MSc Social Research Methods

Handbook 2018 -19

US

University of Sussex

Welcome to Sussex

This handbook outlines the structure of your studies, and also provides information about other support and facilities you will find at Sussex to help make your time here as successful as possible.

The MSc in Social Research Methods aims to provide students with competence in a broad range of social scientific methods appropriate for either discipline-based or interdisciplinary research.

At the end of the programme, the successful student will be able to:

- Demonstrate competence in specific techniques of data collection and analysis.
- Design, under supervision, a research project suitable for MPhil or PhD awards.
- Demonstrate an understanding of a range of epistemological and methodological positions within social science research.
- Demonstrate the capacity to apply their skills within a particular disciplinary or interdisciplinary context.

Most students on the MSc SRM intend to proceed to a full PhD (or 1+3 route as it is more commonly known.) A minority will be taking the MSc as a stand-alone course with a view to entering a career commissioning or evaluating research findings in a range of organisations.

Tutors and students are drawn from across the social sciences, ensuring that everyone is exposed to a wide range of disciplinary and methodological perspectives. Gaining and sharing of interdisciplinary knowledge will underpin and enhance your learning of those research methodologies which are central to the course. You will also be part of a department and have close contact with your departmental supervisors throughout the year.

There is a broad and lively research community at Sussex and we wish you a happy and successful time here.

Professor Geert De Neve, Convenor MSc Social Research Methods

Note: At this stage of the term some details may be subject to change and students will be notified of developments as they arise. The terms and conditions on which the University makes offers of places on its courses of study may be found in the Postgraduate Prospectus.

1   Overview

The MSc in Social Research Methods is coordinated by the School of Global Studies and taught in consortium by the Schools of:

Education and Social Work (ESW)
Global Studies
Law, Politics and Sociology (LPS)
Business, Management and Economics (BMEC)

1.1   Dissertation supervision

Individual supervised research takes place alongside the formal teaching on the MSc SRM, with assessment by dissertation at the end of the course.

The purpose of the supervised dissertation is to place your research interests in a wider context. If you are planning to undertake doctoral research, the dissertation also provides the opportunity to develop a full research proposal for the PhD itself.

Within each School, there is a convenor with oversight of the supervision arrangements for both MSc SRM students and Doctoral Researchers. For contact details of convenors, please contact your Research and Enterprise Coordinator (or REC) in the first instance:

School	REC	E mail
ESW	Mike Davy	eswpgradmin@sussex.ac.uk
Global	Jayne Paulin	J.E.Paulin@sussex.ac.uk
LPS	Lindsey Allen-Cavell	lpsrec@sussex.ac.uk
BMEC	To be confirmed.	bmec-pgr@sussex.ac.uk

1.2   ESRC funded students

The MSc SRM is specifically designed to meet current ESRC postgraduate training requirements for the social sciences.

For any queries regarding your ESRC funding please contact the Senior Doctoral Training Coordinator in the Doctoral School, Shelley Jenkins, (S.L.Jenkins@sussex.ac.uk). She will be able to advise on the impact of any changes you might consider making to your research project or your registration.

MSc students in receipt of ESRC funding to study the MSc Social Research Methods will need to make satisfactory progress in their MSc year and are normally expected to achieve at least 60% on the dissertation to proceed with a PhD at Sussex.

.

2 Communication

2.1 Email

Email is the primary method of communicating important information so you are strongly advised to check your account on a regular basis.

If there are any changes to your timetable, or meetings that you may be required to attend, we will send you an email to your university email account. If you mainly use another email address, please set up a forward facility to send your Sussex emails automatically to that account.

For further information, please see: http://www.sussex.ac.uk/its/myaccounts

2.2 Sussex Direct and Canvas

Please ensure that your contact details are up-to-date by using Sussex Direct. Personal information can be edited under the "personal" tab.

The modules you take as part of you MSc will be supported by sites on the University's online learning environment, Canvas.

2.3 Attendance

You may access your attendance record (as recorded by your tutors) on Sussex Direct.

If you are unable to attend a class (for example if you are ill), please contact the relevant tutor(s) directly to inform them of your absence.   If you have personal circumstances that make it difficult to attend classes, please talk the matter over with one of the Student Life Advisers.

