

MSc DISSERTATION HANDBOOK 2024-25

NBS-7095X ORGANISATIONAL PSYCHOLOGY

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1 THE DISSERTATION MODULE

The dissertation module is a 60-credit module that offers you the opportunity to develop a substantive piece of independent research on the subject of your choice. It goes much beyond the taught modules in the MSc Organisational Psychology. It attempts to integrate the knowledge that you acquired from the individual taught modules by offering you the necessary skill set to probe an organisational research problem in-depth, using primary research methods, and build research contributions that are original in the work and organisational psychology literature.

1.1 PROCESS OVERVIEW

- You are responsible for choosing a research topic; usually, this will build on a topic that you have been taught. Based on this, you will write a research abstract and submit it for review by the dissertation Module Organisers. To help you, there is a dissertation session during the induction, and in Semester 1 a series of workshops focused on how to identify a research topic and write the research abstract.
- There may sometimes be opportunities to work on an existing research project. This could be a current or commissioned project in an organisation, or projects that members of the course team are involved in. During the workshops, you will receive information about any available opportunities. Please note that in this case it is still expected that you develop the research idea and conduct your research independently.
- Your supervisor will be allocated based on your research abstract and the availability of supervisors.
- You will have an initial meeting with your dissertation supervisor to discuss your research idea.
- You will write a research proposal elaborating your research idea for discussion with your supervisor. As part of the proposal you should consider availability of primary data and how you will access it.
- You will receive written formative feedback on your proposal from your supervisor using the feedback form in Appendix 2.
- You will conduct the research, write it up – with the guidance of your dissertation supervisor – and, finally, submit it.
- Your dissertation will be marked by your supervisor and moderated by the dissertation Module Organisers.
- You may report issues concerning supervision to the Dissertation Module Organisers.

Details of milestones and deadlines are outlined in Section 5

1.2 WORD COUNT

The word count for the dissertation is **12,000 words (+/- a 10% allowance)** excluding the Title Page, Abstract, Acknowledgements, Figures, Tables, Reference list and Appendices.

Penalties for exceeding the word limit

Less than 10% over word limit - no penalty

More than 10% over the word limit – deduction of 10 marks from the original mark

<https://my.uea.ac.uk/departments/learning-and-teaching/students/academic-cycle/coursework/submission-guide>

2 SUPERVISION

You need to remember that the responsibility of doing good research rests largely with the student. Your dissertation supervisor will offer you guidance and advice at various stages of your dissertation process. However, it is your responsibility to carry out the advice as suggested and liaise with your dissertation supervisor at every stage of the process. You need to take initiative to meet your dissertation supervisor on a regular basis. However, you need to *agree* with your supervisor when and how often the meetings will take place. Dissertation supervisors will expect that you prepare carefully for each of the dissertation-related meetings and, if appropriate, provide draft text for consideration and subsequent discussion well before the date of the actual meeting.

Dissertation supervisors will offer you advice on each of your submitted documents and provide detailed comments on the full draft of your whole dissertation. You need to discuss the timeframe for submission of each document with your supervisor but try to follow the milestones suggested at the end of this handbook.

Dissertation supervisors are likely to be away for a substantial period during the month of August. **It is therefore essential that you plan for your supervision meetings to take place before the beginning of August and finalise the deadline for submission of the final draft of the dissertation with your supervisor.** It is important that you share your work with your supervisor at every stage of the dissertation so that you can improve it on an on-going basis.

Please Note:

- Students should not expect their dissertation supervisor to act as an editor. They may comment on the list of contents and writing style but are not able to read more than short sections, and they should not be asked to routinely review whole chapters.
- Dissertation supervisors will be available for a limited time only during the summer vacation. If you are granted an extension to the dissertation submission date, you must check with your dissertation supervisor regarding their availability (and the availability of any facilities that are required) during the extension period.
- **Three** meetings are mandatory, as is providing your supervisor with a final draft of your work. THREE supervision meeting records with supervisor signature need to be submitted along with your dissertation (see Appendix 1).

