

GEOG5160M—DISSERTATION (GIScience)

Module Convener: Dr Paul Norman

Start: Now!

Hand-in: by 16.30 pm, Monday 6th September 2010

Credits: 60

Requirement to submit a dissertation

All Masters students are required to submit a dissertation as a major element of the work that they do towards their degree. The dissertation should present the findings of a programme of original research, the topic of which is chosen by the student in consultation with members of the academic staff. The topic must relate to the individual's programme of study.

Your dissertation is thus an opportunity to pursue research themes that you have yourself chosen and find particularly interesting. It is also a chance to put into practice the skills that you have learned or refined through work for the taught course elements of your Masters degree.

In their submitted dissertation, students should be able to demonstrate their ability to:

- Execute a sustained piece of novel research (clarification below);
- Identify and critically review the literature relevant to that research;
- Identify and apply the conceptual understandings and practical research skills necessary for the thorough and coherent exploration of their chosen topic;
- Locate their own original investigations within the wider current developments in contemporary geographical research.

Dissertation content

'Analysis' and 'Development' dissertations: Given the very wide range of topic possibilities and of student interests, note that at one extreme a dissertation may be very applied and analytical and at the other extreme a dissertation may be highly technical including large elements of computer programming. We term these 'Analysis' and 'Development' dissertations and we acknowledge that dissertations may well be a combination of analysis and technical achievement with a continuum of mix between the extremes. *Advised* structures and marking *guidelines* are to be applied as relevant to the work actually carried out. Details of what is expected for each type of dissertation are given below. Those wishing to do software development projects should note that these are difficult to write up successfully.

Projects should contain a significantly novel component of academic interest: It is recognised that all of a piece of work cannot be entirely original. However, whether an 'analysis' or a 'development' project, the dissertation should contain significant elements of novelty and academic interest. i.e. The work must contain elements which add to previous knowledge in some way.

Scale of work required: The dissertation accounts for 60 credits from the total of 180 which make up the Masters as a whole.

The dissertation should be of no more than **12,000 words**, excluding figures, bibliography and appendices. This word limit should not be exceeded. In some instances, particularly those research projects which are largely computer based, rather less supporting text may be required. However, you should offer some justification for any departure from the normal format and this should be discussed with the module convener and supervisor well in advance of the submission date.

Supervision

You will be allocated a supervisor. We will try to make sure this is someone you wish to mentor you and that they are an expert in the subject area, however, this is not always possible. They will, at a minimum, understand how to conduct good scientific research.

Supervision caveats: The supervisor will guide you in your research; however, at the end of the day it is your project. They advise, they do not dictate. Supervisors do not know everything about your project, and it is up to you to decide whether any course of action they suggest is the right one (though if you decide against their advice, please discuss this with them so they know what you're doing). Equally, please do not expect your supervisor to be around all the time – many go on research trips during the summer. If yours is going to be away for a long period (more than a month), and you feel you need to swap supervisors, please talk to the module convener and we will do our best to arrange this. Provided you are in Leeds, supervisors will have a minimum of two meetings with you – once to discuss the project at the start, and once some way through the project to check everything is going ok. It is up to you to organise these meetings. Supervisors will not, in general, read and then comment on specific sections of the dissertation prior to submission as this is the text they will ultimately have to mark.

Of course, these caveats describe the minimum: in most cases supervisors will be glad to see you and to discuss your work. Typically most students see their supervisors every couple of weeks to start with, and every three-to-four weeks towards the end of their dissertation. If you have any problems with the supervision process, please talk to the module convener as soon as possible about it.

Please also remember that there are various research groups within the School which meet regularly and are usually glad to support dissertation research: these include:

- **The Centre for Spatial Analysis and Policy:** Contact: John Stillwell
- **The Multi-Agent Systems and Simulation:** Contact: Andy Evans
- **Citizenship and Belonging:** Contact: Robert Vanderbeck
- **Urban Cultures and Consumption:** Contact: Robert Vanderbeck
- **Ecology and Global Change:** Contact: Ian Lawson
- **River Basin Processes and Management:** Contact: Jonathan Carrivick

For more details, see: <http://www.geog.leeds.ac.uk/research/>

Marking procedure

Your dissertation is the single most important component of your Masters, and we treat it as such. The dissertation is *first marked*, usually by an expert in the approximate field, usually your supervisor. The dissertation is also separately marked by a *second marker*, who does not see the comments of the first. This is usually not an expert in the field, but someone who recognises academic quality in this type of dissertation. The two marks are then averaged to give your final mark. If there is a disagreement between the two markers, including, but not limited to, a 10% difference in marks, or marks that fall across a degree grade boundary, and this conflict cannot be resolved, the dissertation is sent to a *third marker*, who sees the comments of the previous markers but forms a final mark based on their own appraisal. In rare cases the external examiner, who comes in from another University to ensure our marks are appropriate, may be asked to mediate a mark decision. It is therefore the case that some dissertations are looked at four times. While this is possible for any given piece of course work, the nature of dissertations makes this process more common. The marking guidelines are given below.

Submission

Two *bound* copies of your completed dissertation should be handed in to reception for the attention of Pakorn Phornnarit, Taught Students Office, together with a disk copy (Read Only CD ROM) before or at 16.30 pm, 6th September 20109. Please get and keep a receipt for this.

Neither the paper copies nor the disks will be returned, so please make sure you have a backup of your own. Students are advised that they should keep a backup copy of the dissertation (and indeed all work), at least until graduation, and the University reserves the right to additional copies of the dissertation for the purposes of examination in the event of loss through fire, etc.

