



UNIVERSITY
of
TECHNOLOGY,
MAURITIUS

SCHOOL OF BUSINESS MANAGEMENT AND FINANCE (SBMF)

GUIDELINES FOR LAW DISSERTATIONS

For Undergraduate Programmes

Jan 2023

VERSION 1.0

A. INTRODUCTION

The aim of the SBMF undergraduate dissertation guidelines for law students is to help students to organise the results of their research and present them in the form of a scholarly document. This set of guideline seeks to establish uniform standards for the preparation of all undergraduate dissertations in law at SBMF. The dissertation is a significant part of the undergraduate programmes. The credits assigned to the dissertation shall be as specified in the programme document.

B. AIMS AND OBJECTIVES OF THE DISSERTATION

The dissertation provides students with the opportunity to put together the various skills that they have acquired in the course of their studies. It will also enable them to strengthen and develop their research skills and techniques.

Students are required to choose a suitable area of study and demonstrate a deep understanding of the topic based upon a range of literature/ideas to master the subject they have chosen. The dissertation represents a new contribution to knowledge and should be of intellectual value to others and it provides evidence to potential employers that the student has acquired knowledge that can be used in the workplace.

C. LEARNING OUTCOMES

On completion of the dissertation, students should be able to:

- Plan a research project
- Develop research skills
- Perform legal literature search
- Analyse and critically read and apply judicial precedents as responses to their legal research questions
- Master the scholarly techniques required for a undergraduate dissertation.

D. DISSERTATION TOPIC/PROPOSAL SUBMISSION

It is important that students choose a topic that is of interest to them and that is within their research capabilities. Additionally, they can also look at past assignments, textbooks and articles used or case law discussed in class, to help them identify an interesting dissertation subject. Students might also want to find a topic according to its viability to future employers. The proposal form consists of a page (Appendix A) with the following details:

- The student's name, programme and contact information (address, phone number, e-mail address).

- The field of research
- The research questions to be addressed
- The anticipated outcomes.
- The research methods.

Please note that students will be required to submit the **dissertation proposal upon the invitation by the dissertation committee. The invitation is normally launched in the semester preceding the semester in which the dissertation is due to start.**

E. SUPERVISION OF DISSERTATION

Supervision is an essential component of a project/dissertation to ensure that a student completes and submit his/her work within the schedules and in the prescribed manner. Schools must ensure that a Supervisor is allocated to each student. Where there is no appropriate expertise or not enough full-time academic staff to act as Supervisor within the School, a Supervisor may be sought externally and the latter is assisted by the Administrative Supervisor. A Supervisor is essentially an academic staff or a professional from the industry, with academic experience in the area in which the project/dissertation is being carried out.

The supervision period shall be communicated to the student. For Supervision to be efficient and effective, both the Supervisor and the Student have to understand their respective roles. No supervision will normally be provided in cases of extension.

1. Roles and Responsibilities of Supervisor

The primary function of a Supervisor is to provide to the student an overall guidance of the project/dissertation and to suggest corrective measures when the student's performance is not satisfactory. The Supervisor will inter-alia:

- a) Assist the student in clarifying topics.
- b) Direct the student to relevant areas of information and literature sources.
- c) Guide students on appropriate methodologies, tools and techniques.
- d) Maintain regular supervisory contacts with student in accordance with School policy, as stipulated in the Project/Dissertation Supervision Guide, and keep records of same.
- e) Inform student when his/her work is below standard and/or when progress is not adequate.

- f) Read and comment on draft of report, and advise student where changes are required, if any, to reach desired standard.
- g) Inform the Chairperson of the project or dissertation committee of any difficulties.

