
LANDSCAPE ARCHITECTURE

Masters Dissertation Handbook
2011/12

Landscape Architecture @ the University of Gloucestershire
www.gloscape.co.uk

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**DEPARTMENT OF ART AND DESIGN
LANDSCAPE ARCHITECTURE
MASTERS DISSERTATION HANDBOOK 2011-2012**

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LANDSCAPE ARCHITECTURE MASTERS DISSERTATION HANDBOOK

This Handbook has been prepared to guide and advise you in the preparation of your Dissertation within the Masters in Landscape Architecture course

Section A offers advice on planning your Dissertation, including issues you need to think about at the proposal stage.

Section B offers advice on Dissertation Presentation provides guidance on the format of the final document, and a checklist of the features of good (and bad!) Dissertations.

Section C summarises the Regulations and Procedures for the Dissertation, including Research Ethics.

Appendices:

- A copy of the sample P3 proposal form and notes;
- A copy of the sample title page;
- A copy of the sample declaration page;
- A list of resources.

A digital version of the proposal form is also available from the Course Leader and on appropriate section of the University 'Infoserver'.

You should read this material in conjunction with the Environmental Policy & Management Course Handbook and the Dissertation Module Descriptor.

Your attention is also drawn to the document **Research Ethics: A Handbook of Principles and Procedures**, available at:

<http://resources.glos.ac.uk/currentstudents/research/ethics/index.cfm>

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A. PLANNING YOUR DISSERTATION

ENROLMENT

Failure to enrol correctly can have serious consequences for your programme. For instance, you will not normally be credited with any work you undertake, and you won't have access to the library and IT resources, bus service or other facilities. ***Even if you are not attending taught modules but are writing up your Dissertation, you should ensure you are enrolled for each semester/year you are on your award.***

DISSERTATION TOPIC

The topic for the Dissertation must be appropriate to the Course in Landscape Architecture. It must also be a topic which falls within the skill base of the current teaching staff. If a proposed subject can-not be supported by a member of the current teaching staff then you will be advised as soon as is reasonably possible and will be asked to select a topic appropriate to the range of subject matter that can be supported by current staff.

To avoid any delay and rejection of topic, you are advised to discuss your likely topic areas with the Dissertation Module Tutor before embarking on the proposal form.

All proposals must be approved by the procedures described below. For students starting their course in or after September 2007, the timing of your dissertation approval can affect your final date of study.

Traditionally, Dissertations are written presentations. Alternative modes, representing equivalent output and workload, must be negotiated with the Dissertation Module Tutor.

The University standard word count and limit for a Masters Dissertation of 60 CATS points will be up to 18,000 words or equivalent output and workload, excluding appendices and references.

DISSERTATION PROPOSALS

Proposals must be submitted on the *P3 Dissertation Proposal Form*. This form is designed to help you focus on the elements which will contribute to a good piece of research, so taking a short-cut at this stage will not be to your advantage!

- Aims should be clear and achievable.
- The approach (method) must be appropriate, and planned with due attention to timing, resources, health and safety, and ethical issues.
- The research should be informed by previous academic study, research and/or practice, making reference to concepts, themes, theories or problems discussed in the scholarly or professional literature or equivalent sources of authority.

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Guidance on Dissertation Proposals

Initial guidance on the selection and development of a research topic may be given through individual and small-group tutorials or in module classes. This will be initiated in a session in the module RM499(LC) "Methods of Enquiry" which will focus on the preparation of a typical Masters Dissertation Proposal using the P3 form. Anonymous examples of actual approved proposals will be used to assist in this process. This ensures that for most students taking the normal PGDiploma taught modules in sequence, there will be some opportunity for preparation before embarking on the actual proposal submission.

As a guide a full time student should aim to have a proposal ready for submission at the same time as you complete your taught modules. If you started on a full-time course in September, you should try to have the Dissertation proposal ready by the April submission date.

There are three deadlines per year for submitting a Proposal, and the Dissertation Proposal Panel will sit in the following week. If you miss one deadline the Proposal will be held over until the next 'round'. Deadlines for submitting proposals in 2011/12 are:

Pre Semester 1: 19 September 2011
Pre Semester 2: 05 December 2011
Pre Semester 3: 16 April 2012

Submission Dates for the Proposal and for the Dissertation

Submission dates for Dissertation Proposals (Form P3) and the dates for the Approval Panels follow a pre-determined timetable, with three 'rounds' each year.

