



SECTION 1: STUDENT TO COMPLETE			
NAME: insert surname & first name		I.D. No: insert student number	ENROLMENT/START DATE : mm/yyyy
PROGRAMME: insert programme name	MODULE: Proposal	DATE SUBMITTED: dd/mm/yyyy	LOCAL RESOURCE CENTRE insert name of resource centre
STUDENT DECLARATION: In submitting work to the University you are agreeing to the following statement: "I declare that this assignment is my own work, that all sources of reference are acknowledged in full and that it has not been submitted for any other course".			

SECTION 2: TUTOR'S COMMENTS	
<i>Ability to construct a project with clear, coherent and well defended research questions/ objectives</i>	
<i>Discussion of the relation between your proposed research and previous research</i>	
<i>Discussion and justification of proposed methods</i>	

Overall Comments:

Second Marker Additional Comments (*Optional*):

Tutor marking this assignment	Date of marking	Mark Awarded (%)	Grade Awarded

School of Management Dissertation Proposal Pro-Forma Version 1.4 (October 2010)

Instructions:

This document consists of the Proposal Template.

Students are required to complete the Proposal Template when constructing and submitting their Proposal.

Before you submit this Proposal please make sure that you have completed all of the following steps:

1. Read the latest Dissertation Guidelines on Blackboard.
2. Read and considered the Support materials and additional notes on Blackboard.
3. Discussed your ideas with a Dissertation Tutor via Blackboard or the workshops.
4. Completed the online School of Management Research Ethics Form which is located on Blackboard.

Advice on completing this Proforma:

- Download the word file document to your computer.
- Open the file and save the file with a new name.
- Remove the “instructions” and the “notes” to each section in the Pro-Forma.
- Insert your text within the boxes provided.
- Save and print your document. Retain a copy for your records.
- Submit your proposal.

The Proposal Template

Your Name, Programme of Study, Student Number, Centre & Intake.

MBA students only: If you have elected to specialise please identify your specialism (i.e. Finance/Marketing/Managing Quality etc ...

Please identify any University of Leicester Tutors with whom you have discussed your proposal and the forum you used (e.g. workshops/Blackboard)

Title (max. 15 words)

Note on Content:

A title should summarise the main idea of the proposal simply and, if possible, with style. You may want to use a title and a subtitle, separated by a colon (e.g. 'Brown Eggs: What they are Made of and How to Eat Them')

Abstract (max. 200 words)

Note on Content:

A brief and comprehensive summary of your proposal.

Introduction (approx. 200 words)

Note on Content:

- *A statement of your research question, possibly including a central question and three or four aspects or sub-questions (approx. 30–100 words depending on number of research questions).*
 - *Explain why this question is interesting (approx. 100 words).*
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Relation to previous research (approx. 400 words)

Note on Content:

- *Discussion of the relation between your proposed research and previous research. When expanded in the dissertation this will be referred to as a Literature Review (approx. 400 words).*
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Proposed methods (approx. 400 words)

Note on Content:

- A precise statement of the methods you propose to use.
 - Justify the choices you make. Explain why this method is being used in preference to others.
 - Discuss the specifics of the method(s) you will use. Be clear about data sources and what will count as data in your research project.
 - (In your methods section you may need to make some reference to other exemplary studies and will certainly need to refer to the literature on research methods.)
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Reflections (approx. 500 words)

Note on Content:

Include reflections on:

- Potential practical and empirical obstacles (e.g. access).
 - Conceptual and theoretical problems and difficulties.
 - Ethics (both in the narrow and the broader senses).
 - Your position as a researcher in a political field, and reflection on how this will impact on your study.
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Conclusion (max. 200 words)

Note on Content:

- Very brief wrap-up, including discussion of immediate next steps you need to take. Do not restate everything you have already said.
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Timetable (approx. 100 words, or a one page diagram)

Note on Content:

- Provide dates and major steps or milestones.
 - This should be presented in bullet points or as a pictorial diagram.
 - Make sure that you include other commitments such as holidays, and allowing time for tutors to approve your research proposal.
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References

Note on Content:

- A full list of works referred to in the text referenced correctly.
 - Quality is more important than quantity, demonstrating engagement with relevant literature.
 - The Internet should not be the only source of references.
-

Appendices (optional)

Note on Content:

- Containing materials distracting from, but relevant to, the body of the proposal, for example, draft questionnaires, interview questions, other tables, lists, etc.
 - Do not overdo it. Only include things that really are relevant. You won't get extra marks for this.
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END OF STUDENT SUBMISSION

THE FORMS ON THE FOLLOWING PAGES ARE ONLY USED IN INCIDENTS OF
PLAGIARISM AND/OR THE AWARD OF A FAIL GRADE FOR THIS PIECE OF WORK.

