



<i>Version History</i>			
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Instructions for Document Users

All ILMI students, lecturers and other internal staff can access revised and approved documents related to the ILMI Policies and Procedures from Canvas LMS link:

<https://ideaed.instructure.com/courses/55>

Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

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1.0 Assessment of Dissertation

Student submits 2 hard copies and 1 soft copy and these are distributed as follows:

- 1 hard copy to IDEA Academy
- 1 hard copy to assessor
- 1 soft copy to supervisor.

2.0 Definitions

Assessor: The person who will read and grade the dissertation

Supervisor: The person assigned to the student to help guide them through the dissertation process. The supervisor also forms part of the Viva Voce Board and provides the board with an indicative appreciation to the board but is not an assessor.

Second Examiner: In the case of a 15% or above discrepancy between the assessor's grade and the supervisor's indicative appreciation, a second examiner would be assigned to verify the grade assigned.

Viva Voce Board: A group of people consisting of the chairperson, assessor, supervisor and secretary who will participate in the Viva Voce of the student. See below for more details.

3.0 Assessment Process

Assessor corrects dissertation, assigns mark and issues a report. Report is presented to the Chairperson of the Viva Voce Board.

Supervisor also presents an indicative appreciation to the Chairperson of the Viva Voce Board.

If a discrepancy of 15% or higher exists between the assessor's mark and that of the supervisor, the chairperson asks a second examiner to assess. The 2nd examiner then presents report to the chairperson. This takes place **BEFORE** the viva voce.

The reports issued by the assessor, supervisor and the 2nd examiner (if applicable) will highlight questions/issues to the Viva Voce board to be discussed during the student's Viva voce e.g. any weaknesses in dissertation.

4.0 The Aim of the Viva Voce

The Viva Voce presents the students the opportunity to fill in any gaps that were evident in their written work. The student gives a 15-20-minute presentation and answers questions posed by the viva voce board.

The viva voce takes place after the assessor has assessed the dissertation and the supervisor has given his/her indicative appreciation. Only students who have successfully passed the written dissertation will be called to participate in the Viva Voce. Students failing the written dissertation will have a chance for a second attempt to start the process again, including dissertation proposal submission, and submission of a new dissertation within 1-year time after receiving the failing results.

The Viva Voce will carry 15% of the dissertation mark.

If during the viva voce, evidence arises of falsification of data or that this is not the student's work the student will fail the dissertation.

The result of the dissertation will be given to the students at the end of the viva voce. It is possible for a pass to be granted on condition of changes made to the dissertation. In such cases the board will decide the time-frame allocated for such changes. Once these changes have been made, a second viva voce will take place.

5.0 The Viva Voce Presentation

Students are to give a 15-20-minute presentation of their dissertation to the Viva Voce Board. Here are some guidelines to how the presentation should be structured:

Slide 1 - Title Slide

Slide 2 - Introduction and Agenda

Slide 3 - Research Objectives and Research Questions: An explanation for your choice(s).

Slide 4 and 5 - Methodology and Methods: An Explanation of your choices.

Slides 6 to10 - Research Findings: Analysis of Findings.

Slide 11- Research Findings and Recommendations for further study.

Slide 12 - Personal Experience: How doing research impacts your profession.

6.0 Viva Voce Board

The board will consist of the following members:

- Chairperson
- Assessor*
- Dissertation Supervisor
- Secretary (IDEA Academy Internal member)

*The assessor will change according to the person who has marked that dissertation. Each assessor will be assigned a stipulated number of dissertations. Therefore, each assessor will be present for only those assigned viva voce sessions.

7.0 Roles of Board Members

Chairperson

- The chairperson will have read all the dissertations and reports presented by the assessors, supervisors and 2nd examiner when applicable.
- Responsible for assigning 2nd examiner when needed.
- Asks the students 2-3 questions during the viva voce.
- Final decision of Viva voce mark.
- Present at every viva voce.
- Write and present the final report for each dissertation following discussion with Board.

Documents needed by Chairperson:

1. Report and Results Grades of First Assessor
2. Indicative Appreciation of Supervisor
3. Report and Result Grades of 2nd Assessor (when applicable)
4. Results of each module
5. Student's presentation

Assessor

- Assesses a stipulated number of dissertations.
- Issues marks and report for each dissertation highlighting any, weaknesses, inconsistencies or items which require clarification during viva voce and presents it to the Chairperson.
- Asks the students 2-3 questions during the viva voce.
- Present only during the viva voce of the students previously assessed.

Supervisor

- Presents an indicative appreciation of the dissertation of the student(s) he or she has supervised to the Chairperson.
- Asks 2-3 questions during the viva voce.
- Offers moral support and encouragement to student during viva voce.
- Presents an interim report to the chairperson every 2 months during the time when the student(s) is writing the dissertation.

Secretary

- To attend every viva voce to carry out administrative tasks.
- To help board with report writing.

8.0 Assessment Criteria for Dissertation

For more information regarding the assessment criteria for the dissertation please see Assessment Criteria for Dissertation Document_066 for programmes which commenced in 2019 or before and Assessment Criteria for Dissertation Document_067 for programmes starting in 2020 or after.

IDEA Group was founded in 2005 as IDEA Management Consulting Services offering advisory services in the field of business development, change management and human resources as well as corporate training.

Today, Idea Group offers a wide range of management, research, training and education services. The Group's centric idea remains keeping clients at the centre of our service.

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