Dissertation proposal submission deadline	Week of Dissertation Proposal Approval Panel W/C	Target Dissertation submission deadline (12 months)	Take to Exam Board	Final Dissertation submission deadline	Take to Exam Board
19 September 2011	26 September 2011	14 September 2012	October 2012*	14 December 2012	February 2013*
05 December 2011	12 December 2011	14 December 2012	February 2013*	April 2013*	May/June 2013*
16 April 2012	23 April 2012	April 2013*	May/June 2013*	September 2013*	October 2013*

* *precise dates to be confirmed*

Proposals will be considered by a Dissertation Proposal Approval Panel, a sub-committee of the Course Board, which will evaluate a proposal against three criteria:

1. its academic appropriateness;
2. the resources available to support the research (namely an appropriate supervisor and where necessary the support of an employer if this is required);
3. conformity with the principles in the University's Handbook Research Ethics: A Handbook of Principles and Procedures.

The Panel may call on External Examiners or others for advice on the appropriateness of proposals.

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KEY POINTS TO NOTE ON PROPOSAL SUBMISSION

- Once the Panel has approved a Proposal, the student will be notified. A Dissertation Advisor will be assigned. At this point it will be deemed that the student has agreed to and confirmed their awareness of the University's Research Ethics Handbook and their agreement to abide by it by signing the proposal.
- When the Proposal is approved, the student will be registered for the Dissertation module. The Dissertation Submission deadline will be set at this point and is determined by the date of the Panel approving the proposal.
- The deadline for submission of the Dissertation should be one year plus one 'round' from the date of the Panel, (see table above).
- If the Dissertation deadline falls **within** the overall maximum completion time, the Dissertation deadline will apply as the students' anticipated end of study date, and Student Records will bring forward the end date on the student's record.
- If the Dissertation deadline falls **outside** the overall maximum completion time, the original overall maximum completion time will apply—in other words, the student will **not** receive overall more time if they have been slow in submitting a proposal.
- Once a proposal has been approved, the student will be entitled to an allocation of up to ten hours of tutorials with the assigned Dissertation Adviser, to be used during the period of dissertation completion. The timing of this will be to a mutually convenient programme negotiated between student and tutor BUT it should be noted that tutorial support from the Dissertation Adviser will normally only be available during the first three semesters of the period of Dissertation registration.
- Tutorials will be negotiated between student and tutor at the mutual convenience of each; tutorials might be both individual and group. A record of meetings (times and outcomes) is kept and agreed by student and Advisor. It is the student's responsibility to arrange meetings with their Advisor with due regard to the Advisor's other commitments including agreed periods of leave and research, and to provide Advisors with drafts for reading and comment.
- Where the sub-committee is unable to approve a proposal because it does not appear to conform with the University's Research Ethics Handbook, the Course Leader will consult with the Faculty's representative on the Research Ethics Sub-Committee and, if necessary, forward the proposal to the Faculty Research Ethics Panel for consideration.
- Where a Proposal is referred, a student may revise their proposal and resubmit it for consideration **normally on one occasion only**. Students may not proceed with a programme of research which the Dissertation Approval Panel deems to be inappropriate.

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COMPLETED DISSERTATION SUBMISSION AND DEADLINES

You need to be careful to note the relationship between your dissertation deadline and your final date of study. See also the table for submission dates above. The final deadline for the submission of the Dissertation is set at the point when the Panel approves the proposal and shall be a maximum of approximately four semesters from the point of approval or the maximum completion time for the Master's degree, whichever is the earlier. Students may, of course, work on and submit their Dissertations at any time before the final deadline.

B. DISSERTATION PRESENTATION

DISSERTATION PRODUCTION

These notes provide guidance on how a Dissertation should be presented. You are also advised to check matters of presentation with your Dissertation Advisor.

ACCESS TO EXAMPLES OF COMPLETED DISSERTATIONS

At the outset it is useful to take a look at previously completed Dissertations in your subject area, so that you have some sense of what you should be aiming for. To check which ones are available in the Learning Centres for your reference, follow this five step process:

- From the initial screen of the Learning Centre Catalogue, click on the word Advanced Search that appears in the bottom right of the initial search box.
- Once the search screen for the browse facility comes up, in the top box under type word or phrase enter 'postgraduate' and in the next box enter the name of the course you are looking for (e.g., Landscape Architecture or related discipline such as Environmental Policy & Management).
 - Then in the next box on the far right column select 'dissertations and theses'.
 - Then, click on 'go'.
 - To see the full list, click on the number next to the go button in the top box. Click on a title to display a record in full.

