



Dissertation handbook for taught Masters programmes 2024/25

Alliance Manchester Business School

Contents

1. Introduction.....	3
1.1. Dissertation requirements	3
1.2. Submission deadline and arrangements	3
1.3. Assessment and feedback arrangements.....	4
2. The dissertations process	5
2.1. Choosing a dissertation topic	5
2.2. Dissertation topic allocation and supervision arrangements	5
2.3. Ethical Approval.....	5
3. Keeping on top of the Dissertation Process	6
3.1. Dissertations- start to finish	6
3.2. Your responsibility as a student	6
3.3. The advisory role of the supervisor.....	7
3.4. In case your dissertation is not proceeding satisfactorily	9
4. Structure of the Dissertation	9
5. Dissertation Checklist	10
6. Resubmission of failed dissertation.....	11
7. Other important points	11
7.1. Intellectual property	11
7.2. Retaining your data	12
7.3. Complaints/Appeals.....	12
7.4. Plagiarism/Malpractice	12
7.5. Useful resources	13
7.6. Risk Assessment	13
7.7. Referencing BMAN71282 Coursework (for MSc Accounting and Finance/ MSc Accounting / MSc Finance).....	14
Appendix 1: Dissertation blackboard codes	15
Appendix 2: Late submission and mitigations.....	15
Penalties for late submissions	15
Mitigating Circumstances/Extension to Submission Date	16
Appendix 4: Forms	17

1. Introduction

Students on all taught Masters programmes within the Alliance Manchester Business School (except MSc Management) are required to submit a dissertation on a topic approved by the programme director/supervisor. This handbook has been produced to provide you with information about the framework for MSc dissertations. It should be used in conjunction with your programme handbook and the advice of your supervisor¹.

Dissertations are expected to further students' knowledge of a relevant body of literature, allow students to seek new research findings which add to the existing body of knowledge on a particular subject area and to develop powers of critical reasoning. The dissertation process allows students to develop knowledge of, and competence in, an appropriate range of research methods, including the development of a study hypothesis, an appreciation of the research methodology and analytical techniques to be utilised, the undertaking of a specific research study, the synthesis and evaluation of findings, and a clear statement of conclusions and recommendations. In addition, students acquire substantial writing, presentation and bibliographic skills. Overall, the process helps develop students' experience of developing and managing a specific programme of work through to final submission.

Students who do not submit a dissertation will normally be awarded a diploma qualification (120 credits) if they have met all the other requirements of their programme.

1.1. Dissertation requirements

For the dissertation element of your course which is 60 credits you will need to complete a written submission of 8,000 words. The title page, list of contents (including lists of tables, figures, diagrams, photographs, abbreviations, if provided), the abstract, Declaration, Intellectual Property Statement, list of references/bibliography and appendices do not count towards the word-limit. Markers will use a "guillotine" system for dissertations that exceed the word-limit. Under this system, markers are not required to consider anything written after the word limit has been passed by more than 10%. You will not be penalised for failing to meet the word count. However, a dissertation significantly below the word limit is usually not comprehensive enough to gain higher marks.

1.2. Submission deadline and arrangements

You must submit your dissertation online (via Blackboard) by **Monday 1 September 2025 by 14:00**. The deadline for submitting the Master's Dissertation Title and Ethics Statement form (agreed and signed by supervisor) is **TBA**.

¹ Students on MSc Business Analysis and Strategic Management should refer to the document “Traditional and Project Based Dissertation Handbook”.

Dissertations should be submitted online via Blackboard no later than specified in the AMBS timetable (see below) and are subjected to plagiarism detection software. You need to click on the “Submit your dissertation here” link and upload your dissertation.

A student guide to submitting an assignment via Turnitin can be found here:

<https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13010>

A student guide to downloading feedback from Turnitin can be found here:

<https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13011>

The dissertation blackboard codes are listed in **Appendix 1**. Please upload your dissertation to the relevant page. Section 2 provides further details regarding submission arrangements.

