



***MA PROGRAMMES***  
***Christian Approaches to Leadership;***  
***Christian Liturgy; Christian Spirituality;***  
***Theology, Imagination and Culture.***  
*(Validated by The University of Winchester)*

**GUIDELINES FOR  
DISSERTATION STUDENTS**

(September 2012)

**Please note:**

The University of Winchester terms what is referred to here ('the dissertation') as the 'Independent Study'. All regulations relating to the Independent Study are therefore applicable to those governing the writing and submission of the dissertation.

As in all stages of your programme of study, please ensure that you have read and understood the Academic Regulations, which governs all postgraduate programmes at Sarum College.

A copy of the latest version can be found on the Sarum College website via the following link: <http://www.sarum.ac.uk/learning/current-students>, or a hardcopy can be requested from the Academic Registrar.



## GUIDELINES FOR DISSERTATION PROPOSAL

Dissertation proposals should contain the following information:

1. Proposed Title
2. Overall aim: research question(s) to be tackled.
3. Specific objectives (indicating how the aim will be fulfilled – state four or five).
4. Relationship to published work in the area/primary source material/data to be collected.
5. Proposed methodology (including, where appropriate, key methodology texts, or proposed strategy, e.g. interviews).
6. Proposed Structure (including chapter headings).
7. Key references (no more than one page).
8. Facilities and locations available for the investigation (e.g. local libraries, relevant institutions).

The dissertation proposal should be accompanied by a Dissertation Proposal Form, available on the Sarum College website: <http://www.sarum.ac.uk/learning/current-students> or through the Academic Registrar

## CHECKLIST TO MAKE SURE THAT YOUR RESEARCH IS CONDUCTED ETHICALLY

If you are proposing to include an empirical element (i.e. a first-hand investigation) as part of your assignment, you should plan and carry out your research so that it is conducted ethically. You should include a description of your proposed methodology with your initial dissertation proposal which will be considered by the Programme Committee. You will also need to submit all the materials that you will use to the Sarum College Ethics Committee. You cannot begin your empirical research until all the materials that you will use have gone through the Ethics Committee. This includes a brief, written statement, setting out how participants will be involved in the research, as well as your questionnaire or interview schedule, with proposed questions, consent form and your letter to prospective participants.

The relevant forms to be used, adhering to the policies and procedures of The University of Winchester, can be obtained from the Academic Office.

Whilst formulating your proposal, you should talk to your Academic Tutor/relevant Programme Leader, to ensure that you adhere to Sarum College/The University of Winchester Ethics Policy. You must talk to your dissertation supervisor prior to beginning your empirical research. **If, at any point in your research, you feel you will not be able to tick one or more of the following boxes, please see your supervisor and/or contact the relevant Programme Leader to obtain agreement on the way forward.**

This form does not need to be submitted with your dissertation, but should be used to keep track on progress and compliance. Even if you have ticked all the boxes you STILL NEED to submit your materials to the Sarum Ethics Committee.

- I have worked hard to avoid causing personal, emotional, mental or spiritual harm to those I worked with in my study.
- I have not coerced anyone into taking part in my study.
- I have used open and overt, rather than covert, hidden or concealed, research methods.
- I have done my best to find out who would be affected by, or have a significant interest in, the outcomes of my investigation and then obtain their written, free and informed consent.
- I have used pseudonyms and removed any identifying descriptors to preserve, as far as possible, the anonymity of those participating in my study.
- I have not infringed any individual's rights to privacy.

- I have not employed any data in my study that are confidential, unless I was given explicit, written and informed permission to use such data.
- I have ensured that my data are securely stored (with appropriate back-up copies) and that such data are accessible only to appropriate others.
- I have consulted and complied with the Data Protection Act.  
([http://www.ico.gov.uk/for\\_organisations/data\\_protection/the\\_guide.aspx](http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx))
- I have not knowingly falsified any data.

I have ensured that each person I invited to participate in my study freely gave of their informed consent. They were clearly told in writing:

- Who was conducting the research;
- The title and aim(s) of my study;
- The data I was hoping to collect, how and why;
- How much of their time I needed and their role in my investigation;
- Who would have access to the data I collected and my research findings;
- How I intend to use my findings;
- That their participation was voluntary and that they could, of course, reconsider their consent at any time;
- That participants could reject the use of data-recording devices, such as video cameras or tape recorders during my study.