Both copies of your dissertation must start with a **bound in** copy of the Plagiarism Disclaimer Form (include the word length on this form as requested). Add these to the top of your dissertation manuscripts so that it appears as the first page of each copy of your dissertation once bound.

Binding

Take your two copies for Fastback binding, currently only available at Media Services in the Roger Stevens Building. The cost for this service is £4 per copy, so the total cost to you is £8 (cost correct at time of going to print). Please allow a week for this. This is a half day service but given the volume of dissertations to be bound Media Services will not be able to get all the dissertations bound if you wait until the final handing-in date. 5160M Dissertations should be bound with a *navy* cover. Please stipulate this to the binder.

Unbound dissertations will not be accepted.

Programme feedback

You will also have the chance to put your views about the programme you have undertaken into writing. The School is very keen to receive feedback from its Masters students and two weeks before you submit your dissertation a Course Evaluation Form will be distributed. This should be handed in together with your dissertation and you will then receive a receipt. The form also provides space for contact details as we may be able to forward information from prospective employers to you and keep you informed of Alumni Events etc.

Policy on late submission

Late entries will be accepted only with prior permission and in exceptional circumstances and risk having their assessment delayed until the external examiners' meeting the following year. **This will necessarily involve delay in the awarding of your degree.** Extensions should be organised through the Programme Manager (Paul Norman), not your supervisor.

The School of Geography has adopted the University's strict policy on the late submission of dissertations:

- (i) Five per cent is deducted from the final agreed dissertation mark for each day or part thereof that the dissertation is late.
- (ii) Dissertations will only be accepted up to two weeks after the agreed deadline, after which a mark of zero will be recorded.
- (iii) Extensions are only granted to students who have serious extenuating circumstances, such as sickness for more than three days – supported by a doctor's certificate. Extensions can only be granted by the programme manager and NOT by your supervisor.

These rules have been adopted to ensure that all students are treated equally and fairly. They may be relaxed in exceptional circumstances, but it is important to talk to the module convener and then the Programme Manager as soon as possible. Please do not ask any other member of staff. You are strongly advised to complete all typing, printing and proof-reading in sufficient time to cope with any unforeseen (but all too common) technical problems or minor illnesses in the immediate run up to submission. It is wise, therefore, to aim to complete your dissertation at least one week before the due date for submission.

Plagiarism

You were given details of what the University considers to be plagiarism when you arrived. Please re-read these details. See <http://www.ldu.leeds.ac.uk/plagiarism/>

In the past we have removed students from the Masters programme with no option to gain any certificate for plagiarising within dissertations.

Please do not be in any doubt how seriously we take this. Plagiarism includes, but is not limited to: Copying text from other sources, with or without references – always rewrite in your own words unless quoting directly within quotation marks with attribution (note also that excessive quoting in quote marks is usually marked down where it obviously indicates the covering up of a lack of understanding); copying of ideas without attribution; copying of other student's work. If English is not your first language, you are permitted to get someone to check your spelling and grammar, however, this is the *only* contribution they may make.

The basic structure of an 'analysis' dissertation

Analysis dissertations should normally include:

- A clear statement of the aims (and usually objectives) of your research. Some people like to centre their work around a particular hypothesis/hypotheses or research questions;
- A critical review of relevant literature and issues providing the context for your work which then be demonstrated to be novel and to have academic interest;
- A statement of the manner in which the aims of your research are to be approached;
- A detailed description and justification of your chosen methods of research;
- A clear presentation, discussion and analysis of your findings;
- A critical appraisal of the strengths and weaknesses of the work you have undertaken and its implications for the wider research field within which your study is located;
- An exploration of the potential for further work.

The basic structure of a 'development' dissertation

Note that such projects will be marked on your *write-up*, not on the *software* itself. This is not to say the software will not be taken into account in the case where marks are borderline between grades or otherwise contentious, and you should hand in (or make available until graduation) a working copy of your software plus appropriate licences, data etc. **However, the chances are your work will be marked by someone who is a programmer and by someone who is not. It must be formulated and presented appropriately.** The software will be regarded in the same way as methodology would be in a standard analytical dissertation – just as a dissertation would not solely rest on the quality or success of a methodology, it will not solely rest on the quality or success of a piece of software, however, it will be taken into consideration.

Your system should be novel and academically interesting. Just tying together a GIS and a database or building a website for your employer, will not do. If you have concerns about this, please talk to the module convener.

Broadly you should base your dissertation around the following scheme, which is that used by Computer Science students within the University.

- Understanding/Outlining the Problem
- Producing a Solution
 - Preparation of Solution
 - Delivery of Solution
- Evaluation the Solution
- Reflection upon the Project

Understanding/Outlining the Problem

- A formulation of what the problem is and why the problem is important.
- A critical literature review: this should not rely on casual internet materials but should investigate the extensive on and off-line academic computing literature.
- Justification for solution.

Producing a Solution

- Description of project management system / development process.
- An outline of minimum and maximum requirements for the project - these should also be outlined in your project proposal.
- Initial project plan, how it adapted over time and a justification for this.
- A description of the developed system, what it does, and how it may be operated from the submitted materials.

Evaluation the Solution

- Description of the process used to evaluate the project.
- Results of the evaluation, with a comparison of the requirements.

Reflection upon the Project

- A comparison with (possible or actual) other solutions.
- Potential improvements.
- Lessons learnt and things you would do differently.

For both analysis and development projects

The project topic and plan should be outlined in project proposals. This proposal is to be submitted in week 23, see below.

Please review the Intellectual Property Rights (IPR) agreement you signed up to as a student (in your student handbook). If you have any doubts about the IPR position, for example if you are working with an external company, please see the module convener.

