

Module details and learning outcomes

School of Human Sciences

Level: 7

Number of Credits: 60

Term of delivery: Term 2 & 3

Site of delivery: Greenwich Maritime

1.1. Aims:

To provide students with the opportunity to conduct an independent research project and synthesise the findings from this project in a dissertation.

1.2. Learning outcomes

To achieve the aim of this module, this course will provide the guidance to:

1. Choose a research question that is relevant to the fields of public health or health management
2. Conduct a literature review of the chosen topic and provide a synthesised, critical discussion of the key literature
3. Outline the key elements in planning a research project and select the appropriate methods to investigate the research question
4. Collect and/or analyse data to answer the research question
5. Structure a research report communicating the background to the research project, its aims, the methods used, the findings with its interpretation in the context of the relevant literature, and main conclusions
6. Critically analyse the ethical dimensions and strengths and weaknesses of your own research work
7. Reflect on the processes and personal development related to the dissertation

1.3. What is a dissertation?

The dissertation project is a report of research activity guided by a critical literature review, a well-defined research question or hypothesis and carefully constructed methods for investigation of such a question. This is a small-scale unfunded, project which should be completed, from design to execution between January and September. In planning your project, you need to be aware of these limitations. For these reasons, we recommend that you consider carrying out a secondary analysis of existing data, a systematic review, or an evaluation project, rather than undertaking primary data collection. If you do undertake primary data collection it should be clearly defined and feasible to do within the timeframe.

1.3.1. MSc in Global Public Health dissertations

The requirements for the MSc Global Public Health dissertation entail rigorous use of quantitative and/or qualitative methods to answer timely and pertinent research questions with great relevance to public health. The dissertation will

need to make relatively new recommendations and contribute to the academic field of study. There are three main types of dissertations, those involving:

1. Reviews: a systematic or scoping literature review, with narrative synthesis and/or meta-analysis
2. Secondary analysis of existing data
3. Collection of primary data (using quantitative and/ or qualitative methods)
– please carefully consider the limitations described above

1.3.2. MSc in Global Health Management dissertations

The requirement for the Health Management dissertation is a critical analysis of relevant global health management concerns. The dissertation will need to make fresh and compelling policy recommendations as well as contributions to the academic field of study. The dissertation should focus on issues related to a specific health policy, health management or leadership concerns. There are three main types of dissertations, those involving:

1. Reviews: a systematic or scoping literature review, with narrative synthesis and/or meta-analysis
2. Policy or practice analysis with a recognisable framework
 - a. Secondary data analysis that elaborates a policy, project or programme
 - b. Primary data collection that elaborates a policy, project or programme
3. Partial or full economic evaluation

1.4. Research ethics

You are advised to discuss the ethical implications of the proposed research with your potential supervisor before you select it as your dissertation project. If you decide to collect and analyse primary data, it is likely you will need to apply for research ethics approval. If you are required to obtain approval from a research ethics committee, you should apply for ethics approval as early as possible or consider selecting an alternative project.

All researchers – students and professionals – are obliged to consider the ethical implications of their proposed studies. For NHS based research, there is a system of research ethics committees and guidelines on how to apply to such a committee. For non-health-related research, or research conducted outside the NHS, there is currently no absolute or universally agreed system for determining what will be required to obtain approval for a research project. The book below provides a good introduction to ethics in social science research:

Oliver, Paul. The student's guide to research ethics. McGraw-Hill Education (UK), 2010.

If your proposed study *does* fall under the remit of the NHS Research Governance/ Clinical Trials Regulations and you apply for ethics committee

approval, you should include a copy of the committee's letter approving your research as an appendix in your dissertation.

N.B. For studies involving staff of the UK National Health Service, the ethics rules have been relaxed (2012). The latest guidance states that: "REC review is not normally required for research involving NHS or social care staff recruited as research participants by virtue of their professional role. However, please check with your supervisor for specific ethical requirements for your project as part of the project exploration.

