

**PLEASE NOTE CAREFULLY:**

The full set of school regulations and procedures is contained in the Undergraduate Student Handbook which is available online at your MyAberdeen Organisation 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/COURSE TEAM**

Professor Tony Heywood (t.heywood@abdn.ac.uk)  
Room: CA104; Tel. 01224 272640; office hours by appointment.

**Discipline Administration:**

Mrs Barbara McGillivray/Mrs Gillian Brown  
50-52 College Bounds  
Room CBLG01  
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Please read this guide carefully and keep it for reference throughout your studies.

**TIMETABLE AND SUPERVISION ARRANGEMENTS**

There are no scheduled classes as the MLitt dissertation is an independent research project with individual supervision.

The times and arrangements for supervision meetings should be negotiated by mutual consent to meet the needs of both you and your supervisor.

As the dissertation is an independent study project, it is your responsibility to seek advice and guidance when you need it. Accordingly, supervisors are under no obligation to chase up students who fail to make contact.

Unlike the regulations for undergraduate dissertations, which stipulate that supervisors do not look at any drafts, MLitt supervisors are permitted to read a draft introduction and one draft chapter. **However, no draft may be submitted to the supervisor after 30 June.**

The dissertation co-ordinator will try to help you with formal, administrative and organisational queries. Email will usually be the quickest form of contact and sufficient for almost all matters, but appointments can also be arranged. You should, however, **direct any queries in the first instance to your dissertation supervisor(s).**

### **COURSE DESCRIPTION**

Students who are admitted to Part III of the MLitt programme are required to submit a dissertation of 18,000 words, which is completed during the summer that follows the final half-session of taught courses.

The MLitt dissertation is an independent research project that tests your ability to develop and apply new knowledge, methodology or theory, to use evidence and present a well expressed high-quality analytical argument relevant to your topic.

### **INTENDED AIMS AND LEARNING OUTCOMES**

By the end of this course you should be able independently to design an analytical historical research project, conduct the requisite research and present your findings in a fully coherent and professional way.

### **READING LIST**

You will find useful information on the presentation of dissertations in: British Standards Institution *British Standard Recommendations for the Presentation of theses and dissertations*, BS 4821 (1990).

See the section below on Submission Arrangements for instructions about specific departmental requirements for presenting your dissertation.

### **ASSESSMENT**

Dissertation	100 %	18,000 words
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Note that this word count includes foot/endnotes and all apparatus such as the contents page and appendices, but excludes the Bibliography.

All dissertations will be marked using the Common Grading Scale (see the Student Handbook). *To view the CGS Descriptors please go to **MyAberdeen-Organisations-Divinity, History, & Philosophy Student Information for Taught Postgraduates**.*

After the dissertation is submitted to the History Office (CB LG01), it will be double-marked internally. It will then be passed by the dissertation co-ordinator to the external examiner. The examining process should be completed by the end of September. Please note that all marks are provisional until they have been scrutinised by the external examiner and confirmed by the Board of Examiners.

### **ASSESSMENT DEADLINE**

The submission deadline is: 3pm, Wednesday 14 August 2019.

### **SUBMISSION ARRANGEMENTS**

Submit **TWO bound paper copies** with a completed essay cover sheet to the **drop boxes in CB008 in 50-52 College Bounds** and **one official electronic copy** to **TurnitinUK via MyAberdeen**. Both paper copies and the electronic copy must be submitted by 3.00pm on the due date.

**Paper Copies:** Two bound paper copies, typed, double spaced and including a completed bound-in **Assessment Cover Sheet** must be delivered to the drop boxes in CB008, 50-52 College Bounds. The cover sheet must have your ID number **clearly** written or typed, with **NO** name or signature but **EVERYTHING ELSE** completed, including your supervisor's name.

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

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

In advance of uploading, please save the assignment as a word document with your student ID number listed in the filename, i.e. 59999999 HI5915 Dissertation.

When asked to enter a title for the assignment, please enter a title identical to the name of your saved assignment, i.e. HI5915 Dissertation.

Both paper copies and the electronic copy must be submitted by 3.00pm on the due date.

**Please note: Failure to submit both an electronic copy to TurnitinUK and two identical bound paper copies will result in a deduction of marks. Failure to submit to TurnitinUK will result in a zero mark.**

The History Office staff will forward the hard copies to the dissertation coordinator, who will distribute them to the relevant markers.

**NB: DO NOT hand in your thesis directly to your supervisor.**

The dissertation must be submitted in A4 word-processed format, double-spaced, and with margins of at least one inch. The dissertation must be bound, and the pages must be numbered consecutively throughout, with the title page treated as page 1. Each copy of the dissertation must include in this order:

- \* a completed Assessment Cover Sheet with your ID number, all other required information including the name of your supervisor, but not your own name or signature
- \* a title page with your ID number (not name), the title of the dissertation, the name of the University and Department, and the year of submission
- \* an abstract
- \* a table of contents
- \* lists of any maps, plans, tables and illustrations that have been used
- \* an Introduction
- \* the core chapters
- \* a Conclusion
- \* a full Bibliography formatted and presented in accordance with the department's referencing guidelines.

If you wish to include appendices, these must be bound between the Conclusion and the Bibliography.