2.4 Intermission (temporary withdrawal)

If you plan to go on intermission or leave the country for an extended period, please make sure we know.

- Holders of Tier 4 visas are strongly advised to International Student Support to double check that any plans are consistent with UKVI requirements.

- ESRC funded students contemplating a break from their studies must inform Shelley Jenkins (see page 3) as there are likely to be funding implications.

2.5 Representation

As a student of the University you are automatically a member of the Students' Union, which represents all students collectively in the University.

3 Supervision

3.1 <u>Allocation</u>

As part of the admissions process, every MSc student is expected to have at least one supervisor allocated prior to arrival and who is based in the department corresponding with their area of study. Supervision is designed to support the programme of core and option modules, and help you with the preparation of your dissertation.

3.2 <u>Arrangements</u>

MSc students and their supervisor(s) are expected to meet at the beginning of the autumn term to agree appropriate arrangements. The first meeting should cover a discussion of:

- The student's overall objective in taking the MSc i.e. whether it is taken in order to proceed to a PhD, or as study for a stand-alone degree.
- Initial reading for the student on their specialist research area or topic.
- Research seminars (in Departments or Research Centres) that the student should attend and which are seen as part of their research interests.
- Module option choices (see page 7.)
- Agreement on frequency and timing of supervision meetings (once every two weeks is expected, though meetings may vary in length and scope).

3.3 <u>Role of supervisor</u>

Subsequently, the MSc supervisor is expected to:

- Meet the student on a regular basis during term time.
- Follow up on issues studied in modules where requested.
- Suggest appropriate reading on the student's specialist area or topic.
- Advise on spring and summer term module choices.
- Take an active supervisory role in preparation of the MSc dissertation, giving advice on scope, content and structure.
- Monitor progress, including attendance/successful completion of modules.
- Provide additional feedback and discussion on term papers where required.
- Report any problems to the MSc programme convenor, and/or subject research convenor.
- Act as personal tutor, providing guidance on sources of student support.
- Act as an administrative point of contact with the overall course convenor.

It is the responsibility of the students rather than tutors to seek supervision and you are recommended to fix a time for the next meeting at the end of each session.

Supervision is often especially important during the later stages of writing the dissertation. As this coincides with the summer vacation, tutors may be away for part of this period. It is therefore important to plan and agree with your supervisor how you will manage this process. This may include your supervisor agreeing to read and comment on a draft of your dissertation and you should both be clear about dates for submitting and responding.

3.4   Recording of supervision

It is important that all students and supervisors keep accurate records of their supervision meetings.

Following each supervision, students should submit to their supervisors by email a short report on the supervision meeting outlining:

1. The topics discussed during the supervision
2. Any conclusions or decisions made during the supervision
3. Any points that require further clarification
4. Any tasks that the student or supervisors have agreed to undertake in advance of the next meeting (i.e. Actions)
5. Date of the next meeting

Supervisors should respond to this report within 5 working days, and both student and supervisors should keep a copy of all reports and responses – either electronically or in hard copy.

All records of supervision should be available for consultation by the MSc convenor/Doctoral School staff on request.

4 Programme structure

4.1 <u>Full Time Study</u>

AUTUMN TERM

500X8 Philosophy of Science and Social Scientific Research Practice OR option from discipline-specific modules as shown below. (30 credits)	513X8 Methods in Qualitative Data Collection and Analysis (15 credits)
	532X8 Methods in Quantitative Data Collection and Analysis (15 credits)

***   Anthropology: 820L6: Understanding Processes of Social Change
Gender Studies: 839P4: The Politics of Gender
International Development: 807AF: Critical Debates in Development Theory
International Relations: 903M1: International Relations Theory
Migration Studies: 814F8: Migrants and Society: Global Transformations.