Students should be aware that obtaining ethical approval could be a lengthy process, long enough to prevent a project being completed within the academic year. Ethics committees may reject applications that are incomplete or inadequate in any way. It can take up to 60 working days to gain an approval even for a complete and adequately presented research ethics committee application form. **Under no circumstances should research be conducted where ethical approval has been denied.**

Students considering a change in direction for their projects should know that Ethics Committees must be informed about any change to approved study designs. Any proposed changes will need to be approved before research is conducted. Substantial changes will require a completely new application. Changes to the project design thus involve extra work and will delay the start of projects. It is therefore in students' interests to design a sound study that they will be able to carry out without revision.

1.5. The research project

The research project is central to both the MSc Global Public Health and the MSc Global Health Management programmes. The research project provides a critical basis of development in research and scientific ethos and methods. In addition, it provides training in key research techniques. Integral to the project is the preparation of the written dissertation.

A list of possible projects will be provided via the Moodle shell and you are encouraged to review the profile and interests of supervisors to identify research topics that are aligned to your interest. Students may propose their own research idea and develop a project in conjunction with an appropriate member of academic staff.

We recommend the dissertation address:

1. Secondary analyses of existing data
 1. Quantitative
 2. Qualitative
2. Reviews
 1. Systematic review with or without meta-analyses
 2. Scoping reviews
3. Economic evaluations

4. Policy and/or practice analysis

A systematic review can offer a valuable training opportunity and it should not be considered an easy option. It requires the student to establish whether scientific findings are consistent and can be generalised across populations, settings, and treatment variations, or whether findings vary significantly by particular subsets. Explicit, transparent, and systematic methods are essential in systematic reviews, as they limit bias and improve reliability and accuracy of conclusions. Therefore, students are expected to develop a rigorous methodology for carrying out the review.

1.5.1. Research projects to avoid for dissertations:

The time involved in obtaining ethical approval and potential for a rejected application to delay or prevent a research project from being carried out means that students should be wary of deciding on a research design that will:

- Involve human subjects in an NHS setting (patients and their families)
- Involve people who may be considered vulnerable
- Gather personal details or focus on sensitive issues
- Survey or interview people receiving treatment, advice, or social care
- Use identifiable medical records or datasets that allow record linkage
- Study tissue samples
- Involve the use of drugs
- Involve animals

1.5.2. Research projects that do not require you to obtain approval from an external committee:

- Projects that use only evidence that has been published or is available to students from libraries or other public document sources
- Projects that use only data from existing sources (secondary data or costing data)
- Projects that only review policy documentation

1.6. Reflection statement

You should include a reflection statement, which describes how you have grown as a researcher and individual through the activities performed to complete your dissertation. This statement should describe, **in no more than 500 words**, what new expertise, knowledge, analysis, discovery or insight you developed, and how you overcame challenges. You should consider what has influenced your choices in your research, in particular reflecting on the sources of knowledge that have informed your research and the diversity of these e.g., supervisory expertise, regional representativeness of literature, author characteristics, journal types and disciplinary perspectives. To end your statement, you will reflect on how your experience may be put to beneficial use. Consider benefits both inside and outside academia, for yourself and others. To guide your reflection, you may refer

to and cite a framework, such as the Gibbs cycle; however, use of such a framework is optional.

The reflection statement should be distinctly labelled and placed before your dissertation, after the Acknowledgments page (see *Structure* Instructions in Appendix A). This statement is different from the '*reflexivity*' that you would be expected to demonstrate if conducting qualitative research, which relates to your sensitivity to how your assumptions and prior experiences may shape the way you collected and analysed your data.

1.7. Responsibilities

The dissertation is a substantial piece of independent work, and something to be proud of. Many graduates give the title of their dissertation or a brief outline of it in their CV. Students who are interested in taking research degrees for MPhil or PhD will also find that considerable interest is taken in their MSc dissertation. As you prepare your dissertation, you should see yourself as junior researcher gaining experience in a university setting. You will be guided through this process by your dissertation supervisor and will have opportunities to present your findings at seminars and research team meetings.