Which scheme you take when developing software *and* doing analysis projects within the same dissertation will depend on the proportion of each, however, the standard analysis dissertation structure would be more usual.

Timetable for work on your dissertation

Week 20: Lecture/workshop: purpose, structure and content of a dissertation and ensuring contacts with appropriate academics

Weeks 20 – 22: Meetings *as appropriate* with individual academics, from now on you will be developing and refining your research proposal and undertaking a review of literature relevant to your research

Week 23: Submit a completed dissertation proposal form and action plan to the module convenor via reception by Monday 26th April

Weeks 23 – 24: Module convenor matched people and topics

After Week 24: Teaching is complete for this academic year – you are now free to devote yourself full-time to work on your dissertation and completing assignments

You should aim to maintain contact with your supervisor during this period, but bear in mind that staff are often away from Leeds at conferences or doing fieldwork for periods during the summer.

Please don't leave asking critical questions until the last minute only to find that your supervisor is away.

Presentation of completed dissertation

There are some formally prescribed rules for the presentation of the finished dissertation which are reproduced below.

The dissertation should be word-processed. The print size should be not smaller than 11 pt. and should be Times New Roman, Arial or equivalent. You may use single-space lines and print on both sides of the paper. The typeface should be black (not grey or any other colour) on A4 size paper. The left hand margin should be wide enough throughout to accommodate the binding without obliterating any text, i.e. about 3.5 cm.

Your dissertation should include an initial page (after the Academic Integrity Form, *see above*) giving its title, your full name as registered (check with Pakorn Phornnarit in the Taught Student Office if you are in any doubt about this), the date (month/year) and the words "A dissertation submitted in partial fulfilment of the requirements of the Masters Degree in Geographical Information Systems [or whatever is appropriate] of the University of Leeds".

The title page should be followed by an abstract, summarizing in no more than 200 words the aims of your dissertation and outlining key aspects of your approach, main findings and conclusion.

It is advisable also to include the following on subsequent pages of your dissertation:

- A statement of acknowledgment to any individuals or organisations whose assistance you may have received in undertaking your work
- A table of contents setting out the structure of your dissertation in terms of chapters and their subsections (preferably numbered), giving the relevant page numbers
- A list of tables and a list of figures, each numbered and page referenced. The tables and figures themselves can appear either at a convenient point within your text near to where they are referred to or in a block at the end (tables then figures).

At the end of your dissertation, there should be a **list of references**, in alphabetical order by author, giving all the works you have referred to in the preparation of your dissertation. There should be appropriate citations of each of these references using the Harvard system (author's name and date of publication) within the main body of the text. Your list of references should be positioned after your final chapter and before any appendices.

Appendices can be used for the inclusion of major listings of data, computer programs and other forms of raw information which would offer an interested reader full support for the arguments you advance in your dissertation, but which would interrupt the flow of that argument if they were incorporated in the main text. Appendices can include, for example, a formal description of data processing methodologies, raw data (though this may also be on a disk), a glossary (please be aware that at least one of your examiners will not be an expert in the field) or ancillary information. They are not, however, a means of flouting the word limit on the dissertation and must **not** include substantive elements of your argument or analysis.

You should carefully check your dissertation throughout for spelling, typing and other errors as poor finish creates a bad impression. Also, be sure that pages are numbered and in the correct order and that references to tables, figures and bibliographical material are correct and complete.

You may submit disks with data etc. on them in a solidly attached wallet in the back of the two paper versions of your dissertation as addendums. You must, however, still submit an additional separate disk copy of all the work, i.e. a complete electronic copy of both the report and the contents of the included disks, *as well*. All disks should be in a format commonly readable on Windows OS machines: i.e. Word, jpg, gif, tif, ShapeFiles, ASCII text, HTML, XML, PDF, etc. Other UNIX and Mac centred formats should be agreed with your supervisor beforehand but should not generally be used. Binary executables of programmes written as part of the dissertation should be accompanied by uncompiled code. Any software should be installable on an examiner's machine, unless prior arrangements have been made, and instructions for this process included.

Please always conform to licensing agreements associated with third-party software. It is your responsibility to ensure the contents of any disk can be read on School computers.

Information regarding your disk copy if your work includes Ordnance Survey maps

- a) You need to ask for permission to scan or digitise Ordnance Survey maps - you should contact OS Copyright Office for permission and advice.
- b) Copies of scanned or digitised maps handed in on your duplicate disk should be raster images only (these cannot be manipulated).
- c) The appropriate acknowledgments should be included with your scanned or digitised images.

It is worthwhile looking at the Copyright and Rights Web page, which can be accessed from the University Library Web Page. It includes details of the various copyright licences held by the University, including the OS one and offers advice.

Bibliographical conventions

Your dissertation should contain a comprehensive bibliography detailing every work referenced in the text. The bibliography should be laid out in alphabetical order according to the Harvard convention. The following list gives examples of referencing for most kinds of information sources used in dissertations.

Books:

Harvey, D (1996) *Justice, Nature and the Geography of Difference*, Blackwell, Oxford.
 Hohenberg, P M and Lees, L H (1985) *The Making of Urban Europe 1000-1950*, Harvard University Press, Cambridge MA.

Book chapters:

Pearce, D (1992) Economics and the global environmental challenge. In I H Rowlands and M Greene (eds) *Global Environmental Change and International Relations*, Macmillan, Basingstoke, pp 60-87.

Journal articles:

Smith, N D (1993) Anatomy of an avulsion, *Sedimentology* **26**: 1-24.
 Scott, A J and Paul, A (1990) Collective order and economic co-ordination in industrial agglomerations: the technopoles of southern California, *Environment and Planning C: Government and Policy* **8**: 179-93.