2. Roles and Responsibilities of Administrative Supervisor

- a) Have at least one meeting with main supervisor and student
- b) Provide administrative support to the main supervisor and student (e.g issue letter for data collection)
- c) May be required to provide continuity of supervision in the event of the departure of the main supervisor

3. Roles and Responsibilities of Student

The prime responsibility of the student is to manage his/her project/dissertation and to maintain regular supervisory contacts with his/her Supervisor. Student should realise that the responsibility for the work submitted is entirely his/hers. The students will inter-alia:

- a) Agree with the Supervisor on a schedule of meetings, and adhere to it.
- b) Take the initiative to keep contact with the Supervisor to ensure progress of his/her work.
- c) Keep records of supervisory contacts and meetings with the Supervisor and outcomes of the discussion arising there from
- d) Take the initiative to discuss any problem arising from his/her project/dissertation with his/her Supervisor, such that they are resolved as early as possible.
- e) Submit deliverable(s) as specified in their respective project/dissertation guides.
- f) Abide by all regulations in force, in particular, 'Regulations on Anti-Plagiarism'.

F. TERMS OF REFERENCE OF PROJECT/DISSERTATION COMMITTEE

The Terms of Reference of the Project/Dissertation Committee are as follows:

- a) to recommend to the Head of School the allocation of Supervisors and Second Markers, as applicable;
- b) to establish deadlines for the deliverable(s) and consider extension of same in very exceptional circumstances;

- c) to inform Supervisors, Second Markers and Students of their respective allocations;
- d) to deal with matters arising in the course of Project/Dissertation progress such as interruption and non-submission;
- e) to schedule and conduct presentation/viva voce where applicable;
- f) to compile the agreed/average marks submitted by the Supervisors and Second Markers for onward submission to the Board of Examiners. In case of large disparity in marks ($\geq 10\%$), the Committee will make appropriate commendations to the HOS;
- g) in exceptional circumstances, the Committee may make alternative arrangements for marking of dissertations.

G. SCHEDULE OF DELIVERABLES

Students should submit a soft version of his or her project or dissertation report in word and pdf formats by email or otherwise as requested by the school.

A printed soft bound copy may be required for some schools or departments and students will have to abide accordingly.

Additional submissions

Submission of final report shall be accompanied by the project or dissertation submission form (Annex C) and the student diary summary (Annex B) and shall be made to the Administrative Officer of the School on submission date and duly acknowledged.

A final copy (hard bound and soft) of all projects or dissertations scoring grade A and B should be submitted to the Resource Centre for reference and for uploading on the multi-media platform of the University.

1. Unauthorized late submission

The following will apply for delay in the submission of final year Project/Dissertation by a maximum of 15 days:

(a) Submission within 15 calendar days after deadline with justifications (compassionate, extenuating and ill health) acceptable and approved by the Project/Dissertation Committee, shall be without any penalty.

(b) Submission within 15 calendar days after deadline, without acceptable justifications, shall bear a penalty of 5% on marks earned per full calendar week, or part thereof after the deadline date.

(c) Submission after 15 calendar days with or without acceptable justifications will not be

receivable. In such a circumstance, the student will fail the project/dissertation and the regulations at paragraph 5(v) for failure in project/dissertation will apply.

2. Authorized extension

All fresh projects/dissertations submitted under G.1 shall:

- a) be completed within the normal duration of one/two semesters, as specified in the respective programme document.
- b) be eligible to earn the actual marks obtained.
- c) be acceptable subject to the maximum prescribed programme duration not having been exceeded.
- d) attract the payment of the current applicable project/dissertation and general fees of the additional semester(s).

If a student fails a final year project/dissertation a second time, or has not submitted the project/dissertation within the maximum duration of the programme, that student will be withdrawn from the programme and will be eligible to an award based on accumulated credits, in line with the programme document, the University regulations and appropriate financial clearances.

Students should note that when extensions are granted, there may be a postponement in the proclamation of their results and subsequently their convocation will be delayed.

Students are requested to consult the regulations for undergraduate degrees for more details.

H. THE REPORT

H.1 CONTENT

The dissertation consists of several parts and must be organised in the sequence illustrated below.