2.1 EXPECTATIONS

Role of the student	Role of the dissertation supervisor
Choose a topic	Help turn the topic into a research question
Prepare a brief proposal outlining question, concepts and methods	Help sharpen the proposal and ensure consistency between research question, methods and key concepts/theories
Draft the ethical approval and risk assessment forms, where needed	Review and comment on the ethical approval and risk assessment forms
Prepare a structure for the dissertation	Comment on the balance between sections and their content
Prepare a brief review of the literature	Ensure suitability of literature review
Conduct data collection using appropriate methods	Advise on data collection and comment on method
Conduct analysis	Comment on clarity and use of appropriate frameworks/analyses
Write a draft of the dissertation	Comment on clarity, consistency and criticality of argument

2.2 RESEARCH TOPIC AND SUPERVISOR ALLOCATION

The first step towards your research project dissertation is to present your initial idea as a structured abstract. We will be using this abstract to allocate your supervisor. The maximum word count for this is **200 words** and needs to be submitted by **Friday 13th December 2024**. A structured abstract is simply a summary of the project/ idea with distinct, labelled sections. Your abstract will have four sections: Aims, Background, Methods, and Contribution. You will also need to cite one or two key journal articles that are relevant for your proposed study.

The structured abstract is formative – it will not be allocated any marks, but it will be used to allocate your supervisor.

The example below shows how a structured abstract should look. You can use this as a template for your own abstract (with more meaningful content).

Title: The effectiveness of structured abstracts in teaching research methods

Aim: The key purpose of this study is to evaluate the degree to which a structured abstract offers a meaningful way for students to develop their research proposal ideas.

Background: Recent literature suggests that structured abstracts are more informative, readable, and easier understood than traditional abstracts (Random Author, 2015). From a similar perspective, it is argued that structured abstracts can also be more effective than traditional abstracts because they provide a more meaningful way for students to organise and present their ideas. However, no studies have been conducted to investigate the impact of structured abstracts on students' performance.

Methods: A quasi-experimental study will be carried out with MSc students at the Norwich Business School. Students will be assigned to one of two groups requiring them to submit either a structured or a traditional abstract. These abstracts will be submitted prior to the students developing their full proposals. The effectiveness of different types of abstracts will be assessed by evaluating the quality of the final proposal.

Contribution: This study is expected to have important implications for teaching and will allow students to develop more effective research proposals.

3 GUIDELINES FOR THE RESEARCH PROPOSAL AND DISSERTATION: FORMAT AND PRESENTATION

3.1 RESEARCH PROPOSAL

The research proposal (maximum **2000 words**, excluding reference list) is designed to provide you with an opportunity to:

- organise your ideas
- make sure that you and your dissertation supervisor are on the same page about the content of your dissertation and the way you want to approach the research.
- start developing a time plan for your dissertation.

You should start writing your research proposal as soon as you have submitted your structured abstract. Once your supervisor is allocated, you must organise a meeting with them. In the first meeting, your supervisor will discuss developing your abstract idea into a research proposal and later follow this up with formative feedback on the submitted proposal (see Appendix 2). Your supervisor will help to ensure that you have a valid and viable dissertation plan at this stage. Your supervisor will discuss their feedback and their recommended changes with you. The research proposal will not count towards your dissertation mark.

YOUR PROPOSAL SHOULD INCLUDE:

- Title page
- Background and literature review
- Research aim and objectives
- Methodology
- Research ethics
- Timescale and resources
- References

Title page

The front page should include the proposed title of your dissertation and Student number, the course that you are studying and a final word count.

Background and literature review

This section should introduce your research topic and give an overview of the relevant literature. It should also explain why you feel the research which you are planning is worth the effort and, where necessary, clarify terminology used. In this section, you should begin by addressing the following question:

1. *What is your research topic?*

This question should be answered briefly. In answering it, you should express your research topic in the form of a problem which needs solving, a question that needs answering or something which you find exciting and that has aroused your curiosity. You should also, where

appropriate, provide a brief description of the organisational background and state why your research is worth the effort from an organisational perspective. In addition, you should address the following questions:

2. *Discuss the key academic ideas (theories) within the area of your research topic referencing them to their main proponents (authors)?*
3. *Indicate how your research relates to these ideas (theories)?*

In answering these questions, you will demonstrate knowledge of the relevant academic literature and show where your proposal fits into this debate. You will also provide precise references (in APA format) for these ideas. The aim of this section is to outline, compare and contrast the key ideas from academic literature sources which will provide the academic starting point for your dissertation.

