PLEASE NOTE CAREFULLY:

The full set of school regulations and procedures is contained in the Postgraduate Student Handbook which is available online at your MyAberdeen page. Students are expected to familiarise themselves not only with the contents of this leaflet but also with the contents of the Handbook. Therefore, ignorance of the contents of the Handbook will not excuse the breach of any School regulation or procedure.

You must familiarise yourself with this important information at the earliest opportunity.
COURSE CO-ORDINATOR

Dr Tomas Bokedal
Room KCS6 (by appointment)
Tel 01224 272365
Email t.bokedal@abdn.ac.uk

Discipline Administration:

50-52 College Bounds
Room CB001
01224 272366
divrs@abdn.ac.uk

COURSE DESCRIPTION AND ASSESSMENT

Students are expected to produce a dissertation of 20,000 words. The dissertation should be written on a topic related to the student's taught Master's programme and be agreed to by the supervisor.

Students should learn to:
- identify an area of research and formulate appropriate questions;
- work independently within the given time frame;
- deliver a coherent thesis accompanied by an appropriate academic apparatus. The dissertation is to be submitted by the due date and will be marked by two internal examiners (in consultation with an external examiner).

TIMETABLE

In weeks 25-30 students will develop their own dissertation topics in consultation with their supervisors. Each student should have:

- approached a member of Divinity and Religious Studies teaching staff before early February,
- ascertained whether they are willing to supervise the proposed project, and have
made arrangements to meet with them individually or in groups.

WEEKS 25-30: Submission of research proposal to supervisor.

WEEKS 25-48: Between three and five supervisory meetings before 1 July. Supervisors will make themselves available to read drafted sections submitted before this deadline (i.e., not any full length drafts of the dissertation). The student is responsible for arranging appointments for supervision meetings.

PRESENTATION
The dissertation should contain a title page, table of contents, table of abbreviations (if appropriate); the format for the rest of the dissertation commonly includes (although this may vary): an introduction, the individual chapters, a conclusion, any appendices (if necessary), a bibliography. Employment of footnotes or endnotes is recommended. For further useful information, see the following reference tools:


*British Standard Recommendations for the Presentation of theses and dissertations*, BS 4821 (1990) (Sir Duncan Rice Library, Shelfmark: 808.027 Bri (4821); and Gen Ref 029.6 Bri)

The final draft should be typed or printed in double spacing on A4 pages and inserted in a loose-leaf or spring binder (another option is to have it soft-bound at the library, but this is not required).

WORD LENGTH
The length of the dissertation should be 20,000 words (or thereabout, however, it must not exceed 20,000 words + 10%). This includes footnotes, tables and quotations, but excludes the abstract, bibliography, and
appendices (no more than 5,000 words, containing data, tables, translations or edited texts).

**SUBMISSION ARRANGEMENTS**

Submit **two paper copies** with a completed dissertation cover sheet to the **drop boxes in CB008 in 50-52 College Bounds** and **one electronic copy** (no cover sheet required) to **Turnitin via MyAberdeen**. All three copies to be submitted by 3.00 pm on the due date, Thursday 17 August 2017.

**Hard Copy:** Two hard copies typed and double spaced, together with an **Assessment cover sheet**, – this should have your ID number **CLEARLY** written on the cover sheet, with **NO** name and **NO** signature but **EVERYTHING ELSE** filled in – and should be delivered to the **Drop-off boxes located in CB008, 50-52 College Bounds**.

**Electronic Copy:** One copy submitted through Turnitin via **MyAberdeen**. (for instructions please see [http://www.abdn.ac.uk/eLearning/turnitinuk/students/](http://www.abdn.ac.uk/eLearning/turnitinuk/students/))

Students are asked to retain the Turnitin receipt so they are able to provide proof of submission at a later date if required.

In advance of uploading, please save the assignment with your student ID number listed in the filename, i.e. 59999999 Viking Essay 1.

When asked to enter a title for the assignment, please enter a title identical to the name of your saved assignment, i.e. 59999999 Viking Essay 1.

Both copies to be submitted by 3.00pm on the due date

**Distance Learning Students Only** – Please note that to submit a hard copy is not necessary; an electronic submission will suffice.
Failure to submit both an electronic copy to Turnitin and a hard copy to the school office, by the stated deadline, will result in a zero mark.

N.B Turnitin doesn’t accept Mac documents in Pages. If using a Mac please go to File and export work as a Word document.