If you have involved children in your investigation, you must follow Sarum's Child Protection policy and be able to tick the next box:

- I have obtained the freely given, informed consent of their parents/guardians, as well as the children's own consent.

Please also ensure that you are familiarised with The University of Winchester's Ethics Policy (available on the Sarum College website via the following link: <http://www.sarum.ac.uk/learning/current-students> or from the Academic Registrar), especially point 22-24 (p. 3).

# GOOD PRACTICE GUIDELINES FOR THE SUPERVISION OF DISSERTATIONS

## **Responsibilities of the Institution**

- To make sure dissertation proposals are feasible in terms of the timescale and resources available.
- To allocate students with a supervisor with suitable expertise for the topic.
- To ensure a mechanism through which the student can request a change of supervisor if this is necessary.
- To ensure that the supervisor has sufficient time to fulfil the responsibilities noted below in respect of all the students allocated to him or her.

## **Responsibilities of the Supervisor**

- To give advice and guidance with the aim of facilitating the production of a dissertation of the requisite standard for a Taught Master's degree.
- To ensure that the dissertation proposal is suitable for completion within the allotted time span.
- To agree a timetable for the submission of work and to schedule regular meetings.
- To meet regularly with the student for an hour of uninterrupted supervision (normally a maximum of five meetings).
- To keep a careful record of all formal meetings, agreed with the student, including dates, action agreed and deadlines set.
- To return work according to specified deadlines with constructive comment.
- To write a report once the dissertation has been submitted.

## **Responsibilities of the Student**

- To work independently ensuring that the dissertation is the student's own work.
- To agree and keep to a timetable for the submission of work and meetings with the supervisor.
- To attend scheduled meetings and to submit work in time for the supervisor to read it.
- To keep a careful record, agreed with the supervisor, of all formal meetings including dates, action agreed and deadlines set.
- To contact the supervisor, or the Programme Leader, should extra meetings be necessary.
- To complete work within the agreed framework and to the requisite standard, taking into account the supervisor's advice and guidance.
- To communicate any problems relating to late or unsatisfactory submission as soon as possible.
- To submit the dissertation on time and in accordance with the regulations of The University of Winchester (see page 2).

# GUIDELINES FOR THE SUBMISSION OF DISSERTATIONS

## 1. PROGRESSION TO THE DISSERTATION

- 1.1 To proceed to the dissertation students must have:
  - successfully completed six taught modules;
  - submitted a dissertation proposal form;
  - submitted a dissertation proposal which sets out an agreed dissertation topic with a description of aims, objectives and methods, along with an initial bibliography.
- 1.2 The dissertation proposal will be considered by the Programme Committee and either approved or returned to the student for revision.
- 1.3 A supervisor will be designated by the Programme Committee and the student notified of this by the Academic Registrar.

## 2. DISSERTATION PRESENTATION AND DEPOSIT

- 2.1.1 The dissertation shall normally be on a topic which the Programme's Board of Examiners agrees is within a fair-practice interpretation of the originally agreed topic.
- 2.1.2 All dissertations must be written in English; quotations, however, may be given in the language in which they were written. It is often good practice to provide a translation in a footnote.
- 2.1.3 The size of the dissertation shall be not more than 20,000 words, including quotations.
- 2.1.4 The dissertation shall include a statement of the candidate's objectives and shall acknowledge published or other sources of material consulted and any assistance received through appropriate referencing and a bibliography.
- 2.1.5 Bound into each copy of the dissertation, there shall be an abstract (of approximately 300 words and on no more than one side of an A4 sheet of paper) which provides a synopsis stating the nature and scope of the work undertaken and the contribution made to the field of study. One loose copy of the abstract shall also be submitted (see 3.4).
- 2.1.6 The abstract shall be headed with items centred and capitalised as in the sample page below (see example below, p. 12).
- 2.1.7 The dissertation should contain the following pages presented in the following order:

- Title page
- Abstract
- List of contents
- Other lists e.g. list of tables/illustrations/maps/definitions/abbreviations/accompanying material etc (if appropriate)
- Declaration and Copyright statement
- Acknowledgements (optional)
- Text: divided into Introduction, Chapters, and Conclusion
- Appendices (if appropriate)
- Glossary (if appropriate)
- Bibliography and sources

2.1.8 The student is free to publish material in advance of submitting the dissertation for examination, but reference shall be made to any such publication in the dissertation. Copies of published material should either be bound in with the dissertation or placed in an adequately secured pocket at the end of the dissertation.