Word Count

You are advised to check the word limits relevant to the Dissertation module in your Course. The maximum size of a Dissertation of 60 CATS points will be 18,000 words or equivalent output and workload, excluding appendices and references.

In those cases where you have produced drawings, diagrams or other such non-textual materials as a central part of the Dissertation (as may be the case in work requiring substantial map, plan or other illustrative material) the word total should be proportionately reduced, you are advised to discuss this with your Dissertation Advisor.

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SUBSTANTIVE COMPONENTS OF THE DISSERTATION

The three major parts of a Dissertation are:

Preliminary Material

Main Body Text & Illustrations (including tables and figures, and other non-textual materials)

Reference Material and Appendices.

For each of these there is specific guidance on format:

PRELIMINARY MATERIAL

The pages comprising the preliminary material should be numbered in lower case Roman numerals (e.g., iii).

The position of the pagination should be consistent throughout the Dissertation.

Title page This page is not numbered but counts as Page i.

The exact title of the Dissertation and any subtitle (in upper case), the author's name, and the date, should be centred and spaced on the page. Near the foot of the page the following statement should be inserted:

Presented as part of the requirement for the award of the
MA Degree
in Landscape Architecture
at the
University of Gloucestershire

Month, Year

Declarations This appears on page ii.

The word DECLARATIONS should be typed centred towards the top of the page. Beneath this should be typed, in lower case, the statement:

This dissertation is the product of my own work and does not infringe the ethical principles set out in the University's Handbook for Research Ethics: A Handbook of Principles and Procedures.

I agree that it may be made available for reference via any and all media by any and all means now known or developed in the future at the discretion of the University.

The full name of the author should be typed below the declaration leaving spaces for the signature of the author in ink.¹

¹ Occasionally, a Dissertation may contain confidential information which may require limitations to be placed on the availability of the Dissertation for reference and photocopying. Students are required to give warning of this to the Course Leader at the time of submitting the Dissertation Proposal Form. Following this, a procedure for dealing with the confidential material will be agreed between the University and the student. Where an agreement has been made, the student will not sign the second Declaration, and they will receive both copies of the Dissertation after completion and marking.

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Abstract This appears on page iii.
The page heading is ABSTRACT.

An abstract briefly outlines the nature and scope of the Dissertation, its aims, the sources used and the methodologies employed. A summary of the main results is presented. The abstract *must not exceed 250 words* in length.

In addition to the abstract bound into the Dissertation an additional copy must be submitted but not bound in. This 2nd copy of the abstract must be headed with the title, author's name, and the date.

Acknowledgements Although it is not a requirement, most Dissertations will include, on the page *following* the Abstract, a statement of acknowledgement to whatever assistance has been received by the writer in the course of their Dissertation work.

Table of Contents The page heading is CONTENTS.

The lay-out is in the form of columns.

The chapter numbers are shown in Arabic numerals on the left-hand side.

The chapter headings are presented in upper case, with a line of spaced dots running from the last letter of the chapter heading to the page numbers on the right-hand side.

The words "Chapter" and "Page", in lower case, are placed above the columns of chapter and page numbers.

Page numbers should be shown in Roman numerals (lower case) for preliminary material

and

In Arabic numerals for the main body text and for the reference material.

List of Tables The page heading is LIST OF TABLES.

Table numbers appear in upper case Roman numerals to the left and page number to the right, with the full title of the table in between.

The words "Table" and "Page", in lower case, are positioned above the columns of table and page numbers.

List of Figures The page heading is LIST OF FIGURES.

Figures includes all illustrations, photographs, maps and diagrams which should be numbered consecutively in Arabic numerals in the order to which they are referred to in the text.

The same format should be adopted as for the List of Tables.

MAIN BODY TEXT AND ILLUSTRATIONS

The text should be appropriately divided. Normally there should be an introduction and a series of numbered and headed chapters, the last of which is the conclusion. All chapters including the introduction are numbered consecutively. Pages should be marked consecutively in Arabic numerals.

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Headings and Sub-headings On the first page of each chapter, the word CHAPTER and the appropriate number should be centred.

The title of the chapter should be centred below this.

If a chapter is sub-divided into sections, a hierarchy of sub-headings should be used. For example, if three ranks of sub-headings are required, the following scheme would be appropriate:

FIRST ORDER HEADING (to the left-hand margin)

Second order heading (to the left-hand margin)

Third order heading Text continues (to the left-hand margin)

Sub-heading should reflect the important themes within the chapter(s). The use of bold and italic printing and different character sizes are often more attractive than underlining, but care must be taken not to mix these various modes excessively.

