



LOCATING SUPPORT AND RESOURCES

- **Arts Faculty**
 - Dissertation sessions are run as part of the Humanities Research Skills Module (HUM), and are open to all Arts postgraduates.
 - On-line IT support (ASSIST) can be accessed at <http://www.le.ac.uk/assist/>
 - The Faculty Blackboard site and Peer Support Group offer opportunities for postgraduates to discuss issues relating to their dissertations.
- **Student Learning Centre (SLC)**
 - *The University's Royal Literary Fund Writing Fellow is available to provide advice on academic writing to postgraduate students. To make an appointment, email studentlearning@le.ac.uk, phone 252090 or go to College House.
 - *Postgraduate Workshops will be held throughout the year. For further information, go to <http://www.le.ac.uk/slc/workshopprogramme.html>
 - The Study Guides mentioned below are available from College House or at <http://www.le.ac.uk/slc/on-line.html>
- **English Language Teaching Unit**
 - Information on speaking skills courses for non-native speakers are available at <http://www.le.ac.uk/lisu/eltu/courses/support.html>
- **AccessAbility Centre**
 - Information on additional support for students with disabilities can be found at <http://www.le.ac.uk/accessability/>

SPECIFIC CHALLENGES	RESOURCES		
	Face-to-face*	Printed	On-line
Time management		Study Guide 'Organising Your Time'	www.ucl.ac.uk/keyskills/resources/index.html
Structuring your dissertation			http://www.hull.ac.uk/pas/Information_and_Resources.htm
Data analysis			http://www.le.ac.uk/gradschool/DL%20Res%20Students.html - Section 3 (Aimed at Research students, but advice is relevant to taught MAs)
Data presentation			ASSIST
Using correct grammar and punctuation		Study Guides 'Sentence Structure', 'Using the Apostrophe', 'Using the Semi-colon & colon', 'Using the Comma'	http://www.le.ac.uk/ee/jmc21/legp/index.html
Getting the style right	Academic Writing Style and Presentation (HUM)		http://disc.tees.ac.uk/Writing/Style/Contents.htm
References and bibliographies	Bibliography sessions (HUM)	Study Guide 'References and Bibliographies'	http://www.le.ac.uk/li/sources/subject1/rlsupport.html
Formatting dissertations	Long document formatting (HUM)	Study Guide	ASSIST



WRITING YOUR DISSERTATION

Dissertation Title:

Tutor:

Assessed? Yes / No

Familiar with assessment criteria? Yes / No

ACTION PLAN

Steps to be taken	Information needed	Deadlines
List the stages of the process in order. Identify the key elements of each stage.	Identify the information you need at each step and likely sources. Consider any help you may need and who can provide it.	Set a realistic target for completing this stage.

(Source: Management Studies Action Plan. Available at: <http://www.teknical.com>)