-existing Data on Human Subjects		
13.	What is the source of the original dataset?	
14.	Are the original data set documents or records publicly available and accessible?	
15.	Provide the data access link (if applicable)	
16.	Are the dataset originally collected for academic research purpose	

Submission Declaration:	
Author Declaration: I hereby declare that the information provided is original and correct, I have adhered to AU Research Ethics Policies and Guidelines and understood the impact of the violation of ethical standards, and I will only be collecting data upon Research Ethics Committee Approval.	
Author Name	ID (if any)

Signature	Date	
Submitted Documentation		Tick Please
	Signed Ethical Approval Form (B)	
	Research Proposal Form	
	Consent Form (if applicable)	
Research Ethics Committee Comment/Decision		
Comment(s)		
Decision Number		
Dean of Graduate Studies and Research Approval		
Signature		
Date		

PARTICIPANTS CONSENT FORM

Research Study Title	
Author(s) Name	
Purpose of the Study	
Participant consent:	
Participant Declaration: I hereby agree to participate in this study. I understand that I am free to withdraw at any time without incurring any penalty for the research as titled above, the authors explained the purpose of the study clearly.	
Participant Name	Participant Position (if any)
Signature	Date