Use of sources A consistent and conventional method of constructing a bibliography and for citing and quoting from sources should be followed. The University recommend and publish guidance on the use of **the Harvard Referencing system**.

Foreign words All foreign words used in the text should be underlined or italicised.

Illustrations Maps, photographs, tables, illustrations and diagrams should show clearly and simply what cannot be economically described in the text.

These are all known as "**Figures**" and are numbered consecutively using Arabic numerals. Figures should not be marginal to the text but a crucial illustration of it. All figures should be referred to in the text (e.g. see Figure 3), and they should be placed **immediately** following initial reference to them, not moved to the end of chapters (but note that, where space dictates, it may be acceptable to place them separately on a numbered page with appropriate cross reference to the text).

Figure numbers and figure titles should, where possible, be placed at the bottom of the illustration with the word FIGURE in upper case followed by the appropriate number. If illustrations are based upon other publications or are the result of compilation of extant source material, **that source or sources must be cited** in the bottom left-hand corner of the figure. Legibility of illustrative material is essential; normally hand-written labels on maps or diagrams should not be used.

Tables should be accurately and neatly compiled. Short tables may be inserted at the appropriate place in the text. Long tables should be on a separate numbered page, immediately following initial reference to them. The heading TABLE should be centred on a line by itself with the corresponding number in Roman numerals upper case. The title should be centred in upper case below.

Notation The metric system and S.I. units should be used throughout.

Equations should be centred in the text on separate lines and should be serially numbered on the right-hand side of the page as follows:

$$y = mx + C \qquad (3)$$

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This should be referred in the text as follows:
'...as shown in equation (3)...'

REFERENCE MATERIAL AND APPENDICES.

This comprises the Appendix or Appendices and the Bibliography.

Appendix The appendix provides an outlet for material that would otherwise be too lengthy or bulky to place in the text, or material that is not absolutely necessary for full comprehension of the text but is essential in validating or expanding on data. An appendix or appendices might be, for example, raw data, lists of companies, or computer programmes used in the Dissertation. **Appendices should be kept to a minimum.** They should be consecutively lettered (e.g. A. B. C. etc.) and should be headed with the word APPENDIX, the necessary letter and an explanatory title heading. Normal page numbering, i.e. Arabic numerals, applies to the pagination of appendices.

Bibliography The bibliography lists all the references included in the text. They should be listed alphabetically, and presented according to an accepted convention for your course. The University recommend and publish guidance on the use of **the Harvard Referencing system.**

You should also refer to the Course Handbook and in particular note APPENDIX 6: REFERENCING: ACKNOWLEDGING SOURCES IN ASSIGNMENTS

Normal page numbering (Arabic numerals) applies to the bibliography.

General Guidance Notes on Format

Two copies of the Dissertation must be submitted. One copy will be retained by the University (though see Declaration below).

All Dissertations must be typed/word-processed in A4 portrait format on good quality white A4 paper.

The typing of textual material should have margins of 25mm on all sides except for the left-hand side. On the left-hand side the margin should be 40mm wide to allow for binding.

Select a simple typeface (Arial font size 11 is recommended for the main body of the text).

Double or one-and-a-half spacing shall be used in the typescript except for indented quotations or footnotes where single spacing may be used.

You should apply normal Harvard referencing conventions, including the appropriate highlighting of quotations.

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The Dissertation should be permanently bound with stiff card covers; spiral binding is acceptable. You may wish to protect the card covers by also binding in stiff transparent sheets.

The name of the candidate, the year of submission and the title of study should appear printed on the front cover.

Normally, all maps, diagrams, tables and illustrations should be bound into the format on appropriate paper.

Photographic prints may be included and bound into the format on appropriate paper.

All materials forming part of the study should be firmly bound into the submitted volume (the use of sticky tape, photograph corners and other temporary devices is discouraged).

Where substantial amounts of non-textual materials or oversized elements are a central part of the Dissertation, you should contact your Dissertation Advisor for advice.

One of the purposes of the Dissertation is to develop accurate and unambiguous communication. To this end, all writers should exercise the greatest care in ensuring that their manuscripts and typescripts are not only visually clear and pleasing but also intelligently constructed and written. Fowler's Modern English Usage is recommended.

Presentation of copies with spelling and grammatical errors will result in loss of marks.

Information Technology

Advances in software capabilities makes it possible to produce documents of high production quality. However visually striking presentation can not make up for weaknesses in content. A Dissertation is a serious and scholarly document and should look like it. Normally, the text itself should be in black and white. Don't include Clip Art or fancy Headers and Footers to spice it up!