Research objectives

In this section you need to address the following question:

4. *What are your main research objectives?*

Remember that your background section should lead smoothly into clear statements of your overall objectives. These should leave your dissertation supervisor in no doubt as to precisely what your research seeks to achieve. Your research aim should be a sentence stating what you intend to achieve through your research. Your research objectives should provide more detail, operationalising your research. Usually, you have one aim and between two and four research objectives. Your research objectives should be achievable within the time frame of your masters' programme and within your available resources.

Methodology (including access)

This section will outline the methods you intend to use for achieving your research objectives. Initially you should address the following questions:

5. *What is the methodology you are intending to use?*
6. *Why are you intending to use this methodology?*

In addressing these questions, you should explain briefly the methods you intend to use (e.g. case study, survey, experiment, action research or perhaps a combination) and why you intend to use them referring to the position you intend to adopt.

If you intend to base your research within a single organisation then you should state this and justify your choice. However, if your research is more generic you should explain, for example, which sector(s) of the economy, industry sector, setting or group of population/respondents you have chosen to research and why you chose these. You therefore need to address the following questions:

7. *What is the setting in which you intend to base your research?*
8. *Why are you using this particular setting?*

If you are collecting primary data as part of your research you should state and justify, using the research methods literature, the data collection techniques you intend to use (e.g. observation, interviews, questionnaires, etc.), your sample size, the method you will use to

select your sample and the likely response rate. There is no need at this stage to have designed your research instruments. However, you will need to ensure access to enable you to collect data and report this in your proposal. For example, if you intend to collect data from an organisation's employees, you must get permission to do this from the organisation prior to starting your dissertation (you should discuss this with your supervisor).

NOTE: you will not have access to University e-mail lists in order to recruit students or staff as respondents. You will therefore need to think of an alternative recruitment strategy.

You are expected to use primary data and demonstrate your skills in designing and executing appropriate methods to collect it. You must also ensure that you can gain access to the primary data you require. Where these data are organisationally-based you must have checked their suitability for your research and you must have obtained written permission to use those data. This must be reported in your research proposal. Secondary data should be used as the main source of data only in exceptional circumstances and with the approval of the supervisor and dissertation Module Organisers. Where these data are published you must have checked their suitability for your research, and you must provide precise references to these sources (in APA format).

You therefore need to address the following questions in the proposal:

9. *How do you intend to obtain your data?*
10. *Why are you using this data collection method?*
11. *Have you ensured that you will be able to gain access to these data?*

Research ethics

This section will provide evidence that you have considered issues associated with research ethics and that you intend to observe the highest ethical standards when undertaking research.

Timescale and resources

This section will help you to assess the viability of your research proposal within the time and resource constraints of your Masters' course. It will be helpful if you divide your research plan into activities with clear completion dates. This will give you a clear idea as to what is possible in the given time scale. However, experience has shown that however well you organise your time the whole process seems to take longer than anticipated. Ensure that you build in time for your supervisor to approve your data collection method.

In this section, you should address the following questions:

12. *What are the key activities that you will need to undertake to complete your dissertation?*
13. *How long do you think each of these activities is likely to take?*
14. *Are there any activities that need to be completed before others can be started?*
15. *What are the likely dates associated with the completion of these activities?*

When doing this remember to include the activities in sufficient detail (e.g. designing, piloting and administering questionnaires, data collection, methodology and results, etc.) to ensure the time scale is meaningful.

16. *Do you have sufficient resources (e.g. money, access to data, etc.) to undertake the proposed research?*

This is particularly important. If you are using a questionnaire, have you budgeted for photocopying, stationery and postage costs? Alternatively, if you are using on-line statistical data, will you have access to them and will you have to pay for this?

References

It is not necessary to try and impress your supervisor with an enormous list of references. What is important is that you reference all the sources you have cited in your text using the APA form of referencing. See section 3.5.

3.2 DISSERTATION STRUCTURE

The dissertation should not exceed **12,000 words** (+/- a 10% excluding Title Page, Abstract, Acknowledgements, Figures, Tables, Reference list and Appendices).

