

Dissertation framework

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Section	ASSESSMENT AND INTEGRITY	
Type	Academic policy	
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Post/section with responsibility for implementation and monitoring	Board of Studies	
Approved by	Senate	
Policy review	Latest review by	Learning, Teaching & Blended Learning Committee
	Latest review date	January 2024
	Review outcome	No changes
	Next review date	September 2024
Cross reference/related documents:	4.1 Progression requirements 4.4 Withdrawal from module 10.3 Ethics in research involving human subjects, personal data, or confidential material 11.3 Finance	

1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University offers a flexible pathway to completion of a Master's degree.
- 1.2 Students will be supported in their first choice of pathway; the university reserves the right to minimise the costs of a change in pathway.
- 1.3 The University offers students a clear framework of guidance and procedure to support completion of the dissertation.

2.0 Scope

- 2.1 Applies to all Masters that have a dissertation route as option/requirement for graduation.

3.0 Policy

- 3.1 The Board of Examiners has the right to authorise student progression to dissertation
- 3.2 Full time students will have to complete the final stage within one term. Part time students will have to complete the final stage within two terms. Students may be allowed at the

discretion of the BoE the extension of up to one term (or equivalent in months) against a fee of 5000 dirhams.

- 3.3 Students who withdraw from the dissertation route must follow relevant University policy.
- 3.4 Late withdrawals will be recorded on the transcript and tuition fees for the module will not be refunded.

Registration for dissertation

A student may register for the dissertation concurrently with the final two taught modules for the degree programme, with the approval of the Board of Examiners.

- 3.5 Alternatively, a student is entitled to suspend their studies in line with BUiD policies.
- 3.6 Student Services will initiate the formalities with issue of a notification.
- 3.7 Students will register for the dissertation according to the academic calendar for registration of modules. Once approved, students may start working on their dissertation within the time period specified in clause 3.2.
- 3.8 Failure to register will be recognised as an intent to suspend studies; as a consequence, all access to University resources will be suspended until the student re-registers and pays a re-registration fee.
- 3.9 Registration for the dissertation is not automatic. Students are required to register through the student portal and complete the Dissertation Registration form.
- 3.10 The Dissertation Coordinator receives the application and allocates the Dissertation Supervisor.
- 3.11 Within two weeks of successful registration, a student will complete and return a Learning Contract, see 3.16.

The Learning Contract

- 3.12 The Learning Contract sets out the obligations, responsibilities, expectations, and requirements for the completion of the dissertation. It signals the commitment of the student and the supervisor to the dissertation assessment process. It is formative in nature and practical in effect. It has the University's Dissertation Style Guide attached. It will detail:
 - 3.12.1 The research topic
 - 3.12.2 Supervisor availability and contact details
 - 3.12.3 Anticipated schedule of meetings
 - 3.12.4 Research milestones
 - 3.12.5 Deadlines
 - 3.12.6 Dates progress reviews are due

- 3.13 The Learning Contract is completed by the student and signed by the Dissertation Supervisor and the Dissertation Coordinator.

Research ethics

- 3.14 Before conducting the empirical research related to the dissertation, students are required to complete the research ethics form and obtain the necessary approvals outlined in the relevant University policy on research ethics.

Induction workshops

- 3.15 The Faculty and University will normally hold dissertation workshops and induction sessions to introduce students to the requirements of dissertations, and examples of successful work. Faculties may make sessions mandatory, adding assessable components such as presentations of research progress.

Tracking and notification

- 3.16 The Dissertation Coordinator for a Faculty will work with Student Services to maintain active records for each student who is active in the dissertation stage. Formal Progress Reports are completed and signed off by the Dissertation Coordinator on a monthly basis for full time students and every two months for part time students.

Feedback on drafts

- 3.17 Within 15 working days of the submission deadline, the student will receive feedback on the dissertation from the Dissertation Supervisor. The feedback will recommend changes indicating the deadline to be met based on the date of the Board of Examiners. It is not necessary to give the student indication of likely grade.