***Note:** You may have ideas for making the format and presentation material more distinctive, if that is the case then **you should initiate prior discussion and seek the agreement of your Dissertation Advisor before** committing to a significant deviation from these guidelines.*

WHAT IS A GOOD DISSERTATION?

There is no straight forward answer – the general aims outlined in this handbook will apply to the more conventional type of Dissertation. Beyond this, however, each topic will, to some degree, have its own specific assessment criteria.

For instance, in practice-oriented topics you might elect to produce two elements –an academic paper providing a theoretical discourse on the context and concepts informing a second element - the practical work in which you apply the theory. In this case, assessment criteria will, in part, relate to demonstrating a high level of professional practice, and an understanding of the relationship between theory and practice in the body of your own work.

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To give an example of how a piece of (more conventional) work might be assessed, the following is indicative of the kinds of points a marker will be looking for:

- clarity of initial research question(s), aims and objectives;
- research placed against the theoretical background relevant to the dissertation topic;
- how previously published research informed the refinement of the work
- clear and appropriate research strategy devised to meet the objectives together with an understanding of the limitations of the strategy;
- appropriateness of the data collection methods;
- clarity of presentation and analysis of research findings;
- synthesis of research findings and previous published research to produce an evaluative discussion of the findings;
- critical ability displayed in the framing of appropriate conclusions;
- adherence to the University regulations with regard to the presentation of the thesis.

In making a judgement about the qualities of your own Dissertation, you might find it helpful to think of the features of a weak dissertation! Such a dissertation might:

- lack clear objectives, or fail to meet objectives set;
- be entirely descriptive rather than analytical;
- lack rigour in argument or method, making errors in logic, calculations etc;
- fail to follow normal academic conventions, especially in referring to sources;
- lack engagement with the literature, or refer only to dated or 'popular' sources;
- have errors of spelling, grammar and syntax;
- read as a consultancy report rather than as a scholarly document;
- lack creativity, flair, and imagination where these are called for;
- lack objectivity and neutrality;
- demonstrate limited understanding of, or engagement with, ideas, concepts, theories;
- lack synthesis, evaluation or conclusions;
- be rambling and poorly structured;
- be poorly presented, failing to follow the guidelines in this Handbook.

C. SUMMARY OF REGULATIONS AND PROCEDURES

You should read this material in conjunction with the published document:

Academic Regulations for Taught Provision Available at:

<http://resources.glos.ac.uk/departments/registry/regulations/index.cfm>

THE DISSERTATION MODULE – YOUR RESPONSIBILITY

The Dissertation is an important learning process for students proceeding to Master's stage. It gives the student an opportunity to carry out a sustained and intensive investigation into one topic and to present their findings in a formal manner.

It is vital that you recognise that although support is given by your Dissertation Advisor, you have ultimate responsibility for the work.

ASSESSMENT CRITERIA

You should also read the Landscape Architecture Course handbook and in particular note the content of:

APPENDIX 5: CREDIT LEVEL DESCRIPTORS

APPENDIX 6: MASTERS LEVEL GRADE DESCRIPTORS

LATE SUBMISSION

Where a Dissertation is not submitted by the final deadline the normal regulations apply as in the Academic Regulations for Taught Provision: Late submission of coursework without documented and approved mitigating Circumstances will be penalized in accordance with the following criteria:

Less than seven days late – maximum mark of 40%

Equal to or more than seven days late – mark of 0%

DISSERTATION ASSESSMENT

Dissertations will be assessed by your Dissertation Advisor and one other internal examiner. A negotiated mark from these assessors will be determined for the Dissertation prior to the Board of Examiners.

Dissertation marker comments:

You should note that because two tutors assess the work, tutors comments might offer different interpretations and viewpoints. This is not evidence of disagreement or grounds for further review of work or of marks, merely feedback comments for you to learn from. You can be reassured that regardless of any such apparent divergence of comment and interpretation, the final mark will have been agreed after discussion between the first and second marker.

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RE-ASSESSMENT

If you fail your Dissertation with a mark of 30-39% in accordance, within the normal regulations in the Academic Regulations for Taught Provision, you will normally be entitled to reassessment on the same topic. A Dissertation receiving a reassessment grade must be submitted for reassessment by the deadline for the next Board of Examiners. This may only be a matter of a few weeks so it is important that you address the feedback given on your first submission. Be aware, though, that improving a Dissertation is rarely just a matter of 'ticking the boxes' to correct problems identified in the feedback and gain a few new marks to tip you over the pass threshold. A Dissertation has to hold together as a coherent whole, so you might need to do some substantial re-thinking and re-writing, as well as possibly collecting new information or data.