Your dissertation will be a written report comprising an **abstract** (200 words) and **6 chapters**:

- 1 **Introduction** - describes the research objectives of the dissertation with clear explanation of the research gaps as identified in the literature. It should also explain the context of research and its importance from theoretical and practical points of view. Finally, it should summarise the main findings and their implications.
- 2 **Literature Review** - critical analysis of key research and theory in the chosen area. It should also provide detailed explanations of the research gaps in existing literature, and identification of the research questions that address such research gaps. This chapter also needs to provide the conceptual research framework that can address the research issues and hypotheses with adequate literature justifications.
- 3 **Methodology** - detailed discussion of the research design issues relevant to the research objectives. This includes discussion about the data sources, research ethics, the research methods employed and how the data will be analysed.
- 4 **Results** - detailed presentation and explanation of the results of the empirical analysis.
- 5 **Discussion** - discussion of the results, with reference to the original research question and the existing body of knowledge you explored in your literature review
- 6 **Conclusions** - summarises the research problem addressed in the dissertation, its main findings, and their implications for research and practice. This chapter also explains the limitations in the study and offers ideas for future research.

The above structure provides the necessary guidelines to the overall structure of the dissertation. However, the students are expected to discuss content and structure of each chapter with their supervisors.

Your dissertation should include a title page and acknowledgement at the beginning and a list of references and appendices at the end. Your text should be **double-spaced using Times New Roman (12pt) font, with clearly numbered pages**.

3.3 TITLE PAGE

The front page of your dissertation should clearly display: the title of your dissertation, the relevant module code, your student number, the degree for which the dissertation is submitted, the date of submission, the dissertation word count and the following statement:

“This copy of the dissertation has been supplied on condition that anyone who consults it is understood to recognise that its copyright rests with the author and then no quotation from the thesis, nor any information derived therefrom, may be published without the author’s prior written consent.”

An example of the layout of the title page is provided in Appendix 4.

3.4 ACKNOWLEDGEMENTS

The title page should be followed by your Acknowledgements. This should be a concise statement of thanks to all those who have helped you with your dissertation. It is particularly important to thank any external stakeholders that have provided you with assistance.

3.5 REFERENCES

It is important in any piece of research that the sources of quotations and references are acknowledged. Every citation in the text must correspond to a reference at the end of the dissertation. Please use APA style of referencing.

Various websites below offer guides to the APA style

<http://www.bibme.org/citation-guide/apa/>

<https://owl.english.purdue.edu/owl/resource/560/02>

<https://www.apastyle.org/learn/tutorials/index>

<https://www.mendeley.com/guides/apa-citation-guide/>

You can also find guidance on the APA style and test yourself via the e-book '[Cite- them-right](#)'.

In the Reference List, give titles in full. In all cases, the title should be cited in the original language and script. If this is not English, it should be followed by the English translation in square brackets and underlined. The names of journals and periodicals should not be abbreviated.

References should be single-spaced with one and a half-spacing between references. They should be in alphabetical order by author’s surname. Where there is more than one work by the same author(s), arrange the works chronologically by year of publication with the earliest coming first. Where more than one work has been published by the same author(s) in the same year, put these works alphabetically by title and append lower-case letters to the date (e.g., 2005a, 2005b, etc.).

Referencing methods to be used for any interviews conducted as part of fieldwork should be explained in the methodology section. Unless explicit permission has been sought to quote

the individual(s) concerned,onyms should be used. The date of the interview should be indicated.

Further details of the University guidelines for referencing may be found in the following pages on the University website:

[Academic integrity and referencing \(uea.ac.uk\)](https://uea.ac.uk/academic-integrity-and-referencing)

[Referencing Your Work \(uea.ac.uk\)](https://uea.ac.uk/referencing-your-work)

3.6 APPENDICES

Matters which are not essential to the main argument, but which may be necessary or valuable, are placed in appendices. Such material may include details of experimental techniques, tables of results (e.g. from robustness checks), repetitive statistical analyses, etc. excessive use of appendices is strongly discouraged, so only include original material or reference material absolutely essential to the main body of the dissertation. Material in the public domain should be cited as any other publication and only included in the appendix under exceptional circumstances.

3.7 RESEARCH ETHICS

It is extremely important that you respect the principles of research ethics from the beginning to the end of your 'dissertation journey.' In particular, you should adhere to the strict ethics guidelines for conducting primary research. This includes obtaining informed consent; maintaining participant confidentiality; ensuring voluntary participation; and avoiding any harm (physiological or psychological) to the participants in your research, including yourself.

When collecting primary data for your dissertation, you need to remember that the UK General Data Protection Regulation (GDPR) regulation sets a high standard for consent. The key elements of the consent definition are a) it must be freely given, b) specific, c) informed, and d) there must be an indication signifying agreement.