SPRING TERM

502X8 Research Design and Ethics (15 credits)
PLUS any 3 of the following 15 credit options:
519X8 Discourse Analysis
510X8 Action Research
507X8 Ethnographic Methods
511X8 Policy and Programme Evaluation Research
529X8 Evidence for Policy and Practice: A Critical Stance
525X8 Comparative Method
573X8 Socio-legal Research Methods
533X8 Self, Voice and Creativity in Research Writing
585X8 Researching Childhood and Youth

SUMMER TERM

572X8 Dissertation (45 credits) plus 584X8 Advanced Methods in Social Research (15 credits) consisting of 3 from the following workshops:

Social inclusion in Education and Social Care
Evaluation of Policy and Professional Practice
Systematic Review
Multisited and Mobile Ethnography
Researching Hidden and Hard-to-Reach Populations
Social Research in Conflict-Affected Zones
In-depth Qualitative Survey: Mass Observation
Qualitative Comparative Analysis
Elite Interviewing
Effective Research Data Management

Please note that some of these workshops may be scheduled during the summer vacation period.

4.2   Part Time Study

YEAR ONE: AUTUMN TERM   500X8 Philosophy of Science and Social Scientific Research Practice or alternative 30 credit option as shown on page 7.

YEAR ONE: SPRING TERM   502X8 Research Design and Ethics (15 credits) plus one of the 15 credit options shown on page 7.

YEAR ONE: SUMMER TERM   584X8 Advanced Methods in Social Research (15 credits) consisting of 3 workshops as shown on page 7.

YEAR TWO: AUTUMN TERM   513X8 Methods in Qualitative Data Collection and Analysis (15 credits) and
532X8 Methods in Quantitative Data Collection and Analysis (15 credits)

YEAR TWO: SPRING TERM   A remaining two 15 credit modules as shown on page 7.

YEAR TWO: SUMMER TERM   Dissertation (45 credits)

Note:

Lists are for indicative purposes at the time of writing.

5 Assessment

5.1 Deadlines

The MSc is assessed by a mixture of coursework assignments, essays and a final dissertation. Individual module tutors are responsible for informing students of the format for a module's submission. Deadlines can also be found on Sussex Direct as part of your timetable.

Remember that the time of submission will always be 4pm at the very latest and that you should factor in sufficient time for uploading documents to the e-submission system at peak periods.

5.2 Method of submission

Submissions will be made online via Canvas unless specified otherwise. You will need to select the module site for the assessment you wish to submit to, then click on the link at the top to navigate to the e-submission area.

Detailed instructions on using e-submission can be found here:

http://www.sussex.ac.uk/tel/submission/students/esubmission

5.3 Penalties for late submission

- Submitting work within 24 hours of the deadline will incur a **5 percentage point penalty**.
- Submitting work after 24 hours from the deadline and up to 7 days late will incur a **10 percentage point penalty.**
- Work will not be received more than 7 days after the deadline, instead a **mark of zero and a non-submission will be recorded.**

5.4 Exceptional circumstances (EC for short)

If you miss a deadline for reasons beyond your control, such as illness or personal problems, this can be taken into account through the **EC process.**

If this happens, or seems likely to happen, make sure that people know as soon as possible. In medical cases, a letter from a doctor should be provided. It is important that this should indicate the nature of the interruption caused to your work, and how long it lasted.

Advice on the process is available from the Student Life Centre:

http://www.sussex.ac.uk/studentlifecentre/circumstances

5.5   <u>Referencing</u>

Essays and dissertations should be word processed or typed on one side of paper only and conform to professional standards of punctuation, grammar and academic discourse.

- Clear references to sources and bibliography should be provided and all direct quotations should be clearly marked.
- Bibliographic referencing must follow a recognised style and must be consistent.
- If there is a preferred style in your discipline, then you should use that.
- Above all, *consistency* is crucial.

All students must be aware of the following definitions of collusion, plagiarism and personation.

Collusion is the preparation or production of work for assessment jointly with another person or persons unless explicitly permitted by the Markers. An act of collusion is understood to encompass those who actively assist others or allow others to access their work prior to submission for assessment. In addition, any student is guilty of collusion if they access and copy any part of the work of another to derive benefit irrespective of whether permission was given. Where joint preparation is permitted by the Markers but joint production is not, the submitted work must be produced solely by the student making the submission. Where joint production or joint preparation and production of work for assessment is specifically permitted, this must be published in the appropriate module documentation

Plagiarism is the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment. To copy sentences, phrases or even striking expressions without acknowledgement of the source (either by inadequate citation or failure to indicate verbatim quotations), is plagiarism; to paraphrase without acknowledgement is likewise plagiarism. Where such copying or paraphrasing has occurred the mere mention of the source in the bibliography shall not be deemed sufficient acknowledgement; each such instance must be referred specifically to its source. Verbatim quotations must be either in inverted commas, or indented, and directly acknowledged.