Section 6.13 of the Academic Regulations for Taught Provision applies to work which is re assessed and the work will not be eligible for a mark of more than 40%.

Fail Grade

If you fail a Dissertation with a mark of below 30% you will have broken the maximum fail provisions (see regulation 7.18 of the **Academic Regulations for Taught Provision**) and will be required to leave the course with a Postgraduate Diploma.

Word Count

Regulations relating to word limits, including the penalty for exceeding word limits, are specified in Section 6.17 of the Academic Regulations for Taught Provision. Where an assignment exceeds the set word (or other) limit, a penalty of 5 marks will be deducted from the initial assignment mark for every 10% in excess of the word (or other) limit.

Unless specified otherwise, the word count of an assessment includes all material such as quotations and quantitative or qualitative data presented within the main body of the text, but does not include references/bibliography or supplementary material presented in the form of an appendix.

ETHICS, CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

Responsibility for the ethical conduct of Dissertation research rests primarily with the student, supported by various arrangements for the scrutiny and approval of projects.

For details of principles and procedures, refer to the document **Research Ethics: A Handbook of Principles and Procedures**, available at:

<http://resources.glos.ac.uk/currentstudents/research/ethics/index.cfm>

Part A, Principles:

Outlines the general responsibilities of researchers, relating to informed consent, deceptive and covert research, confidentiality and anonymity.

Part B, Procedures:

Outlines the steps you need to take if you think that your research might require ethics approval.

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Specific approval for taught courses from the Faculty Research Ethics Panel (FREP) is required for research that involves biomedical or clinical intervention, deceptive research, and certain classes of covert research.

University practice has emerged where all research ***involving children and young people under 18 must*** be referred to the relevant research ethics panel of committee (see the Guidelines for Working with Children and Young People appended to the Research Ethics Handbook).

In addition, any research that ***involves vulnerable populations*** should be given careful consideration through the research ethics approvals procedures: you should note that the definition of vulnerability depends on the character and location of the research. Where there are areas of uncertainty your Course Leader, Dissertation Advisor, and Faculty representative on the Research Ethics Sub-Committee will act as 'gatekeepers', to advise whether a proposal should be submitted to the FREP for formal approval. The Chair of the Sub-Committee is also available to give advice at this stage. The FREP meets regularly and in response to applications submitted to it. This means that it can respond promptly to proposals.

Occasionally, a student proposes to produce a Dissertation which will ***include confidential material***. This should be drawn to the attention of the Course Leader at the time of submitting the Dissertation proposal form. A procedure for dealing with the confidential material will be agreed.

Copyright and Ownership

One topic which you should discuss with your Dissertation Advisor at an early stage concerns the 'ownership' of the finished work. The University recognises the Intellectual Property Rights of students and is of the view that students should normally retain ownership of the copyright of their work. However, if your Dissertation research is part of a larger project with your Dissertation Advisor or others, such as your employer, then issues of copyright could arise if you author a research paper based upon your Dissertation. A research paper would be subject to joint authorship if another contributor, such as your Dissertation Advisor, contributed a significant amount of skill and labour, including making substantial amendments or alterations to a written paper. Appendix 13 of the Research Ethics Handbook outlines some of the issues.

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APPENDIX A: DISSERTATION PROPOSAL FORM P3

DISSERTATION PROPOSAL FORM P3

August 2009

Type or print clearly. See notes at end of document.

1. Indicate if this is the first, or revised (following referral), proposal:

First

Revised

2. Student number:

3. Student name:

4. Contact address and phone number for period of study: ^a

5. Course:

6. Staff consulted in the preparation of this proposal:

You must sign and date this form to signal your adherence to the Principles in Research Ethics: A Handbook of Principles and Procedures. ^b

Signature:

Date:

Tick box if any external body's ethical clearance must be obtained, and give details

Now submit the form to the Dissertation Module Tutor or other named contact.

DISSERTATION APPROVAL PANEL DECISION: To be completed by Chair of the panel.

Acceptance

Referral (attach details, including approval provisions)

Dissertation Advisor assigned:

Date of P3 panel approving dissertation proposal:

Final Dissertation submission date:

Specify the Dissertation submission deadline one year plus one 'round' from the date of the panel meeting (see PMS Handbook Section 9).