Intention to submit

- 3.18 Students must complete a formal Intent to Submit Dissertation form to the Doctoral Training Centre (DTC) in order to initiate the proofreading process (**Appendix F**). The form must allow at least 10 working days notice period to accommodate the proofreading process time before a student can submit their actual dissertation document.

Submission

- 3.19 Students are required to submit a soft copy of the dissertation:
- 3.19.1 The front page should be labelled 'MARKING COPY' and contain the student ID number. A sample cover-page is included as **Appendix A**.
 - 3.19.2 The submission is made through the University's learning management system, and by email to the Dissertation Coordinator, copying the Dissertation Supervisor.
 - 3.19.3 The emailed submission also includes a declaration of authorship signed by the student. This is available as **Appendix B and Copyright and Information to Users (Appendix C)**. The Dissertation Coordinator will issue a receipt of submission via email to the student.

Viva voce

- 3.20 After submission, the Dissertation Coordinator assigns the student a first and a second examiner and one chair for a dissertation viva. The assignment of the examiners and the chair is subject to approval by the Head of Programme.
- 3.21 The first examiner will confirm to the Head of Programme a feedback on plagiarism report.
- 3.22 The Dissertation Coordinator will then schedule a date and a place for the dissertation viva to take place.
- 3.23 The examiners will read the dissertation and prepare their questions before the time of the dissertation viva.
- 3.24 The dissertation viva will not be less than thirty minutes. Attending the dissertation viva are the candidate, the first examiner, the second examiner, and the chair.
- 3.25 The Dissertation Coordinator will maintain records of the dissertation vivas.

Grading

- 3.26 The examiners will grade the dissertation by using the Dissertation Joint Examiners' Report attached in **Appendix G**.

Grading outcomes

- 3.27 **Pass:** Dissertation is accepted with no changes required.
- 3.28 **Pass with Minor Changes:** small revisions must be made within two weeks of the meeting of the Board of Examiners. These are normally small errors or issues with presentation and not of a substantive nature to impact the mark awarded. Changes are subject to the approval of the first examiner.
- 3.29 **Conditional Pass Subject to Major Changes:** substantive revisions must be made within four weeks of the meeting of the Board of Examiners. They are of a nature to bring the work to a passing standard. Changes must be approved by both examiners and where appropriate, the External Examiner.
- 3.30 **Retake Dissertation:** the dissertation is failed and the student given one opportunity to make a new attempt at a dissertation, wherein the second dissertation must be a new project and not based on the previous attempt. Both attempts at the dissertation module will be recorded on the transcript. Students will have the normal period of time (4 or 8 months) to retake the dissertation module. Retake Dissertation involves the taking of a new dissertation viva.

Final submission

- 3.31 The student will also complete an Embargo Request Form (**Appendix H**).

- 3.32 The students are required to submit the soft copy of the final version of the dissertation to the University library for printing and binding after the supervisor's approval . The students are required to submit the soft copy of the final version of the dissertation to the university library for printing and binding. The payment for printing the hard copy should be made to the accounts. This copy will be for the library archives. Students may pay for any personal copies if required.
- 3.33 The soft copy will be archived onto the University repository of dissertations and theses after the final approval from the Supervisor.
- 3.34 The hard copy must conform to the University Style Guidelines (**Appendix D**) and the standard front page (**Appendix E**).
- 3.35 The abstract and the dissertation title are required in both English and Arabic and must be approved by the Dissertation Supervisor. If the Dissertation Supervisor cannot read Arabic then he/she will inform the Head of Programme. The Head of Programme will then assign someone from the faculty to review the Arabic abstract and approve it.

