# School of History

# Regulations for Submission of MA Dissertations

When submitting to the School of History a candidate requires the following:

1. Three soft-bound copies of the dissertation.
2. Completed Submission Form. The signature of the Supervisor (prior to submission) and Head of School (following submission) are required.
3. Turnitin Receipt - evidence of successful submission of the MA dissertation to Turnitin. Students should submit to HI6100 (History) or HI6027 (Local History) or HI6080 (Renaissance Latin Culture) on Blackboard.

The deadline for submission of dissertations for the 2018/19 academic year is 3pm, Friday 27thSeptember, 2019 to the School office in Tyrconnell c/o Ms. Déirdre O’Sullivan or Ms. Geraldine McAllister.

Students submitting from abroad must also include these signed forms, and Turnitin receipt, to be sent to this office, by courier, on or before the submission date.

## Penalties (for late submission of Course/Project Work etc.)

Where work is submitted up to and including 7 days late, 10% of the total marks available shall be deducted from the mark achieved. Where work is submitted up to and including 14 days late, 20% of the total marks available shall be deducted from the mark achieved. Work submitted 15 days late or more shall be assigned a mark of zero.

## Penalty Exemption Scheme

Students submitting late work (within 14 days of the deadline) may apply to the School for exemption from the penalty because of extenuating circumstances. All applications will be considered by the School of History’s Penalty Exemption Committee (PEC).

The School’s Penalty Exemption Scheme applies to MA dissertations – it is available at <http://www.ucc.ie/en/history/current/>

Students who fail to submit their dissertations within this 14 day window will have one chance to repeat the Dissertation module for a maximum of 40% in a subsequent year, unless mitigating circumstances apply. Mitigating circumstances in these cases will be determined by the University Mitigations Committee, and not the School of History. For further details on mitigation please refer to: <https://www.ucc.ie/en/exams/mitigation/>

## Layout of the Dissertation

### Title Page

There must be a title page which shall give the following information:

1. The full title of the dissertation and the subtitle, if any.
2. The total number of volumes, if more than one, and the number of the particular volume.
3. The full name of the author, followed, if desired, by any qualifications and distinctions.
4. The qualification for which the dissertation is submitted.
5. The name of the institution to which the dissertation is submitted - National University of Ireland, Cork.
6. The school in which research was conducted.
7. The Month and Year of submission.
8. Name Dr. Mervyn O’Driscoll, as Head of the School of History.
9. Name of the Supervisor of the research.

The title should describe the content of the dissertation accurately and concisely.

### Table of Contents

The table of contents shall immediately follow the title page.

### Style

The text must be either, printed, typewritten or otherwise reproduced on good quality size A4 paper, with a left-hand margin 4 cm. Double or one and a half spacing is recommended. Page numbers to be located centrally at the bottom of the page.

**Copies must be soft-bound.**

Past samples of MA dissertations are available from your supervisor and the Boole Library (Special Collections).

## Contacts

If you have any further queries please contact your supervisor / course co-ordinator.

Alternatively, you can contact Déirdre O’Sullivan/Geraldine McAllister, Tyrconnell (Postgraduate Administration). Tel. 021 4902755 Email: deirdre@ucc.ie