

Guide to Postgraduate Taught Dissertations

1 Submission of Dissertations

- (1) In the case of a student following an approved Taught Master's programme of study in the Creative and Performing Arts, the dissertation may take one or more of the following forms: artefact, score, portfolio of original works, performance or exhibition. The submission shall be accompanied by a sufficient and appropriate written commentary placing it in its academic context together with any other items which may be required (e.g. a catalogue or audio or visual recording). In all cases the submission and written commentary shall be bound, and all other items shall be appropriately labelled and enclosed in a form that can be recorded.
- (2) All candidates for Master's degrees are normally required to submit two printed copies of their dissertation (unless advised otherwise by the relevant Faculty), plus one electronic copy in an approved format through an approved channel for submission (such as Turnitin) for examination before an award can be made. Printed copies of Dissertations may be submitted for examination either in permanent, hardback binding or in temporary, secure binding.
- (3) Each copy of the dissertation submitted for examination shall include:
 - (a) a summary of the dissertation not exceeding 300 words in length;
 - (b) a signed declaration by the student stating to what extent the dissertation is the result of his/her independent work or investigation, and should clearly identify any portions for which he/she is indebted to other sources. Explicit references should be given, and a full bibliography shall be appended to the work;
 - (c) a signed declaration by the student certifying that the dissertation has not already been accepted in substance for any academic award and is not being concurrently submitted in candidature for any such award.
- (4) Following the completion of any typographical or minor corrections recommended by the Examining Board, the candidate must submit at least one copy of the dissertation in permanent, hardback binding for retention by the Library, and the second copy may be submitted in secure binding for retention by the School/Faculty if the School/Faculty specifically requests this.
- (5) On submission, a student shall be required to incorporate a signed statement within the work to indicate either:
 - (a) that the dissertation, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be made available to outside organisations; or
 - (b) that the dissertation, if successful, may be made so available after expiry of a bar.
- (6) In the event of the dissertation meeting the criteria for being deposited in the National Library of Wales, the candidate will be required to provide an additional copy in permanent, hardback binding. A bound copy of the Master's dissertation will be deposited in the National Library of Wales if the dissertation:
 - is deemed by the examiners to be of Distinction standard;

- is in the fields of Celtic Studies, Welsh or Welsh History;
- does not meet either of the above criteria, but is considered by the examiners to be of particular relevance to Wales.

2. Taught Master's Dissertation Archive

- (1) The University will keep a record of all dissertations successfully submitted for Part II of a Taught Master's Degree. The record will include the student code, student name, the dissertation title and the mark awarded. The record will also include the title of the degree awarded and the year in which the award was conferred.
- (2) The University will keep one copy of each dissertation successfully submitted for Part II of a Taught Master's Degree. Following the successful outcome of the relevant Progression/Award Examining Board, a printed copy of the dissertation will be sent to Library and Learning Resources for cataloguing and storage within the Library. Dissertations will subsequently be available for reference use only.
- (3) An electronic copy of any dissertation deposited in the National Library of Wales will also be deposited in the University's digital repository.