Academic working papers:

Leyshon, A (1990) Financial infrastructure withdrawal, *Working Papers on Producer Services* **3**, Department of Geography, University of Hull.

Newspaper articles:

McCarthy, M, Brown, C and Heath, T (1999) Farming hit by worst crisis since the Thirties, *Independent*, 28 August.

Web sources:

Ministry of Agriculture, Fisheries and Food (MAFF) (UK) (2001) *Organic Aid Scheme*, (<http://www.maff.gov.uk/environ/envsch/oas.htm>) – accessed 18 May 2001.

Citing references in the text:

Any work used should also be cited in the text of your dissertation, giving page numbers where you quote directly from a source:

As Hobsbawm (1992, p 11) has noted, the very term English nationalism ‘sounds odd to many ears’.

While Scott and Paul (1990) maintain that new industrial districts have engendered a new localism, others are more sceptical.

Your bibliography should include all references cited in your dissertation. A common mistake is to exclude a reference because it is embedded in a quotation from another work that is itself listed in your bibliography. For example:

As Harvey (1996, p 53) notes, 'The latter all *produce* – to use Lefebvre's (1991) terminology – their own forms of space and time.

Even if you have not directly used Lefebvre (1991), it must be referenced as well as Harvey (1996) in your bibliography, because both references are cited. This is not cheating. It is not the same as 'padding out' your bibliography with superfluous references – which is an unacceptable practice.

Help with your dissertation

The following people can provide specialist help with your dissertation:

- Module convener, dealing with supervisory problems, research-topic formulation, general enquiries, format and submission.
- School of Geography IT Manager, dealing with issuing of computer IDs, advice on University computer hardware and software.
- School of Geography Departmental Safety Officer: dealing with advice on all aspects of fieldwork safety – see below.
- School of Geography Technical Staff: dealing with equipment and laboratory booking, equipment fee collection, minor consumables, advice on field and laboratory techniques, safety.

Further reading

Texts on good practice in dissertation research and presentation include:

Barret, D J (1997) *Net Research. Finding Information Online*, O'Reilly, Sebastopol GA.

Bell, J (1999) *Doing your Research Project: A Guide for First-Time Researchers in Education and the Social Sciences*, 3rd edition, Open University Press, Milton Keynes.

Bonnett, A (2001) *How to Argue: A Student's Guide*, Prentice Hall, Hemel Hempstead.

Day, R A (1994) *How to Write and Publish a Scientific Paper*, Oryx Press, Phoenix AZ.

Fairburn, G J and Winch, C (1996) *Reading, Writing and Reasoning: A Guide for Students*, Open University Press, Buckingham.

Flowerdew, R and Martin, D (eds) *Methods in Human Geography: A Guide for Students Doing a Research Project*, Longman, London.

Gash, S (2000) *Effective Literature Searching for Research*, Gower, Aldershot.

Greenfield, N (ed) (2000) *How I got my Postgraduate Degree Part-Time*, School of Independent Studies, University of Lancaster.

Jones, A, Duck, R, Reed, R and Wyers, J (2000) *Practical Skills in Environmental Science*, Prentice Hall, London.

Parsons, T and Knight, P (1995) *How to do your Dissertation in Geography and Related Disciplines*, Chapman and Hall, London.

Phillips, E M and Pugh, D S (1993) *How to get a PhD*, Open University Press, Buckingham.

Some dissertation FAQs which may or may not be relevant to your topic

Q: What's the difference between 'aims' and 'objectives'?

A: 'Aims' are what you want to achieve. 'Objectives' are a series of steps that, if achieved, allow you to fulfil your aims. Try mapping methods onto objectives to make sure objectives *can* be achieved.

Q: How long should my literature review be?

A: How long is a piece of string? It partly depends on how much literature there is to review and how much is vital for positioning your research project. A literature review should be a *well-structured* and **selective** survey of a field of knowledge, showing where and how your research fits in. Spend most time on the areas most relevant to your topic. Don't allow your literature review to take over your dissertation—your *core research* matters most. To set the scene with a good,

thorough literature review, you probably need about 10% of the overall dissertation or thereabouts—but this is just a ballpark figure. The purposes of a literature review are threefold:

- 1) To give an intelligent lay reader enough information to understand the rest of the work.
- 2) To show why the work is needed.
- 3) To convince the reader you have sufficient knowledge of the subject to authoritatively complete the work.

A literature review only needs to be long enough to do these three things, and no longer.

Q: *How many days do I need to spend collecting field data?*

A: It all depends on what you're doing ...

Q: *Do I need to collect primary data?*

A: That depends. Is there already a fantastic dataset that provides everything you want and is readily accessible? Then what's the point in collecting primary data? Of course, this does *not* mean that you can sit with your feet up whilst others go off to collect their primary data, wait till they catch up with you, and do a lesser amount of work! You need to 'add value' to secondary data—simply *reproducing* it is *not* going to score you high marks!

Q: *Do I have to include statistical analysis in my dissertation?*

A: Your dissertation should be a *sophisticated* analysis, using the techniques appropriate to your project. Avoid a 'cookbook' approach to analysis. Generally, however, failing to apply appropriate statistical tests to quantitative data when it is obviously needed is a bad move! Never say there is a "significant" relationship between two datasets unless there is statistical proof: "significant" should always be used to mean "significant" in the statistical sense.

Q: *How do I see if there is a significant difference between 'a' and 'b'?*

A: Did you collect a sufficient number of samples to be able to say? Ensure you don't collect data first then think about analysis later. Consider what techniques you will need to perform to address your research questions, and plan data collection accordingly.

