

MSc DISSERTATION ONLINE SUBMISSION CHECKLIST

The submission of taught dissertations must adhere to the 'Guidance on the Presentation of Taught Dissertations for UG & PGT Provision' which can be found at the following link:

<http://documents.manchester.ac.uk/display.aspx?DocID=2863>

It is the student's responsibility to ensure that the instructions are followed exactly.

If any section is missing, out of order or not correct the School may accept the incorrect version for examination but may withhold your result until a correct version has been submitted after the examination process has been finalized.

Please tick the following to certify that all instructions as detailed in the Guidance have been adhered to:

General

- Dissertation is written in English
- Appropriately referenced

Formatting

- The main text is double or 1.5 spacing with a minimum font size of 12
- Pagination - all pages are numbered; page numbers are displayed on all pages except the title page

Required Pages

- Title Page which includes:
 - Full title of the dissertation
 - The official wording & correct Faculty
 - Year of Submission
 - Name of Student
 - Student ID Number
 - Name of School
 - Volume Number (as appropriate)
- Contents Page – page numbers given for each listing
- Other Lists (as appropriate)
- A short abstract has been provided (no more than 300 words)
- Declaration
- Intellectual Property Statement (Copyright)

Dissertation Submission Checklist

Adding Adaptive release and interpret results

To ensure students fill the checklist out correctly before they are able to see the submission inbox and submit

1. Add a rule to the assignment submission inbox to say that it only appears after a **score of 100 or greater is achieved** on the test. To do this, click on the chevron to the right of the submission title to bring up a dropdown list, select **adaptive release**, in the grade section, select the appropriate grade centre column and in the **select condition** section specify that the **score** should be **greater than or equal to 100**. Note that the rule needs to check for a score of 100 or greater rather than 100% because there is a question included which asks whether students give permission for their dissertation to be made available in the library. This question carries 5 points, but it is valid for the answer to be yes or no and so the score indicating the correct completion of the form is either 100 or 105.
2. Check this behaves appropriately (after you have set it up). Enter **student preview mode**, complete the checklist, checking all items. After this, check that you can now see the submission inbox. Exit student preview mode.

Interpreting the scores in the grade centre

1. Go to the **Full Grade Centre** in the control panel.
2. There will be a column named:
MSc Dissertation Online Submission Checklist
3. Click on the column header to sort the grades in order. The grades can be interpreted as follows:
 - i. **If there is no grade**, the student has not completed the form. They will not be able to submit as they will not be able to see the submission inbox.
 - ii. **If there is a grade less than 100** then the student has not checked all items on the form. They will not be able to submit as they will not be able to see the submission inbox.
 - iii. **If the grade is 100** then the student has completed the form, checked all items and given permission for their dissertation to be made available.
 - iv. **If the grade is 105** then the student has completed the form, checked all items, but has **NOT** given permission for their dissertation to be made available.