



UNIVERSITY OF MAURITIUS

FACULTY OF AGRICULTURE

GUIDELINES FOR

BSc (Hons) DISSERTATIONS

Revised April 2018

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1. Introduction

Each final year degree student of the Faculty of Agriculture has to submit a dissertation towards the end of his / her Programme of Study. The project work is carried out under the supervision of academic staff or other qualified supervisor(s), subject to the approval of the Faculty Board. The supervisor(s) will ensure that the students make good, steady and satisfactory progress.

Project work can be designed to allow for testing of hypotheses. It is a major document that reflects the skills of the student in scientific communication i.e:

- Investigate critically a topic/problem;
- Specify clearly objectives to be achieved;
- Define the research protocol; and
- Present and discuss the results concisely and logically.

The **Dissertation Guidelines for BSc (Hons) Degree** has been prepared to support the preparation of the dissertation. The purpose of these notes is to provide a general set of guidelines to **standardise** the presentation, style and format of BSc dissertations in line with the relevant University Regulations. Recommendations made by external examiners over the past years have been incorporated in the document. You are advised to read carefully the guidelines so as to be apprised of the standard of presentation and editorial rigour expected of the dissertation.

Students are also advised to read the following documents before they start their dissertation:

1. University of Mauritius Regulations for Final Year Projects/Dissertations:
<http://www.uom.ac.mu/index.php/study-at-uom/regulationsprospective-stud/undergraduate-postgraduate>

IMPORTANT NOTE: The dissertation guidelines prepared by the faculty are based on the UOM regulations for academic year 2017/2018. Students are required to keep up to date with amendments as communicated by the University and comply with same.

2. Scientific Writing for Agricultural Research Scientists – A Training Resource Manual (2012)
<http://www.authoraid.info/uploads/resources/scientific-writing-for-agricultural-research-scientists-a-training-resource-manual.pdf>.

Students will be assessed on the style of presentation. The text must be clear, concise and comprehensible. The material must be developed in a creative way, with sensible use of tables and figures. Only relevant material must be presented in a logical sequence and in an accurate manner. The dissertation does **not** involve **only** a collection of data, and reproduction of repetitive data.

2. Submission of Project Proposal/Synopsis and Dissertation

The submission of project proposal/synopsis and dissertation is guided by binding regulations, as laid down in the current UOM Regulations. The table below is included here as an *aide-mémoire* to the regulations of the University. You are advised to seek guidance from your supervisor(s) if needed.

<p>Project Proposal/ Synopsis (Appendix 1)</p>	<p>To be submitted to the Programme Coordinator through the project supervisor/s by one month as from the beginning of the First Semester at latest.</p> <p>The relevant research compliance forms as per http://www.uom.ac.mu/index.php/research/research-overview/research-compliance should also be attached to the proposal where applicable.</p>
<p>Project/Progress Log (Appendix 2)</p>	<p>The completed Project/Progress Log should be bound to the final dissertation. The attention of students is drawn to the fact that it is their responsibility to update this document throughout their project.</p>
<p>“Non-Disclosure Agreement Form”(NDA01, NDA 02) for Confidential Dissertations ONLY (Appendix 3 to 5)</p>	<p>The Non-Disclosure Agreement Forms and the Organisation’s/Institution’s approval of student dissertation/oral presentation/poster should be duly filled and submitted to the Dean of Faculty through the Supervisor(s), Head of Department, at least 3 months before the due date of submission of the dissertation.</p>
<p>Cover and Binding</p>	<p>The dissertation shall be <u>spiral-bound</u> with a protective plastic front cover and a stiff card back-cover.</p>
<p>Submission of student’s Work-in-Progress Dissertation via Turnitin</p>	<p>The students Work-in-Progress dissertation can be uploaded by the student on the Turnitin platform at any time for self-assessment.</p>

<p>Submission of First and second Drafts via Turnitin</p>	<p>Last working day of February for Programmes starting in August.</p> <p>Last working day of August for Programmes starting in January.</p> <p>Students will be allowed to upload 2 (Two) <u>Dissertation Drafts</u> on Turnitin before the final submission.</p>
<p>Submission of Final Dissertation</p>	<p>Three copies of the dissertation (two spiral-bound copies, printed on both sides in black and white and one soft copy in a single PDF text file on electronic storage media) should be submitted to the Faculty/Centre Registry. In addition a soft copy of the dissertation (main body i.e., introduction up to the last Chapter) should be uploaded on the Turnitin Platform, as a single PDF file in the appropriate class/assignment provided by the Project Supervisor* by 3.00 p.m.</p> <p>All of the above should be submitted not later than the last working day (i.e. excluding Saturdays, Sundays and Public Holidays) of March of the academic year by 4.00 p.m. at latest, unless specified otherwise in the Programme of Studies.</p>
<p>Soft Copy on Disc</p>	<p>The soft copy, both in Word and PDF Format, on the disc must state the name of the student, the student's ID, the title of the dissertation, and the month and year of submission. The soft copy of the document used for word count, in Word Format, must also be submitted on the disc.</p>
<p>Project / Dissertation Submission Forms (Appendix 5 & 6)</p>	<p>All students must bind the completed <u>Project/ Dissertation Submission Form(s)*</u> in the dissertation, at the time of submission of the 2 hard copies and soft copy of the dissertation.</p> <p><i>*Appendix 5 applies to dissertation undertaken in external organisations only.</i></p>
<p>Turnitin Receipt (To be attached to Appendix 6)</p>	<p>A copy of the Turnitin receipt must be submitted in the dissertation.</p>

<p>Project / Dissertation Declaration Form (Appendix 7)</p>	<p>The Project / Dissertation Declaration Form should be dully filled and it should be included just after the acknowledgement in the dissertation.</p>
<p>Word Length</p>	<p>As per the current UoM Regulations, the number of words in the final year project/dissertation shall be between 8,000-12,000 for an undergraduate degree Programme.</p> <p>The number of words applies only to the main body of the dissertation including all footnotes and in-text references but excluding all tables, schemes, figures which may form part of the main body. Hence, material before the main body, that is, table of contents, list of figures, list of tables, list of schemes, declaration form, acknowledgement, abstracts etc. and material after the main body, that is, list of references and appendices should not be included in the word count.</p> <p>The word count is to be performed as per above, in Microsoft Word and included in the 'Project/Dissertation Submission Form'.</p>

PENALTIES!

- Penalties will apply for late submission of dissertation (Section 7.4.7 of current UoM Regulations)
- Failure to submit the Project /Dissertation through the Turnitin Platform will deem the dissertation to be unreceivable.
- With respect to word length, the current UoM Regulations Section 7.4.5.1 state: *“During marking, students should be assessed for the quality and substance of the research work, which should be given academic importance/recognition.*

Writing to a specific word length encourages the development of certain skills such as the ability to present arguments and ideas concisely, and the ability to construct a coherent structure and argument”.

- Plagiarism and Fabrication or Falsification of results/Document(s).

You are advised to read carefully the University regulations and documents and to seek further guidance from your supervisor(s). **Procedures for handling Plagiarism and Fabrication or Falsification of results(s)/ Document(s) are given in Section 8.4 of the current UoM Regulations.**

3. Plagiarism and the Turnitin Platform

Students are strongly advised to consult the link to “Turnitin information” on the UoM website and make use of the resources to ensure that they avoid plagiarism. The term **plagiarism** originates from a Latin word (*plagiare*), meaning to steal. Plagiarism is the misrepresentation of another person’s work and presenting it as one’s own work without acknowledging the source. Plagiarism is a serious academic offence and is penalised accordingly. As per University Regulations use of plagiarised materials will be treated as a disciplinary offence under breach of Examinations Regulations.

The University of Mauritius has established clear procedures to deal with cases of alleged plagiarism. The definition of plagiarism, and the procedures used in handling plagiarism, is contained in the current UoM Regulations, Chapter 8 – **Plagiarism** and Fabrication and Falsification of Results / Documents. The regulations of the University state that you have to fill the Project / Dissertation Declaration Form, and submit your dissertation through Turnitin. Information on the use of the Turnitin platform can be accessed from the following link: <http://www.uom.ac.mu/index.php/current-students/Turnitin-information>

The detailed procedure for submission of dissertation via the Turnitin platform is available in Section 8.7.2 of the UoM regulations.

You are advised to read carefully the University regulations on plagiarism and to seek further guidance from your supervisor(s).

*You must **never** plagiarise. Plagiarism is a serious academic offence!*

4. Fabrication or Falsification of Result(s)/Document(s)

The University of Mauritius has established clear procedures to deal with cases of alleged fabrication / falsification of result(s) and document(s). The definition of fabrication / falsification of results and documents and the procedures used in handling the offence is contained in the Current UOM Regulations, Chapter 8 Plagiarism and **Fabrication or Falsification of Result(s) / Document(s)**.