There is a standard University penalty for all work that is submitted late which School must use for large pieces of work e.g. dissertations and project work. Any work that has been submitted after a deadline has passed is classed as late except in cases where an extension has already been agreed via mitigating circumstances procedures and Disability Advisory and Support Service (DASS) extensions. A student who submits work at 1 second past a deadline or later will therefore be subject to a penalty for late submission. Further information regarding late submissions, penalties and mitigating circumstances are available in **Appendix 2**.

1.3. Assessment and feedback arrangements

Once submitted your dissertation will be marked by a first and second internal marker. An external examiner who will validate standards then checks a sample of dissertations. Once the final marks are confirmed by the Board of Examiners in November, you will receive feedback on Blackboard and your marks will be available a couple of weeks following the Schools Exam Board.

2. The dissertations process

2.1. Choosing a dissertation topic

In the first weeks of semester one you will be provided with information on how to choose a topic for your dissertation and how supervisors are allocated. Some programmes will ask you to complete a dissertation outline form or a dissertation topic selection form. All forms that you may need can be found in the **appendix 4** of this handbook. For some programmes, you may be asked to submit the form online.

Changing dissertation topics

Once the Master's Dissertation Title and Ethics Statement form has been signed by your supervisor, a change of dissertation topic requires written approval from your supervisor. You must complete again the online "Ethics Decision Tool", whose result must be signed by your supervisor. You cannot change to a topic that requires ethics approval after the deadline for submitting the Ethics Statement Form.

2.2. Dissertation topic allocation and supervision arrangements

There are some variations in dissertation topic allocation process and supervision arrangements across different divisions and programmes. However, in all cases, AMBS ensures that the dissertation topic allocation process is robust and consistent, and that each student receives sufficient guidance from the supervisors during the dissertation period.

Once allocated, the supervisors will be able provide you with more detailed information regarding the supervisory process (number of meetings, nature of feedback received etc). You should expect to have **five supervision meetings** (which can be a mix of group and individual supervision), and ideally, these will be completed by mid-July.

2.3. Ethical Approval

Research ethics is a world-wide set of principles governing the way any research involving interaction between the researcher and other humans or human tissue or data relating to humans, is designed, managed and conducted. In preparing a research project, the dignity, rights, safety and well-being of human participants must at all times be considered, respected and safeguarded. If your dissertation is collecting data on or from human participants there will be ethical considerations.

You will be able to find slides and a video of a research ethics presentation on Blackboard to guide you through the process. All students need to complete the online "Ethics Decision Tool" to determine whether your project requires formal ethics approval. You should contact

the Curriculum & Programmes team at ambbs.programmes@manchester.ac.uk if you are experiencing problems. A full list of professional services staff who can be contacted if you are experiencing problems can be found in Appendix 3.

3. Keeping on top of the Dissertation Process

3.1. Dissertations- start to finish:

The library provides some very useful tips regarding the dissertation process here:

<https://www.escholar.manchester.ac.uk/learning-objects/mle/packages/dissertations/>

The following activities may help you keep on top of the dissertation process:

Plan ahead

When you plan the time you need for your dissertation please remember to account for the time your supervisor will be available. Data collection, literature reviews and reference lists can take longer than you expect.

Organise and back up your work

Make sure that you have sufficient time to efficiently organise your work and that you have time to revise and re-draft as you develop your ideas. You will need time to proof read your document, format the layout and complete any references. Also, remember to back up your work on your University of Manchester P: drive. Losing your work will not justify a late submission.

Write, write, write!

Write as much as you can as early as you can in the process. For some students writing their ideas down on paper is the hardest part and so the earlier you overcome this issue the more time you will have to spot any mistakes and revise and edit your work. After meetings with your supervisor write down the ideas you have developed. Your supervisor will want to comment on your written reasoning.

3.2. Your responsibility as a student

As a student, your key responsibility is to take a proactive approach to your dissertation. You should agree the best methods of getting in contact with your supervisor. You must ensure that your dissertation supervisor is kept fully informed on your progress or any difficulties that you are experiencing. You will not be “chased” by your supervisor so please make sure that you arrange contact. You should never expect immediate responses, there will be periods when your supervisor is not available due to other teaching commitments or annual leave.