Q: *How many questionnaires do I need to do?*

A: The appropriate sample size for a questionnaire survey depends on the level of statistical variability you might expect from your data. If you anticipate a lot of variation in your responses (e.g. by gender, ethnic group, social class, locality), you need a larger sample than if you anticipate a smaller level of variation. You need to be sure that you don't end up with too many empty cells in your table of data. As a rule, aim for a sample size of 60–80 respondents. Another guide is to aim for about 15 responses in each of your key sub-groups (e.g. poor women, poor men, rich women, rich men = 60). This may reveal that you are targeting too many sub-groups, given the time available for your survey, in which case consider narrowing the focus of your research. There is a statistical formula for sample size, which may be more appropriate than these rules of thumb—depending on your knowledge of the population size from which your sample is drawn.

Practical details:

Fieldwork issues and laboratory facilities

You need to think about various practical considerations in carrying out your dissertation work.

Both human and physical geographers need to take heed of safety issues. NB: Students should be aware of the need to complete a risk assessment for ALL projects involving fieldwork.

Safety during field visits and sample collection

Because sample collection tends to be away from your normal environment, the *minimum* number of students/collectors should be *two*. *Students should not go out on site visits or sample collection alone.* This is good advice for all those working in the field, whether in remote or urban areas. Take along a friend or work in conjunction with another student and stay within sight or shouting distance. You should have a written plan (risk assessment), left with a colleague, which only

needs to be a paragraph long, outlining where you are going, with whom and what dangers you have considered.

Everyone must complete either a rural or urban risk assessment form if they are going into the field. The forms are to be found at the end of the booklet (also downloadable from the link <http://www.geog.leeds.ac.uk/support/safety/forms.html>). Your supervisor must sign the form prior to any fieldwork, a signed copy of this risk assessment **MUST** be submitted to Dr. John Corr, keeping a copy for yourself. You must also submit a completed Next of Kin form to be handed in with your risk assessment. This will help you identify the potential risks so that you can minimise any problems you may encounter. Think about the 'worst case' accident scenario and how you would deal with it. Consult your academic supervisor regarding your safety plan. *If the fieldwork poses particular health and safety concerns then you should consult with the Departmental Safety Supervisor, Dr John Corr, who can provide a more detailed risk assessment. It is important that you have this safety procedure agreed before you start.*

Safety equipment available

The department has various safety equipment available for student use (for example fluorescent jackets, first aid kits, whistles, throw bags). Please chat to a technician about the safety equipment available. To book any equipment, please complete the field kit request form (see Appendix C).

Equipment fee

An equipment booking form must be completed well before any intended field visit. Forms are available from the laboratory technicians in room 2.56.

Major pieces of scientific equipment must be insured before being used away from the School's laboratories. Separate arrangements will need to be discussed with laboratory staff for items taken abroad. Equipment will **NOT** be issued before payment is received. Rachel Gasior and David Ashley administer the allocation of equipment and the booking fee system.

Minor items of equipment – such as rulers, hand-tapes, buckets, measuring cylinders, sample bottles, quadrats and trowels – will not require insurance. Laboratory staff can advise about the need for insurance for specific items.

Equipment booking forms must be completed and returned to the technicians at least one week before the equipment is required. Forms are located on the notice board outside the technicians' office room 2-56 and on the web - go to the link <http://www.geog.leeds.ac.uk/support/labs/index.html> and open the Field Equipment Booking Form as a word document. A £25 cheque deposit will be charged, which will only be returned to you when the equipment is returned on time. The technicians will make an appointment for you to collect the equipment and receive a demonstration.

Equipment will only be issued provided you have: 1) give one week's notice 2) had your risk assessment signed by your supervisor or the Departmental Safety Supervisor and 3) brought your £25 cheque deposit.

Laboratory information and diary / Laboratory request form

The technicians have compiled a Laboratory and Field Work Guide to answer some of the most frequently asked questions such as: What can I analyse? How many samples can I analyse? When can I use the laboratory facilities and equipment? How long will my samples take to analyse? The guide can be obtained from the laboratory staff. Bookings for laboratory sessions can be made in the lab diary, which is located in the box on the door of the technicians' office 2.56. It is *compulsory* to fill out the laboratory diary. Please discuss this with the laboratory staff. There is also a compulsory Laboratory Request form, a copy of which is included at the end of this document, which should be handed to the technicians before commencing lab work; this must include a full record of the number of samples, sample type and the analysis.

Because chemical analysis in the labs is time-consuming and expensive, for certain determinands there is a limit on the number of samples that you will be allowed to analyse. These limits are, for the following determinands:

1. Total Carbon and Nitrogen = Maximum of 50
2. Nitrate (NO₃) and Ammonium (NH₄) = Maximum of 50
3. Kjeldahl Nitrogen = Maximum of 40

Note that for certain determinands, such as pH, conductivity, and LOI there are no limits and you can collect and analyse as many samples as you wish. Check with lab staff if you are unsure of how many samples you can usefully collect.

Please speak to the laboratory staff about your project as you develop your research proposal, to ensure that you do not devise a project for which neither the equipment nor the expertise is available to enable you to successfully complete the study.

Laboratory safety

Before you commence any laboratory technique, you must obtain and read a copy of the Control of Substances Hazardous to Health (COSHH) assessment for the procedure. The assessment will inform you of the following: what safety precautions to take to protect yourself and others from exposure to harmful chemicals; how to dispose of chemicals safely, and what to do in the event of an accident.

Do not bring food or drink into the laboratory. Always wear a lab coat, wear goggles and gloves when handling chemicals.

Students may find laboratory facilities withdrawn if they disregard standard laboratory safety regulations.