1. PRELIMINARIES		
a)	Title Page	Compulsory
b)	Certification of Own Work	Compulsory
c)	<i>Dedicace</i>	If Applicable
d)	Abstract	Compulsory
e)	Acknowledgements	Compulsory
f)	Table of Contents	Compulsory
g)	Table of cases	Compulsory
h)	List of legislations, treaties and conventions	Compulsory
g)	List of Tables	If Applicable
h)	List of Figures	If Applicable
i)	List of Acronyms	If Applicable
2. MAIN TEXT (in chapters)		
a)	Introduction (Chapter 1) <ul style="list-style-type: none">• Background to the study• Problem Statement• Research Questions• Literature Review• Methodology• Terminologies• Limitation to the study (optional) Overview of chapters	Compulsory

b)	Factual overview of the subject matter with the aim of problematising the legal issue in question (Chapter 2)	Compulsory
c)	Overview of the legal and normative framework governing the subject matter (Chapter 3)	Compulsory
d)	Critical analysis whereby application of the legal framework is made to the facts in a critical manner (Chapter 4)	Compulsory
e)	Conclusion and Recommendations (Chapter 5)	Compulsory
3. REFERENCE SECTION		
a)	References	Compulsory
4. APPENDICES		
a)	Questionnaires and other relevant materials referred to in main text.	If applicable

The third column indicates the compulsory and the optional parts of the dissertation.

Title Page

The Title Page should start with the name of the University, the School, the title of the dissertation, the student's full name, the submission statement and the date (Appendix C).

Certification of Own Work

Students must state that their dissertation is the product of their own work and that all sources have been fully acknowledged. The following statement must be presented and signed on the page following the Title Page (Appendix D).

Acknowledgements

This page should contain the recognition of the assistance of supervisors, other University staff and other people whom students would like to thank for their contribution. As a matter of principle, students are expected to acknowledge the contribution of the supervisor to the dissertation in the first instance before acknowledging the help of others.

Abstract

The abstract should not exceed ONE page and the *Italic* font should be used. It must represent a summary of the whole dissertation (including a brief summary of the objectives of the study, methods used, results and conclusions) without including tables or figures.

Table of Contents

The Table of Contents follows the abstract and should show the titles, sub-titles and page numbers.

- The Title Page should not be included in the Table of Contents.
- Appropriate headings and subheadings should be assigned to every chapter (Appendix E).

List of cases

The student is required to provide a full list of case law used for the dissertation with full reference.

List of legislations, treaties and conventions

The student is required to provide a full list of legislations, treaties and conventions used in the dissertation with the details such as year or number stated with accuracy.

List of Tables

The page referring to the List of Tables follows that of the Table of Contents. It should consist of the table number and heading as well as the page where the table is situated.

For example:

Table 2.3: Juran's Method to Quality Improvement
Page no.

List of Figures

This page should follow the List of Tables and should consist of the number and heading of the figure as well as the page number.

For example:

Figure 3.1: The Hierarchical Structure of Company A
Pageno

Students should ensure that the number, title and page number in the List of Figures and List of Tables corroborate with those in the main text.

List of Acronyms

Students may use acronyms when a term is used more than once. It should be in alphabetical order. For example:

HRM Human Resource Management

UNESCO United Nations Education, Scientific and Cultural Organisation

UTM University of Technology, Mauritius

H.2 MAIN TEXT

This part consists of the Introduction (Chapter 1), Factual Overview (Chapter 2), Overview of legal and normative framework governing the subject matter (Chapter 3), Critical Analysis (Chapter 4) and Conclusion and Recommendations (Chapter 5).

NB: Students may have an additional chapter if they are doing a comparative legal study - it implies then that Chapter 3 mentioned above will be separated in chapter 3 and 4 presenting the legal frameworks in the 2 (or 3) jurisdictions with which the comparison is being made. As a consequence, the Critical Analysis is carried out in Chapter 5 and the Conclusions and Recommendations are presented in Chapter 6.