1.7.1. Responsibilities: Students

- Ask relevant questions to ensure that the project is viable and a good match to your interests and abilities,
- Ensure there is a reasonable amount of time available in personal schedules to complete the dissertation within the recommended timetable
- Set achievable goals to guide your project and write up
- Meet the dissertation milestones set for each term
- Monitor your progress and keep your supervisor informed of your progress
- Organise and attend **at least 2 meetings per month** with the project supervisor (ensure supervisor's annual leave and time away from the office is accounted for in your study plan)

You should attempt to tie in your supervision sessions with the dissertation milestones and should cover clear project proposal (including timelines); key findings from the literature review; initial data exploration and cleaning; analysis and results; discussion and relevance of findings; drafting cohesive dissertation.

1.7.2. Responsibilities: Dissertation Supervisor

- To be available to meet their student twice a month for project supervision. This can take the form of face-to-face meetings, online video conference, phone calls, emails, or review of student work
- Assist the student in developing a project of suitable size and scope for the dissertation
- Monitor the student's progress
- Encourage the student to discuss any major disruption or delay in achieving dissertation milestones with the Course Organiser

- Provide timely feedback (within a 2-week time frame for any piece of written work that has been submitted for comment)
- Keep a record of the supervision sessions and notes of meetings and phone conversations
- Expect to read one draft of the full dissertation, if it is submitted in good time, and provide constructive feedback on general standard and focus- however, the supervisor should avoid doing the work for the student
- Organise for a well-qualified co-supervisor to meet the student if the main supervisor is expected to be away from the college for more than two weeks at any time

1.7.3. Responsibilities: Module Leader

- Collect project ideas from internal and external supervisors
- Propose/introduce potential internal supervisors for student devised projects
- Monitor overall progress of projects
- Allocate markers for the dissertation
- Compile final marks and report these to the final exam board meeting
- Support students and advise on any personal difficulties that they may encounter during the process of working on the dissertation.

1.8. Guidelines for writing and submitting your dissertation

WARNING: The process of writing and submitting a dissertation always takes much longer than you think it will. You are advised to start well in advance of the submission date and to become familiar with all the essential requirements.

What is expected?

Your dissertation should be a substantial piece of work and it will be judged based on the level of demonstrated understanding and application of standard techniques to a new set of circumstances. Some of the techniques required to address a particular research topic may not have been covered in the lectures and practical sessions. In this case, you will be expected to familiarise yourself with new methodologies if needed, and to consolidate knowledge imparted in the course. You should aspire to produce a dissertation of publishable quality.

Plagiarism

The thesis should be written in your own words; copying text from other sources is not acceptable. Using anyone else's work as your own, either published in print or on the Internet, without referencing, is plagiarism. All written material will be uploaded onto the plagiarism software Turnitin. Please review University of Greenwich detailed guidance and support to avoid plagiarism

[Writing with authority and avoiding plagiarism | Articles | University of Greenwich](#)

How to submit your dissertation

You will need to **submit an electronic copy of your dissertation** via the OMED-1416 Moodle shell.

1.9. Linking optional internship to dissertation

If you are on the MSc Global Health Management programme and choose to take the optional internship option, it is important to explore the intersection between your dissertation and the internship with your supervisor and if necessary, the programme leader.

1.10. Publication or presentation of dissertation

If presentation opportunities (conference abstracts, posters, or oral presentations) or publications arise from the research project, then this must be done collaboratively. This must include the supervisor and all those who were part of the research, including those external to the dissertation itself. For more details on authorship, please see some guidance available from ICMJE.

<https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

Employability

The module provides structure and support towards your independent development in research and rigorous scientific methods. The completion of a dissertation will provide substantial evidence of the ability to implement and synthesise findings in a meaningful manner. The dissertation demonstrates critical report writing skills for future employment.

You can find out more about the Greenwich Employability Passport at: [Greenwich Employability Passport for students](#)

Information about the Career Centre is available at: [Employability and Careers | University of Greenwich](#)

Schedule of teaching and learning activities

Being a 60-credit module, total contact hours for this module is 48 hours (lectures, seminars, and methods clinic during term 1, 2, and 3),
Supervisory time will be dependent on the student and supervisor, but we have proposed milestones to be achieved over ~7 hours of supervisory meetings.