You are advised to read carefully the University regulations and to seek further guidance from your supervisor(s). **Procedures for handling Plagiarism and Fabrication or Falsification of results(s) / Document(s) are given in Section 8.4 of the current UoM Regulations.**

5. Confidential Information

In the case of student project involving human subjects (e.g. surveys, observational studies, focus groups, consumer testing, sensory evaluation) and/or external organizations/institutions (e.g. surveys, in-depth case studies), names and personal details of participants shall not be disclosed in the dissertation unless the consent of the parties concerned has been obtained. Students may use codes to identify human subjects and/or organisations/institutions in the dissertation. Students shall ensure that measures are taken to control data collected during the project work in order to protect confidential information pertaining to participants.

For student projects undertaken in a specific external organisation or institution, the following steps shall be implemented:

1. The Faculty shall seek approval of the project proposal and the names of identified supervisors (one supervisor from the Faculty and one on-site Co-supervisor) by the organisation or institution concerned as per **Appendix 1** of the current UoM Regulations. The Faculty shall also determine whether the organisation or institution requires the dissertation to be confidential, before the student is allowed to proceed with the project work.

The non-disclosure Agreement Form (**Appendix 3 & 4**) as per current UoM Regulations shall be duly filled in and submitted to the Dean of Faculty through the project supervisor(s) and HoD concerned, at least three months before the due date of submission of the dissertation.

2. **In case the organisation/institution requires the dissertation to be confidential**, the following measures shall be taken:
 - The Faculty and the organisation or institution concerned shall agree on the extent of the confidentiality requirements at the beginning of the academic year during which the project is undertaken. The Faculty shall communicate the agreed confidentiality requirements to the student, the programme/project coordinator, the supervisor(s), the assessor(s) and the external examiner.
 - The project supervisor(s) and the student concerned shall ensure that confidential information pertaining to the organisation/institution is protected throughout the project work.
 - The programme/project coordinator, the project supervisor(s), dissertation assessor(s) and external examiner shall complete the appropriate form (**Appendix 8**) prior to assessment of the dissertation/oral presentation/poster presentation.

- The programme/project coordinator shall make the necessary arrangements with respect to the student's oral presentation and poster display, to ensure compliance with agreed confidentiality requirements.
 - The student shall clearly identify the poster, the first draft, final soft and hard copies of the dissertation, as confidential, by writing the word "**CONFIDENTIAL**" in capital letters and bold font on the top right corner of: the poster; the title page (for hard copies); the disc label (for the soft copy).
 - The Faculty shall ensure that the confidentiality of the submitted first draft of the dissertation is maintained, and that the final dissertation copies are kept confidential for the agreed period of time through appropriate receipt, handling and storage procedures.
3. To ensure the confidentiality of information in dissertations containing materials for IPR/Commercialisation issues, the submitted dissertation will not be saved in the Turnitin repository. The Programme/Project Coordinator will set the 'submit papers' to 'no repository' when configuring the Turnitin platform for the class.
4. The on-site supervisor from the organisation or institution and the student shall complete the form in **Appendix 5** which shall be:
- (i) Bound in the dissertation prior to submission by the student to the Faculty;
 - (ii) Submitted by the student to the Faculty before the oral presentation; and
 - (iii) Submitted by the student to the Faculty at the time of submission of the poster.

6. Supervision

You will receive support and direction from your supervisor(s) to enable you to succeed in your dissertation work. The Faculty has prepared a document entitled: **Good Supervisory Practice at the Faculty of Agriculture: Responsibilities of Supervisors and Students (Appendix 9)**. The document covers the responsibilities of both supervisors and students. You are requested to read **Appendix 9** in conjunction with the current UoM Regulations for Final Year Projects/Dissertations, Section 7.3.1 (Responsibilities of the supervisor) and Section 7.3.2 (Responsibilities of the student).

The supervisors are expected to monitor, support and guide the student's work. The students are expected to make good and consistent progress in their research work. Students are expected to seek advice and constructive comments from their supervisor(s) throughout the research work (Refer to the current UoM Regulations -Section 7.4.3).

The approval of the supervisor(s) should be sought before submission of the dissertation by a student, as provided for in the regulations of the University (Refer to the current UoM Regulations for Final Year Projects / Dissertations - Section 7.4.4.3: **(Appendices 6 & 7)**).

In case where a student has submitted his / her dissertation without approval from the supervisor(s), the latter will indicate it in the Section to be completed by the supervisor(s) in the Project / Dissertation Submission Form (Appendix 6).

7. Writing-up of Project Proposal/Synopsis

Prior to starting the research project, the students are advised to write a **project proposal** (synopsis). The 2 main criteria that must drive the research proposal are:

- Feasibility of the research project, including time / supervision / cost implications; and
- Academic challenge.

The project proposal shall be a detailed description of the intended research work. The students are advised to discuss the research topic thoroughly with their supervisor(s) and to read widely on the research topic.

The project proposal shall include the following Sections:

- (i) Title
- (ii) Aims and objectives
- (iii) Brief literature review
- (iv) Methodology – outline the procedures / methodology / experimental design that the student intends to use
- (v) Expected output
- (vi) Time framework - a clear time schedule of the project and writing-up of dissertation, as per Gantt chart in **Appendix 1**
- (vii) Costing (if applicable) – give a detailed and accurate breakdown of all requirements and expenses. Note that travel cost for survey work is not covered by the Faculty.
- (viii) List of cited references.

The synopsis and Appendix 1 (Annex 1 of UOM regulations) should be signed by the supervisor(s) and submitted to the Programme Coordinator by one month as from the beginning of the first semester.

8. Structure of the Dissertation

The following Sections shall be included in the dissertation, and are given in a logical sequence,

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> ▪ Title page ▪ Table of contents ▪ List of Tables ▪ List of Figures Acknowledgements ▪ Project / Dissertation Declaration Form ▪ Project / Dissertation Submission Form ▪ Organisation's / Institution's Approval of Student Dissertation /Oral Presentation /Poster (for confidential dissertations only) ▪ Turnitin Receipt ▪ Abstract ▪ List of Abbreviations ▪ (for confidential dissertation only) ▪ Organisation's / Institution's Approval of student (Appendix 5) | } | Preliminaries |
| <ul style="list-style-type: none"> ▪ Introduction ▪ Chapter 1: Review of literature ▪ Chapter 2: Materials and Methods (or Methodology) ▪ Chapter 3: Results ▪ Chapter 4: Discussion ▪ Conclusions (or Conclusions/Recommendations) ▪ List of References ▪ Appendices | } | <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="text-align: center;">Main Text
(Binding regulation of
Word Length: <u>8000 –</u>
<u>12000 words</u>)</p> </div> |
| | } | End Pages |

9. Recommended Layout

9.1 Preliminaries

9.1.1 Title Page

The “Title Page” of the dissertation shall give the following information in the order listed:

- (i) Full title of the project / dissertation as approved by the Department/Faculty/Centre;
- (ii) The full name of the student;
- (iii) The qualification for which the dissertation is submitted;
- (iv) The name of the institution to which the dissertation is submitted;
- (v) The Department and or Faculty / Centre in which the project/dissertation is to be submitted; and
- (vi) The month and year of submission.

9.1.2 Table of Contents

The “Table of Contents” shall list **in sequence**, with page numbers, all main Section headings and sub-section headings as they appear in the dissertation (**Appendix 10**).

9.1.3 List of Tables

The “List of Tables” shall list **in sequence**, by chapter, with page numbers, all tables as they appear in the dissertation (**Appendix 11**).

9.1.4 List of Figures

The “List of Figures” shall list **in sequence**, by chapter, with page numbers, all figures as they appear in the dissertation (**Appendix 12**).

9.1.5 Acknowledgements

In this Section, the student shall acknowledge **all persons** (and in **which capacity**) who have helped in the realisation of the project, e.g., supervisor(s) for guidance, statistician for statistical design and analysis, Laboratory Officer(s) for technical assistance, other researchers in the field *etc.*

9.1.6 Abstract

The “Abstract” shall constitute a one-page summary of the **objectives** and **scope** of the project, **methodology used**, **main findings**, **main conclusions** and **significance of results**. This Section shall be comprehensive on its own. (**Appendix 13**).

9.1.7 List of Abbreviations

The “List of Abbreviations” shall list in alphabetical order all abbreviations used in the dissertation.

The **correct way** of using SI units must be adopted. A list of commonly used abbreviations (**Appendix 14**) is enclosed, including those that may be used in the Harvard system. The list is not exhaustive. Always check the standard way of using abbreviations in scientific communication. Acronyms should not be included in the list of abbreviations.

9.1.8 Biological Taxonomy

A scientific name has a format that is simple and **consistent**. A standard scientific name is written in **italics** or is **underlined**. For example, we belong to the species *Homo sapiens*. The 2 words together (not just the second word) make up the species name. Names of scientific families, are **capitalised** but **not italicised** or **underlined** (e.g. family HOMINIDAE).

9.1.9 Nomenclature for Agrochemicals

The trade name of agrochemicals shall be followed by the **chemical name**, the **chemical formula** and the **structural formula** as per international guidelines.