Personation is where someone other than the student prepares the work submitted for assessment. This includes purchasing essays from essay banks, commissioning someone else to write an assessment or asking someone else to sit an examination. Students who attend an examination without their student ID-card of other acceptable form of photo-ID will not have their examination script marked until their identity has been confirmed. The University takes personation extremely seriously and any suspicion of personation will result in an investigation of potential academic misconduct.

For further information about referencing and avoiding academic misconduct, please consult the Skills Hib website at: http://www.sussex.ac.uk/skillshub/?id=251

5.6   Length of assessed work

The size of each assignment is specified in the brief that you will be given by the tutor convening the module. Please note that you are expected to comply with this word limit and that over length submissions may be penalised.

5.7   Marking & feedback

MSc essays are marked by a module tutor, and a sample is independently marked by a second member of the teaching team. A sample of scripts is also moderated by our External Examiner. You will normally be provided with a preliminary mark and written feedback within three weeks of the submission deadline. Please note that these marks are provisional until ratified by the Examination Board.

5.8   Further information

Detailed information on all aspects of assessment can be found in the Examination and Assessment Regulations Handbook, available from the Academic Development and Quality Enhancement Office (ADQE) as follows:

http://www.sussex.ac.uk/adqe/index

5.9   Assessment and reasonable adjustments

For students who have a disability*, the university may be able to put forms of academic support in place as well as exploring additional sources of funding. Please contact the Student Support Unit on campus for further information relating to these supports.

*Under the Equality Act 2010 a disability is defined as a long-term health condition, mental health condition or a specific learning difficulty (e.g. dyslexia) which has a negative effect on your ability to do normal daily activities. Long-term is defined as a condition that has lasted that has lasted 12 months or more OR is likely to last for 12 months or more.

5.10   Dissertations

Students who have achieved under **60 credits** by the July Examination Board are expected to take the resits/sits for all failed taught modules in the Summer vacation assessment period **with the dissertation/project deferred for submission to the following January**.

For further information on all aspects of the university's regulations please see:

http://www.sussex.ac.uk/adqe/standards/examsandassessment

6 The MSc dissertation

6.1 Preparation

You must submit a title, a short plan and an indicative bibliography by the beginning of July for approval by your supervisor.

We ask for this in order to be sure that your dissertation will be consistent with the learning outcomes for the degree. The dissertation is normally expected to take the form of a research outline for a PhD or other research project or programme and should include:

- An explanation of the research aims and objectives.
- Critical engagement with relevant background theoretical and/or empirical literature.
- An explanation and justification of methodological approach and design.

Please note:

- Students may also write a Dissertation that is not a research outline, but in this case the topic and orientation of the Dissertation should focus on methodological issues.
- If preliminary research has been conducted, reference can also be made to findings, although the overall focus of the dissertation should be on the methods applied.
- You should bear in mind, when planning your dissertation work, that you will be able to meet your supervisor readily in the Summer Term but less easily or even not at all during the summer vacation. Consequently, you must discuss the supervision plan as early as possible during the Spring Term.

6.2 Progression to the PhD

All MSc term dissertations are double marked by two examiners. A sample is also moderated by our External Examiner, with final results confirmed by the Exam Board in October. MSc students are normally expected to achieve at least 60% on the dissertation to proceed with a PhD at Sussex.

6.3 Presentation and format

The prescribed length of the dissertation is 10,000 words excluding footnotes, appendices and bibliography. Further information on the recommended format appears in the appendix at the end of this handbook.

7   Sources of information and support

7.1   The Library and Skills Hub

The University of Sussex Library has a wide range of resources and support services, and you will find it helpful to explore these as early as possible. The library's introductory tours and drop-ins are recommended as they help you familiarize yourself with the way the library works. The best way to find information about the library, its services, facilities and resources is to visit the library website at:

http://www.sussex.ac.uk/library

For key resources in your particular subject click on **'Subject Resources'** and select your subject. All the key resources are listed in the order of relevance. An increasing number of resources are now available from off-campus.   Journals and other resources are increasingly available electronically and in full text. Click on **'Electronic Library'** or the library's home page for access to journal collections, and journals by individual title.