Term 1:

Introductory lectures will take place on Thursday afternoon

	Term 1		
Week	Date (Thurs)	Topic	Venue
3	29-Sep-22	Introduction to the Dissertation module Panel of research experience/student lens	KW303

4	06-Oct-22	Academic writing, plagiarism, reference manager Reference manager and first text (100 words, 5 references)	KW303
5	13-Oct-22	Review topics/videos, introductions with supervisors (No lecture/seminar)	
6	20-Oct-22	Getting started: the literature review Review 250 words (1)	KW303
7	27-Oct-22	Framing the question Review 250 words (2)	KW303
8	03-Nov-22	Quantitative analyses Qualitative analyses	KW303
9	10-Nov-22	Narrative, Scoping, Systematic Reviews Policy analysis and Economic evaluations	KW303
10	17-Nov-22	Engagement with potential supervisors (No lecture/seminar)	
11	24-Nov-22	Ethics case studies -	QA080 QA180
12	01-Dec-22	Developing a research proposal	QA080 QA180
13	08-Dec-22	Developing a research proposal 2	QA080 QA180
14	15-Dec-22	Self-directed learning	QA180

Asynchronous learning

Review lecturer profiles and research interests via Moodle shell

Consider available topics and initiate introductory meetings with potential supervisors

Supervisory meetings (x1) to be conducted in term 1.

Meeting	Date (term 2)	Project milestones
1	To be confirmed	Provisional project concept (including topic, background and literature review)

Personal tutoring in Term 1 will take place online using Microsoft Teams

Wednesday 16h00 – 17h00

Term 2:

Lectures and seminars will take place on a Friday at KW303 (LT)

Term 2	
Date (Fri)	Topic
20-Jan-23	Proposal presentations 1 Faculty Panel
27-Jan-23	Proposal presentations 2 (external invites) Faculty Panel
03-Feb-23	Research Ethics Nevin Mehmet
10-Feb-23	Reviews 1: Scoping review Genevieve Breau

17-Feb-23	Reviews 1: Systematic review Amal ElAmin
24-Feb-23	Quantitative analyses Muhammad Osman
03-Mar-23	Qualitative analyses Genevieve Breau
10-Mar-23	Economic evaluations Paul McCrone
17-Mar-23	Policy and practice analysis Ritika Tiwari
24-Mar-23	Mixed Methods Sharada Prasad Wasti
31-Mar-23	Summarising and constructing arguments Muhammad Osman/Aduragbemi Banke Thomas
07-Apr-23	UK Bank holiday (Good Friday)

Supervisory meetings (x2) to be conducted in term 2.

Meeting	Date (term 2)	Project milestones
2	To be confirmed	Final project proposal (include updated literature review, methods, and ethics) (PowerPoint)
3	To be confirmed	Detailed methods

The dates and format will need to be finalised between student and supervisor

Term 3:

Term 3	
Date (Thurs)	Topic
11-May-22	Methods Clinic 1
01-Jun-22	Methods Clinic 2

Activities to be supported include:

- Data cleaning
- Analysis
- Coding
- Production of figures and graphics
- Reference management software support

Supervisory meetings (x4) to be conducted in term 3:

Meeting	Date (term 3)	Project milestones
4	To be confirmed	Initial data exploration and cleaning
5	To be confirmed	Analysis and results
6	To be confirmed	Discussion and relevance of findings
7	To be confirmed	Drafting cohesive dissertation

Suggested: Every 2nd week for ~1 hour

The scheduling of supervisory meetings will be dependent on individual student

progress and supervisor availability. The supervisor and student will determine the nature and format of these supervisory meetings and students should keep a record of summaries of these meetings. This may include meetings (individual/group, in-person/virtual) and/or detailed electronic feedback. The key milestones are documented above

The dates/format will need to be finalised between student and supervisor

In addition to the teaching and learning activities within the module, additional study support is available at:

- 'Academic Support' - <https://www.gre.ac.uk/academicskills/home>
- [Writing with authority and avoiding plagiarism | Articles | University of Greenwich](#)

Assessment

Assessment schedule

Term 2: Students will submit project proposals and complete oral presentations to receive feedback from their supervisor and invited panels. This will not be graded.

Pass Mark: The overall pass mark for this module is 50%.