Your specific responsibilities include:

- Being aware of relevant School/Faculty/University dissertation regulations and policies;
- Remaining in Manchester for the duration of your work on your dissertation (unless there are explicit instructions from government/university), except with the prior written agreement of your supervisor which should be copied to the programme administrator;
- Establishing as soon as possible that your chosen dissertation topic is feasible. For example, you should be able to make sure that the project is practicable in the time available and that you will be able to submit a completed dissertation on time;
- Preparing for and attending scheduled dissertation meetings with your supervisor;
- Maintaining written records of supervision meetings;
- Maintaining the progress of your work as agreed with your supervisor;
- Completing relevant documents (e.g. draft literature review, ethics form etc.) to an appropriate standard and submitting them by the deadlines specified;
- Ensuring that the dissertation is written in accordance with requirements relating to appropriate academic writing style, formatting, presentation etc.;
- Submitting the completed dissertation to the appropriate office by the submission date;
- Taking the initiative in raising with your supervisor difficulties you encounter (e.g. practical problems, ethical dilemmas) or any circumstances that are affecting your work.

After each supervision meeting, you may be asked to complete a Dissertation Supervision Meeting Report form summarising the issues discussed and the actions agreed (see Appendix for form). This should be signed by you and your supervisor and both of you should keep a copy. After each meeting, students should send their report to the supervisor via email.

3.3. The advisory role of the supervisor

Remember the dissertations are meant to be a piece of research work carried out independently by students with some guidance from the supervisors. Your supervisor's principle function is to act as an advisor and a source of guidance for you.

Your supervisor *does not* have responsibility for:

- Providing you with a dissertation topic;
- Managing or carrying out any aspect of your dissertation;
- Providing you with access to organisations and participants;
- Providing materials for your dissertation;
- Assisting in data collection;
- Conducting data analysis;
- Editing and checking your dissertation;
- Supervisors will provide feedback on just one piece of written work from the dissertation, preferably, the draft literature review or the research methods section.

Your supervisor *does* have responsibility for:

- Maintaining contact by means of scheduled supervision meetings and being available by email or other means at appropriate times (including via online platforms);
- Advising you whether your topic is suitable for a dissertation and commenting on the feasibility of your project plans;
- Suggesting potential sources of information and appropriate references;
- Giving guidance about the research process, including planning research, research design, ethics, and data collection and analysis;
- Giving written feedback on a sample of ten pages/a chapter of your draft chapter;
- Advising you if your progress or portions of your work that he or she reviews are of an unsatisfactory standard;
- Advising on the general structure of your dissertation;
- Discussing issues concerning the format and submission of a dissertation;
- Providing letters which may help gain access to organisations and participants;
- Acting as an interface with the University administrative system (e.g. signing official documents);
- Examining your dissertation;

Your supervisor will advise you on your research, but you should bear in mind that he or she also examines your dissertation. Your supervisor has to balance between these two roles while avoiding conflict between them. In practice, this imposes limits on the amount of help and advice that your supervisor can give you; the dissertation must be your own, independently-conducted work.

Your supervisor cannot give you an indication of the grade your dissertation might be expected to be awarded. Feedback and any indicative grades your supervisor provides on excerpts from your dissertation are not necessarily indicators of the grade your dissertation will be awarded, as this cannot be determined until your dissertation is formally examined in its entirety.

3.4. In case your dissertation is not proceeding satisfactorily

Your supervisor will make you aware when progress on your dissertation is below the standard expected and will give guidance on how any problems can be rectified. If you are unable to resolve any difficulties you should seek advice from the Curriculum & Programmes team postgrad.ambs@manchester.ac.uk in the first instance.