9.1.10 Nomenclature in Biotechnology

Each gene is denoted by a **mnemonic of three lower case letters** which indicate the pathway or process in which the gene-product is involved, followed by a capital letter signifying the actual gene.

In some cases, the gene letter may be followed by an allele number. All letters and numbers are underlined or italicised. For example, *leuA* is one of the genes of the leucine biosynthetic pathway, and *leuA273* is a particular allele of this gene.

Where the actual protein coded by the gene is known then it may become part of the basis of the mnemonic, thus:

- *rpoA* encodes the α -subunit of **RNA polymerase**
- *rpoB* encodes the β -subunit of **RNA polymerase**
- *polA* encodes DNA **polymerase I**

Biosynthetic genes

Loss of gene activity leads to a nutritional requirement not exhibited by the wildtype (prototrophy).

Amino acids:

ala = alanine
arg = arginine
asn = asparagine

Nucleotides:

gua = guanine
pur = purines
pyr = pyrimidine
thy = thymine

Vitamins:

bio = biotin
nad = NAD
pan = pantothenic acid

Mutant nomenclature

If the gene in question is the wildtype a superscript '+' sign is used: ex: *leuA*⁺
If a gene is a mutant, it is signified by a superscript '-' ex: *leuA*⁻

Other additional superscripts and subscripts which provide more information about the mutation:

^{ts} = temperature sensitive (*leuA*^{ts})
^{cs} = cold sensitive (*leuA*^{cs})
{am} = amber mutation (*leuA*{am})

9.2 Main Text

9.2.1 Introduction

The Section shall be **concise** (maximum of 2-3 pages). It shall provide a clear description of the research topic, research problem and hypotheses to be investigated in the project. The **aims** and **specific objectives**, i.e., issue(s) on which the research will focus, shall be clearly identified and described. You shall refer to past research work **relevant** to the **topic** and **objectives**, i.e, of the study. You shall outline where applicable the potential research output with respect to research transfer and uptake by the community.

9.2.2 Chapter 1 - Review of Literature

The “Review of Literature” shall constitute a **strong link** with the objective of the study and constitutes at most one third of the dissertation. You shall pay attention to compliance of word count limit for the dissertation (8000 – 12000 words). The “Review of Literature” shall cover **only** that area of the field of study which is necessary to achieve the objectives, or which will allow the testing of hypotheses. The “Review of Literature” shall reflect a personal appreciation by the student of the work carried out by other researchers. You will be assessed on your ability to critically evaluate, interpret and synthesise information provided by others in the area clearly and concisely.

Students are expected to:

- Write the review in their own words to ensure that they avoid plagiarism; and
- Identify problem areas, and major research gaps.

Students may derive material from standard textbooks, recent scientific journals and reviews, and credible internet sources. Students are advised to access to online databases for a quick and effective literature search (facilities available at University of Mauritius Library, FAREI and AUF).

9.2.3 Chapter 2 – Materials and Methods (or Methodology)

The Section shall describe **all details** of the research design and procedures used to achieve the research objectives. The most logical way to organise this Section is **chronologically**. It shall be detailed enough to allow for a:

- Scientific assessment of the protocol used; and
- Duplication of the experiment by other researchers, under identical conditions.

The following can be included in the Section depending on the type of research that has been carried out:

- Description of techniques / methods that have been used with appropriate in-text citations;
- Description of variables / factors that have been measured;
- Description of populations and samples used for data collection, including sampling criteria etc; and
- Statistical design and procedures used for quantitative and qualitative data (including data collected in surveys), and reasons why etc.

Students are encouraged to seek relevant statistical advice on the use of standard statistical packages and on the interpretation of results thereof, at the very start of the project work.

9.2.4 Chapter 3 - Results

The “Results” Section includes mainly the display of original, representative, clearly stated data generated during the research and/or survey work. That is the place to tell the reader what you found out and not what the results mean. The Results Section includes **direct interpretation** of the data (e.g. Plantlets cultured on X medium had a faster growth rate than those cultured on Y medium). **Indirect interpretation** means what the data implies and should be included in the discussion Section (e.g: providing scientific explanations for observed growth rates by making use of literature).

Raw data and actual statistical analyses must not be included in the “Results” Section but placed in the “Appendix” Section, if considered necessary. Results are often presented in tables, figures and other relevant illustrations and **must be accompanied** with the relevant text.

Consider the following points when writing the “Results” Section:

- Data shall be presented in the form of **tables, figures, illustrations** etc.;
- The use of statistical terms for data presentation is strongly recommended. For e.g.: mean, standard error bars, use of lettering system to demonstrate significant difference, P-value etc.;
- **Avoid duplication** of data presentation, e.g. data presented in figures and repeated in tables;
- **Captions** to tables and figures shall be **comprehensive**, so as to allow an **independent presentation** from the main text;

- **Captions** to table should be included at the top and figures at the bottom;
- Make use of **footnotes** to **clarify** data presentation;
- The units used shall be clearly stated;
- Numbers in tables **shall not** be listed to varying decimal places, e.g. **19.345**, **21.3** or **21.28** in succession. This confers a spurious degree of accuracy on the numbers; and
- When quoting significance level, in most cases, up to 3 significant figures, appear to be justified.

9.2.5 Chapter 4 - Discussion

The “Discussion” Section (about 2000 – 3000 words) constitutes a challenging part of the dissertation. In the process of time management, students are advised to devote adequate time to its planning and preparation. The main original findings of the research work are pooled together and discussed in relation to the objectives. The theoretical/practical implications, significance of the work shall be discussed. New aspects of the topic under investigation may also be indicated for future work.

The discussion is **not** a review of literature. You can approach the “Discussion” Section in the following way:

- Critically compare research findings with previous work;
- Provide scientific explanation for findings by making use of relevant literature;
- Discuss original research findings, in terms of their contribution to originally stated objectives; and
- Discuss any potential development to show how the project may address the research questions in the light of the research findings.

The student will be assessed on his / her ability to **critically evaluate** and **integrate** several lines of evidence (drawn from the results of their own research work and other sources from the literature review) to support his / her findings or hypotheses. Remember to include in-text citations to acknowledge sources of information used to discuss the results.

9.2.6 Conclusions or (Conclusions/Recommendations)

The **main** research findings shall be summarised and reported in the “Conclusions” Section. **Valid** conclusions shall be drawn from the experimental work. The conclusions shall relate specifically to the questions / hypotheses

addressed by the research objectives. Do not repeat points raised in the “Discussion” Section. Do not include irrelevant material, nor extrapolate your results. Recommendations can also be made for further studies to find out more about the problem under investigation. Relevant actions to be taken may be proposed at various levels (institutional, national, regional, international). If **applicable** a series of recommendations can also be made. The conclusion should **NOT** contain any references.

9.3 End Pages

9.3.1 References

Correct referencing of literature cited (both in-text, and in the “List of References”), is an important scientific communication skill. It shall be detailed enough to allow the reader to locate, and access the source of material quoted. We recommend that you use the Harvard system of referencing, i.e., the author-date system. Slight variations exist within the system. However, students shall be consistent with one system throughout the dissertation. You will be assessed on the attention that you give to detail and editorial rigour.

Please refer to the following link: <http://www.citethisforme.com/harvard-referencing>

General guidelines and examples are given below for in-text references and for the “List of References”. Note that types of punctuation and use of parentheses are different for the two types of citation.

9.3.1.1 In-Text References

- For **two or more references** cited at one point in the text, use a **semi-column** to separate them and list authors in **alphabetical order**;
- For three or more authors, use **“et al”**;
- If information you are referencing to was obtained by a personal communication, this should be referenced **in-text**, and are **not added** to the List of References;
- Acknowledge the person (and in what capacity) in the Acknowledgement Section; and
- E.g. are given below:
 - In addition to this natural climate variability, accumulating evidence (Booij, 2002; Fischer et al., 1994; Uguru et al., 2010) suggests that average climatic conditions measure over extended time ...

- Since nursery practices may influence the success of failure in planting programmes, the role of nursery in agricultural production cannot be over emphasised (Onyekwelu et al., 2011)
- Poultry and poultry products will continue to play an important social and cultural role in the life of rural livelihoods in Africa (FAO 2010; Ojwang' et al., 2010; Thornton et al., 2013) with significant impact on development (Alders & Pym 2009).
- The production of ... has declined by 20% over the past 5 years (2009 – 2013) (Mr. R Smith 2015, pers.com.comm. 13 November).

9.3.1.2 List of References

- The “List of References” follows the last chapter of the dissertation;
- All references that appear in the text **must** appear in the “List of References”, and **vice-versa**;
- The references shall be listed in an **alphabetical order**;
- References shall be **complete**, i.e., with;
- Name(s) of author(s) and initial(s);
- Year of publication;
- Title of paper;
- Full name of Journal, Book, Proceedings etc;
- Editor(s) (if applicable);
- Volume of publication (if applicable);
- Number of publication (if applicable);
- Pages etc;
- The “List of References” can include citations from scientific journals, proceedings, books, occasional papers, Internet sources etc. Examples of how to present different types of sources of information are given in Appendix 14 based on the Harvard system;
- An example of how to present a list of references is given in Appendix 15;
- Do not include Pers. Comm. in the “List of References”, but rather acknowledge the researcher(s) in the “Acknowledgements” Section; and
- When citing information from the Internet, the complete URL shall be presented so that someone else can easily visit the same website. Include the following elements:
 - Author(s).
 - Date created.