Method of Assessment: SUMMATIVE

Word Length: requirement 10,000 words

Assessment	Due date	Time	Weight*	Learning outcomes
Final project (electronic copy)	Friday 8 th Sept 2023	11:30 pm	100%	1-7

**The weighting refers to the proportion of the overall module result that each assessment task accounts for.*

Your assessment brief:

Important note: Coursework is marked on the understanding that it is the student's own work on the module and that it has not, in whole or part, been presented elsewhere for assessment. Where material has been used from other sources, this must be properly acknowledged in accordance with the University's Regulations regarding Academic Misconduct.

[Assessment Misconduct | IT and Library Services | University of Greenwich](#)

Marking, feedback and next steps

To pass this module, you must achieve an overall mark of 50%.

For coursework, the marks and feedback will normally be provided to students within fifteen working days of the submission deadline.

In exceptional circumstances, where there is a delay in providing feedback, you will be informed by the module leader.

If you do not pass a module at the first attempt, you may be eligible for a resit opportunity on the failed assessments. The Exam Board will decide whether you will have an opportunity to resit. They will consider your overall set of results and profile, including other modules, and your engagement on the programme, for example, whether you have attempted assessments or not. Note that marks on resit assessments are capped at 50% unless extenuation has been applied for and granted.

For further details on resit assessments, please see section 7 below.

The assessment and feedback policy can be accessed at [Assessment and Feedback Policy](#)

Extenuating circumstances and student support

The University recognises there are times when serious and unexpected matters which are beyond a student's control (such as serious illness or injury, death in family) impact on their academic performance and ability to complete assessments by the deadline. Guidance on claiming extenuation can be found at: [Extenuating circumstances](#)

External Examiner

The External Examiner for this module is:

Name: *Dr Henock Taddese* [Home - Dr Henock Taddese \(imperial.ac.uk\)](http://imperial.ac.uk)

Institution: *Imperial College London*

Please note that the role of the External Examiner is to evaluate the overall standard of assessments on the module. They are unable to correspond with individual students about their work. If you need to discuss your marks or feedback, please contact the module leader.

7. Resit assessments

Assessment schedule

Pass Mark: The overall pass mark for this module is 50%.

Please note that mark will be capped at 50% for a resubmission except you have an approved extenuating circumstances claim.

Method of Assessment SUMMATIVE

Word Length: requirement 10,000 words

Resit assessment	Due date	Time	Weight*	Learning outcomes
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Final project (electronic copy)	Wednesday 8 th May 2024	11:30 pm	100%	1-7
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Except if otherwise advised, you will work with the supervisor who you were originally assigned. Your supervisor will be able to discuss your feedback in detail and advise you on areas of improvement.

8. Reading recommendations

The following are suggested readings for the module. Additional, more detailed reading recommendations will be provided for the module topics.

Author	Title	Publisher	ISBN
Thomas, D., Hodges, I	Designing and Managing Your Research Project: Core Skills for Social and Health Research	Sage 2010	978184860193
Wayne C. Booth	The Craft of Research, Fourth Edition (Chicago Guides to Writing, Editing, and Publishing)	University of Chicago Press	9780226239873
Crosby, R.A., Salazaar, L.F.	Essentials of Public Health Research Methods	Jones and Bartlett Learning	9781284175462
British Educ. Research Association	Revised Ethical Guidance for Researchers	British Educ. Research Association 2011	9780946671328
Bell, J.,	Doing Your Research Project: A Guide for First-Time Researchers	UK Higher Education OUP Humanities & Social Sciences Study Open University 2014	978033526449
Lapan, S.D. and Riemer, F.J.	Qualitative research: an introduction to methods and designs	San Francisco: Jossey-Bass 2012	9780470548004
Saks, M., Allsop, J.,	Researching Health: Qualitative, Quantitative and Mixed Methods (2nd Ed.)	Sage, London 2013	9781446252260
McNiff, J. and Whitehead, J.	Action research: principles and practice	London: Routledge 2013	9780415535267
Boland, A., Cherry, AG., and Dickson, R.	Doing a Systematic Review: A Student' s Guide	SAGE Publications Ltd 2017	9781473967007
Aveyard, H., Payne, S., Preston, N.	A Postgraduate's Guide to doing a Literature review (Paperback)	Open University Press. Maidenhead 2016	9780335263684
Saks, M., Allsop, J.,	Researching Health: Qualitative, Quantitative and Mixed Methods (2nd Edn.)	Sage, London 2013	9781446252260
Gilson, L.	Health Policy and Systems Research - A Methodology Reader https://www.who.int/alliance-hpsr/resources/alliancehpsr_reader.pdf?ua=1	World Health Organization	9789241503136