Consent means offering people genuine choice and control over how you use their data. When consent is used properly, it helps you build trust and enhances the reputation of the researcher and their institution.

All research involving human participants (e.g. questionnaire surveys, interviews, observation) or secondary datasets containing personal/confidential identification information (e.g. social media data or other data that relates to living human subjects but is not completely and robustly anonymised or contains sensitive data and risk of re-identification), must meet the University's ethical standards and requires ethical clearance before it starts. Failure to obtain **prior** ethics approval is an extremely serious breach of academic integrity, which may result in a zero mark for the dissertation.

This means that you must not begin to contact potential participants or start data collection or analysis until ethical approval has been granted. This should be done via the University **Ethics Monitor**. Ethics Monitor can be accessed through this link: <https://ethicsmonitor.uea.ac.uk/> where you can login with your usual UEA username and password. All UEA IT account holders who are current members of staff or current UG (excluding 1st Years), PGT and PGR students can access Ethics Monitor using UEA single sign on authentication. If users have any access issues, they can contact ethicsmonitor@uea.ac.uk.

Norwich Business School has a Research Ethics Committee (NBS-REC) which is a sub-committee of the University Research Ethics Committee (U-REC). All ethical approval applications to the NBS-REC will be considered as rapidly as possible (approximately within a month after submission), whilst applications falling outside the scope of the Committee's expertise will be referred to another appropriate S-REC or the U-REC. If you have any queries about the ethical approval process, you can contact nbs.ethics@uea.ac.uk

In preparing a research ethics application, student applicants should refer to both the University of East Anglia's '**Research Ethics Policy**' but most importantly, '**Ethics Guidance Notes**' (see <https://my.uea.ac.uk/divisions/research-and-innovation/research-innovation-services/research-support/research-integrity-and-ethics/research-ethics/research-ethics-policy-guidance-notes> alongside other appropriate ethical guidelines such as those published by the British Psychological Society, UK Economic and Social Research Council Research ethics – Economic and Social Research Council (ukri.org). A User Guide for Applicants is available by clicking on the 'RIN Guidance' button on the right-hand side of the Ethics Monitor homepage. The primary responsibility for considering ethics in research lies with the lead researcher, student supervisor or equivalent.

Please click the link below to access Training Videos of how to submit an online ethics application for UEA students.

How to submit an application – students: <https://echo360.org.uk/media/b211341e-aa57-4bf5-9ba6-1b63905510f5/public>

If you wish to collect data from vulnerable groups, you may also need to apply for a Disclosure and Barring Service (DBS) check before you can access the respondents. This can take up to another month or more, and time would need to be built in to allow for this.

Therefore, in designing and conducting dissertation research it is important to identify and address the ethical considerations relevant to the proposed work early on. These ethical considerations should also be written up in the final dissertation.

Please discuss the ethical implications of your research with your dissertation supervisor who is required to support your ethics application prior to submission to the NBS research ethics for formal approval.

4 ASSESSMENT AND MARKING

The dissertation will be assessed in accordance with the University senate scale for MSc dissertations.

<https://my.uea.ac.uk/departments/learning-and-teaching/students/academic-cycle/coursework/marking-fairly>

The dissertation will be marked by your dissertation supervisor and second marked by another member of the MSc program team (See Appendix 5 for a copy of the dissertation assessment form). A sample of dissertations will also be assessed by the external examiner.

Regulations on reassessment can be found on the following link:

<https://www.uea.ac.uk/about/university-information/university-governance/academic-calendar/section-3/award-regulations/common-masters-framework>

The dissertation will be assessed on a combination of factors, as appropriate. Credit will be given in particular to:

- a) the dissertation having clear aims and objectives
- b) the general preparation of the dissertation: its presentation, structure and organisation
- c) the ability to construct an argument and develop the subject of the dissertation
- d) use of theory: their relevance, range and internal consistency, their application in a broader context related to the field of study, and evidence of the criteria for selecting certain theories and for rejecting alternatives
- e) the skill with which empirical data has been collected, analysed and integrated within the dissertation to develop an argument
- f) the use and appropriateness of the analytical techniques employed
- g) the ability to integrate knowledge and handle complexity, and formulate judgements within complete or limited information, but that include reflecting on social and ethical responsibilities linked to their application
- h) the ability to communicate the conclusions, and the rationale underpinning these, clearly and unambiguously.

5 IMPORTANT DATES

Please pay close attention to the indicative timetable below.