Computing support

You will be familiar with the computing facilities offered and supported by the University. The ISS helpdesk can provide answers to most queries regarding computing support for your dissertation. If your dissertation research is likely to be substantially based on a particular computing software package or otherwise make heavy use of computing facilities, you should *check with ISS and your supervisor that the resources are in place* for you to complete your dissertation satisfactorily. If there is any doubt, you should *double-check the situation with the School IT Manager* (Mike Crabtree). Do *not* spend all your time devising a project only to discover, at a later date, that the resources and support required for the successful completion of your project are not available. If you think you will need supercomputing facilities, please talk to the module convener about the availability of these.

Library support

The University Library runs a number of training sessions specifically for Geography dissertation students to help you improve your literature searching skills. General sessions along similar lines are also offered periodically. There is a Faculty Team Librarian for Geography and she can be contacted by email to make individual appointments.

Appendix A: Assessment Report Forms and Marking Guidelines

This is a broadly representative idea of the form we use to assess dissertations.

ASSESSMENT OF DISSERTATION

Name of student: Masters Scheme:.....
 Dissertation title:

Name of examiner:
 1st/2nd/3rd marker (Please circle)

Mark
 (%)

Final Agreed Mark
 (Please initial): (%)

The dissertation as a whole	Dist	Merit	Pass	Fail
Identification & justification of <i>topic</i> :				
Clarity of <i>aims</i> :				
Dissertation <i>structure</i> :				
Coherence & <i>flow</i> (linkage of structural components):				
Literature review				
<i>Awareness</i> of relevant literature:				
<i>Understanding</i> of relevant literature:				
<i>Critical engagement</i> with literature:				
Methodology				
Suitability/coherence of <i>research design</i> :				
<i>Appropriateness of techniques</i> deployed:				
Skill in <i>application</i> of research techniques/methodology:				
Skill in <i>analysis</i> of results:				
Original research				
<i>Sustainability of conclusions</i> drawn:				
Consciousness of <i>limitations</i> :				
<i>Integration</i> of results with extant literature:				
Presentation				
Written style/mode of exposition:				
Referencing system:				
Spelling & grammar:				
Typing & layout:				
Figures:				

Report (*specify strengths & weaknesses, justify mark*):

(Continue overleaf if necessary)

School of Geography, University of Leeds

MSc in GIS; GIS for Business Consultancy; MA Human Geography & GIS

DISSERTATION MARKING GUIDELINES

Mark Range	Typical Characteristics
80–100 (Distinction)	<p>An exceptionally good or outstanding dissertation, already containing all the elements of a very good dissertation described below and excellent in virtually every respect. A highly appropriate, intellectually demanding and original topic with extremely well defined aims is identified within a very well-understood conceptual framework and based on an extensive if not exhaustive understanding of the literature.</p> <p>Research design, methodology, data collection and usage are thorough and innovative. High quality results, insightful interpretations and detailed discussion exhibit an outstanding ability to analyse, synthesize and evaluate. As appropriate, primary or secondary data sources or fieldwork are used extensively and extremely effectively.</p> <p>Analysis is critical and rigorous leading to important and original conclusions. Indicates a virtuosic grasp of the whole topic and ability to carry out research. Abstract is a masterly summary. Very well organized, sharply focused and stylishly written. A particularly high standard of presentation.</p> <p>Dissertations which analyse a problem in a particular geographical domain at this level are likely to include material of publishable quality, typically requiring relatively little further revision.</p> <p>Dissertations of a more technical nature which include a significant component of software development are likely to exhibit a high degree of technical ability and innovation at this level. They may produce software tools of near-professional quality and standard of documentation, which could be used almost at once, with little further development.</p>
70–79 (Distinction)	<p>A very good dissertation in all or almost all respects. An appropriate and intellectually demanding topic with well-defined aims is identified within a well-understood conceptual framework based on extensive background reading and understanding of the literature. Insight, originality and a degree of critical reflection are properties usually distinguish work at this level.</p> <p>Research design, methodology and data-collection are thorough and well justified. As appropriate, fieldwork, other primary or secondary sources are used extensively and effectively.</p> <p>Analysis is rigorous leading to substantial conclusions. Results are detailed and accurate. Interpretations, analysis and discussion all exhibit very good higher-level cognitive skills. Conclusions are substantial and the abstract provides a very good summary. Contains insight and elements of originality. Well organized and sharply focused with a high standard of presentation.</p> <p>Dissertations of a more technical nature which include a significant component of software development will produce high quality, novel, and socially or scientifically interesting applications, with a write-up that is embedded in the application development literature and shows a good understanding of software development processes. The write-up will show that the application is designed appropriately for its audience, user tested and well documented.</p>
60–69 (Merit)	<p>A generally good dissertation on a well-chosen topic with clearly stated aims specified within an explicit conceptual framework and based on significant background reading.</p> <p>Well-chosen research design and methodology, though possibly with a few minor</p>