Appendix A: Cover Page for the Marking Copy



A Study on Reducing Heat Gains through the use of Bio-Climatic Facades

دراسة حول الحد من زيادة حرارة من خلال استخدام واجهات بيوالمناخية

By

Student Name _____

Student ID number _____

Dissertation submitted in partial fulfilment of the requirements for the degree of MSc
Sustainable Design of the Built Environment

Faculty of Engineering & Information Technology

Dissertation Supervisor
Professor Bassam Abu-Hijleh

April-200_

Appendix B: Declaration of authorship

DECLARATION

I warrant that the content of this research is the direct result of my own work and that any use made in it of published or unpublished copyright material falls within the limits permitted by international copyright conventions.

I understand that a copy of my research will be deposited in the University Library for permanent retention.

I hereby agree that the material mentioned above for which I am author and copyright holder may be copied and distributed by The British University in Dubai for the purposes of research, private study or education and that The British University in Dubai may recover from purchasers the costs incurred in such copying and distribution, where appropriate.

I understand that The British University in Dubai may make a digital copy available in the institutional repository.

I understand that I may apply to the University to retain the right to withhold or to restrict access to my thesis for a period which shall not normally exceed four calendar years from the congregation at which the degree is conferred, the length of the period to be specified in the application, together with the precise reasons for making that application.

Signature of the student

COPYRIGHT AND INFORMATION TO USERS

The author whose copyright is declared on the title page of the work has granted to the British University in Dubai the right to lend his/her research work to users of its library and to make partial or single copies for educational and research use.

The author has also granted permission to the University to keep or make a digital copy for similar use and for the purpose of preservation of the work digitally.

Multiple copying of this work for scholarly purposes may be granted by either the author, the Registrar or the Dean of Education only.

Copying for financial gain shall only be allowed with the author's express permission.

Any use of this work in whole or in part shall respect the moral rights of the author to be acknowledged and to reflect in good faith and without detriment the meaning of the content, and the original authorship.

Appendix D: University Style Guidelines

Initial submission for marking/ final submission

- A4
- 12 point font, preferably Arial or Times New Roman
- the margin on the binding edge 2.5 cm (left margin), top margin 3 cm and bottom margin 2 cm, and the outer edge (right margin) must be 3 cm.
- 1.5 line spacing
- single-sided printing
- with pagination
- chapters to start on fresh page
- all diagrams, illustrations, etc. to be clearly labelled

Suggested Contents

- **Preliminaries**
 - title page
 - declaration Form
 - copyright and information to users
 - abstract (in English and in Arabic)
 - dedication (optional)
 - acknowledgements
- **Contents listings**
 - table of contents
 - list of illustrations
 - list of tables
 - list of definitions and/or abbreviations
- **Text**
- **End Pages**
 - list of references/bibliography
 - appendices

Note: Pages appearing before the Table of Contents do not have a page number and are not listed in the Table of Contents.



**Title in English:
Subtitle**

**Title in Arabic:
Subtitle**

by

STUDENT'S FULL NAME

**Dissertation submitted in partial fulfilment
of the requirements for the degree of
PROGRAMME NAME**

at

The British University in Dubai

Month Year

Times New Roman - 18

Times New Roman - 16

Appendix F: Intent to Submit Dissertation Form



INTENT TO SUBMIT DISSERTATION FORM (MASTERS STUDENTS ONLY)

Please submit this form two weeks prior to your intended dissertation submission deadline. The form is to be submitted by the candidate to The Doctoral Training Centre.

SECTION 1 – TO BE COMPLETED BY THE STUDENT

Name	ID Number	Mode of Study <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Contact Mobile Number	Name of Supervisor:	
Programme		
Dissertation Title		
Dissertation deadline date:		
Candidates' declaration:		
<input type="checkbox"/> I confirm I have submitted this version of my dissertation for plagiarism checks (Turnitin) via Blackboard and it is in compliance with the policy guidelines of The British University in Dubai.		
<input type="checkbox"/> I confirm that I have sought the advice of my supervisor in considering the state of readiness of my dissertation for submission and I am ready to submit.		
<input type="checkbox"/> I confirm that any revisions made to the document after submitting to the Doctoral Training Centre will not fall under the purview of proofreading by the DTC.		
The Abstract of my thesis is attached in English.		
Signature:		Date:

SECTION 2 – FOR COMPLETION BY THE SUPERVISOR

I do /do not support the request for dissertation submission.