Chapter 1 - Introduction

This is a key chapter of the dissertation and is entitled as **CHAPTER 1: INTRODUCTION**. This chapter is consisted of the following sections as arranged below:

- 1.1 Background to the study
- 1.2 Problem Statement
- 1.3 Research Questions
- 1.4 Literature Review
- 1.5 Methodology
- 1.6 Terminologies
- 1.7 Limitation to the study
- 1.8 Overview of chapters

Background to the study

The background to the study outlines the context in which the subject matter of the dissertation is being researched upon. It can be a historical, political, social or economic context. This is the section where the student will attempt to justify why it is important, necessary or contemporary for

such a research to be undertaken through the dissertation. For example, if the title of the dissertation of a student is 'A critical assessment of legal framework on corporate failures in Mauritius', then her or his background could provide for a general overview of the economic or social impacts of corporate failures generally so that s/he can eventually come to justify why then critically analysis the exiting legal framework on corporate failures is essential in view of combating corporate failures. It should be noted that this is not necessarily the section in which the student starts giving examples of corporate failures yet - as there is a full chapter 2 on the factual overview that will allow the student to discuss the various examples of corporate failure. In essence:

The background of the study establishes the context of the research. This section explains why this particular research topic is important and essential to understanding the main aspects of the study. Usually, the background forms the first section of a research article/thesis and justifies the need for conducting the study and summarises what the study aims to achieve (Dr Rishibha Sachdev).

Problem Statement

In legal research, a problem statement is a description of the problem that needs to be investigated. What issue is the research trying to solve? A problem statement enables the reader to comprehend the goal and intent of the research immediately. It should not contain the research's conclusions or in-depth data and should be succinct and to the point. A problem statement typically lasts one page or less on average. It will outline the issue, which can be conceptualised as a knowledge gap. There may be a number of ways to fill this informational vacuum, but that is not what the problem statement is about. Its goal is to provide a summary of the available knowledge and identify any areas where a knowledge gap may present a problem that needs to be looked into.

Research Questions

A research question is the issue on which the student focuses her or his investigation. It ought to be:

- clear: it offers sufficient details so that one's audience can quickly comprehend its objective without further explanation.
- Focused: It is narrow enough to provide a complete response in the area provided by the writing task.
- concise: it is stated in the fewest words feasible.

- Complex: it cannot be answered with a simple "yes" or "no," but instead calls for the synthesis and analysis of various viewpoints and data before an answer can be formulated.
- Arguable: Its potential solutions are debatable rather than being established facts.

NB: A dissertation should not have many research questions. Ideally 2 or 3 should be sufficient so that they can then be developed, argued and analysed in the forthcoming 2 or 3 chapters of the dissertation. They should also not be too lengthy. Each research questions may have sub-research questions but here also, they should not be too many.

Literature review

A literature review offers a thorough analysis of the literature in a particular field of interest. It enables students to look into earlier work and learn what has been done, to ponder about potential theoretical structures, to assess, clarify, and justify the research issue or problem, to identify "gaps" in the body of existing literature to determine whether the study is worthwhile and meaningful and to choose the most suitable approach in conducting the research. Importantly, a literature review establishes the background for the research and offers a framework for analysing the findings.

A critical analysis of the work of seasoned researchers will provide for the most potent literature review. A student who is new to the field of law may find it difficult to do this since s/he feels unqualified to evaluate the work of more seasoned scholars. It is important to keep in mind that a critical review is not just a chance the student to criticise the work of reputable researchers; it is also a chance to show that s/he are capable of thinking critically and with insight about the problems identified by earlier research. Conversely, s/he should not be hesitant to assert that the research has been superseded and is obsolete if the relevant area of law has changed dramatically as a result of a recent judgement and therefore requires academic attention.

A literature review can be used for a variety of purposes, such as revealing the current state of knowledge on a subject or highlighting gaps in that knowledge, giving background information to readers who are not experts in the field and demonstrating one's own understanding of the subject. The goal of the student should be to properly strike a balance between her or his own critical analysis and the utilisation of quotations from other people's works. References should not be used far too freely without much or any thought given to how they relate to the subject at hand.

