

Submission of a Taught Master's Degree Dissertation

Dissertations should be submitted to the Postgraduate section of your Faculty.

Students wishing to graduate at a July ceremony should submit their dissertation for examination by their end date, or no later than 1 April in order to allow for sufficient time for the internal and external marking and discussion of the result at the Examining Board. There are also two other Examining Boards held during the academic year in which final marks can be confirmed, usually December and March.

You can choose to have your award in absentia, or at the summer award ceremony. The Registry will contact you about Degree Day arrangements nearer the time. Please be aware that in order to graduate, all your financial obligations to the University must be met.

You must submit **two** printed copies of your dissertation (unless advised otherwise by your Faculty), plus one electronic copy.

Text

- ☐ A4 paper should be used and should be of good quality and sufficient opacity for normal reading. Text should be printed on one side of the page only.
- ☐ The characters employed in the main text (but not necessarily in illustrations, maps etc.) shall be not less than 12pt. Characters used in all other text (notes, footnotes, captions etc.) shall be not less than 10pt. Printing should be of even quality with clear black characters and capable of photographic reproduction. Double or one-and-a-half spacing should be used in the main text; but single spacing should be used in the Summary (Abstract) and in any indented quotations and footnotes.
- ☐ Margins: binding edge – not less than 40mm. Other margins – not less than 20mm.

Illustrations, Maps and Other Materials

- ☐ Drawings and sketches should be in black ink; unnecessary detail should be omitted, and the scale should be such that the minimum space between lines is not less than 1mm.
- ☐ Colour graphics for charts, diagrams etc. and colour photographs may be used, but you must ensure that material is capable of being photocopied. Copies produced by xerographic or comparable permanent processes are also acceptable. You must ensure that you do not infringe copyright regulations.
- ☐ Diagrams, maps and similar documents should be submitted in a portfolio of reasonable size and should bear the particulars stated necessary for the volume.
- ☐ You may submit non-book material such as audio or video tapes with your dissertation, if such material forms a useful addition to, or explanation of, the work contained in your written submission and if such material constitutes the most appropriate method of presenting the information concerned. If considering the submission of audio or video tapes as adjuncts to the dissertation, please consult your supervisor.

The layout of the dissertation should be as follows:

- Title page (dissertation title, name and student number, year in which submitted)
- Declaration form
- Contents page
- Abstract not exceeding 300 words
- Main body of dissertation.

Dissertations should be submitted in permanent binding. Soft bound copies are acceptable for an MA dissertation.

At the end of the examination process, a copy of all dissertations which have achieved a distinction (70%+) will be deposited in the University's Library along with an electronic copy in the University's digital repository. A second copy will be deposited in the National Library of Wales if

(a) deemed by the examiners to be of Distinction standard (irrespective of whether or not the candidate is awarded the degree with Distinction);

(b) they are in the fields of Celtic Studies, Welsh or Welsh History;

or

(c) they do not meet either of the above criteria, but are considered by the examiners to be of particular relevance to Wales.

A dissertation submitted for a higher degree may be openly available and subject to no security classification or restriction of access. The University would allow a bar on photocopying of and/or access to a dissertation for a specified period of up to five years. It shall be the candidate's responsibility to make an application for a bar on publication as soon as is reasonably practicable.

On submission, candidates shall be required to incorporate a signed statement within the work (see enclosed form on e-thesis deposit agreement) 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.

The title and summary of the dissertation shall normally be freely available.

Master's Degrees by Examination and Dissertation

Declaration Form

1. This work has not previously been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree.

Name.....

Date

2. This dissertation is being submitted in partial fulfilment of the requirements for the degree

of

Name... ..

Date

3. This dissertation is the result of my own independent work/investigation, except where otherwise stated.

Other sources are acknowledged by footnotes giving explicit references.

A bibliography is appended.

Name.....:

Date:

4. I hereby give consent for my dissertation, if accepted, to be available for photocopying, inter- library loan, and for deposit in the University's digital repository

Name.....

Date.....

Supervisor's Declaration.

I am satisfied that this work is the result of the student's own efforts.

Signed:

Date:

**University of Wales: Trinity Saint David
E-Thesis Deposit Agreement**

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I understand that work deposited in the digital repository will be accessible to a wide variety of people and institutions, including automated agents and search engines via the World Wide Web.

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