Walt, G., Shiffman, J., Schneider, H., Murray, SF., Brugha, R., and Gilson, L.	'Doing' health policy analysis: methodological and conceptual reflections and challenges	Oxford University Press 2008	https://doi.org/10.1093/heapol/czn024
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9. Additional module information

Activities

During term 2 students will be required to submit project proposals and complete oral presentations (PowerPoint or similar) to receive feedback. These sessions will be scheduled as part of the supervisory meetings between the student and supervisor. This may take place in small groups where the supervisor is responsible for a number of students.

10. Changes to the module

At the University of Greenwich, we value feedback from students as well as External Examiners and other stakeholders and we use this information to help us improve our provision.

Important note: The University of Greenwich will do all that it reasonably can to deliver the module and support your learning as specified in our handbooks and other information provided. However, under some circumstances, changes may have to be made. This may include modifications to the:

- content and syllabus of modules, including in relation to placements
- timetable, location and number of classes
- content or method of delivery of your module
- timing and method of assessments.

This might be because of, for example:

- academic changes within subject areas
- the unanticipated departure or absence of members of university staff
- where the numbers expected on a module are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it.
- industrial action by university staff or third parties
- the acts of any government or local authority
- acts of terrorism.

In these circumstances, the University will take all reasonable steps to minimise disruption by making reasonable modifications. However, to the full extent that it is possible under the general law, the University excludes liability for any loss and/or damage suffered by any applicant or student due to these circumstances.

Appendix A: Structure of the dissertation

Format

The dissertation should be typed in 11-12 pt. in an acceptable font (Times New Roman, Arial, Calibri, or similar), with lines 1.5 spaced and with margins ideally 2.0 cm at the top, bottom, and sides. Each major section (Introduction, Methods etc.) should start at the top of a new page. Paragraphs should be made clearly visible either by indentations or by leaving an additional blank line between paragraphs. The British spelling is preferred. **Length: ~10,000 words** for the main text.

<i>What is included in the word count?</i>	<i>What is excluded from the word count?</i>
<ul style="list-style-type: none">• Headings of sections• Main text• Citations in the body of the text• Footnotes	<ul style="list-style-type: none">• Title page• Lists<ul style="list-style-type: none">• Contents• Tables/figures• abbreviations• Abstract• Acknowledgements• Tables and Figures, and their captions• References• Appendices

Structure

- Title Page.
- Acknowledgements
- Reflection Statement
- Table of Contents
- List of Tables and List of Figures if applicable
- List of Abbreviations
- Summary/abstract
- Introduction
- Methods
- Results
- Discussion
- Conclusions
- References
- Appendices

Title / cover page (for assessed copy submitted to Turnitin)

Should contain: The College logo, The title of your dissertation, Your student ID and your Full name, Degree for which the dissertation is being submitted, Date of submission, and Word count (of main text excluding tables, figures, and references)

Acknowledgements

As in any piece of published research work, it is important to be transparent about any inputs into the work, including any conflicts of interest and external support. This section should include academic acknowledgements (and non-academic-personal- acknowledgements if you wish). The academic acknowledgements need to state what part of the work has been carried out entirely by you, and what work

has had some input from others (e.g., data collection, any help with statistical analyses etc.).

Abbreviations

You should list all the abbreviations that you have used in your thesis, using the standard form whenever available. Abbreviations should be described in full the first time they are used in the dissertation, and you should then use them consistently throughout the text. Once you have defined an abbreviation, always use the same abbreviation, and avoid reverting to the full description in an ad hoc manner.

Abstract (~350 words)

This is usually unstructured without headings but should include 4 key areas. 1) Background, including aim/objectives to provide a brief and clear summary of the purpose of your study. 2) Methods and technical steps used to complete the research project. 3) Key results or findings from the research. 4) Conclusions. and academic significance of the results.