Only studies that are directly connected to the issue should be included in the literature review. It should not be used to summarise everything that the student has read on that subject. If in doubt, s/he should focus on the most current papers, but no matter how old they may be, students should try to incorporate important studies that have been widely mentioned elsewhere.

Finally, students are encouraged to cite books, journal articles and research papers in their literature review. Case law, reports from organisations such as the UN and newspaper articles ideally should not be part of literature review except if there is a dire scarcity of literature on the subject matter.

Methodology

The choice of legal research methodology by a student will depend on the nature and type of legal research that a student is undertaking. Some of the mostly employed and used methodologies in law are given below to assist students in choosing theirs.

Quantitative and Qualitative Legal Research

Surveys, structured interviews, experiments, and tests are used as data gathering tools in quantitative legal research. It generates data that is amenable to statistical analysis. The results can be presented numerically. For instance, a questionnaire might ask respondents to check the proper box to indicate whether they agree or disagree with a specific new law that has been created by Parliament. This result can then be used to analyse the effectiveness of the law and its application.

Some of the qualitative legal research techniques include life histories, participant observation, and unstructured interviews. Descriptions are used to present the results. It gained importance because of the perception that quantitative research ignores the differences between individuals and the objects of natural science. It was regarded as being distant and artificial, raising the possibility that the results would not accurately reflect reality. These prompted a lot of researchers to switch to more qualitative approaches, which enable them to connect with the subjects they were studying.

Descriptive and Analytical Legal Research

The descriptive legal research explains how a specific legislation or legal norm actually functions today. Without addressing the cause or justification for the phenomenon, it reports what has occurred or is occurring. Surveys, comparative and correlative approaches, and fact-finding inquiries are the tools used. However, it does not prove a

connection between the elements. However, the analytical research makes a critical assessment using the given data and facts. It analyses the causes and justification for the application of a particular legal rule or legal phenomena.

Applied and Pure Legal Research

To solve a current urgent practical issue is the goal of applied legal research. It places research in a useful context. On the other hand, the development of a theory and generalisation are the main goals of pure legal research. Its goal is to increase knowledge about a certain area of research. The researcher does not concentrate on how useful the findings are in real life.

Conceptual and Empirical Legal Research

An abstract legal concept or idea is related to conceptual legal research. Generally used by philosophers and other thinkers to create new theories or reinterpret old ones. However, empirical legal research only relies on personal experience and observation. It is data-based, producing conclusions that may be supported by experiments or observations.

Doctrinal Legal Research

‘What is the law’ on this particular issue is the main question in doctrinal legal research. It is focused with finding the legal rule, carefully examining it, and developing a logical justification for it. As a result, it greatly enhances the consistency, continuity, and certainty of the law. Both the original sources, or statutory content, and the secondary material can be used to conduct doctrinal legal research. The methodology does have some drawbacks, though. It is subjective, limited to the researcher's perception, disconnected from how the law is actually applied, free of extra legal considerations, and oblivious to how the actual and real practice of the courts.

Socio-legal research

It examines how the legal system and related institutions shape and influence society. It uses techniques borrowed from other fields to produce empirical data that may be used to address the questions. It could be tracing the effects of legal judgments, assessing the impact of non-legal elements on legal processes or decisions, or it could be a reform-based strategy. One problem it might address is the gap between idealism and social reality. In order to maintain law organic and developing, or to place things in their proper context, it is important to view law from the viewpoint of a different discipline. Due to

its empirical nature, it is essential and beneficial in illuminating and elucidating legal practice and procedures as well as their effects on various social organisations.

Comparative Legal Research

This is a comparison of legal theories and statutes with those of other countries. It emphasises the cultural and social nature of law and how it functions in various contexts. Therefore, it is helpful in creating, revising, and changing the law. But since it might not behave the same way in a different setting, it is prudent to exercise caution when accepting the law of one social setting as an ideal.

