

Policy: **Dissertation Supervision and Examination**

Code: **03EP09**

Reviewed/ Revised: **29/02/2024**

Date of Next Review: **July 2025**

Policy Owner: **Dean**

Target audience: **Faculty and Students, Librarian, Academic Services**

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### **PURPOSE:**

This policy establishes the rules of dissertation supervision and defines the mode of assigning supervisors and evaluating the research capabilities developed and the output presented in the dissertation.

### **SCOPE:**

This policy applies to all faculty members supervising students in a research project towards a dissertation. The expectation to complete a significant research project and to gain insight into the techniques of identifying and solving problems, and to use this insight to prepare written dissertation is part of the workload of the postgraduate programme. The dissertation helps students to familiarize with industry best practices in the region, apply innovative theory to newer situations and deepen their knowledge in a chosen domain.

### **DEFINITIONS:**

**Dissertation:** an applied research project, a compulsory component of the postgraduate programme. The dissertation is organised around a defined scope, an identified research problem, and a specific mode of inquiry. The chosen topic for the dissertation may be interdisciplinary as a reflection of the hospitality and tourism field.

### **POLICY STATEMENT:**

This policy governs the dissertation component of a programme. It is an applied research exercise requiring supervision from faculty over a significant period and a final examination combining written and oral elements.

### **RESPONSIBILITY:**

Each member of Faculty involved in the supervision of a dissertation is responsible for the implementation of this policy. The Dean and Programme Manager will monitor and update this policy on a regular basis. The Head of Academic Services and Registry is responsible for ensuring that grades are transferred accurately by the Faculty & Academic Services and Registry team onto the students' transcripts. The Senior librarian is responsible for checking the dissertation and storing them among the scholarly resources.

### **IMPLEMENTATION OF THE POLICY:**

#### **Supervision**

Each student undertaking a dissertation project will be advised by a suitably qualified supervisor, who is a full-time member of faculty and a terminal degree holder. The nomination of the supervisor is made in the Research Methodology course. The course lecturer will introduce the EAHM research priorities and the faculty by field of expertise. They will gather the refined proposed topics and associated research questions and submit them to the Research Committee. The committee will review the topics in view of the alignment with the EAHM research priorities and assign supervisors as per expertise in the area. Students will then be informed of their supervisor, and a regular consultation planning will be developed between the supervisor and the student.

### **Change of Supervisor**

In the event a student wishes to change the supervisor, the student is required to fill the form and send the request to the Dissertation Coordinator, the Programme Manager and Registrar. The change will be examined by the Dissertation Coordinator and Programme Manager/Dean. The outcome will be notified to the student only once the original supervisor and the desired supervisor convey their written consent on the form.

### **Academic Integrity**

The dissertation period follows the prerequisite research methodology course in this course is expected to abide by the academic integrity principles. Plagiarism, in any form is not permitted. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension or expulsion. "Scholastic dishonesty" includes, but not limited to, cheating, plagiarism, collusion, contract buying of assessments, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act. The EAHM policies on academic integrity, including cheating and plagiarism, will be strictly upheld in this class.

### **Dissertation time frame**

**Undergraduate:** Students registered for the Dissertation course must complete their Dissertation within the trimester they register.

**Postgraduate:** Students registered for the Dissertation course must complete their Dissertation within one semester, starting from the semester they register.

### **Dissertation Extension**

Dissertation extension requests should be made to the Dissertation Supervisor who will then make a recommendation to the Programme Manager / Dean and will be reviewed and approved on a case-to-case basis. Once the extension request has been approved, students must complete and submit their dissertation within one year after officially registering for the dissertation.

### **Late submissions**

- a. Course assignment or dissertation submitted within twenty – four (24) hours of the original deadline will receive a maximum grade of sixty (60) percent (or the degree worthy designation).
- b. Course assignment or dissertation submitted after twenty – four (24) hours of the original deadline will not be marked and the grade of zero (0) will be recorded.

### **Final Examination and oral defense**

The final examination will take the form of review of the written component and an oral defense of the dissertation. The course coordinator will schedule the Final Examination, in consultation with the programme manager.

The written dissertation will be submitted by students two weeks before the scheduled oral defense. The document should demonstrate the candidate's familiarity with the literature of the field. If it is a work of scholarly rather than creative nature, it will reflect the student's reasoned selection and careful execution of research methodology. The review and assessment is made by the supervisor and another faculty member nominated by the programme manager.

The defense part of the session must be open to all interested parties, will be publicized on campus by the Academic Services and Registry team, before the end of the trimester of graduation, (normally the last week of the trimester).

The candidate must have an active registration during the trimester in which the final examination is taken.

The Oral Defense Jury will consist at least of the following:

- Another EAHM faculty member (Chair of the Jury)
- Another EAHM faculty member or an external examiner
- Student's supervisor (non-grading)

These members are selected upon the recommendation of the student's supervisor and approved by the Programme manager and the Dean. Furthermore, all academic examiners must hold a doctorate degree in a discipline related to the student's research.

The oral defense is open to the public, and the jury could also comprise of industry representatives. These members must either have a terminal degree justifying a formal inclusion in the grading academic jury.

Immediately after the presentation, the Jury will convene in a closed meeting to deliberate the student's dissertation and overall performance. It will then prepare and submit a report stating the outcome of the examination, as well as the Jury's recommendation to the instructor coordinating the course. The course coordinator will submit copies of the report to the Programme manager and Dean. Based on the outcome, the Programme manager will also submit the relevant grade to the Registrar.