4. Structure of the Dissertation

Your dissertation is likely to have the following format although your final structure will be decided with your supervisor and depend on your topic and methodology

- **Content list:** A list of chapters/sections/subsections with the number of the first page of each.
- **Abstract:** Some supervisors may require you to add an abstract to your dissertation.
- **Introduction:** A brief statement of problems and objectives. What are the purposes and aims of the dissertation? What are the main research questions?
- **Literature Review:** This is an important section, which you should structure in a meaningful way. Reciting brief synopses of articles in chronological order is not an appropriate way to review the literature. You must draw attention to research themes in the literature, or analyse papers according to alternative methodologies for comparison. A good literature review is comprehensive, critical and informative. You should conclude it by identifying your intended contribution to the current literature.
- **Development and description of your research framework/design:** This is the research methods/methodology section of the dissertation. Its content will differ depending on the particular research undertaken. You may use this section, for example, to explain and develop researchable concepts, formulate models for estimation, or describe hypotheses you intend to investigate by specified techniques or procedures.
- **Data:** sources and methods. You must describe methods of compiling, adjusting, and transforming data in full detail. For example, you should describe and explain: methods of interpolation or seasonal adjustment (if applicable); details of questionnaire design and delivery, if applicable; data problems and data transformations/adjustments.
- **Empirical results:** This is intended to be a description of what your data says based on analysis, and theorise your findings.
- **Limitations:** A discussion of strengths and weaknesses of your reported research.
- **Conclusions:** Summary of your main findings. Comparison with other published research. Implications of your research for future research and/or any practical implications for management or government policy

- **Reference list/bibliography:** You must enter references in an appropriate format (see the below link to the University library's general referencing guidance for examples). You must check to make sure that no references are missing and that you do not include references that you do not cite in your dissertation. As with spelling/typing mistakes and poor use of English grammar, incorrect referencing can cause the award of the degree to be deferred.
- **Appendices** (where necessary): For example, many examiners believe that it is good practice for candidates to provide in an appendix a full listing of all data sources used in a project (if this is appropriate and feasible).
- **Referencing:** Please refer to the University library's general referencing guidance: <http://subjects.library.manchester.ac.uk/referencing>

5. Dissertation Checklist

You need to check your dissertation for continuity errors. In other words that there is consistency from the beginning to the end. Some examples are:

- Are the headings and sub-headings in the contents list the same as those in the text?
- Have you given lists of tables and figures as well as chapters in your contents?
- Are your chapters numbered consecutively?
- Are all the cross references to other sections of the study correct?
- Do all the references in the text have a corresponding entry in the bibliography?
- Are all references complete i.e. have you included the publication date and place, as well as the publisher's name?
- Tables: check that their numbers and titles are correct and that references to them in the text are correct
- Have you been consistent about abbreviations?

This proof checking is your responsibility. The University has a proofreading statement as follows:

If a student chooses to approach another person to proofread their written work or seeks to use the services of a proofreading service or agency, they must take account of the following principles:

- i. it is the responsibility of students to ensure that all work submitted is their own, and that it represents their own abilities and understanding. Any proofreading of work that is undertaken by a third party must not compromise the student's own authorship of the work;
- ii. proofreading undertaken by a third party must not take the form of editing of text, such as the adding or rewriting of phrases or passages within a piece of student's work;

- iii. proofreading undertaken by a third party must not change the content or meaning of the work

6. Resubmission of failed dissertation

If you fail to achieve the Masters level pass grade of 50% for your dissertation, you will normally (at the recommendation of the Board of Examiners) be allowed one resubmission and this will normally be within four months of the date of the publication of your results. However this is not guaranteed and the Board of Examiners in agreement with the External Examiner, (see further details below) may exceptionally decide not to allow resubmission and the Faculty will agree that the grounds for not allowing a resubmission are justified.

If you achieve a dissertation mark of between 30-49% on your first submission, at the discretion of the Board of Examiners (see above) you may accept the award of Postgraduate Diploma with no further work required. Alternatively you may choose to resubmit the dissertation. If you achieve a grade of below 50% for a resubmitted dissertation, you will be awarded a Postgraduate Diploma.

For a resubmitted dissertation you must achieve a mark of 50% or more to be eligible for the award of MSc but the mark will be capped at the lowest compensatable fail mark of 40%, or if you have achieved a mark in the range 40-49% at first attempt your mark will be capped at that level upon resubmission.

If you gain a mark of 29 or less for your dissertation on first submission, you will not be eligible to resubmit the dissertation and will receive the award of either PG Diploma or Certificate, subject to confirmation by the Board of Examiners.

Note: You may exceptionally be required to attend an examination, orally or otherwise, in the subject of your dissertation or project report, or a related matter.

