

**HML Tripos 2021**  
**The HML Dissertation, Part II 2020-21**  
**Handbook**

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## THE HML DISSERTATION

### Summary of key dates/deadlines for HML Dissertations, Tripos 2020

Submission of proposed title	Friday 23 October 2020
Change to proposed title	Friday 12 February 2021
Submission of HML Dissertation	Friday 30 April 2021 (4.00 pm)

In Part II you may, in addition to the compulsory Year Abroad Project, offer an HML Dissertation instead of sitting a third scheduled Part II written examination paper. You may offer an HML Dissertation in any subject area taught by either History or MML, providing that supervision and examining is available for your chosen topic.

If you are considering an HML Dissertation you should ideally consult your Director of Studies and, if possible, the potential supervisor at the start of the Easter Term in your second year. They will advise you on the kind of topic that you might choose and on the timetable for submission of the dissertations.

Much of the work for an HML Dissertation can be done during your fourth year. You may well, however, be at an advantage if you have planned and read extensively for the piece during your Year Abroad.

You are advised that it is inappropriate to put work produced for an examination, but not yet assessed, in the public domain; this includes the presentation of ideas in progress via online blogs.

## TITLE OF DISSERTATION

You must apply to the HML Management Committee for permission to submit an HML Dissertation by the end of June 2020. At the start of Michaelmas Term, you will be asked to provide the proposed title of your dissertation via a survey on the HML Part II Moodle site. Your proposal must be received by **Friday 23 October 2020**. We will ask you to provide the following information:

- Your personal details (name, college, email address);
- The name and email addresses of your DoS and dissertation supervisor;
- The proposed title of your dissertation;
- The title of your Year Abroad Project.

We will ask you to confirm that you have discussed the application with both your DoS and supervisor and that they have approved your proposed title.

If you wish to change your proposal, the revised title must be submitted to the HML Management Committee for approval not later than Friday 12 February 2021. Applications will again be made via a survey on the Part II Moodle site, and you will be contacted in advance of this deadline to ask for any such changes.

You may not offer an HML Dissertation which draws on material already offered for examination in another part of the Tripos or which focusses predominantly on a subject that was a specific topic or set text in any paper offered at Part IB.

You may not offer an HML Dissertation on a subject that overlaps substantially with the subject of your Year Abroad Project.

You should formulate your title as precisely as possible, where appropriate including the principal author(s) and/or books to be discussed and, a word or two of elaboration. Vague topics, such as 'Four Dutch Novelists', or unrealistically large topics, such as 'The Renaissance in France', are not acceptable.

Proposed titles that are not approved will be reviewed by the HML Management Committee at its Michaelmas Term meeting. A student who is not given permission to proceed must then take a scheduled paper.

If you fail to submit the dissertation by the due date, you must replace it by taking a written examination in a scheduled paper. This paper will normally be close to the area of your dissertation topic.

## **LANGUAGE OF DISSERTATION**

Dissertations are normally in English, but quotations from primary sources must be in the language of the original; English translations should be provided only where absolutely necessary.

An HML Dissertation may, however, be written in a modern foreign language instead of English if the HML Management Committee, in or after approving the subject, so agree.

## **ETHICS APPROVAL**

If you think your HML Dissertation may require ethics approval - e.g. if you will be carrying out a research project that involves human participants or personal data - then please visit the Faculty's [Research Ethics](#) Moodle site. This site provides a checklist for you to go through and submit to the Faculty's Research Ethics Committee, in order for them to decide whether a full application for ethics approval will be required. It also provides a Subject Information Sheet model, a Consent Form template, and the Terms of Reference of the MML Research Ethics Committee.

You can also visit the University's [Research Integrity webpages](#) for further, more general, information.

## **CONTACT WITH THE FACULTY**

Enquiries concerning the HML Dissertation may be sent to the HML Administrator (e-mail: [hml@mml.cam.ac.uk](mailto:hml@mml.cam.ac.uk)). However, all academic queries relating to the subject and presentation of your HML Dissertation should be addressed to your supervisor and/or Director of Studies.

## SUPERVISION

**Your supervisor will normally be a UTO or CTO in one of the two Faculties. Other individuals are only permitted to supervise an HML Dissertation with the approval of the HML Management Committee.**

The dissertation must be your own work. It is obviously desirable that the topic of the dissertation should be discussed in advance with a supervisor and that consultation should be continued during the preparation of the dissertation. The final content and formal wording of the dissertation, however, is your responsibility alone. Supervisors are not allowed to comment on the final draft of a dissertation.

The amount of supervision is comparable to that for a scheduled paper.

In the interests of equity and to preserve the integrity of the examination, Directors of Studies have no involvement in the preparation of the dissertation. While they may assist in planning of work schedules, they must on no account be approached to discuss content or to read or comment on drafts of the dissertation.

## ASSESSMENT

In assessing dissertations, examiners will take into account a good style, informed, clear and cogent argument, thorough and systematic treatment of the subject, original ideas or information, and critical acumen. See also the [marking criteria](#) on the Faculty website.

## PRESENTATION

The dissertation should be typed in double spacing, on A4 paper, with a left-hand margin of at least 2.5 cm, and should be bound. Typically, students have their dissertations bound with 'comb binding', but other forms of strong binding (e.g. 'wire binding') are acceptable. Staples are generally not sufficient to hold together works of this length, and therefore stapling will not be considered sufficiently bound.