STUDENTS SHOULD NOT DELETE THESE FORMS.



PLAGIARISM FORM (Student Assessed Work)

This form should only be completed where a case of plagiarism (inc. 'poor scholarship') has been identified. It should be attached to the student's submitted work that contains the plagiarised material.

PART 1 - TO BE COMPLETED BY FIRST MARKER

Student Name:	
Programme of Study & Year:	
Module:	

Nature and Extent of Plagiarism (please highlight or underline plagiarised text):	
What, if known, is the source of plagiarism? (e.g. peer plagiarism, single or multiple texts, websites)	
What proportion of the submission is plagiarised?	%
Any other comments?	
What mark should be awarded?	%
Name of 1 st marker:	
Date (dd/mm/yyyy)	

PART 2 - TO BE COMPLETED BY SECOND MARKER

Comments (please indicate agreement or disagreement with the first markers assessment and recommended action):	
Name of 2 nd Marker	
Date (dd/mm/yyyy)	

PART 3 - TO BE COMPLETED BY DEPUTY HEAD OF SCHOOL

Recommendation (following, where appropriate, a student interview and consultation with the Director of Postgraduate Studies and the Director of Undergraduate Studies)	
Resubmission Permitted?	Yes/No
Mark Awarded	%
Name of Deputy Head of School	
Date (dd/mm/yyyy)	

ADDITIONAL GUIDANCE FOR FAILING PROPOSALS

Student Name:	
Course	
Centre	
Date of Enrolment	
Module/Unit	

Your assignment has been subject to a system of second marking. Unfortunately the markers have concluded that the assignment has not met a satisfactory standard.

You should consider carefully the information provided on the AGC form as well as the reasons for the fail grade indicated below. Then make sure you follow the advice given under 'action to take' when working on your next assignment.

Please consult your Programme Handbook for details of the resubmission policy for your programme of study.

REASON(S) FOR THE FAIL GRADE		ACTION TO TAKE
You have not adequately answered the question set.	<input type="checkbox"/>	<i>You need to check carefully that you have understood the question set. Please discuss your interpretation of the question with a Tutor on Blackboard and use the support materials on writing assignments found on Blackboard.</i>
You have not adequately explained what you have done.	<input type="checkbox"/>	<i>Please discuss the expectations of the assignment with the Tutor on Blackboard.</i>
Your answer is too descriptive – it lacks sufficient analysis to address the question set.	<input type="checkbox"/>	<i>Please refer to the support materials on Blackboard and in Module 1 of your programme.</i>
Your answer is too brief or exceeds the word limit set for this assignment.	<input type="checkbox"/>	<i>For advice on developing an essay please see your Programme Handbook and Module 1 material.</i>
You do not make sufficient use of the concepts and theories that are relevant to addressing the assignment question.	<input type="checkbox"/>	<i>Please refer to the support material on Blackboard.</i>
You have made use of literature/study materials without fully acknowledging the sources.*	<input type="checkbox"/>	<i>Please read the guidance in your programme handbook on referencing. There is further information on how to avoid plagiarism on Blackboard.</i>
You have simply reproduced the information contained in the module and other readings. You must use this material to answer the question in your own words.*	<input type="checkbox"/>	<i>Please read the guidance in your programme handbook on referencing. There is further information on how to avoid plagiarism on Blackboard.</i>
Your answer is too similar to that of another student. Rework your answer using your own words.*	<input type="checkbox"/>	<i>Please read the guidance in your programme handbook on referencing. There is further information on how to avoid plagiarism on Blackboard.</i>
Other: Please specify	<input type="checkbox"/>	

Items marked with an * are serious academic offences and amount to plagiarism or cheating. Please see your programme handbook about the regulations governing plagiarism.

Second Marker

Signature _____

Date: _____



**University of
Leicester**

School of Management