Terminologies

This section defines or explains essential terms and concepts that may not be understood or known to everyone. This is particularly relevant if students are writing on topics such as cryptocurrency or bitcoin and their applicable legal framework. Not everyone would necessarily know what is cryptocurrency or bitcoin thus requiring some explanation of the terms.

Limitation to the study

Students can explain the limitations or challenges they presume they may face in conducting the research and how they intend to curtail or minimise the challenges and hurdles. For example, a student who is conducting a critical analysis of the application of anti-corruption law in management companies in Mauritius may find it difficult to have access to information relevant to corruption practices.

Overview of chapters

In this section, the student should briefly provide a general idea of what each chapter will be about.

Chapter 2: Factual overview

In this chapter, the student will have the possibility of providing for a factual overview on the subject matter by explaining the issues, citing statistics and referring to case studies with the aim of explaining how the matter in question affects the economy, the society in general or the way the law is applied.

For example, a dissertation with the title ‘a critical examination of the legal framework on money laundering in Mauritius’ should have a chapter 2 which is introducing the

concept of money laundering, providing for factual and real situation of cases of money laundering in Mauritius and discussing the effects that it has on the Mauritian economy.

Chapter 3: Overview of the legal and normative framework governing the subject matter.

In this chapter, the student is required to clearly describe and explain the existing legal and normative framework that governs the subject matter. Through different sections prepared in a logical sense, the student is required to explain the domestic legal framework as well as the international framework which is applicable in case treaties and conventions have been ratified. It is imperative to use legislations and judicial precedents in this chapter.

Chapter 4: Critical Analysis

In a sense, this chapter makes a combined analysis of chapter 2 (factual overview) with chapter 3 (legal framework). It is in this chapter that the law is applied to the facts in a critical manner. The student here gets the opportunity to critical examine whether the framework effectively applies to the facts. It is also from this analysis that the recommendations would stem out.

Chapter 5: Conclusion and Recommendations

The student finally concludes her or his work in this chapter and presents a set of recommendations as potential solutions to the criticisms or issues highlighted in chapter 4.

- Every Table should be given a number and an explanatory heading. This should be stated at the **TOP** of the table.
- Every Figure should be given a number and an explanatory heading. This should be stated at the **BOTTOM** of the figure.

H.3 REFERENCING

Students need to indicate the sources from which materials have been derived. They should make sure that the reference section consists of **ALL** and **ONLY** the sources that have been referred to in the dissertation.

- **Books** should be referenced by first stating the surname(s) of the author(s), the latter's initials, the year published, the title (in italics, underlined or bold but must be consistent throughout the reference list), edition (if applicable), the place published and the publisher.

For example:

Bateson, J. (1989) *Managing Services Marketing: Text and Readings*. London: The Dryden Press.

Beer, M.; Spector, B. and Lawrence, P. R. (1984) *Managing Human Assets*. New York: Free Press.

- **Books of collected writing** should be referenced by stating the name(s) of the author(s) of the chapter that students have cited from, the year of publication, the title of the chapter, the name(s) of the editor(s), (eds.), the title of the book, the place published and the publisher.

For example:

Gummesson, E. (1995) 'Relationship Marketing: its role in the service economy'. In Glynn, W. J. and Barnes, J. G. (eds.) *Understanding Services Marketing*. Chichester: Wiley.

- **Journal articles** should be referenced by first stating the surname(s) of the author(s), the initials, the date of publication, the title of the article, the title of the journal (in italics, underlined or bold but must be consistent throughout the

reference list), the number/volume of the issue, the month, and the page of the article.

For example:

Anderson, C. and Zeithaml, C. P. (1984) 'Stage of the product life cycle, business strategy and business performance', *Academy of Management Journal*. No. 27, March, pp. 5-24.

Berry, L. L. (1981) 'The employee as a customer', *Journal of Retail Banking*. Vol. 3, No. 1. pp. 33-40.

- Case law should be referenced in full with the names of the parties (in italics) as well as the case number and the year.