In cases where a non-Roman or symbolic typeface is necessary and cannot be provided, hand-written or photocopied extracts may be inserted. Audio or visual data, such as recorded interviews or film, should be presented on a CD or USB stick.

Pages should be numbered and quotations of more than one or two lines should normally be separated from the main text.

*For further guidance on how to document your sources please see the [Long Essay Style Guide](#), pp. 3-12, which contains useful information for all students.*

## THE WORD COUNT

The HML Dissertation must be not less than 10,000 words and not more than 15,000 words in length, **inclusive of notes (should they be required) but exclusive of the bibliography and any appendices.**

Students should seek advice from their supervisor about the appropriate use of appendices. The word count shall include:

- i. Main body of text;

- ii. Footnotes;
- iii. Chapter and section headings;
- iv. Captions for any illustrations and maps.

The word count shall exclude:

- i. Bibliography;
- ii. Preliminary material: title page, table of contents;
- iii. Illustrations and maps;
- iv. Statistical graphs, charts, and tables;
- v. English translation of passages quoted in foreign language (where deemed necessary to the examination process);
- vi. Appendices

The electronic submission of the dissertation may be used to ascertain the exact word count. If you are using a computer or word-processor to calculate word length, you should note that most computer programs count as a 'word' anything with a space on either side of it. When typing, therefore, do not enter spaces between multiple initials in an author's name (e.g., J.A.W. Bennett), or between numbers in line references (26-27).

### **Word count penalties**

HML Dissertations will be penalized for excessive brevity or length according to the following scheme: one mark to be deducted for every 100 words, or part thereof, below the minimum or above the maximum set out above.

## **SUBMISSION OF THE HML DISSERTATION**

### **Deadline and penalties for late submission**

An HML Dissertation must reach the Faculty Office **not later than 4.00 pm** on the first Friday of Full Easter Term preceding the examination (i.e. **Friday 30 April 2021**). You are required to submit your work both in hard copy and electronically by the same deadline. Please be aware that the MML Faculty Office will close at 4.00 pm on the day of the deadline.

Extensions will not normally be granted, except for serious medical reasons (failure of computer equipment, for example, is not a valid excuse). All applications for extensions must be directed to the Secretary of the Exam Mitigation and Access Committee via your college Tutor. Neither the examiners nor staff in the MML Faculty Office are able to deal with these requests.

HML Dissertations submitted after 4.00 pm on Friday 30 April but before 4.00 pm on Tuesday 10 May (in both hard copy and electronic format) will be penalized by a deduction of 10 marks.

If you change your mind about doing an HML Dissertation and decide to withdraw your application, you must ensure that either your Tutor or your Director of Studies informs BOTH the Board of Examinations AND the HML Administrator immediately.

### What to submit and how

You must submit two hard copies of your HML Dissertation to the MML Faculty Office (including two copies of any CD or USB stick you are submitting). Each copy of the dissertation must bear your candidate number, which will be issued by the Board of Examinations. **Your name should not appear anywhere on the document.** An accurate word count must be given. You must also complete the declaration form, which will be available on the HML Moodle site.

The following information should be included on the front cover of your project:

- i. University of Cambridge
- ii. Faculty of Modern and Medieval Languages
- iii. HML Tripos Part II 2020
- iv. Title
- v. Candidate number (the same as for your YAP. If you do not have a candidate number please contact the HML Administrator on [hml@mml.cam.ac.uk](mailto:hml@mml.cam.ac.uk))
- vi. Word count.

You must submit electronically all elements of the dissertation including those parts that are not counted in the overall word count (see [Word count section](#) above).

The electronic submission should consist of a single PDF file. However, extra files will be accepted when a single file is not practical. The file name should be in the format '**CandidateNumberHMLDissertation**', where your candidate number is the same as it was for the Year Abroad Project. Please also ensure that any details of authorship of the file are anonymised.

Your work may be checked for word count and for plagiarism using anti-plagiarism software. Before submitting electronically please ensure you have read and understood [the University's definition of plagiarism, and its information for students on the use of Turnitin](#).

Please follow these instructions in order to submit your HML Dissertation electronically:

- i. Go to the Moodle website <https://www.vle.cam.ac.uk/>;
- ii. Login using your Raven account;
- iii. Navigate to the 'HML Part II – General Information' course page;
- iv. Click on 'Electronic Submission of HML Dissertation' in the 'HML Dissertation Tripos 2021' section;
- v. Click on 'Add submission';
- vi. Drag your dissertation file into the upload box and wait for it to upload;
- vii. Click 'Save changes'.

If you cannot see the relevant section on the Moodle course page and think you should be able to, contact the HML Administrator ([hml@mml.cam.ac.uk](mailto:hml@mml.cam.ac.uk)) **as soon as possible**.

### **RETURN OF SUBMITTED WORK**

Students are strongly advised to keep a hard copy of their HML Dissertation in their possession; the Faculty cannot be responsible for loss or damage.

One hard copy of the HML Dissertation will be available for collection from the relevant Section Secretary within six months following the publication of the Class List with your exam results.

*For further information, please see the undergraduate examinations data retention policy, <https://www.mml.cam.ac.uk/sites/www.mml.cam.ac.uk/files/datapolicy.pdf>*