Signature

Date

SECTION 3 – FOR COMPLETION BY THE DOCTORAL TRAINING CENTRE

Date of receipt: DD/MM/YYYY

Date submitted to proof reader: DD/MM/YYYY

Signature

Appendix G: Joint Dissertation Examiners' Report



JOINT EXAMINERS' DISSERTATION REPORT

Student Name:	
Student ID:	
Programme:	
Faculty:	
Date:	
Title of Dissertation:	
Name of First Examiner:	
Name of Second Examiner:	
Name of Third Examiner*:	
Name of Chair:	

Notes for Examiners

This work represents extended scholarship, often the result of original and in-depth research on a topic. The dissertation should demonstrate, amongst other characteristics, a Masters-level of knowledge and understanding of the field of study, and an ability to undertake independent research. The work must be satisfactory in its presentation and make reference to other sources in an appropriate scholarly manner. Assessment of the scope, depth and breadth of the dissertation should take into account the standard time and resources that are available to Master's students. The assessment of the dissertation should follow the specific marking criteria given in the following pages. At the end, a total *weighted* mark out of 100 should be awarded for the dissertation.

**a third examiner will be requested to mark the dissertation when required*

Category	Criteria	Mark	Weight	Comments
1. Introduction to Problem, Objective	<ul style="list-style-type: none"> • Articulation of research issue/problem • Coherence of the research aim(s) and objectives • Relevance and importance of the research issue 			
2. Literature Review	<ul style="list-style-type: none"> • Comprehensive, rigorous and critical review of the literature • Appropriateness of theoretical concepts employed 			
3. Research Methodology	<ul style="list-style-type: none"> • Relevant and effective research methodology • Rigour of application of the methods of investigation 			
4. Data Analysis, Interpretation and discussion	<ul style="list-style-type: none"> • Quality and depth of research data • Appropriateness of methods of analysis • Rigour of application of the methods of analysis 			
5. Conclusion(s), Recommendations, and suggestions for Future Research	<ul style="list-style-type: none"> • Consistency of conclusion(s) without research objectives • Consistency of conclusion(s) with findings and discussion • Comprehensive of the implications of the conclusion(s) • Appropriateness of recommendations on the basis of the conclusion(s) • Value of the research and makes a contribution to knowledge and /or practice 			
6. Referencing and Written Style	<ul style="list-style-type: none"> • Organisation and logical sequence of the contents of the dissertation • Comprehensive and correct citation of references and/or bibliography • Appropriate written style and use of language 			
7. Oral presentation	<ul style="list-style-type: none"> • Elocution and delivery • Subject knowledge • Accurate repose to questions 			
Overall mark, grade and Comments				

A-Excellent (70 or above), B-Good understanding (60-69), C- Generally good (50-59), D- some understanding (40-49), E limited/poor understanding

First Examiner

Total Weighted Mark Awarded:	
Signature:	
Name:	
Date:	

Second Examiner

Total Weighted Mark Awarded:	
Signature:	
Name:	
Date:	

External Examiner

Total Weighted Mark Awarded:	
Signature:	
Name:	
Date:	

AGREED MARK:	
AGREED GRADE:	

Examiners should note that the final/agreed report will be made available to the candidate.

ETD EMBARGO REQUEST FORM

Student Name	
Student ID No.	
Programme	

Please ensure that this form is completed and signed before submitting to the Library.

Choose the embargo period for your research work from the date of receipt by the Library.

- 12 months
- 24 months (maximum for Dissertations)
- 36 months (maximum for Thesis)

Explanation: _____

Declaration: I agree and acknowledge that the hard copy of my research may be consulted for the purpose of private study or research and that the digital copy will be made available via the Institutional Repository once the embargo period has expired.

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____
(support for embargo)

The final copy of the graduate work has passed examination and is approved by the supervisor for deposit in the Library.

Head of Library: _____ Date: _____