2.1.9 The dissertation must be presented in English, in two copies, international standard size A4 (210 x 297mm), and typed or word-processed in black ink and double-spaced. The font size shall not be less than 12pt for the main text and 10pt for footnotes. To allow for binding, the margin at the binding edge of any page must be not less than 40mm; other margins must be 20mm. (Take care when printing double-sided that the wider margin is correctly set for the binding edge of the page.)

2.1.10 All pages shall be numbered except the title page and the contents page. Preliminary pages shall be numbered in small Roman numerals. The main text shall be numbered in Arabic numerals.

2.1.11 The title page shall be set out with items centred and capitalised as in the sample page (example below, p. 13).

2.1.12 Declaration and Copyright statement

A declaration stating EITHER that:

‘No portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.’

OR:

“X” portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.’

The following paragraph regarding copyright should also appear:

‘Copyright in text of this dissertation rests with the author. Copies (by any process) either in full, or of extracts, may be made **only** in accordance with instructions given by the author. Details may be obtained from Sarum College. This page must form part of any such copies made. Further copies (by any process) of copies made in accordance with such instructions may not be made without the permission (in writing) of the author.’

Where issues of intellectual property rights arise, these should be addressed in accordance with The University of Winchester’s Intellectual Property Policy and an appropriate comment defining ownership should be included immediately following the Declaration and Copyright statements listed above.

- 2.1.13 Two copies of the dissertation must be submitted for examination bound in black stiff-board covers, glued or fixed so that no pages may be added to the volume. Each volume shall show in gold lettering on the spine: the student’s full name; the degree; and the year in which submitted:

(top) The student’s first forename, initial(s) of other fornames(s) (if any), surname  
(centred) The degree for which the dissertation is submitted (eg MA, MRes etc)  
(bottom) The year of submission (or resubmission)

- 2.1.14 On each copy, if bound in more than one volume, the volume or part number shall be given on the spine. The title of the dissertation may appear on the front cover of each volume, but only the lettering indicated above may appear on the spine.
- 2.1.15 Two copies of the dissertation must be deposited by the candidate with the academic office at Sarum College.

### **3. DISSERTATION SUBMISSION AND EXAMINATION**

- 3.1 It is the responsibility of students to submit their dissertation for examination in accordance with these regulations and by the agreed deadline.
- 3.2 The deadline for submitting the dissertation is the last working day of July. Extensions may only be granted in exceptional circumstances.
- 3.3 Two copies of the dissertation must be submitted to the academic office at Sarum College. A receipt shall be issued and candidates are responsible for retaining the receipt as proof of submission. Students are also responsible for keeping an (electronic) copy of the dissertation and are asked to submit a copy electronically to the Academic Office at the same time as official submission.
- 3.4 One loose-leaf copy of the abstract must be submitted to the academic office together with the dissertation (two copies).

- 3.5 One 'Dissertation Submission Form' must be submitted to the academic office, together with the dissertation (two copies) (3.3) and the loose-leaf copy of the abstract (3.4). This form is obtainable from the Academic Office.
- 3.6 Students are also required, where possible, to submit one electronic copy of the dissertation to the Academic Office (see 3.3).
- 3.7 Students who fail in the dissertation shall be permitted one attempt at redemption.

(Sample page for the abstract)

THE UNIVERSITY OF WINCHESTER

ABSTRACT

This dissertation explores the possible characteristics of the spirituality that emerges from... (synopsis of approx 300 words)

Dissertation title

Candidate's full name

MA in Christian Approaches to Leadership *or* Christian Liturgy *or*  
Christian Spirituality *or* Theology, Imagination and Culture

Faculty of Business, Law & Sport  
SARUM COLLEGE

Month and Year of Submission

This dissertation has been completed as a requirement for a higher degree of  
The University of Winchester.

(Sample page for the title page)

THE UNIVERSITY OF WINCHESTER

Dissertation title

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