For example:

ICAC v Baboolall 2012 INT 77

- **Newspaper articles** should be referenced by first stating the name of the author, the year printed, the title of the article, the title of the newspaper, the date printed and the page number.

For example:

Permal, M. (2003) 'The Mauritian Heritage'. *L'Express*. 15th January, p. 6.

- Information cited from the **World Wide Web** should be referenced by first stating the name(s) of the author(s), the year the web page was created, the title of document, from: <URL> [the date the information was accessed by the students].

For example:

Kotler, P. (2002) *Responding to the Marketing Environment*, from: <<http://www.prenhall.com/kotler>> [Accessed 20 April, 2003]

- **Dissertations** should be referenced by first stating the name of the author, the year submitted, the title of the dissertation, the award, the name of the University, the number of pages.

For example:

Ibarra, C. T. (1990) A Study of the Roles and Problems of Extension Workers in the Transfer of Technology in Tarlac, Philippines. Msc Thesis, University of Queensland, 120 pp.

- If there is **more than one publication by the same author(s) in the same year**, a lower case of the alphabet should be used to differentiate them.

For example:

Bateson, J. (1989a) *Managing Services Marketing: Text and Readings*. London: The Dryden Press.

Bateson, J. (1989b) *Managing Human Assets*. London: The Dryden Press.

- References should be single-spaced with double-spaced between references.
- The reference section should be organised in an alphabetical order.

The title of books/journals may be either **bold**, underlined or in *italics* but must be consistent throughout the reference section.

1. Acknowledging sources in the text

- Students should provide full details of the sources of information in the reference section. However, the author's name and date of publication only should be provided in the main text.

For example:

Bateson (1989a) stresses the importance of leadership and training.

- If there are three authors or more, the surnames of all the authors must be stated in the text when it is cited the first time.

For example:

(Singh, Hosany, and Jones, 2000)

- However, after the surnames have been stated more than once, the surname of the first author should be followed by *et al.* (in italics) in the text.

For example:

Singh *et al.* (2000)

- If more than one source of information is referred to at the same time, they should be referred to chronologically and should be separated by a semicolon.

For example:

(Ryan, 1992; Middleton, 1997 and Kotler, 2003)

- It is compulsory that all materials quoted straight from sources should be in inverted commas or italics but must be consistent throughout the text with the author's name, date of publication as well as the page from which the extract was taken.

For example:

Berry (1981, p. 34) defines internal marketing as *viewing employees as internal customers*

As for case law, only the name of the parties (in italics) should be stated while using a case. For

example: In the case of *ICAC v Baboolall*, it was stated that...

H.4 APPENDICES

Appendices include materials which are too detailed to be included in the body of the text, for example, a questionnaire used in the study.

I. DISSERTATION FORMAT

I.1 WORD COUNT

The word count for the dissertation is between 7000 to 10000 words. The word count does not include references and appendices.

I.2 LAYOUT

The dissertation must be printed on one side of A4 white paper with 1.5 line-spacing for the main text except for tables and figures where single-spacing may be used.

- 12 size fonts (Times New Roman) should be used except for the Title Page and headings where slightly larger fonts can be used. 10 size fonts may be used in tables and figures.
- The top and left margin should be around 1.5 inches. The right and bottom margin around 1 inch respectively.
- The text alignment should be justified.
- Pagination for the Preliminaries part should be done using lower case Roman figures, e.g. (i), (ii), (iii)
- The Title Page should not be numbered.
- It is the student's responsibility to make sure that the dissertation is free of spelling and punctuation errors.

I.3 BINDING

The hardcover bound copies of the dissertation/project have to be in a black binder with gold lettering. The cover will read the Name of the University, Title of the Dissertation, Name of Student and the Year of Graduation. The spine will bear the Title of the Degree, Name of Student and the Year of Graduation. (Appendix F).

J. ASSESSMENT

The credits assigned to the Project/Dissertation shall be as specified in the programme document. Details of Credit System are available in the **Student Quality Assurance**

J.1 Handbook.