	<p>design flaws. Secondary data sources of information are used extensively though perhaps not to their full effect. Primary data collection including fieldwork as appropriate should be at least to some recognised minimum level required as appropriate for the application.</p> <p>Results are detailed and mostly accurate, or with occasional errors and omissions at the lower end of the scale. Interpretation, analysis and discussion exhibit satisfactory higher-level cognitive skills. Conclusions and abstract are sound and clearly related to the aims.</p> <p>Strengths in content and organization are characteristic, though insight and originality may be somewhat limited. Generally well presented. Upper end of scale may be used for dissertations exhibiting elements of distinction-class quality where a number of more minor problems, or a significant major problem, preclude a distinction-class mark. May also be used for an exceptionally original or innovative dissertation (approaching ‘distinction’ mark in this sense) that lacks proper attention to conceptualisation, research design and methodology, and/or presentation of results.</p> <p>Dissertations of a more technical nature which include a significant component of software development should produce working code that forms a novel and socially or scientifically interesting application, and be well documented. The overall project may contain elements which would be appropriate at the pilot or beta level of a commercial or academic release, but will still match the specifications of the project more generally. The write-up will show understanding of the application development literature and the initial specification will show understanding of prior or competing art.</p>
50–59 (Pass)	<p>A more or less competent dissertation with adequately specified aims embedded within a recognizable conceptual framework, usually based on sound but possibly limited background reading. The topic may be solid but uninspiring.</p> <p>Though execution may be adequate, there may be only minimal justification of a research design and/or methodology that contains a small number of minor limitations or flaws. Data sources may be insufficient to get the best out of the project. If data collection reaches acceptable levels it may be flawed in other ways.</p> <p>Results or analyses may contain minor errors as well as omissions. Interpretation and discussion may be underdeveloped. Tends to be descriptive rather than analytical and may contain superfluous or irrelevant material and/or be somewhat unselective and repetitive. Conclusions and abstract may be sound but unfocused. Weaknesses may be evident in organization or presentation (e.g. poor execution of graphics or word-processing).</p> <p>Dissertations of a more technical nature which include a significant component of software development should produce a novel and socially or scientifically interesting application, documented to some level. The project may have minor unfinished or not fully working components but the write-up will generally outline the direction that these elements would have taken. Confusing or overly complex documentation, poorly presented for its audience may place a dissertation in this category. The specification will show some understanding of prior or competing art.</p>
40–49 (Fail)	<p>A more or less weak dissertation with poorly specified aims and/or inadequate conceptual framework based on little background reading. Topic may have been poorly chosen; research design poorly devised.</p> <p>Methodology may be unexplained and data collection exhibit minimalist tendencies. Relatively poor, inadequate or unsuitable data sources may have been</p>

	<p>used. There may be evidence of weaknesses in planning and implementation. Results may contain errors and omissions. Attempted analyses may be insufficient or inappropriate. Interpretation and discussion tend to be short with inadequate attention to relevant material and/or inability to draw out main findings. Conclusions and abstract may be repetitive, unfocussed, or incomplete. May be poorly organized with flaws in presentation. Strengths tend to be mainly those of effort and persistence; though the content may have some merit, little of the possible potential has been realized.</p> <p>Dissertations of a more technical nature which include a significant component of software development will have produced an application that may be poorly thought through or may repeat the job of other software. The project might be constructed by linking together pre-existing software elements in a limited or unimaginative way. There will usually be little understanding of the software development literature and poorly presented documentation / specifications. The write-up may indicate that substantial core elements of the application were unachieved, but still with a clear indication of the potential of the project as a pilot.</p>
1–39 (Fail)	<p>A poor dissertation which may have been carried out in good faith but exhibits several of the following serious deficiencies: aims poorly defined or lacking; little or no conceptual framework; methodology inappropriate or misunderstood; data collection and usage inadequate or nonexistent; poor description of results; lacking any detailed analysis; unsustainable interpretations; limited discussion; superficial conclusions; missing abstract; barely acceptable presentation.</p> <p>Dissertations of a more technical nature which include a significant component of software development may simply string together pre-existing software in a very limited or unimaginative manner, and/or may have failed to reach the specifications of the project to any substantial level. The write-up may show very little or no understanding of the software development process and the documentation may be absent or inappropriate.</p>
0	Failure to submit a dissertation or submitted so late the penalties produce a mark of zero.

Notes:

- (1) There is no single correct model for a dissertation, given the range of approaches and different traditions of human and physical geography. These guidelines are flexible but are intended to provide useful indicative criteria.
- (2) Dissertations handed in late are penalized in line with normal University procedures. Extensions may be granted in exceptional circumstances but only by programme managers, not by individual supervisors.
- (3) The School of Geography marks within the 1–100 range; a mark of 0 is awarded when no dissertation is handed in.
- (4) Plagiarism in any form (including failure to reference material properly in a manner judged as tantamount to plagiarism) is wholly unacceptable and will incur standard University penalties.

**SCHOOL OF GEOGRAPHY
UNIVERSITY OF LEEDS**



ASSIGNMENT RECEIPT

This form must be completed, signed and attached to every major assignment submitted for assessment as part of the classification of a Masters in Geography at the University of Leeds.

Name (in capitals): Student ID number:

Masters programme:.....

Module code & title: GEOG5160M—DISSERTATION (GIScience).....

Assignment title:

Word length (excluding bibliography, tables, diagrams, etc.):

For the attention of Lecturer/Marker: Date handed in:

DECLARATION OF ACADEMIC INTEGRITY

As a central element of a shared commitment on the part of the School and the University to maintaining academic standards we require that you sign below to confirm that the work you are submitting here does not contravene the University's declared definition of plagiarism, and that the information you have provided on word length is accurate.

Note that the University defines plagiarism as '**presenting someone else's work as your own**'.

I promise that in the attached submission I have not presented or attempted to present anyone else's work as my own except where I have explicitly so indicated. I understand that to do so would mean that I had committed plagiarism, the University's definition of which is published. I know that if I commit plagiarism I can be expelled from the University and that it is my responsibility to be aware of the University's regulations on plagiarism and their importance.

I re-confirm my consent to the University copying and distributing any or all of my work in any form and using third parties (who may be based outside the EU/EEA) to monitor breaches of regulations, to verify whether my work contains plagiarised material, and for quality assurance purposes.