A wealth of information to help you improve your study and research skills can be found on the university's Skills Hub webpages. These include information on reading, writing, presenting, assessments, revision, and much more. The Skills Hub can be accessed at:

http://www.sussex.ac.uk/skillshub

7.2   IT Services

- **Online help desk:** sussex.ac.uk/its/helpdesk
- **Online fault reporting:** sussex.ac.uk/its/help
- **Email:** support@its.sussex.ac.uk
- **Tel:** (67) 8090

Computing facilities are available in various locations across campus.

For details please see http://www.sussex.ac.uk/its/facilities

7.3   Careers and Employability Centre

CEC offers a careers advisory service. Located in them main Library, the centre also provides information on a range of short-term jobs both internal and external to the University.

If you are thinking of taking some work on, it would be wise to consult your supervisors; deadlines, or the total time allowed to complete your academic obligations, cannot be varied to take this into account while you remain registered full-time. If you are an overseas visitor, you should check the conditions of your entry visa. You should also check the conditions of your funding body, which may also have its own rules on employment. If you are ESRC funded, you must also consult the Doctoral School.

7.4   Student Life Centre

The **Student Life Centre** helps students gain the best university experience they can by ensuring students get the guidance and support they need.

It provides information and advice to all Sussex students on all kinds of issues including:

- Student Welfare
- Student Funding
- Money Advice and Resources
- University Rules and Processes
- Personal Development Support
- Referrals across Campus
- Student Life

The drop-in desk is open all day and students can also book one to one private appointments with specially trained Advisors to discuss personal issues.

The [Student Support Unit](#) is based within the Student Life Centre. It is where the University of Sussex Disability Advisors, the Mental Health and Autistic Spectrum Advisors, and the Dyslexia Advisors are based. They offer advice and support to prospective and current students with disabilities, long term health conditions, and learning support needs, as well as advice on applying for funding.

Support for Disability and Mental Health includes:

- Liaising with academic and other staff about support needs
- Examination arrangements
- Arranging note-takers, scribes, readers, etc.
- Advice about physical access and site facilities
- Arranging Mentors

Learning support for students also includes:

- Liaison with academic and support staff about learning needs
- Screening for specific learning difficulties, (Dyslexia, Dyspraxia, ADHD, etc.) and advice on accessing an appropriate assessment
- Information and advice on funding specifically for learning support
- Individual learning support
- Study Skills workshops

The Student Life Centre and Student Support Unit are both located in Bramber House. Opening times: Monday to Friday 9am-5pm.

7.5   Health and Wellbeing

The website below gives a wide range of information, including keeping safe and keeping active: http://www.sussex.ac.uk/wellbeing

Although it is part of the human experience to feel unhappy, alone or anxious at times, it is right to seek help when you're not coping.

Please make use of the support available for you both on and off campus.

> For help in a crisis, the NHS Mental Health Rapid Response Service can be contacted on 0300 304 0078. Available 24 hours a day, 7 days a week.

7.6   Chaplaincy

There are also University chaplains, including Jewish, Quaker and a variety of Christian denominations on campus that can also offer general support and counselling and can be contacted via the Meeting House, as well as contacts with Islamic, Baha'i and Buddhist centres in Brighton.

7.7   International Students

If you are an international student, remember that the International and Study Abroad Office can give advice throughout your studies as well as during the induction and initial orientation period.

www.sussex.ac.uk/International

7.8   English Language for Academic Study

Sussex Centre for Language Studies offers academic development workshops, writing workshops, individual tutorials and drop in sessions.

For further information, please visit their website:

http://www.sussex.ac.uk/languages/english/acadev

The facilities of the Centre are open to everyone, although there may be charges for some of its services. The Centre also provides tuition in the usual range of European languages as well as the more distant languages, which can be useful for fieldwork or library research: http://www.sussex.ac.uk/languages/ml

Appendix A   Assessment Criteria - Essays

0-29 A mark in this range is indicative that the work is far below the standard required for a pass mark at postgraduate level. It indicates that the work is very weak and seriously inadequate. This will be because either the work is far too short, is incoherent in content, or fails to address the essay title or question asked. It will show very little evidence of knowledge or understanding of the relevant module material and may exhibit very weak writing and/or analytical skills.

