

# FACULTY OF PHILOSOPHY

*From: The MPhil Course Director, Dr Paulina Sliwa*

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## **Philosophy MPhil – 2020-21**

### **Dissertation Guidance**

Your MPhil dissertation must be related to Philosophy, and such that suitable supervisors and examiners are available; but need not fall within the areas listed above. It may be related to one or more of your essay topics, but **must not reproduce any significant part of any of your two MPhil essays**.

### **Procedural notes**

Please note the following carefully **(and keep this letter for future reference)**:

1. Your dissertation must be not more than 12, 000 words, including footnotes and appendices but excluding bibliography. Work which is too long may not be read in full by the Examiners. Please note that the word limit for the dissertation will be strictly applied. Examiners may decline to read any material in excess of it. For Easter Term 2020, your dissertation will be submitted via Moodle, and you will not be required to submit a cover sheet. However, candidates should include a line at the end of their dissertation confirming the word count.
2. There is no formal limit on the amount of supervision a student may have on a dissertation, the decision on how much to provide resting with supervisors. However, a typical, and reasonable, supervising schedule would be as follows:
  - i) a brief initial meeting with the supervisor for orientation, general advice, guidance on reading;
  - ii) three or four further supervisions for a dissertation.

The student would then submit the final version without further supervision.

Your work must be typed. Information on presentation of your dissertation can be found here: <https://www.phil.cam.ac.uk/system/files/documents/grad-presentation-guide.pdf>

3. Your work **must** acknowledge all sources of information, including unpublished ideas and suggestions, e.g. from your supervisor.
4. Please save your dissertations just using the title of your dissertation (no reference to your names).

5. Your dissertation must include a title page containing:
- the dissertation title
  - your name as it appears on your passport
  - your College
  - the Date (optional)
  - and a Declaration stating: **This thesis is submitted for the degree of Master of Philosophy.**
  - a declaration page in the Preface stating: **This thesis is the result of my own work and includes nothing which is the outcome of work done in collaboration except where specifically indicated in the text.**

Further information on presentation of your dissertation is here:

<https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/mphilres>

6. Dissertations submitted via Moodle will automatically be checked by Turnitin for plagiarism. Please make sure to check the box to confirm reading and understanding the University Plagiarism rules. These can be viewed here:  
<https://www.plagiarism.admin.cam.ac.uk/definition>

You must submit your dissertation, via Moodle **by**:

**MONDAY 5<sup>th</sup> JULY 2021, 12 NOON**

Please also note that submission deadlines for the dissertation are taken very seriously. Except in exceptional circumstances (e.g. a medical emergency), **late submission will attract a penalty of five marks for every working day, or proportion of this for part of a day. If you have any concerns about meeting the stated deadlines, please contact the postgraduate Secretary as soon as possible.**

### **Important Note**

The submission deadline of July 5<sup>th</sup> was set to give all students a two week extension to the original submission date. In addition, it *may* be possible to arrange an extension to the submission deadline of July 5<sup>th</sup> for your dissertation, usually due to unforeseen medical circumstances. Further information about this possibility can be found here:

<https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status/extending-your-end-registration-date>

Please contact the Postgraduate Secretary if you think this applies to you.

Important information can also be found on the University's exam mitigation website:

<https://www.cam.ac.uk/coronavirus/students/guidance-for-all-students/assessment-2020-21/assessment-mitigation-2020-21>

## Further Guidelines for submitting your dissertation via Moodle.

### 1. Rename your files ready for uploading:

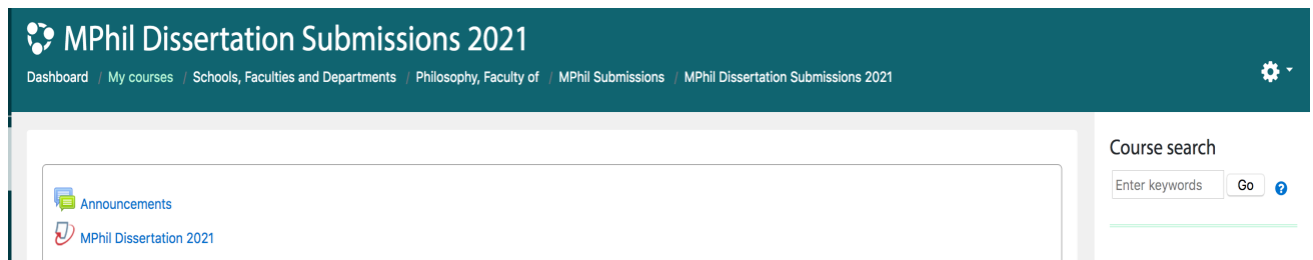
Your dissertation should be submitted as either a **docx** or **pdf** file. The title of your submitted dissertation should be: The title of your dissertation (or shortened version thereof). Please only use alphanumerical characters and spaces in your essays titles (no punctuation marks). Thus e.g.:

How is free will possible.pdf

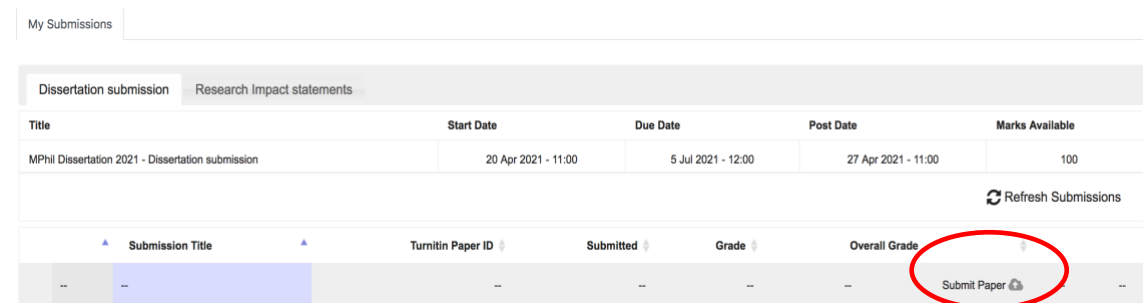
### 2. Login to Moodle and submit your dissertation:

<https://www.vle.cam.ac.uk/course/view.php?id=220932>

Once logged into the above Moodle site, click on the 'MPhil Dissertation Submissions 2021' link as shown in the screenshot below:



On the next screen, click on the 'Submit Paper' icon on the right-hand side (circled in red in the screenshot below):



The 'Submit Paper' window should be displayed, input the Submission Title then click and drag your dissertation file from your local folders to the 'Files' area (see

screenshot below). Check the box to confirm reading and understanding the University Plagiarism rules then click on the 'Add Submission' button. A window should appear displaying a Digital Receipt and Turnitin submission id which confirms that your submission has been successfully uploaded to Turnitin.

▼ **Submit Paper**

Submission Type ? File Upload ▾

Submission Title ! ?

File to Submit ? Maximum size for new files: 40MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

By checking this box, I confirm that I have read and understood the [University's Statement on Plagiarism](#) and this submission is my own work. I understand that my work may be submitted to text-matching software and retained in the software's database, as described in the Statement.

**Add Submission**

There are required fields in this form marked !.

After submission you should receive an email message confirming successful submission of your file. The email message will include the Turnitin digital receipt submission id.

Dissertation files can be resubmitted at any time up **until 12 noon** on the due date of Monday 5<sup>th</sup> July by logging into Moodle, selecting the MPhil Dissertations link as described in point 2 then clicking on the 'Submit Paper' icon (as circled in red above) and following the instructions to submit a file. Once a new file has been submitted an email confirming successful submission should be received.

If you wish to submit a **Covid impact statement**, please follow the instructions as above for submitting your dissertation, but select the tab titled 'Covid impact statements' and submit your statement on this tab.

Dissertation submission		Research Impact statements		
Title	Start Date	Due Date	Post Date	Marks Available
MPhil Dissertation 2021 - Research Impact statements	20 Apr 2021 - 11:14	27 Apr 2021 - 11:14	27 Apr 2021 - 11:14	100

[Refresh Submissions](#)

Submission Title	Turnitin Paper ID	Submitted	Grade	Overall Grade	Submit Paper
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University guidance for students on submitting a research impact statement is here:

[https://www.cambridgestudents.cam.ac.uk/files/covid\\_research\\_impact\\_statement\\_guidance\\_for\\_students.pdf](https://www.cambridgestudents.cam.ac.uk/files/covid_research_impact_statement_guidance_for_students.pdf)

Please note that submissions via Moodle will not be possible past the 12 noon deadline. If you have any problems submitting, please contact the Postgraduate Secretary.

June 2021