

## Guidelines for Dissertation Supervisors and Students

BA (Hons) Criminology (submission end of April)

MA by Research Criminology (submission end of June)

MA in Probation Services (submission end of February)

***Exact dates to be announced in due time.***

The writing of the dissertation constitutes a learning journey wherein the relationship between the student and supervisor is pivotal to supervision as a process. The process entails a number of responsibilities and duties which both sides have to acknowledge.

### **SUPERVISOR**

*The supervisor's responsibilities include:*

- a. Reading through the Dissertation proposal; discussing the proposal with the student; guiding the student to focus on the research aims and objectives;
- b. Agreeing on adequate timeframes for presentation of written work that has to be submitted for subsequent feedback;
- c. Providing advice in every stage of the dissertation process; from planning, data gathering and analysis to the drafting of chapters;
- d. Keeping regular contact with students through scheduling of supervisory meetings;
- e. In case of a prolonged absence of supervision and/or lack of regular contact with student, the Dissertation Committee has to be informed immediately so as to act accordingly;
- f. Being accessible to the student at other appropriate times when such is needed within a reasonable timeframe;
- g. Quarterly reports logging students' progress are to be filled in as per deadlines issued by the Department of Criminology. Quarterly reports are to be compiled and signed in the presence of students who are also expected to sign. The original report has to be forwarded to the Department of Criminology (administration). Supervisors are to keep a copy of such reports for future reference as such as used in cases of requests for extension and/or disciplinary measures;
- h. Providing feedback on written work such as chapters in a reasonable time, usually within three (3) weeks. Such feedback should be provided to the student within the framework of constructive criticism. When inadequate written work is handed in, such needs to be pointed out to the student;

- i. Providing feedback in a reasonable time so as to ensure that the student submits their dissertation on time;
- j. Supervisors are to review and give feedback on all documentation submitted to FREC/UREC for ethical clearance. Supervisors are to sign the document in order to ensure that they have reviewed and endorsed the contents. Once it is signed the student will then forward to FREC/UREC;
- k. Supervisors are not responsible for proof reading the dissertation;
- l. Supervisors are not responsible for plagiarism; and
- m. Supervisors are to note that, only in exceptional circumstances are requests for extension to be brought to the attention of the dissertation committee for review one (1) month before the established deadline. These rare circumstances are reviewed against the progress signed in the Quarterly reports. Note that students have been advised that late submissions or no submissions as per stipulated deadline will lead to a O/F.

## **STUDENT**

*The student must accept responsibility for:*

- a. Discussing with the supervisor on the type of guidance to be given; agreeing upon a timetable of work; agreeing on scheduling of meetings; agreeing on specific deadlines for submission of written work for feedback;
- b. The onus of the dissertation lies within the student's responsibility; students are expected to take initiative, dedicate the adequate time for this research and eventually present a dissertation for examination that is in line with the expected standards;
- c. Planning and writing a dissertation that satisfies the requirements stipulated by the Course Regulations;
- d. Taking account of Regulations regarding length, format, organisation and layout of the dissertation; students are responsible for this;
- e. Taking account of the latest APA referencing guide: [https://www.um.edu.mt/library/oar/bitstream/123456789/112018/1/APA\\_7\\_referencing\\_guide.pdf](https://www.um.edu.mt/library/oar/bitstream/123456789/112018/1/APA_7_referencing_guide.pdf), the latter being the only referencing style accepted by the Department of Criminology. Students are responsible for this;
- f. Making sure that the dissertation presented for examination is in line with the University regulations in view of plagiarism;
- g. Allowing adequate and sufficient time for the supervisor to correct the work (a maximum of three (3) weeks); agreed deadlines are to be respected; students are expected to be aware of and respect the recess period as stipulated by the University;
- h. Students are to contact supervisor/s through the University's electronic mail only; any other

contacts (for example with gatekeepers) require the University's electronic mail only. Only in very urgent matters, student should contact the departmental administration;

i. Providing his/her supervisor with a copy of the document that illustrates that FREC/UREC clearance has been sought for and obtained, where such was approved by the dissertation committee. The Department will then verify that such is the case;

j. Students are to meet the supervisor/s on a regular basis and sign a quarterly progress report;

k. Only in exceptional circumstances, changes to the approved proposal are to be requested, such requests have to be made to the Dissertation Committee and endorsed by the respective supervisor/s. The Dissertation Committee will review requests and shall provide the students with feedback accordingly. In such cases, requests are to be made in adequate time frames;

l. In exceptional circumstances, requests for extension will only be considered if applied for 1 month prior to the established deadline by filling:

[https://www.um.edu.mt/\\_data/assets/pdf\\_file/0005/333869/extensionformUG.pdf](https://www.um.edu.mt/_data/assets/pdf_file/0005/333869/extensionformUG.pdf)

(Undergraduate courses) and

[https://www.um.edu.mt/\\_data/assets/pdf\\_file/0003/362703/PG-Extension.pdf](https://www.um.edu.mt/_data/assets/pdf_file/0003/362703/PG-Extension.pdf)

(Postgraduate courses).

These rare circumstances are reviewed against the progress signed in the Quarterly reports. Late dissertation submissions or no submissions as per stipulated deadline will lead to a O/F. Requests for extension are to be endorsed by the supervisor prior to being sent to the Head of Department and administration. The supervisor will be asked to write a short progress report.