Submission dates for the Abstract, Proposal and Dissertation are fixed and must be adhered to.

The following milestones outlined on pages 15 and 16 are suggestions for when meetings with your supervisor should take place and are for guidance only.

Please remember that your supervisor will have other commitments, so it is important that you keep in touch with your supervisor and ensure that you have regular meetings and agree these for a mutually convenient time. Your supervisor will usually require you to send any draft material to them one week before each meeting, but they will clarify this with you in your first meeting.

Dissertation Timeline 2024-25

	When	Task
Workshops	Semester 1	14/10/24 Workshop 1 – Identify your topic 17/10/24 Workshop 2 – Introduction to statistics with SPSS 1 (optional) 11/11/24 Workshop 3 – Work on your research idea 5/12/24 Workshop 4 – Introduction to statistics with SPSS 2 (optional) 9/12/24 Workshop 5 – Write your research abstract
Milestone 1 Submit your Abstract	13 December 2024	Submit your Research Abstract via Blackboard before 3pm . Make sure you include your name and student number and the name of your MSc Course.
14 December 2024 – 12 January 2025 - Winter Break		
Milestone 2 Supervisor Meeting 1	Mid-January 2025	You will be notified by email of your allocated Dissertation Supervisor. It is your responsibility to contact your Dissertation Supervisor to organise your first meeting with them. In the first meeting you will discuss your Research Proposal (specific research questions, research design, ethical considerations).
Workshop	Semester 2	27/01/25 Workshop 4 - Write your proposal
Milestone 3 Submit your Research Proposal	21 March 2025	Deadline to submit your Research Proposal via Blackboard before 3pm
29 March – 27 April 2025 - Spring Break		
Feedback from your supervisor	April – May 2025	Your Dissertation Supervisor will provide you with formative feedback on your Research Proposal and discuss ethics to support ethics submission.
Milestone 4 Submit Ethics Application	April-May 2025	Submit your <u>ethics</u> application via Ethics Monitor

Milestone 5 Submit your Literature Review	May 2025	Deadline to submit the draft of the literature review chapter of your dissertation. This must be emailed to your Dissertation Supervisor.
Milestone 6 Supervisor Meeting 2	May 2025	Meeting 2 with your Dissertation Supervisor where your supervisor will give you feedback on your draft literature review. Your supervisor will annotate your work and provide you with this via email. At this meeting you will also discuss plans for data collection and data analysis
Milestone 7 Submit draft methods and findings chapters	June 2025	Submit draft methodology and findings chapters. This must be emailed to your Dissertation Supervisor.
Feedback from your supervisor	June 2025	Your Dissertation Supervisor will give you feedback on your draft methodology and findings. Your supervisor will annotate your work and provide you with this either in hard copy or over email.
Milestone 8 Submit full draft of the dissertation	July 2025	Deadline to submit draft of your WHOLE DISSERTATION including your Discussion and Conclusions. This must be emailed to your Dissertation Supervisor
Milestone 9 Supervisor Meeting 3	July 2025	Meeting 3 with your Dissertation Supervisor where your supervisor will give you feedback on the whole dissertation. Your supervisor will annotate your work and provide you with this either in hard copy or over email. This is your last meeting with your supervisor and an important opportunity to discuss any problems with your data collection and any questions about your data analysis.
Milestone 10 Submit the Final Dissertation	21 August 2025	Deadline submission for Final Dissertation. Students must submit 1 electronic copy on Blackboard before 3pm. Any submission after 3pm will incur a late mark penalty unless there are approved extensions.

6 SUBMISSION PROCESS

You must submit your dissertation to Blackboard on **Thursday 21st August 2025, before 3pm**. Any submission after 3pm on Thursday 21st August 2025, will incur a late mark penalty unless there are approved extensions in place.

Extension to submission deadlines are regulated by the standard University Exceptional Circumstances process.

<https://my.uea.ac.uk/departments/learning-and-teaching/students/support/extenuating-circumstances>

Penalties for exceeding the word limit or for late submissions in the absence of acceptable circumstances can be found here:

<https://my.uea.ac.uk/departments/learning-and-teaching/students/academic-cycle/coursework/submission-guide>

The marking turnaround time for dissertations is 30 working days.