The assessment will take into consideration whether the students are able to critically read (e.g. books, articles) and understand well established knowledge relevant to their chosen dissertation/project. They must also demonstrate that they are able to incorporate these materials in their dissertation/project. The layout, structure and clarity of the dissertation will also be assessed.

A detailed Dissertation Marking Criteria can be found in Appendix G.

Students should be reminded of the following extracts of the Regulations:

Undergraduate:

A student who fails an Undergraduate's Dissertation and subsequently passes, it will only be eligible for the award of Pass Degree.

Assessment(s) submitted after the deadline will carry a penalty of 10 per cent, for each working day after the deadline. No assessment shall be accepted more than 5 working days after the deadline save under exceptional circumstances.

K. VIVA VOCE

In case a Viva Voce is necessary, students will be informed shortly after their submissions. The Viva Voce session will be carried in the presence of a moderator.

The main reasons for holding a Viva Voce for an undergraduate dissertation are:

- The examiners wish to use the Viva Voce to decide on a borderline mark
- The examiners disagree on the student's final mark and they would like to use the Viva Voce to take a decision
- The examiners have identified a major problem with the student's dissertation and they feel the need for a Viva Voce to clarify the situation.

L. PLAGIARISM

The University Regulations on Anti-Plagiarism defines Plagiarism as an act of intellectual and academic dishonesty and shall under no circumstance be accepted or tolerated. All projects/dissertations shall be subjected to the 'Regulations on Anti-Plagiarism'.

Plagiarism is the act of copying materials without acknowledging the source of information and passing it as one's own writing. It is a breach of university regulations which will render students liable to penalty.

Students should therefore ensure that ideas which are not their own are properly referenced.

The University reserves the right to refer any student suspected of committing plagiarism to the relevant disciplinary committees for taking appropriate actions against him/her.

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Student Diary

1. Student's Name:
2. Programme Name: Cohort:
3. Supervisor's Name:
4. Student Telephone No.: Residential/Office Mobile:.....
5. Student Email Address:
6. Date of Meeting:

7. Comments

8. Actions Taken

9. Action to be Taken for Next Time

Date for Next Meeting:

Student Signature: Date:

Supervisor's Signature: Date:

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Student Diary Summary

1. Student's Name:

2. Programme Name: Cohort:.....

3. Supervisor's Name:

4. Number of meetings with Supervisor since the start of Project/Dissertation:

5. Has any meeting been cancelled/re-scheduled: Yes No

If 'Yes', please give reasons for cancellation/re-scheduling.

6. Overall Comments

Student Signature:

Date:

Supervisor's Signature:

Date:

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Project/Dissertation Submission Form

PART 1 – TO BE COMPLETED BY THE STUDENT IN BLOCK LETTERS

Surname:

First Name(s):

Student ID Card No.:

Undergraduate/Postgraduate Degree:

Dissertation Title:

.....
.....
.....

Submission Date:

I wish to submit two copies of the Project/Dissertation detailed above in compliance with the requirements for the programme.

I confirm that this Project/Dissertation is submitted as part requirements of the above-mentioned programme.

Student Signature: Date:

PART 1 – TO BE COMPLETED BY THE SUPERVISOR

Supervisor’s Name:

I hereby grant the abovementioned student consent to submit his/her dissertation. The student has complied with all the requirements as per the Project/Dissertation Guideline.

Supervisor’s Signature: Date:

CERTIFICATE OF ORIGINALITY

For Undergraduate and Postgraduate Project/Dissertation Report

I hereby declare that the intellectual content of this dissertation / project report* is the product of my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of the University or any other institute, except where due acknowledgement and references are made in the text.

I understand that there are regulations against Plagiarism and that I am fully aware of consequences of breaching such regulations.

Student Name/Number:

Title of Dissertation:
.....
.....

Programme:

School in which registered: School of

Signature:

Date:

(* Please cross out as appropriate)