- Title of page.
- Full Web address.
- Date accessed.

However, you must use the Internet **carefully** and **critically!** A dissertation **cannot** be based on references quoted **exclusively** from the Internet! Be guided by the tips given below and seek further **guidance** from your supervisor(s).

<p>Use the Internet carefully and critically (!)</p>	<p>When doing your research, bear in mind that materials available on the Internet have not always been subject to peer review, i.e. subject to a rigorous screening process of evaluation by experts in the field, prior to acceptance for publication.</p> <p>Pay therefore close attention to research on-line and do not engage in indiscriminate quoting from the Internet!</p>
<p>TIPS (!)</p>	<ul style="list-style-type: none"> ▪ Narrow down your search to high quality peer-reviewed subject directories! ▪ Use current and dated web sites! ▪ Seek advice from your supervisor(s)!

- We recommend that the students refer to the original reference.
- In typing the “list of references”, we advise that the second and following lines be indented to emphasise each author’s name.

9.3.2 Appendix

The “Appendix” shall include information that will provide objective evidence of the research work undertaken e.g. data collection instruments (questionnaire), **sample** of statistical analysis, calculations, data processing, illustrations, *etc.* Students should ensure that the appendices included add value to the dissertation.

10. Presentation and Physical Format

10.1 Cover and Binding

The dissertation shall be spiral-bound with a protective plastic front cover and a stiff card back-cover.

10.2 Paper and Typographical details

The dissertation must be typed, justified and printed on **both** sides of the paper. Use **1½ line spacing**, with characters not less than **2.75 mm** (generally **font size 12** is used in word processing packages; font type: generally **Times New Roman / Arial**). Copies, if provided, shall be produced using good xerographic processes.

- Use good quality paper, **size A4** (300 x 210 mm).
- Margins at the binding shall not be less than **40mm**, and other margins not less than **20mm**.
- The numbers and captions to **tables** shall be placed **at the top**.
- The numbers and captions to **figures** shall be placed at the **bottom**. The top of an illustration bound sideways shall be on the bound side of the page (numbered in sequence by chapters e.g. Chapter 1, table 4: Table 1.4).

IMPORTANT (!)	<p>Students are advised to check the completed dissertation for errors in spelling, typing, referencing, tabulation and abbreviations amongst others. Students are strongly advised to proof-read the dissertation.</p> <p>Errors will reduce the value and credibility of the work.</p>
----------------------	---

10.3 Pagination

- Pages shall be numbered **consecutively** throughout the dissertation, starting from the title page, and ending with the appendices.
- Use **Roman numerals** (i), (ii), (iii)... for the front pages (“preliminaries”) and **Arabic numerals** (1, 2, 3....) from the Introduction Section onwards.
- Page numbers shall be located **centrally** at the bottom of the page approximately 10 mm above the edge.

10.4 Photographic Prints

High resolution photographic prints (black and white, or coloured), shall be included in the dissertation.

10.5 Formatting

Students shall be **consistent** with formatting throughout the dissertation. Chapter titles shall be in **bold capitals** (with no punctuation at the end), **centered**, and shall give the **chapter number** and **title**.

Main Section headings shall be in **bold capitals**, not indented and with no punctuation at the end. Each main Section title shall be preceded by the chapter number, and the number of the main Section heading (e.g. 2.3 refers to: chapter 2; main Section 3).

Subsection headings (not indented and with no punctuation at the end), shall be in **lower case, bold typeface**, except for the first letter which shall be in **capital**. The subsection title shall be preceded by the chapter number, main Section number and subsection number (e.g. 2.3.4 refers to chapter 2; main Section 3; subsection 4).

10.6 Electronic Copy

The disc submitted to Faculty/Centre Registry shall contain **two** files:

- A soft copy of the dissertation in single PDF text file
- The soft copy of the document in word format used for word count (i.e., excluding tables and figures).

The label on disc must bear: the name of the student, the student ID, the title of the dissertation, the month and year of submission.

11. Accuracy of Presentation

Students are advised to **rigorously** edit the dissertation. The dissertation must be thoroughly proof - read for errors. Every page of the dissertation must be checked for compliance with Sections (structure and recommended layout). The overall credibility of the dissertation will be reduced if errors are allowed to appear, and students will be penalised.

12. Methods and Criteria for Assessment of Dissertation

The Faculty has clear methods and criteria for the assessment of BSc dissertations. The criteria used are based essentially on original and integrative thinking, grasp of subject matter, and a corresponding capacity for critical evaluation. The substantive criteria used for the assessment of BSc dissertations are given in **Appendix 16**. Marks are also allotted for a well- structured and well-presented dissertation.

The final assessment of project work (maximum of 100 marks) comprises of 4 components as follows:

		Maximum marks	Maximum weighted marks
1	Dissertation	100	70
2	Oral presentation of research work	100	10
3	Poster presentation of research work	100	10
4	Continuous assessment	100	10
TOTAL		400	*100

*Number of credits (C) = 9; Module weighting (MW) = 5; Credit Weighting = 45

The dissertation is marked by the **respective supervisor(s)**, using **Section B** of the **BSc (Hons)/MSc Dissertation Supervisor's Report – Appendix 16**.

The supervisor(s) shall verify the word count recorded on the dissertation submission form (**Appendix 6**) by using the soft copy of the word count document (in word format) submitted by the student on disc. This soft copy shall be provided by the Faculty's Office at the time of assessment of the dissertation. The supervisor will be provided with a copy of the final Turnitin similarity report by the Programme Coordinator to be used for the assessment of the dissertation.

The dissertation is also marked by an **independent assessor**, using the **BSc (Hons) / MSc Dissertation Independent Assessor's Report – Appendix 18**. The independent assessor marks the dissertation, **after** having received a copy (**Section A** of the **BSc (Hons) / MSc Dissertation Supervisor's Report – Appendix 17**), of the supervisor(s) evaluation of the student on his / her progress, i.e., continuous assessment of the student. Section A contains information so as to guide the independent assessor on the student's progress, attitude and diligence at work during the project work. The independent assessor may have access to the final Turnitin similarity report upon request.

For dissertations conducted in external organisations, the supervisor shall verify the submission form (**Appendix 5**) completed by the on-site supervisor which shall be bound in the dissertation.

Where the supervisor's and independent assessor's marks for dissertation differ by **more than 10 marks**, the **Programme Coordinator** will consult both examiners so as to arrive at an **agreed mark**. After consultation, the **Programme Coordinator** will enter the agreed mark in the box labelled **Agreed Mark for Dissertation**, in Section B of the **Supervisor's Report. Conflicting cases**, if any, will be submitted to the **external examiner(s)** for moderation, with a note from the Programme Coordinator. In any case, all marks (continuous assessment, supervisor's and independent assessor's marks, agreed mark between supervisor and independent assessor (if any) will be submitted to the external examiner(s). The external examiner's marks for **dissertation** are **final** and are used for the computation of the student's marks for dissertation.

All marks are submitted to the external examiner(s) as part of the process of external review. The students may be called for *Viva-Voce* examination by the external examiner(s). A *a priori* list of all students to be called for *Viva-Voce* will be established by the Faculty in consultation with the external examiner(s). Students concerned will be informed accordingly.

The oral presentation of the research work is assessed by the independent assessor (**Appendix 19**). The poster is assessed by the external examiner (**Appendix 20**). The dates of oral presentation, submission of poster and poster presentation will be scheduled by the Faculty.

The main points about good poster presentation are given in **Appendix 21**.

Students are required to use appropriate software for e.g. Microsoft PowerPoint, Microsoft Publisher, to design and produce the scientific poster.

13. Extension of Project Submission

According to the current UoM Regulations Section 7.4.4.5, only under **exceptional circumstances** (e.g. medical reason endorsed by a medical certificate, or major equipment breakdown) will extensions be granted. Extension request(s) must be submitted in writing to the Dean of Faculty through the Head of Department, Programme Coordinator and outlining the reasons for the delay. The extension should be approved by Faculty Board. Such extensions should normally not exceed **one (1) month**.

14. Conclusions

The dissertation constitutes an important document to assess the overall academic performance, and specifically the skills of the Final Year (Honours) degree students in:

- Work organisation;
- Time Management; and
- Scientific communication.

Implementation of the Faculty Dissertation Guidelines will contribute to develop the necessary competencies in research undertakings.

APPENDIX 1 – PROJECT PROPOSAL / SYNOPSIS



PROJECT PROPOSAL/SYNOPSIS

Department

Academic Year

Students are hereby informed that they should submit this document (approximately 200 words) to their respective Module/Project Coordinators by one month as from the beginning of Semester I at latest.