In case of a dissertation that requires amendments, the Jury may recommend the following:

- Approve the dissertation after minor amendment and verification by the dissertation supervisor. Submission of modified dissertation to supervisor within 5 working days of being informed of the decision. After making these final changes, the candidate must submit to the library an electronic version along with other digital documents related to the research project. These materials must be received no later than 10 working days before the due date for grades for the semester as set by the Academic Services and Registry.

In case of a dissertation that fails to meet the passing requirements, a resubmission of the study is required, and adjourned to the following term. The student may file a written appeal to the Dean within 5 working days from the date of being informed of the decision. The following additional re-submission conditions apply:

- The resubmission dissertation continues from the initial submitted research proposal in place;
- A student who wishes to avail themselves to re-submit must indicate their intention before the start of the next Trimester via the Academic Office/Registry;
- When a student re-submits the dissertation, the initial grade will be voided, and the final grade will be the grade recorded for the course;
- An examination fee will be required
- The re-submission will take place in the next term or later.

All other dissertation conditions remain effective; please refer to the dissertation handbook and/or dissertation syllabi.

**ASSOCIATED DOCUMENTS:**

- Dissertation Syllabi
- Dissertation Handbook
- Policy: 06ST23 Academic Integrity

**MENTIONS:**

- Faculty and Staff Manual
- Catalogue

**DATE OF NEXT REVIEW:**

This document should be reviewed by **July 2025**.

**POLICY APPROVALS RECORD**

Policy Name: **Dissertation Supervision and Examination**

Policy Code: **03EP09**

Formerly: NA

Date of first approval: **23/06/2022**

<b>Reviewed/ Updated</b>	<b>Details of Amendment</b>
23/07/2023	- Oral defense steps and resubmission timeline
13/10/2023	- Postgraduate dissertation time frame changed to semester to reflect the MIHM programme and delivery
29/02/2024	- Added request for changes to dissertation form

**APPENDIX A: REQUEST TO CHANGE SUPERVISOR FORM**

**REQUEST TO CHANGE SUPERVISOR**

**(1) Candidate** to complete **Section 1** and submit to **current supervisor**

Name of Candidate:.....

Student ID Number:.....

Degree Programme: .....

Commencement Date of Supervision:.....

Research Project Title:

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Current Supervisor:	Proposed New Supervisor:

Detailed reasons for the request to change:

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Signature of Candidate:	Date:

*For Office Use Only:*

To: Candidate: \_\_\_\_\_

Through New Supervisor: \_\_\_\_\_

This is to inform you that your proposed new supervisor as indicated above has been approved.

cc. Programme Manager  
Supervisor

**(2) Comments by current supervisor**

\_\_\_\_\_  
Name & Signature of Supervisor

\_\_\_\_\_  
Date

**(3) Comments by proposed new supervisor**

*(must also state that supervisor and candidate agree to work together)*

\_\_\_\_\_  
Name & Signature of Supervisor

\_\_\_\_\_  
Date

**(4) Comments by Programme Manager**

\_\_\_\_\_  
Signature of Head

\_\_\_\_\_  
Date

**(5) Recommendation by Dean/Assistant Dean**

Recommended/Not Recommended \*

Remarks (if any):

\_\_\_\_\_  
Signature & Stamp

\_\_\_\_\_  
Date

\* Delete accordingly

**APPENDIX B: EAHM Course Moderator Report**

<b>Course Name:</b>	<input type="text"/>	<b>Lecturer:</b>	<input type="text"/>
Course Code:	<input type="text"/>	Signature & date:	<input type="text"/>
Course Delivery Mode:	<input type="text"/>	<b>Moderator:</b>	<input type="text"/>
No. of students enrolled in the course:	<input type="text"/>	Signature & date	<input type="text"/>

	<i>Grade</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>FAIL</i>	<i>FAIL</i>	<b>TOTAL</b>
		>85	70 - 84	60- 69	50 - 59	40 -49	0- 39	
<b>Marked papers</b>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Moderated papers		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**APPENDIX C: REQUEST FOR CHANGES IN DISSERTATION**

**Request for change to Dissertation (extension or topic change)**

- Before applying for any change to your dissertation (extension of due date, change of thesis topic) you must discuss the matter with your supervisor.
- Following this discussion, you need to complete section 1 of this form and email it to your supervisor.
- Your application for a change to your Dissertation will be considered by your supervisor and the Dissertation Coordinator
- Your supervisor will notify you on the outcome of your request as soon as possible.

**Section 1 to be completed by the student (please complete only those parts below that apply to your specific request) and provide an electronic signature**

<b>Student Name</b>	
<b>EAHM Student Number</b>	
<b>Course</b>	
<b>Change Requested &amp; Reason</b>	
<b>Current Supervisor</b>	
<b>Current Due Date</b>	
<b>Proposed Due Date after extension (if applicable)</b>	
<b>Current Thesis Topic and Title</b>	
<b>Proposed Thesis Topic &amp; Title (if applicable)</b>	

**I have discussed this with my Supervisor prior to submission**

Name/signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Section 2 to be completed by the Supervisor**

- o Please complete only those parts of the table below that apply to the student's request

Do you support the student's request for a <b>change to their thesis submission date?</b>	
Do you support the requested length of the requested extension?	
The student has a clear timeline to completion	
Comments	

Do you support the student's request for a change to their thesis topic?	
Do you support the request for a <b>change of topic?</b>	
The student has proposed a clear timeline to completion	
Comments	

Name/signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 3 to be completed by the Dissertation Coordinator**

Do you support the student's request for the changes to their Dissertation outlined above?

- yes
- no

Additional Comments

Name/signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Administration: Completed by Registry and Administration Services**

	<b>Date &amp; Documentation</b>
Student Request approved / denied	
Student advised by email	
Request filed in student file	