Signature of Dissertation Advisor to confirm awareness of the Principles in the University's document **Research Ethics: A Handbook of Principles and Procedures**, and their agreement to abide by it:

Copies: student, Dissertation module tutor, allocated Dissertation Advisor, Student Records

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7. Objectives of the proposed study (including provisional title): ^c

8. The Context(s): ^d

9. Research design (including methods) or critical approach: ^e

10. Ethical issues: ^f

11. Special resources required: ^g

12. Timetable of main stages of the study: ^h

NOTES

- a. Student Records will be updated with this information. Note that we will continue to use your University email address and you should check your account regularly.
- b. The University document *Research Ethics: A Handbook of Principles and Procedures* can be found via the University's Postgraduate internet pages.
- c. Summary of proposed study should indicate the topic to be covered, and the study objectives or intended outcomes. Indicate here if your Dissertation is likely to include confidential material (eg commercially-sensitive information), so that a procedure for dealing with it can be agreed.
- d. This section should summarise the context(s) to your study. You should clarify the academic context by indicating some of the principal themes, issues or problems identified by current or previous scholarship/research/practice. Include a short bibliography. You may also indicate any relevant social, professional and institutional/organizational contexts relating to the study. Your analysis of this context should make it clear why you consider the study to be worthwhile.
- e. This section should describe how you plan to approach your topic and indicate briefly why you think this approach is appropriate. Any fieldwork elements should be described here. If the proposed study raises any health and safety issues you should identify them here, and attach securely to the form a statement signed by yourself declaring how these have been addressed.
- f. Highlight any ethical issues raised by your study. If required, attach further information on how these have been addressed. Indicate on front page whether you need to seek ethical clearance from any external body.
- g. Indicate here the location and availability of any resources, such as library or archive material or data sets, beyond those which are readily available in the University. Equipment to be used, and its availability, must be listed.
- h. Take into account any seasonal constraints, for instance the school year for school-based projects, or natural constraints for work in the field.

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APPENDIX B: EXAMPLE TITLE PAGE

DISSERTATION TITLE

Student's full name

Presented as part of the requirement for the award of MA Degree
in Landscape Architecture
at the
University of Gloucestershire

Month, Year

APPENDIX C: EXAMPLE DECLARATION

DECLARATION

This dissertation is the product of my own work and does not infringe the ethical principles set out in the University's Handbook for Research Ethics.

I agree that it may be made available for reference via any and all media by any and all means now known or developed in the future at the discretion of the University.

Signed

Typed name

Date

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APPENDIX D: USEFUL RESOURCES

LA444 suggested introduction to reading for the Masters Dissertation

General Research Context:

Bell, J. (2005) *Doing your research project: a guide for first time researchers in education, health and social science*. [electronic resource at http://aleph.glos.ac.uk/F/442JXUYBMLJLSPTUVBSC5FCV1GPTTPGFC7M DVYBSRUR8PIQA22-51908?func=full-set-set&set_number=061153&set_entry=000004&format=999]

Bell, S. (2008) *Sustainability indicators: measuring the immeasurable*. Earthscan, London.

Delaney, J. (1999) *Geographical information systems: an introduction*. Oxford University Press Melbourne, New York.

Dresner, S. (2002) *The principles of sustainability*. Earthscan, London.

Elliott, J.A. (2006) *An introduction to sustainable development*. Routledge, London.

Field, A.P. (2000) *Discovering Statistics using SPSS for Windows: Advanced Techniques for Beginners*. London: Sage Publications Ltd.

Greenfield, T. (2002; ed.) *Research methods for postgraduates*. Arnold, London.

Knowles, Caroline, (2004) *Picturing the social landscape : visual methods in the sociological imagination*, Routledge NY

McNeill, P. (1990) *Research Methods* (2nd edn). Routledge, London.

Miles, M. B. and Huberman, A.M. (1984) *Qualitative data analysis: A sourcebook of new methods*. California, Sage.

Moffat, I. (1996) *Sustainable development principles, analysis and policies*. Parthenon, London.

Parsons, A. J. and Knight, P. G 1995. *How to do your Dissertation in Geography and Related Disciplines*. Chapman & Hall, London.

Rogers, P.P. (2008) *An introduction to sustainable development*. Earthscan, London.

Sarantakos, S. (1998) *Social Research*. (2nd edn). MacMillan Press Ltd, Basingstoke

Sayer, A. (1984) *Method in Social Science: a realist approach* Routledge, London

Wise, S (2002) *GIS basics*. Taylor & Francis, London.