Student's Name:

Student ID:

Title of Dissertation:
.....
.....
.....

Aims and Objectives:
.....
.....
.....
.....
.....
.....

Proposed Methodology (*tentative*):
.....
.....
.....

.....

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.....

.....

.....

Frequency to meet supervisor

Start of Project

.....

.....

.....

End of Project

.....

.....

.....

Comments, if any

.....

.....

GANTT CHART

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar

List of requirements:

Tentative Budget:

Student's Signature: **Supervisor's Name:**

Date: **Supervisor's Signature:**

Date:

APPENDIX 2 – PROGRESS LOG



PROGRESS LOG

Student Name :.....

Student ID :.....

Department :.....

Programme :.....

Title of Dissertation :.....

Supervisor :.....

Project Coordinator :.....

- Your Progress Log serves as a record of your transferable skills and participation and attainment as a student for dissertation purposes.
- Its purpose is to help you to plan your own dissertation and to record the outcomes.
- As well as gaining valuable skills, you will find that the information accumulated in this Log will prove helpful during the write up of the dissertation.
- The document belongs to you and it is your responsibility to keep it up to date.
- It is your responsibility to ensure your supervisor is aware of the dissertation activities you have undertaken.

You should sign the appropriate statement below when you submit your Progress Log:

I confirm that the information I have given in this Log is a true and accurate record:

Signed:

Date:

PROGRESS LOG

RECORD OF STRATEGIC MEETINGS WITH SUPERVISOR

Meetings	Date	Topics/Themes Discussed	Comments (If any)	Supervisor's Initials	Student's Initials

Supervisor **Signature** **Date**.....

N.B: Both the supervisor and the student should retain a copy of this Project Progress Log.
 A copy of the duly filled and signed Progress Log should be **included and submitted in the Section ‘Appendices’** of the Dissertation.

APPENDIX 3 - NON-DISCLOSURE AGREEMENT FORM - NDA 01

**Non-Disclosure Agreement Form for
Internal/External Examiners & Moderators -
NDA 01**

	<p>UNIVERSITY OF MAURITIUS FACULTY OF AGRICULTURE</p>
---	---

UNDERTAKING BY
ALL INTERNAL AND EXTERNAL EXAMINERS AND MODERATORS

FACULTY / CENTRE (UoM)	
DEPARTMENT (UoM)	

I, Prof/ Dr/ Mr/ Mrs/ Ms..... of the University of...../Institution and appointed as the Internal/External Examiner/Moderator by the University of Mauritius for the Programme..... of period hereby solemnly affirm /make oath that I have taken cognizance of the University of Mauritius (UoM) Consultancy & Contract Research Scheme and the UoM Intellectual Property (IP) Scheme and that I will not disclose any information/ data/methodology/result that I will come across during examination of students thesis/ dissertation/report/viva/interview, to anyone, nor will I use any information/ data/methodology/result, for any purpose whatsoever, except with the prior written permission of the University of Mauritius. I also undertake to keep these information /data/ methodology/result, in strict confidentiality.

Programme	
Faculty / Centre / Department	
Date	
Postal Address	
Email	
Telephone	
Fax	
Signature	

NB (1): The Form, once signed by the External Examiner will be submitted to the Dean /Officer-in-Charge of Faculty/ Centre who will send a copy to the Vice-Chancellor.
(2): The time limit for the IPR rights to be kept confidential will be for a period of three (3) years.

APPENDIX 4 - NON-DISCLOSURE AGREEMENT FORM – NDA 02

**Non-Disclosure Agreement Form -
NDA 02**



**NON-DISCLOSURE FORM FOR STUDENTS
(UNDERGRADUATE/POSTGRADUATE/MPhil/PhD AND OTHER RESEARCH PROGRAMMES)**

FACULTY / CENTRE:

I, Student of the University of Mauritius, following the final year of theProgramme will submit my thesis/dissertation entitled.....

..... on..... as per regulations. I hereby inform the Faculty/Centre that my dissertation/thesis contains materials for IPR/Commercialisation. I request that information/data/methodology/results that the external examiner (s) and the UoM will come across in my thesis/dissertation, will not be disclosed to anyone, nor will he/she/they use any information/data/methodology/results, for any purpose whatsoever, except with my prior written permission. They also have to formally sign an undertaking that these information /data/ methodology/result, will be kept in strict confidentiality.

Programme:

Faculty/Centre:

Date:

Postal Address:

Email:

Telephone:

Signature:

Approved by:

(i) **Supervisor(s):** **Date:**

(ii) **Head of Department:**..... **Date:**

(iii) **Dean of Faculty/Director of Centre:**..... **Date:**

(iv) **Pro-Vice-Chancellor (Academia):**..... **Date:**

(v) **Vice-Chancellor:**..... **Date:**

Note:

- (1) The form shall be duly filled in and submitted to the relevant Dean/Director of Faculty/Centre at least 3 (three) Months before the due date of submission of Thesis/Dissertation.
- (2) The Form, once signed by the Vice-Chancellor will be copied to the relevant Dean/ Director of Faculty/Centre and to Pro-Vice-Chancellor (Academia).
- (3) The time limit for the IPR rights to be kept confidential will be for a period of three (3) years.

**APPENDIX 5 - ORGANISATION'S / INSTITUTION'S * APPROVAL OF
STUDENT DISSERTATION/ORAL PRESENTATION /POSTER**

	<p>UNIVERSITY OF MAURITIUS FACULTY OF AGRICULTURE</p>
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**ORGANISATION'S/INSTITUTION'S * APPROVAL OF
STUDENT DISSERTATION/ORAL PRESENTATION /POSTER***

A. To be completed by the student


Name:	
Student ID:	
Programme of study:	
Title of Dissertation/Oral Presentation/Poster*:	
Signature: _____	Date: _____

B. To be completed by the on-site supervisor

Name of organisation/institution*:	
Name of on-site supervisor:	
Position of on-site supervisor:	
<p>I have read the above-named student's dissertation/oral presentation/poster* to be submitted/presented* to the Faculty of Agriculture, and certify that:</p> <p>(i) the content of the student dissertation/oral presentation/poster*is in accordance with the project work undertaken by the student.</p> <p>(ii) the student dissertation/oral presentation/poster*does not contain/contains* confidential information pertaining to the organisation/institution*.</p>	
Signature: _____	Date: _____

**: Please delete as appropriate*

APPENDIX 6 - PROJECT/DISSERTATION SUBMISSION FORM

	<p>UNIVERSITY OF MAURITIUS FACULTY OF AGRICULTURE</p>
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This form must be completed and handed to the Faculty/Centre Registry at the time of submission of the two spiral-bound copies and the soft copy of the dissertation in a single PDF text file on electronic storage media.

A. To be completed by the Student

Name:	
Student ID:	
Programme of Studies:	
Module Code/Name:	
Title of Project/Dissertation:	
Word Count:	
I confirm that a soft copy of my final dissertation (main body comprising of Introduction to the last Chapter) in single PDF text file has been uploaded on the Turnitin Platform, in the final assignment submission link indicated by the Programme/Project Coordinator.	
Signature:	Date:

B: To be completed by the Supervisor(s)

Name(s):	
Comment(s) on the supervision:	
I/We confirm that the student has uploaded a copy of his/her final dissertation on the Turnitin Platform in the final assignment submission link indicated by the Programme/Project Coordinator and an originality report has been generated.	
Signature:	Date:

C: For Office Use Only

This is to certify that Mr/Ms/Mrs.....has submitted.....spiral-bound copies andsoft copy of dissertation in a single PDF text file on electronic storage media on.....at the Faculty/Centre Registry.	
..... Officer's Name Officer's Signature

APPENDIX 7 – PROJECT / DISSERTATION DECLARATION FORM

**UNIVERSITY OF MAURITIUS
FACULTY OF AGRICULTURE**

PROJECT/DISSERTATION DECLARATION FORM

Names:	
Student IDs:	
Programme of Studies:	
Module Code/Name:	
Title of Project/Dissertation:	
Name of Supervisor(s):	
Declaration:	
<p>In accordance with the appropriate regulations, we hereby submit the above dissertation for examination and we declare that:</p> <ol style="list-style-type: none"> i. We have read and understood the Sections on Plagiarism and Fabrication and Falsification of Results found in the University’s “General Information to Students” Handbook (20..../20....) and certify that the dissertation embodies the results of our own work. ii. We have no objection to submit a soft copy of our dissertation (main body comprising of Introduction to the last Chapter) through the Turnitin Platform. We confirm that the hard copies and soft copy submitted to the Faculty/Centre Registry are identical and that the soft copy uploaded through Turnitin Platform, in the final assignment submission link indicated by the Programme/Project Coordinator, is identical in content to the main body of the hard copy submitted. iii. We have adhered to the ‘Harvard system of referencing’ or a system acceptable as per “The University of Mauritius Referencing Guide” for referencing, quotations and citations in our dissertation. Each contribution to, and quotation in our dissertation from the work of other people has been attributed, and has been cited and referenced. iv. We have not allowed and will not allow anyone to copy our work with the intention of passing it off as his or her own work. v. We are aware that we may have to forfeit the certificate/diploma/degree in the event that plagiarism has been detected after the award. vi. Notwithstanding the supervision provided to us by the University of Mauritius, we warrant that any alleged act(s) of plagiarism during our stay as registered students of the University of Mauritius is entirely our own responsibility and the University of Mauritius and/or its employees shall under no circumstances whatsoever be under any liability of any kind in respect of the aforesaid act(s) of plagiarism. 	
Signature:	Date:

**APPENDIX 8 - DECLARATION OF CONFIDENTIALITY IN CONNECTION WITH
DISSERTATIONS/ORAL PRESENTATIONS/POSTERS (*)**



**DECLARATION OF CONFIDENTIALITY IN CONNECTION WITH
DISSERTATIONS/ORAL PRESENTATIONS/POSTERS (*)**

I, being appointed Supervisor /Assessor /
Programme Coordinator / Project Coordinator / External Examiner (*)
of the of the dissertation entitled:

“
.....
.....”

of student bearing ID:of the
programme

solemnly declare that I shall keep confidential all information contained in the said dissertation/
oral presentation for the said dissertation/poster for the said dissertation (*), in accordance
with the agreed confidentiality requirements between the organisation/institution (*)

.....
.....
and the Faculty of Agriculture.

Signature

Date

Supervisor:

.....

Assessor:

.....

Programme Coordinator:

.....

Head of Department:

.....

Signature:

Date:

() Please delete as applicable*

APPENDIX 9 – GOOD SUPERVISORY PRACTICE AT THE FACULTY OF AGRICULTURE: RESPONSIBILITIES OF SUPERVISORS AND STUDENTS

Responsibilities of Supervisor

The supervisor shall monitor, support and direct the student's project soon after the allocation of dissertation titles. The responsibilities of the supervisor include:

1. Providing guidance about the formulation of an appropriate hypothesis-driven research project and focusing on the objectives of the research.
2. Providing guidance in the preparation of a viable / feasible research proposal (synopsis), inclusive of a time schedule and a project costing before embarking on the study.
3. Providing guidance about relevant literature on the topic under study and appropriate literature sources.
4. Providing advice on issues of plagiarism, in line with the University regulations.
5. Providing guidance on issues of laboratory safety.
6. Providing advice in the identification of a research methodology, planning and execution of the research project.
7. Giving guidance on the approach for appropriate analysis of data obtained, interpretation and presentation of results.
8. Giving guidance on the writing of the different chapters of the dissertation in line with the Dissertation Guidelines for BSc / MSc programmes, prepared by the Faculty, and communicating the standard expected.
9. Advising on the preparation of the PowerPoint for oral presentation and poster.
10. Setting a framework for regular scheduled progress meetings between supervisor(s) and student.
11. Giving frequent feedback / comments on progress achieved by the student.
12. In the event there are Intellectual Property Rights (IPR) issues pertaining to the project/dissertation, the project supervisor shall sign an undertaking as per annexed NDA 01 and NDA 02 Forms.

Responsibilities of Student

Throughout the whole dissertation work, the student shall seek advice, comments and guidance from his / her supervisor. The responsibilities of the student include:

1. Reading the Dissertation Guidelines for BSc / MSc degree (prepared by the Faculty) and seeking the supervisor's advice and guidance on the nature of the dissertation work and standard expected.
2. Reading and abiding to the regulations of the University on Plagiarism.
3. Following all laboratory safety guidelines.
4. Arranging with his/her supervisor mutually agreed convenient times to discuss progress achieved.
5. Bringing to the urgent attention of the supervisor any problems associated with progress.
6. Discussing the layout of the final dissertation with the supervisor prior to the writing-up stage.
7. Writing the dissertation on **his / her own** and planning the writing-up so as to give the supervisor adequate time to read the preliminary draft copies and to provide guided and motivated feedback well ahead of the submission date.
8. Responding to the supervisor's suggestions and/or criticisms on his/her work and progress.
9. Adhering to the time schedule specified in the research proposal (synopsis) as agreed with the supervisor.
10. Working diligently and becoming an independent learner.
11. Loading work in progress, drafts and final dissertation on the Turnitin platform.

APPENDIX 10 – EXAMPLE OF “TABLE OF CONTENTS”

Table of Contents	
	Page
List of Tables	vi
List of Figures	vii
List of Plates	viii
INTRODUCTION	1-2
CHAPTER 1: REVIEW OF LITERATURE	3-12
1.1 Introduction.....	3
1.2 Chick management	4
1.2.1 Quality of chick	5
1.3 Feed and water supply	6-9
1.3.1	6
1.3.2	6
1.3.3	7
1.3.4	7
1.3.5	8-9
1.4 Housing and environmental control.....	10-12
1.4.1	10
1.4.2	11-12
CHAPTER 2: MATERIALS AND METHODS	13-20
CHAPTER 3:	21-...

(NOTE: Level 1 refers to Chapter 1, etc.)

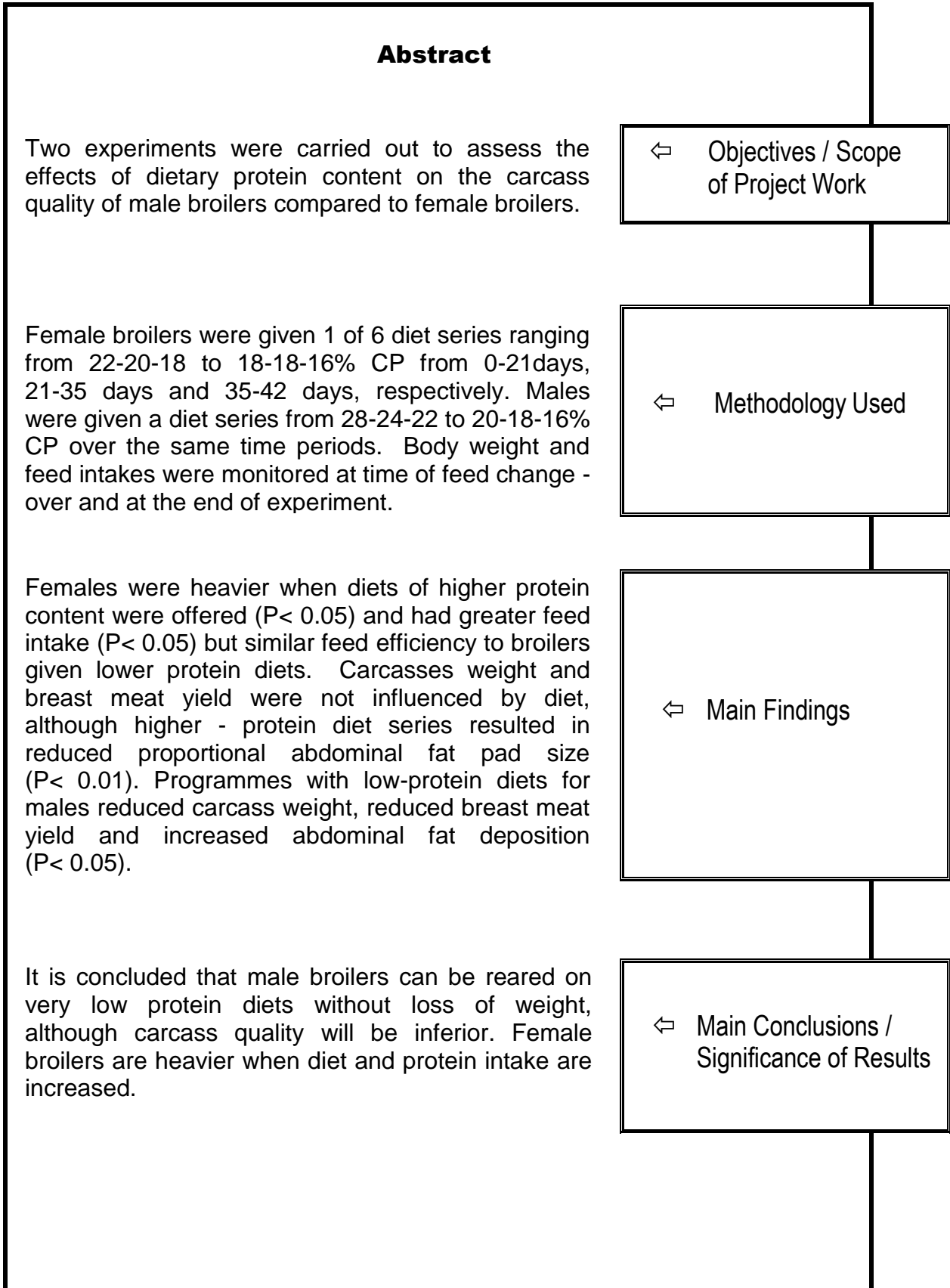
APPENDIX 11 – EXAMPLE OF “LIST OF TABLES”