7. Other important points

7.1. Intellectual property

The University created a guidance note for students on Intellectual Property (IP) and ownership of the rights to the IP they create. The University's IP policy states that students own their own IP (this includes copyright) unless the University has contracted with an outside

body (e.g. an industrial sponsor) where the outside body has a claim on the IP and the student is required to assign the IP to the University. The IP policy also states that students grant to the University a continuing license to use other IP (e.g. non-sponsored IP) created by a Student in the course of his/her studies with the University, for administrative, promotional, educational and teaching purposes of the University.

Student Information and Guidance notes on IP can be found here:
<http://documents.manchester.ac.uk/display.aspx?DocID=20308>

7.2. Retaining your data

Your examiners may wish to see your data while assessing and marking your dissertation. Therefore, you must retain a complete set of your raw data, including questionnaires completed by hand, transcripts of interviews etc., as well as data analysis files and documents, in your University of Manchester P drive, at least until you are awarded your MSc. If you intend to publish your dissertation research in the open literature, you are normally expected to retain your data for at least 5 years.

7.3. Complaints/Appeals

Before making a formal appeal, you should contact your School. Your School may be able to help you better understand your results and resolve any issues or queries you may have. Appeals can only be made on one or more of the grounds set out in the Academic Appeals Procedure and they must be accompanied by appropriate supporting evidence.²

You can only appeal against a confirmed result or decision, not a provisional mark.

You cannot appeal on the ground of mitigating circumstances unless you can show a credible and compelling reason for not raising these earlier.

Student's Union Advice Service:

<https://manchesterstudentsunion.com/academic-advice> The SU Advice Service can guide you through the appeals process and may be able to comment on your appeal submission.

7.4. Plagiarism/Malpractice

As a student you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research.

² <http://www.regulations.manchester.ac.uk/regulation-xix-academic-appeals-procedure/>

You must ensure that you are familiar with, and comply with, the University's regulations and conventions: ignorance of the University regulations and conventions cannot be used as a defence for plagiarism or some other form of academic malpractice.

Useful Resources:

Academic Malpractice and Plagiarism

<https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/process-of-assessment/academic-malpractice/>

Original Thinking Allowed: Avoiding Plagiarism

https://www.escholar.manchester.ac.uk/learning-objects/mle/avoiding-plagiarism/story_html5.html

7.5. Useful resources

The library website a number of resources, including some on writing skills which includes an online resource exploring the principles behind referencing, highlighting why it is good academic practice, outlining when and how students need to reference, and how to read a reference when following up a source listed on a reading list or bibliography.

<https://www.library.manchester.ac.uk/using-the-library/students/training-and-skills-support/my-learning-essentials/>

You should discuss with your supervisor the use of databases for your dissertation. The library provides access to a large number of databases:

<https://www.library.manchester.ac.uk/resources/search-resources/databases/>

The use of databases not provided by the University must be agreed in advance in writing by the supervisor. Students will never be asked to pay for access to a database.

7.6. Risk Assessment

You need to consider whether your dissertation will have any risks associated. A risk assessment considers what could go wrong and what needs to be put in place to mitigate or eliminate the risk. The aim should always be to reduce the risks as much as is 'reasonably practicable'. Generally, the risks associated with a dissertation are low and you can complete a generic risk assessment for your activities.

You will find detailed Information about how to complete a risk assessment and the relevant form in the following link:

<http://www.healthandsafety.manchester.ac.uk/toolkits/ra>

7.7. Referencing BMAN71282 Coursework (for MSc Accounting and Finance/ MSc Accounting / MSc Finance)

MSc Accounting and Finance, MSc Accounting (core) and MSc Finance (elective) students may ask for guidance on if and how they may use their coursework for BMAN71282 Qualitative Research Methods in their dissertation. It has been agreed at programme level that any material lifted from the coursework must be heavily paraphrased. Any incidence of copy and paste will show during plagiarism checks and highlighted to supervisors.