30-49 A mark in this range is indicative that the work is below, but at the upper end is approaching, the standard required for a pass mark at postgraduate level. It indicates weak work of an inadequate standard. This will be because either the work is too short, is very poorly organized, or is poorly directed at the essay title or question asked. It will show very limited knowledge or understanding of the relevant course material and display weak writing and/or analytical skills. Essay work will exhibit no clear argument, may have very weak spelling and grammar, inadequate or absent references and/or bibliography, and may contain major factual errors. Quantitative work will contain significant errors and incorrect conclusions.

50-59 (PASS) A mark in this range is indicative that the work is of an acceptable to satisfactory standard at postgraduate level. Work of this type will show adequate knowledge and understanding of relevant course material. It will focus on the essay title or question posed and show evidence that relevant basic works of reference have been read and understood. The work will exhibit adequate essay writing and analytical skills. It will be reasonably well presented, but the essay or answer may be weakly structured, cover only a limited range of the relevant material, or have a limited or incomplete argument. Essay work should exhibit satisfactory use of footnotes and/or a bibliography, and in more quantitative work it should be possible to follow the logical steps leading to the answer obtained and the conclusions reached, even if there are flaws in the logic. Arguments and issues should be discussed and illustrated by reference to examples, but these may not be fully documented or detailed.

60-69 A mark in this range is indicative of that the work is of a good to very good standard at postgraduate level. Work of this quality shows a good level of knowledge and understanding of relevant course material. It will show evidence of reading a wide diversity of material and of being able to use ideas gleaned from this reading to support and develop arguments. Essay work will exhibit good writing skills with well-organized, accurate footnotes and/or a bibliography that follows the accepted 'style' of the subject. Arguments and issues will be illustrated by reference to well documented, detailed and relevant examples. There should be clear evidence of critical engagement with the objects, issues or topics being analysed. Any quantitative work will be clearly presented, the results should be correct and any conclusions clearly and accurately expressed.

70 – 79 A mark in this range is indicative that the work is of an excellent standard for a postgraduate level. The work will exhibit excellent levels of knowledge and understanding comprising all the qualities of good work stated above, with additional elements of originality and flair. The work will demonstrate a range of critical reading that goes well beyond that provided on reading lists. Answers or essays will be fluently written and include independent arguments that demonstrate an awareness of the nuances and assumptions of the question or title. Essays will make excellent use of appropriate, fully referenced, detailed examples. Marks at the upper level of this range will indicate that the work is of near publishable standard.

80 - 100 A mark in this range is indicative of outstanding work. Marks in this range will be awarded for work that exhibits all the attributes of excellent work but has very substantial elements of originality and flair. Marks in this range will indicate that the work is of a publishable academic standard.

Appendix B   Assessment Criteria for Dissertations

Marks below 50

Awarded to work that is seriously flawed, displaying a lack of awareness of relevant methods and incoherent arguments. The proposal or outline is likely to be poorly organised and relevant literature inadequately discussed, offering a fundamentally inadequate basis for the development of research. Work not submitted is awarded a mark of 0.

Marks between 50 and 54

This range represents a pass. Marks in this range are awarded for work that exhibits some knowledge of research methods, but displays weaknesses of understanding and thoroughness, or fails adequately to apply these methods to a substantive topic. It may also be awarded for work that displays some knowledge of a research area, but does not develop clear methodological ideas or proposals. Arguments will be weakly structured and important information and references may be lacking.

Marks between 55 and 59

Awarded to candidates where there is clear evidence of knowledge of research methods that is related to a substantive topic of research, but where ideas, critical comment or the detail of methodology is under-developed. There may be room for significant improvement in the clarity and structure of the argument, and although there will be appropriate reference to relevant reading, this may not be sufficiently exhaustive. Such an outline or proposal would not be sufficient for progress with doctoral research until revisions had been made.

Marks between 60 and 69

Awarded when candidates show consistency and fluency in discussing and evaluating relevant research methods, and are able to relate these methods to their chosen topic, based on a clear understanding of relevant contextual literature. The argument will be clear and well-structured, and provide confidence that, with some further discussion, reflection, the proposed research could proceed to a successful conclusion.