7 APPENDICES

APPENDIX 1 – RECORD OF DISSERTATION SUPERVISION MEETING

APPENDIX 2 – RESEARCH PROPOSAL FORMATIVE FEEDBACK FORM

APPENDIX 3 – MSc DISSERTATION SUBMISSION CHECK LIST

APPENDIX 4 – TITLE PAGE

APPENDIX 5 – DISSERTATION ASSESSMENT FORM

Please note: This handbook and all forms students might need to use are available on Blackboard on the NBS-7095X Dissertation page.

APPENDIX 1 - RECORD OF DISSERTATION SUPERVISION SESSIONS

This form should be completed by the student, and signed by the supervisor, at the end of every supervision session (a minimum of **three** formal meetings should have a record).

Completed forms should be retained and emailed to nbs.msc@uea.ac.uk upon submission of the dissertation.

The purpose of this form is to encourage critical reflection by the student on the research and learning process, to facilitate communication between the student and supervisor and to ensure that progression can be more easily assessed.

Student Number:

Student Name:

Name of Supervisor:

Signature of Supervisor:

Date of Meeting:

Main Issues Discussed:

Next Steps:

Date/Time of Next Meeting:

(Copy of form to be kept by both Student & Supervisor)



**NORWICH
BUSINESS
SCHOOL**

APPENDIX 2 - RESEARCH PROPOSAL FORMATIVE FEEDBACK

Norwich Business School						
RESEARCH PROPOSAL MARKER'S INDIVIDUAL FORMATIVE FEEDBACK						
Submission Date						
Student Number						
Dissertation Title						
	On a scale of 1 to 5, where 1 is POOR and 5 is EXCELLENT, rate the proposal on its presentation of the following criteria					
Marking Criteria	1	2	3	4	5	Comments
Originality of research topic						
Research objectives and questions						
Relevant literature						
Appropriateness of methodology and methods						
Plan for data collection and plan for data analysis						
Time plan						
Referencing and presentation						
FEED FORWARD						

APPENDIX 3 – MSc DISSERTATION SUBMISSION CHECKLIST

Student ID:

I confirm that I have included the following in my dissertation:

- | | |
|---|--------------------------|
| A declaration of my contribution to the work and its suitability for the degree | <input type="checkbox"/> |
| An abstract of the work completed | <input type="checkbox"/> |
| A table of contents | <input type="checkbox"/> |
| A list of figures & tables (if applicable) | <input type="checkbox"/> |
| A glossary of terms (where appropriate) | <input type="checkbox"/> |
| A full reference list in APA style | <input type="checkbox"/> |
| Supervision meeting records with supervisor signature- THREE | <input type="checkbox"/> |

Signed:

Date:

APPENDIX 4 – TITLE PAGE**NORWICH
BUSINESS
SCHOOL****MODULE CODE****DISSERTATION TITLE**

By:

(Student Number)

Dissertation submitted in partial fulfilment for the Degree of Master of Science in

delete this text and enter your degree title here

Submitted day, month, year

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DECLARATION

I have read and understood the rules on cheating, plagiarism and appropriate referencing as outlined in my handbook and I declare that the work contained in this assignment is my own, unless otherwise acknowledged.

No substantial part of the work submitted here has also been submitted in other assessments for this or previous degree courses.

I acknowledge that if this has been done an appropriate reduction in the mark I might otherwise have received will be made.

Signed candidate_____

APPENDIX 5 – DISSERTATION ASSESSMENT FORM

Dissertation Marking Form

Student Number:		Module Code:	
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Criteria	Weight (%)	% Mark	Comments
Originality & Understanding Is the addressed topic original and novel? Is there a good understanding of the chosen topic? Are the research objectives clear? Are the conclusions and implications clearly placed to the relevant literature? Does the analysis of key findings reveals sufficient understanding of the topic?	25		
Arguments and Criticality Are the relevant theories critically assessed? Are the results critically discussed (e.g. compared to existing literature)? Are the main research questions and aims sufficiently well-developed?	30		
Data collection and Analysis Is the dataset appropriate for the purpose of the dissertation? Is the research design appropriate? Is the description of the methodology clear? Is the discussion of results detailed and straightforward? Are the limitations of the chosen data and methods properly analysed?	30		
Presentation, Structure & Written Expression Is there a logical structure? Is the writing clear to understand and at academic standards? Is there enough evidence of reading (relevant citations in appropriate places)? Is there adherence to conventions and standards given, including the referencing method?	15		
Total			