Appendix 1: Dissertation blackboard codes

BMAN60000	MSc Accounting/MSc Accounting and Finance
BMAN63100	MSc Business Analysis and Strategic Management
BMAN73250	MSc Business Analytics: Operational Research and Risk Analysis
BMAN61072	MSc Business Psychology
BMAN72270	MSc Marketing
BMAN73890	MSc Marketing Group Business Case Project
BMAN65000	MSc Finance/MSc Accounting and Finance
BMAN61042	MSc Human Resource Management and Industrial Relations
BMAN61052	MSc International Business and Management
BMAN71930	MSc International Human Resource Management and Comparative Industrial Relations
BMAN71780	MSc Innovation Management and Entrepreneurship
BMAN61082	MSc Operations, Project and Supply Chain Management
BMAN61062	MSc Organisational Psychology
BMAN73190	MSc Quantitative Finance
BMAN74930	MSc Digital Marketing
BMAN75120	MSc Sustainable Business Research Project

Appendix 2: Late submission and mitigations

Penalties for late submissions:

- No calculations should be made for part-days. Any work submitted *at any time* within the first 24 hours following the published submission deadline will receive a penalty of 10% of the maximum amount of marks available. Any work submitted at any time between 24 hours and up to 48 hours late will receive a deduction of 20% of the marks available, and so on, at the rate of an additional 10% of available marks deducted per 24 hours, until the assignment is submitted or no marks remain.
- If a piece of work is not marked out of 100, the deduction per day is proportional to that for work marked out of 100. For example, for a piece of work marked out of 60, the deduction would be 6 marks per day/24 hours. The reduction is therefore 10% of the *total assessment value*, rather than 10% of the mark awarded for the piece of work.
- The Policy relates to 24 hours/*calendar days*, so includes weekends and weekdays, as well as bank holidays and University closure days. If an assessment deadline is at noon on a Friday and the student submits it just before noon on the following Monday, their penalty would be a 30% mark deduction, based on being late by three days/72 hours.

- Your School will make it clear that submission dates and times are in UK local time and it is your responsibility to check the relevant time zone. Should Schools require both online and hard copy submission of an assignment, the late submission penalty would apply to the piece of work with the earliest submission date.

Mitigating Circumstances/Extension to Submission Date

Extensions for deadlines are only accepted if you have accepted mitigating circumstances. It's your responsibility to ensure you inform the Student Support and Welfare team (studentsupportambs@manchester.ac.uk) as soon as you identify a problem affecting your studies. Please note that granting of extensions is not automatic. A Mitigating Circumstances Panel carefully considers applications, checking first to see if there are grounds for mitigation and that sufficient evidence has been provided. With extension requests for dissertations the panel also consider the availability of supervision and the impact on graduation before reaching a decision. Please refer to the University Policy on mitigating circumstances at: <http://www.studentsupport.manchester.ac.uk/study-support/mitigating-circumstances/> for what constitutes personal mitigating circumstances and how to go about proving certification of this.

Please note that any problems with your computer or loss of data do NOT constitute a mitigating circumstance and it is therefore your responsibility to back-up all of your work regularly onto your University P drive.

Where the final dissertation (or equivalent) is submitted after the deadline, at the discretion of the Board of Examiners it may be treated in the same manner as a resubmission following failure with the mark capped at 40% with no further opportunity for resubmission.



The University of Manchester
Alliance Manchester Business School

Dissertation outline

Name of Student:
Title of dissertation:
Theoretical or Applied Background:
Measures and Methods of Data Collection:
Sample/Participants:
Methods of Analysis:
Other Issues:

Dissertation Supervision Meeting Report

Name of Student:
Date of Meeting:
Purpose of Meeting:
Documents or Information Submitted in Advance:
Issues Discussed:
Actions Agreed:

Signature of Student:

Date of Report:

Supervisor's Comments

Signature of Supervisor:

Date:

Required pages

The following items (a-f) must be included as preliminary pages of the dissertation **in the order given**

a. TITLE PAGE

A title page giving:

the full title of the dissertation;

a statement as follows: 'A dissertation submitted to The University of Manchester for the degree of Master of Science in the Faculty of Humanities'

- the year of submission (not including the month);
- the candidate's student ID number; *and*
- *the name of the candidate's School.*

Where a dissertation consists of more than one volume each volume must contain a title page in the form set out above but including also the appropriate volume number and the total number of volumes e.g. Volume I of II.