Marks between 70 and 79

Awarded when candidates show evidence of extensive reading of relevant contextual and methodological literature, a significant grasp of major issues of research methods and an original approach to their chosen topic. Existing methodological and/or substantive literature will have been reviewed critically and with sufficient insight to challenge received ideas. Arguments will be clearly and persuasively put, and will allow confidence that the proposed research could proceed to a successful conclusion largely without revision.

Marks above 80

Awarded when candidates produce a proposal or outline of exceptional quality based on a comprehensive knowledge of research design and methodology, a sustained high level of critical analysis of relevant literature, and a genuine originality of approach. The proposal or outline will be tightly argued, meticulously organised, and extremely well documented, and will be of a standard equivalent to that achieved by a research proposal funded by a research council.

Appendix C   Structure and Format of Dissertations

Recommended format:

Include a title page with the dissertation title and your candidate number
Do not include your name anywhere in the dissertation
2.5 cm margins on all sides
1.5 or double line spacing for the main text.
Single spacing is fine for the bibliography and footnotes
Use a 12pt sans serif font (Arial, Calibri, Helvetica, Geneva, etc.)
Paginate all pages apart from the title page
A contents page is not necessary, though you may include one
Use hanging indentation for your bibliography. Alphabetise the bibliography.

Abstract:

It is highly recommended to provide a short abstract (200 words maximum) after the title page and before the introduction of the dissertation. An abstract typically contains the objective of the dissertation, that is, what is the research problem that it addresses, information about the analysis (the methods and/or theories employed), and the main arguments and/or findings.

Abstracts generally do not include references.

Acknowledgements:

You may wish to include an acknowledgements page to thank those who have provided you with support through your studies.

Word count:

The word count includes quotations in the text, but does not include the bibliography, footnotes/endnotes, appendices, abstracts, maps, illustrations, transcriptions of linguistic data, or tabulations of numerical or linguistic data and their captions.

Appendix D   Applying for Ethical Approval

As the MSc dissertation forms the basis of the PhD outline, most MSc students should not expect to conduct full-scale research at this stage of their studies. (A full Ethics application is usually made in the first year of PhD registration.) However, we have found that some students wish to conduct pilot exercises involving interviews or questionnaires. If this is the case, you need to be aware of the university's procedures for Postgraduate Taught (PGT) students.

1   Does your research actually require ethical review?

There is a self-assessment checklist available from:
http://www.sussex.ac.uk/staff/research/spg/researchgovernance/checklist

2   Create an application on Sussex Direct

If ethical review is required, please go to the Research Tab on Sussex Direct and choose "Ethical Reviews." As you answer the questions, the system will determine whether your application is high or low risk. If your research is low risk it will just be routed to the School's Research Ethics Officer for approval, but high risk/potentially high risk applications are routed to the full Ethics Committee (referred to as the CREC, see below.)

Examples of the questions asked are included with these notes and also in the **user guide** available from: http://www.sussex.ac.uk/staff/research/spg/researchgovernance/apply

3   When are you planning to start your research?

The CREC does not have formal meetings, as applications are distributed to reviewers each month. The deadline for receipt of applications on Sussex Direct is always the **20th of each month** (or the nearest working date) and applicants normally receive a response by the 20th of the following month. *So if your application is high risk you will need to take this into account when planning your fieldwork, as the research cannot commence until approval has been granted.*

4   Do you need to include information sheets/consent forms?

Templates are available from the link above. However, if your supervisor thinks this is not appropriate within the context of your research please make sure you include an explanation in the application.

5   Supervisor approves and passes to the SREO/CREC

Once you have made the application, your supervisor will receive an email alert - so please remind them to access the link as soon as possible. Alternatively - if the supervisor is not happy with the application at this stage - they have the option of returning it to you for revision.

6   Are there any other risks associated with your trip?

If you are travelling overseas, you will also need to complete the Overseas Travel Safety and Security Risk Assessment and lodge a copy with your School Office. Please upload a copy of this document with your ethics application as well, as the reviewers will need it for background information. Finally, please make sure you take out adequate travel insurance as appropriate.

http://www.sussex.ac.uk/hso/specialist/riskass/fieldworkriskassessment

GdN/JP final 29/08/18

US

University of Sussex