Introduction

This should provide the background literature to the study, together with a discussion of the specific work, published and unpublished, that motivated your own project. A final paragraph should introduce the specific aim and objectives of your research work. It is important that you can undertake a thorough review of the available literature on your chosen topic. This is the first stage of your exploration and constitutes the foundation of your project. The review has at least three purposes. It can be used to:

- Outline current theories and concepts (useful for generating topics and research questions)
- Provide results and data from previous studies (helpful in providing background to the research)
- Provide examples of successful and unsuccessful research designs, approaches, methods, techniques, and research instruments (useful to establish the gap in the literature before your study was conducted).

Methods

This section should describe and explain the qualitative, statistical, mathematical, and/or other techniques used in achieving the objectives of the thesis. This section should give sufficient detail such that someone else could reproduce your study. The methods section or chapter is used to justify the choice of methods and to demonstrate your understanding of the limitations of the methods you have used. If you are carrying out analyses of secondary data you will need to make this clear and to give some information on when, how, and why the primary data were collected.

Results

The exact way you present your data will depend upon the nature of the data. However, the following general rules apply to all studies. All essential data should be concisely described in the text. Details should be presented as Figures (e.g., histograms, scatterplots etc.) and Tables. Figures and Tables should each be titled and numbered (e.g., Fig. 1, Fig. 2 etc., Table 1, and Table 2, etc.) and should be

referred to in the appropriate section in the text (e.g. [Fig. 1]). The titles should be informative and self-contained.

Discussion

There are two aspects to a discussion: technical and academic. 1) For the technical part you should discuss the advantages and disadvantages of the techniques that you used. You should also discuss the limitations that you encountered, why you think these arose and how you tried to solve them. 2) For the academic part you should summarise the major findings of your research data, and then discuss your interpretation of these data and what you feel is their significance in the context of work that has been published in the literature.

Finally, you should discuss future work that could be done to answer the unanswered questions that remain at the end of your work, and the direction in which you think this research might lead. It is important that a few realistic and concise policy/intervention recommendations be made based on your findings; these should follow directly from your results and should not be a list of unrelated 'good ideas'. A paragraph with concluding remarks is valuable.

Referencing

- As you write your dissertation you should reference any sources of information, examples, and quotes.
- Referencing style should conform to academic standards and you will need to follow formal conventions. We recommend you use the Harvard Style and you must be consistent in your reference style throughout the text (<https://www.gre.ac.uk/articles/ils/referencing>). Mendeley includes a stored Citation Style named University of Greenwich Harvard.
- We strongly suggest you keep track of references while you are drafting your document, as it is often challenging and time-consuming to do so later. For this, we recommend you use referencing software like Mendeley or EndNote.

Tables and figures

- A discretionary use of statistical output, tables and figures is recommended – marks will be deducted if a judicious choice of output is not demonstrated. Output from statistical programmes must be transferred to tables or text (and not included directly).
- Tables and figures must be appropriately labelled and numbered (e.g., Fig. 1, Fig. 2 etc., Table 1, Table 2 etc.).
- Headings of tables should be placed *above* the table, and headings of figures should be placed *below* the figure.
- It is good practice to restrict the number of lines in tables.
- You must refer to every figure and table that is part of the main project from the text.
- It is not always necessary to present information in tables or figures. It might suffice to summarise results in text only.
- Don't repeat all information that you present in the figure and table in the text in words. Instead, describe what the table or figure shows in the results section.

Appendices

Appendices are not included in the total word count for the dissertation. Appendices are not necessarily read or marked. These should contain information that will aid

the reader's understanding of the project but are not essential to the overall project. Examples: questionnaires used, search strings used in systematic reviews, literature quality appraisal tools used, maps of the region where the project was undertaken, diagrammatic illustrations of models, large tables, series of graphs and excerpts of interview transcripts etc.

Further tips on academic writing

Please review

- 'Academic Support' - <https://www.gre.ac.uk/academicskills/home>
- [Writing with authority and avoiding plagiarism | Articles | University of Greenwich](#)