Zeisel, John (2005) *Inquiry by design : environment / behavior/ neuroscience in architecture, interiors, landscape, and planning / Rev. ed.* Norton & Company NY

Wider Landscape Context:

Carmona, M. (et al) (2003) *Public Places - Urban Spaces*, Architectural Press.

Carr, S. et al. (1992) *Public Space*, Cambridge University Press,

Cosgrove, D. (1984) *Social Formation and Symbolic Landscape*, Croom Helm,

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- Francis, M. & Hester, R.T. (1990) *The Meaning of Gardens*, MIT,
- Gold, J.R. & Burgess, J. (1982) *Valued Environments*, Allen & Unwin,
- Harbison, R. (1993) *The Built and The Unbuildable*, Thames & Hudson,
- Harvey, S & Fieldhouse, K (2005) *The Cultured Landscape* Routledge
- Meinig, D.W. (ed.) (1979) *The Interpretation of Ordinary Landscapes*, OUP
- Norberg-Schulz, C. (1980) *Genius Loci: towards a phenomenology of Architecture*, Academy Editions,
- Olin, L. (1998) *Form, Meaning and Expression in Landscape Architecture*, in *Landscape Journal*, Vol. 7, No. 2, Fall 1988 – a special edition entitled 'Nature, Form and Meaning'.
- Penning-Roswell, E.C. & Lowenthal, D. (1986) *Landscape Meaning and Values*, Allen & Unwin,
- Rapaport, A. (1982) *The Meaning of the Built Environment*, SAGE,
- Thwaites, K & Simkins I. (2006) *Experiential Landscape: An Approach To People, Place And Space*, Taylor & Francis Ltd
- Uzzell, D. (1989) *People, Nature and Landscape: An Environmental Psychological Perspective*, Report to the Landscape Research Group,
- Uzzell, D. (1991) *Environmental Psychological Perspectives on Landscape*, in *Landscape Research* 16(1)
- Worpole, K (2003) *Last Landscapes: Death and the Architecture of the Cemetery in the West* Reaktion Books

Environmental Art:

- Beardsley, J. (1989) *Earthworks and Beyond*, Abbeville
- Kabakov, I. (2001) *Public Projects or the Spirit of Place*, Charta,
- Kastner, J. (ed.) (1998) *Land and Environmental Art*, Phaidon.
- Morland, J. (1988) *New Milestones: Sculpture, Community and the Land*, Common Ground,
- Tiberghien, G. (1995) *Land Art*, Art Data.
- Wagenknecht-Harte, K. (1989) *Site and Sculpture: the collaborative design process*, VNR,

Community Design/User Participation:

- H.M.S.O. (1994) *Community Involvement in Planning and Development Processes*, HMSO,
- Cooper Marcus, C. & Francis, C. (1990) *People Places: Design guidelines for open urban open space*, VNR,
- King, S. et al. (1989) *Co-design: a process: a process of design participation*, VNR,
- Urban Design (Issue 67, July 1998) *Quartely Special Report Involving Communities in Urban Design*,
- Wates, N. (1996) *Action Planning: how to use planning weekends and urban design teams to improve your environment*, Prince of Wales Institute,

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Landscape and Tourism:

Ashworth, G.J. & Tunbridge, J. E. (2000) *The Tourist-Historic City*, Pergamon Oxford

Robert Hewison, (1987) *The Heritage Industry*, Methuen,

Urry, J. (1990) *The Tourist Gaze*, SAGE,

Urry, J. (1994) *Consuming places*, Routledge,

Uzzell, D. (ed.) (1989) *Heritage Interpretation. Vol. 1. The Natural & Built Environment*, Belhaven Press,

Uzzell, D. (ed.) (1989) *Heritage Interpretation. Vol. 2 The Visitor Experience*, Belhaven Press

Place of Memory:

Barnes, F. & Gay, J. (1984) *Highgate Cemetery: Victorian Valhalla*, John Murray,

Birksted, J.(2000) *Landscapes of Memory and Experience*, Spon Press

Etlin, R.A. (1984) *The Architecture of Death*, MIT,

Schama, S. (1995) *Landscape and Memory*, Harper Collins,

Sloane, D.C. (1991) *The Last Great Necessity*, John Hopkins University Press,

Young, J. 1993) *The texture of Memory: Holocaust memorials and Meaning*, Yale University Press,

Journals:

Landscape Research The Journal of the Landscape Research Group. Routledge also on line at:
<http://www.tandf.co.uk/journals/carfax/01426397.html>

JOLA: The Journal of Landscape Architecture: European Council of Landscape Architecture Schools (ECLAS) Subscription/access via: <http://www.info-jola.de/>

Topos