List of Tables		Page
Table 1.1	Growing importance of chicken meat in Mauritius	3
Table 1.2	Composition of different types of meat.....	5
Table 1.3	Types of litter used.....	8
Table 1.4	Assessment of distribution of feeders	10
Table 2.1	
Table 2.2	
Table 2.3	
Table 2.4	

APPENDIX 12 – EXAMPLE OF “LIST OF FIGURES”

List of Figures			Page
Figure 1.1	Location plan of the Northern Plains Irrigation Project		18
Figure 1.2	Monthly means for rainfall, evaporation and potential evapotranspiration at Pamplemousses		25
Figure 1.3		
Figure 1.4		
Figure 1.5		
Figure 2.1		
Figure 2.2		
Figure 2.3		
Figure 2.4		

APPENDIX 13 – EXAMPLE OF “ABSTRACT”



APPENDIX 14 – EXAMPLE OF “LIST OF ABBREVIATIONS”

List of Abbreviations

Atmosphere	atm
Centimetre	cm
Degree celsius	°C
and others	<i>et al.</i>
Gramme	g
Gross National Product	GNP
Joule	J
Kilogram	kg
Litres	L
Tonnes	T
Molar	M
Personal Communications	pers. comm.
Weight by volume	w/v

APPENDIX 15 – EXAMPLE OF “LIST OF REFERENCES”

- All references that appear **in the text** must appear in the “**Reference**” list, and **vice-versa**.
- **Indent** the second and following lines (Hanging 0.5”) to emphasise each author’s name.
- References shall be listed in an **alphabetical order**.
- Reference list examples are given in Table 1.

Table 1. Reference List Examples

1. SCIENTIFIC JOURNAL ARTICLES – PRINT FORM
<p>Adandonon, A, Aveling, TAS, Labuschangne, N & Ahohuendo, BC 2001, ‘<i>Pythium/Rhizoctonia</i> complex causing damping-off of cowpea in South Africa’, <i>African Plant Protection</i>, 2, 111-113.</p> <p>Cook, RJ, Gabriel, CJ, Kelman, A, Tolin, S & Vidaver, AM 1995, ‘Research on plant disease and pest management is essential to sustainable agriculture’, <i>Bio Science</i>, 45(5), 354-357.</p> <p>Guèye, EF 1998, ‘Village egg and fowl meat production in Africa’, <i>World’s Poultry Science Journal</i>, 54, 73-86.</p>
2. SCIENTIFIC JOURNAL ARTICLES – ONLINE FORM
<p>Liveris, A 2011 ‘Ethics as a strategy’, <i>Leadership Excellence</i>, 28(2), 17-18. Available at : http://lj.libraryjournal.com/2014/09/industry-news/libraries-welcome-writers-in-residence/. [13 Nov 2015].</p> <p>Nega, M, Moges, F, Mazengia, H, Zeleke, G & Tamir, S 2012, ‘Evaluation of I2 thermostable Newcastle disease vaccine on local chickens in selected districts of Western Amhara’, <i>Journal of Animal and Feed Research</i>, 2(3), 244–248. Available at: http://www.researchgate.net/.../230872737_Evaluation_of_I2_Thermostable_Newcastle_disease_vaccine. [13 Nov 2015].</p>

3. CONFERENCE PROCEEDINGS – PRINT FORM

Axelrod, PE 1990, 'Biological control of plant pathogens: principles and strategies', in *Proceedings of the first meeting of IUFRO Working Party S2.07-09 (Diseases and Insects in Forest Nurseries)*, eds. JR Sutherland & SG Glover, British Columbia, Canada, 127-132.

Dharmeswar, D & Gopal, CD 1987, 'Performance of Jersey cattle in a hot-humid tropical region of India', in *Proceedings of the 4th Asian-Australasian Association of Animal Production Societies Animal Science Congress*, eds. TF Reardon, AG Campbell, JL Adam & RMW Sumner, Hamilton, New Zealand, 162-165.

4. CONFERENCE PROCEEDINGS – ONLINE FORM

Bheekhee, H, Ramnauth, RK, Dobe, P & Boodoo, AA 1998, 'Pasture production profile of three grass species and their implications for supplementary feeding of the Mauritian deer (*Cervus timorensis russa*)', *Proceedings of the Second Annual Meeting of Agricultural Scientists*, eds. JA Lalouette, DY Bachraz, N Sukurdeep & BD Seebaluck, Réduit, Mauritius, 123-129. Available at : <http://www.uom.ac.mu/Faculty/FA/GeneralInformation/AMAS97/P16TXT.HTM>. [13 Nov 2015].

5. BOOK – PRINT FORM

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APPENDIX 16 - MARKING SCHEME FOR BSC (HONS) / MSC DISSERTATION

UNIVERSITY OF MAURITIUS
FACULTY OF AGRICULTURE

MARKING SCHEME FOR BSc (Hons) / MSc DISSERTATION

Class	Range of Marks	Substantive Criteria*
First	$x \geq 80$	Clear evidence of original thinking-demonstration of ability to logically develop a synthesis of findings, including theoretical ideas and incorporating evidence for statements made. Outstanding grasp and critical / analytical evaluation of relevant literature. Very good ability to collate results. Insightful analysis leading to valid conclusions and recommendations. Expression, style and grammar of high standard
	$70 \leq x < 80$	Evidence of original thinking-synthesis of ideas and themes from several sources. Very good ability to make critical use of relevant literature. Substantive analysis of data. Well argued and written. Valid conclusions. Expression, style and grammar of high standard.
Upper Second	$60 \leq x < 70$	Evidence of clear thinking. Good critical and analytical ability in use of relevant literature. Good analysis of data. Relevant conclusions. Attention paid to expression, style and grammar.
Lower Second	$50 \leq x < 60$	Evidence of some critical and analytical ability. Satisfactory understanding of relevant literature. Satisfactory analysis of data and conclusions. Expression, style and grammar of moderate standard.
Third	$40 \leq x < 50$	Almost lacking in critical analysis and original thinking. Basic understanding of relevant literature. Superficial conclusions. Expression, style, presentation and grammar often poor.
Fail	$30 \leq x < 40$	Poor critical ability. Rudimentary understanding of relevant literature. Poor evaluation of results. Lacking in conclusions. Poor expression, style, presentation and grammar.
Fail	$x < 29$	Very little or no evidence that student has identified issues relevant to dissertation. Lack of coherence.

* The criteria are to guide the supervisor(s) and independent assessors in the assessment and marking of the BSc (Hons) / MSc dissertations, as an aid to maintaining consistency in the allocation of marks.

APPENDIX 17 - SUPERVISOR'S REPORT

	<p>UNIVERSITY OF MAURITIUS FACULTY OF AGRICULTURE</p>
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BSc (Hons) / MSc Dissertations

<p>Supervisor's Report</p>

Programme:

Name of Student:.....

Name(s) of Supervisor(s):

NOTE TO SUPERVISOR (S)

The final assessment of project work will comprise of 4 marks as follows:

Section A, which is to be filled in exclusively by the project supervisor [or jointly by the supervisor(s)], represents marks for continuous assessment of the project work. Section A contains information so as to guide the independent assessor on the student's progress, attitude and diligence at work during the project work. A copy of this form will be made available to the independent assessor. The maximum marks to be scored by the students are equal to 100, and weighted 10 marks for contribution to project work. The marks are to be inserted in the box labelled **Continuous Assessment**, in Section B.

Section B, which is to be filled independently by the project supervisor(s) and the independent assessor, represents marks for the dissertation. The maximum marks to be scored by the students are equal to 100, and weighted 70 marks for contribution to project work. The marks are to be inserted in the box labelled **Dissertation Supervisor(s)** or **Dissertation Independent Assessor**, in Section B of the **Supervisor's Report** or **Independent Assessor's Report**, respectively.

Where the supervisor's and independent assessor's marks differ by more than 10 marks, the Programme Coordinator will consult both examiners so as to arrive at an agreed mark. Following consultation, the Programme Coordinator will enter the agreed mark in the box labelled **Agreed Mark For Dissertation**, in Section B of the **Supervisor's Report**. Conflicting cases, if any, will be submitted to the external examiner(s) for moderation, following a note from the Programme Coordinator. In any case, all marks (continuous assessment, supervisor's and independent assessor's marks, agreed mark between supervisor and independent assessor (if any)) will be submitted to the external examiner(s). The external examiner's marks for dissertation are final and are used for the computation of the student's marks for dissertation.

The remaining marks will be allocated on the basis of the oral (maximum marks = 100; weighted 10 marks for contribution to project work) and poster presentations (maximum marks = 100; weighted 10 marks for contribution to project work).

SECTION A – Supervisor’s Report

1. How far did the student design and develop the project?

.....
.....
.....

2. How much help did the student receive from you?

.....
.....
.....

3. Were there any features of the project that made it either particularly complex or straightforward?

.....
.....
.....

4. Were there any limitations (e.g. shortage of material or facilities, disasters) that were not the fault of the student?