PGT dissertation which were referred for re-examination but bear the year of resubmission on the title page and not the year of the original submission.

SAMPLE TITLE PAGE

The student just needs to add the TITLE OF DISSERTATION, YEAR OF SUBMISSION & STUDENT ID NUMBER (or NUMBERS if it is a group submission).

<p style="text-align: center;">TITLE OF DISSERTATION (OR PROJECT)</p> <p style="text-align: center;">A dissertation (or report* - see below) submitted to The University of Manchester for the degree of** in the Faculty of Humanities</p> <p style="text-align: center;">YEAR OF SUBMISSION (OR YEAR OF RESUBMISSION)</p> <p style="text-align: center;">STUDENT ID NUMBER(S)</p> <p style="text-align: center;">ALLIANCE MANCHESTER BUSINESS SCHOOL</p>

If you are on the **MSc Business Analysis & Strategic Management programme and have undertaken a client-facing project in the summer period, please write 'report' instead of 'dissertation'.*

*** Usually '**Master of Science**' for Alliance MBS MSc programmes.*

b. LIST OF CONTENTS

A list of contents, giving all relevant sub-divisions of the dissertation and a page number for each item.

In a multi-volume dissertation the contents page in the first volume must show the complete contents of the dissertation, volume-by-volume and each subsequent volume must have a contents page giving the contents of that volume.

The final word count, including footnotes and endnotes, **MUST** be inserted at the bottom of the contents page

c. OTHER LISTS

Lists of tables, figures, diagrams, photographs, abbreviations etc. If a dissertation contains tables it is recommended that a separate list of each item, as appropriate, is provided immediately after the contents page(s). Such lists must give the page number of each item on the list.

d. ABSTRACT

All programmes EXCEPT MRes:

A short abstract describing the contents of the dissertation. This must be short (not more than 300 words), with emphasis on major observations and deductions rather than on methods. It must be designed to be read independently of the rest of the dissertation and references to the dissertation and other literature will not normally be included.

MRes:

This must be a short summary of the research presented in the dissertation (not more than 300 words), including a brief rationale for the study, details of the methods employed, a summary of the results, and an indication of the wider implications of the research.

e. DECLARATION

A declaration stating that the dissertation is the student's original work unless referenced clearly to the contrary, and:

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: what 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 institute of learning.

f. INTELLECTUAL PROPERTY STATEMENT

All **four** of the following notes on copyright and the ownership of intellectual property rights must be included as written below:

- i. The author of this dissertation (including any appendices and /or schedules to this dissertation) owns certain copyright or related rights in it (the 'Copyright') and s/he has given the University of Manchester certain rights to use such copyright including for administrative purposes.
- ii. Copies of this dissertation, either in full or in extracts and whether in hard or electronic copy, may be made **only** in accordance with the Copyright, Designs and Patents Act 1988 (as amended) and regulations issued under it or, where appropriate, in accordance with licensing agreements which the University has entered into. This page must form part of any such copies made.
- iii. The ownership of certain Copyright, patents, designs, trademarks and other intellectual property (the "Intellectual Property") and any reproductions of works in the dissertation, for example graphs and tables ("Reproductions") which may be described in this dissertation, may not be owned by the author and may be owned by third parties. Such Intellectual Property and Reproductions cannot and must not be made available for use without the prior written permissions of the owner(s) of the relevant Intellectual Property and/or Reproductions.
- iv Further information on the conditions under which disclosure, publication and commercialisation of this dissertation, the Copyright and any Intellectual Property and/or Reproductions described in it may take place is available in the University IP Policy, in any relevant Dissertation restriction declarations deposited in the University Library, and The University Library's regulations.

OTHER PAGES (not compulsory)

The preliminary pages may also include dedications, acknowledgements and similar. These must appear **after** the compulsory pages. Short items may be combined on the same page.

It is helpful if a brief statement is included giving the candidate's degree(s) and relevant experience, even if the latter consists only of the work done for this dissertation. This may be untitled or may be headed 'Preface' or 'The Author' or similar.