.....
.....
.....

5. Did you see the write-up? How far did you advise?

.....
.....
.....

6. Which areas of the write-up reflect an original contribution by the student? Whose are the ideas in the discussion?

.....
.....
.....

Supervisor’s Signature (1):..... Date:

Supervisor’s Signature (2):.....

SECTION B – Supervisor’s Report

Programme:

Name of Student:

Name of Supervisor:

Use the: **Marking Scheme for BSc (Hons) / MSc Dissertations** (*enclosed*)

Strengths:

Weaknesses:

Additional Comments:

Continuous Assessment	
	100

Dissertation Supervisor(s)	
	100

Dissertation Independent Assessor	
	100

Agreed Mark For Dissertation	
	100

Dissertation EXTERNAL EXAMINER (Final Marks for	
	100

Supervisor’s Signature (1):.....

Date:

Supervisor’s Signature (2):.....

APPENDIX 18 - INDEPENDENT ASSESSOR'S REPORT
UNIVERSITY OF MAURITIUS
FACULTY OF AGRICULTURE
BSc (Hons)/MSc Dissertations
Independent Assessor's Report
NOTE TO INDEPENDENT ASSESSOR

The final assessment of project work will comprise of 4 marks as follows,

Section A, which is to be filled in exclusively by the project supervisor [or jointly by the supervisor(s)], represents marks for continuous assessment of the project work. Section A contains information so as to guide the independent assessor on the student's progress, attitude and diligence at work during the project work. A copy of this form will be made available to the independent assessor. The maximum marks to be scored by the students are equal to 100, and weighted 10 marks for contribution to project work.

Section B, which is to be filled independently by the project supervisor(s) and the independent assessor, represents marks for the dissertation. The maximum marks to be scored by the students are equal to 100, and weighted 70 marks for contribution to project work. The marks are to be inserted in the box labelled **Dissertation Supervisor(s)** or **Dissertation Independent Assessor**, in Section B of the **Supervisor's Report** or **Independent Assessor's Report**, respectively.

Where the supervisor's and independent assessor's marks differ by more than 10 marks, the Programme Coordinator will consult both examiners so as to arrive at an agreed mark. Following consultation, the Programme Coordinator will enter the agreed mark in the box labelled **Agreed Mark For Dissertation**, in Section B of the **Supervisor's Report**. Conflicting cases, if any, will be submitted to the external examiner(s) for moderation, following a note from the Programme Coordinator. In any case, all marks (continuous assessment, supervisor's and independent assessor's marks, agreed mark between supervisor and independent assessor (if any)) will be submitted to the external examiner(s). The external examiner's marks for dissertation are final and are used for the computation of the student's marks for dissertation.

The remaining marks will be allocated on the basis of the oral (maximum marks = 100; weighted 10 marks for contribution to project work) and poster presentations (maximum marks = 100; weighted 10 marks for contribution to project work).

SECTION B – Independent Assessor’s Report

Programme:

Name of Student:.....

Name of Independent Assessor:.....

Use the: **Marking Scheme for BSc (Hons) / MSc Dissertations** (*enclosed*)

Strengths:

Weaknesses:

Additional Comments:

Dissertation Independent Assessor	
	100

Independent Assessor’s Signature:.....

Date:

**APPENDIX 19 – PRO-FORMA FOR ASSESSMENT OF ORAL PRESENTATION OF
BSC / MSC RESEARCH WORK**

	<p>UNIVERSITY OF MAURITIUS FACULTY OF AGRICULTURE</p>
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**BSc (Hons) / MSc Degree – Dissertation
ORAL PRESENTATION (Evaluation Form)**

Name of Student:

Programme of Study:

Project Title:

Name of Assessor: Date:

Scale	Performance	Range of marks
1	Very poor	0 - <20%
2	Poor	20 - <40%
3	Fair / Satisfactory	40 - <60%
4	Fairly good / Good	60 - <80%
5	Excellent	80 – 100%

▣ Presentation Style	Level				
	[Very poor]			[Excellent]	
(1) Audible, regulated presentation/ Enthusiasm about subject	1	2	3	4	5
(2) Relevance of visual aids	1	2	3	4	5
(3) Understandable visual aids	1	2	3	4	5
(4) Response to questions	1	2	3	4	5
(5) Time limit (<u>Presentation: 10min</u>)	1	2	3	4	5
▣ Presentation Content	Level				
	[Very poor]			[Excellent]	
(1) Description of problem(s)	1	2	3	4	5
(2) Awareness of relevant literature	1	2	3	4	5
(3) Focus on objectives / Appropriateness of research methods	1	2	3	4	5
(4) Presentation / interpretation of results	1	2	3	4	5
(5) Future work	1	2	3	4	5

MARKS	
	100

SIGNATURE OF ASSESSOR:

.....

Weighted to a maximum of 10 marks

Please return filled-in Form to the Administrative Officer

APPENDIX 20 – PRO-FORMA FOR ASSESSMENT OF POSTER PRESENTATION OF BSC / MSc RESEARCH WORK



BSc (Hons) / MSc POSTER PRESENTATION

Name of Student:.....

Programme of Study:

Project Title:

Name of Assessor: Date:.....

<i>Scale</i>	<i>Performance</i>	<i>Range of marks</i>
1	Very poor	0 - <20%
2	Poor	20 - <40%
3	Fair / Satisfactory	40 - <60%
4	Fairly good / Good	60 - <80%
5	Excellent	80 - 100%

ORAL PRESENTATION		Level				
		[Very Poor]			[Excellent]	
1.	Audible regulated presentation (rate, pronunciation, tone)	1	2	3	4	5
2.	Enthusiasm about subject (arouse and retain interest of audience)	1	2	3	4	5
3.	Response to questions	1	2	3	4	5
4.	Respect of time limit	1	2	3	4	5
POSTER						
5.	Presentation of objective(s)	1	2	3	4	5
6.	Presentation of research method(s)	1	2	3	4	5
7.	Presentation of results and analyses	1	2	3	4	5
8.	Presentation of discussion / conclusions	1	2	3	4	5
9.	Relevance of visual aids (appropriateness of figures, tables etc)	1	2	3	4	5
10.	Clarity of visual aids (clear, self-explanatory)	1	2	3	4	5

MARKS	
	100

SIGNATURE OF ASSESSOR:

.....

Weighted to a maximum of 10 marks

Please return filled-in Form to the Administrative Officer

APPENDIX 21 – BSC / MSC RESEARCH WORK - GUIDELINES ON POSTER PREPARATION



UNIVERSITY OF MAURITIUS FACULTY OF AGRICULTURE

GUIDELINES ON POSTER PREPARATION

1. What is a poster?

Agricultural research results are sometimes presented as posters, which are usually mounted on walls of rooms or along the corridors. In a way, a poster is a shortened form of a research paper, which is presented visually. It can also be effectively used to present pictures that tell a full story or a research activity as the results.

The main point about posters is that the information is provided through the use of visuals in a well-coordinated and organised combination of text and illustrative matter.

2. Characteristics of a good poster

A good poster should:

- Be simple and highly informative.
- Be easy to read and understand with relevant legends.
- Be visually appealing and attractive, to encourage people to read it.
- Contain text and illustrative matter harmoniously combined to produce an effective presentation.
- Tell the story completely.

3. Contents of a poster

A good poster should be prepared with your audience in mind. A typical poster should include:

- A brief introduction.
- The objectives of study.
- An outline of the materials and methods used.
- A main Section devoted to results and discussion.
- Conclusions and recommendations.

You will also need an informative title that is as short and meaningful as possible, and is preferably comprehensible to no-specialists. Include also author names.

Bear in mind that most people won't have time to read many words and that a striking picture, provided it sticks to scientific truth, is worth countless words.

4. Poster preparation planning

Planning

Before you start preparing a poster, decide on the precise topic and subject matter you wish to communicate; then, proceed to plan the poster.

Text and Illustrations

Write the complete text of the story. Revise it thoroughly until you are satisfied that all the information you wish to convey has been included, whilst keeping it brief at the same time. Edit the text rigorously.

Decide how many illustrations and how much text you can fit into the allotted space. Remember that graphs and photographs are preferable to tables. Start by making a layout plan of your presentation, drawn to scale.

Put legends, if needed, below illustrations, and keep them short. Make labels on graphs and diagrams run horizontally.

Size of poster



Poster size shall be A1 (inch 23.4 x 33.1; 51.4 cm x 84.1. cm)

Font size

It is recommended to use the following font size:

ITEM	FONT SIZE / TYPE
Title of poster	70 (Bold Typeface)
Subtitle	30 (Bold Typeface)
Text	24
Title of Tables and Illustrations	18

Arial Font:

70 **30** 24 18

Times New Roman Font:

70 **30** 24 18

4. References

- (a) Stapleton *et al.* (1995). *Scientific Writing for Agricultural Research Scientists - A training Manual*. WARDAS / CTA.
- (b) O'Connor, M. (1991). *Writing Successfully in Science*. Chapman and Hall. CUP (UK).