I confirm that I have declared all mitigating circumstances that may be relevant to the assessment of this piece of work and that I wish to have taken into account. I am aware of the School's policy on mitigation and procedures for the submission of statements and evidence of mitigation. I am aware of the penalties imposed for the late submission of coursework.' (From the University of Leeds Taught Students' Handbook).

I confirm that the number of words declared for this assignment is a true reflection of its word length and that I am aware of the University's policy of penalising work that exceeds the word length set for any individual assignment by more than ten per cent.

Student's signature: Signature of receipt (Reception):

School of Geography
LABORATORY REQUEST FORM

This form is to be used for students using space and services. **Please try to maintain these records daily.** The file will be left in lab 2.60.

Your name:..... Email address:

Date:/...../.....

Course:.....

Department:..... Supervisor:.....

[Large empty rectangular box for detailed request information]

School of Geography
FIELD EQUIPMENT REQUEST FORM

Name:	Phone number:
Email (print clearly):	
University department:	
Loan period from / / to / /	

Equipment	Equipment No or S/N	Student signature on collection	Returned

- 1 Return the equipment booking form to room 2.56. One week's notice is required.
- 2 Make an appointment to collect equipment. You will be provided with training to use this.
- 3 On receipt of the equipment you are under obligation to: maintain the equipment as instructed, report any damage to the technicians, and return equipment on the equipment return date.
- 4 A £25 deposit is required on collection. Cheques made payable to the 'University of Leeds'.

IF YOU ARE UNABLE TO RETURN EQUIPMENT ON TIME, CONTACT THE TECHNICIANS

Preferably by email: geo-labtechs@leeds.ac.uk

or by phone: 0113 343 3314

Cheque received by technician:	Date:
Cheque destroyed:	Date:
Equipment overdue cheque cashed:	Date:

I have completed a risk assessment which has been signed by my supervisor and understand that my cheque will be cashed if the equipment is not returned on the return date stated.	
Signed:	Date:
Date	Comments

School of Geography: Rural Risk Assessment Form

Complete this form (expand it electronically if necessary) and hand it in to Reception FAO: Dr John Corr

Name:

Masters programme:

Dissertation supervisor:

Place of visit: Area & map grid reference(s).

Nearest local contact point: Name, address & telephone number:

Departure date _____ time _____

Expected return date _____ time _____

Note - for longitudinal studies a list of times and dates should be attached to this assessment

Purpose of visit (brief description)

Details of participants

Are names, addresses and telephone numbers of next of kin recorded on the health questionnaire? Yes No

Are completed health questionnaires kept in a secure departmental file? Yes No N/A

Are relevant details of health questionnaires known to supervisor (e.g. diabetic participants)? Yes No N/A

Nature of site

Farmland

(state nature e.g. arable, livestock, intensive pig, poultry)

Woodland / Forest

Moorland

Mountain

High altitude >300m

Inland water

Coastal / shoreline

In-shore marine

Deep sea marine

Other (please state) _____

Specific dangers associated with the site (initial site hazard assessment)

Deep bogs Featureless landscape (e.g. Moorland, deep forest)

Dangerous crags potholes gullies screens Snow Ice Other (state) _____

Dangerous currents Tidal flows (bores etc) Danger of flash flooding

Possibility of encountering dangerous wild or domestic animals

Toxicity danger or risk of infection from polluted land or water

Danger from encountering naturally occurring diseases or parasites? _____

Have the local conditions been checked, weather, tides etc? Yes No N/A

Note - initial site assessment should quantify the severity of the hazard and likelihood of harm being done. A risk assessment figure should be entered against each relevant item.

Permission

Has permission been obtained from the landowner? Yes No N/A

Has the landowner placed any restrictions on activities or access? Yes No N/A

Is the site already covered by the owners' safety policy? Yes No N/A

Has owner been fully consulted regarding impact of work on their activities? Yes No N/A

Name, Address & telephone number of landowner:

General preparation

Do participants prepare their own risk assessment/work plan? Yes No N/A

Are participants given details of items they must provide (e.g. survival bag, waterproof clothing)? Yes No N/A
 Are participants given details of items provided by the department? Yes No N/A

Activities involving higher category hazards

Will participants be involved in especially hazardous activities? Yes No N/A **If yes consult safety adviser**
 Standard hill walking Yes No Hill walking with scrambling Yes No
 Is there a possibility of encountering physical violence? Yes No
 Other risks (please state):

Emergency provision: Is the participant trained in first aid Yes No N/A
 Do participants have address and telephone numbers of the local emergency services? Yes No
Communication: Has provision been made for emergency communication? How? Mobile telephone Whistle
 Other: ____
 Would the participants be able to provide a grid reference if injured? Yes No
 By what means? Knowledge of topography compass bearing GPS system
 Is a regular call in system in operation? Yes No N/A
 Where to? local base departmental co-ordinator How frequently do participants have to call in? ____
For lone working projects: is it possible to arrange projects so that two or more students/researchers sharing the same field site can arrange their visits to coincide i.e. operate a buddy system? Yes No N/A

Transport

Will the department arrange transport to and from the site? Yes No N/A
 By University vehicle? Yes No N/A
 Participants to make their own way to the site? Yes No N/A
 By private car? Yes No N/A
 Are all vehicles recent models and well maintained? Yes No N/A
 Are all the drivers fully qualified to drive the class of vehicle? Yes No N/A
 Do all drivers have full passenger liability insurance cover? Yes No N/A
 Do all private vehicles have breakdown rescue service cover? Yes No N/A

Refer all visits outside UK mainland, involving higher-risk activities and/or carriage of dangerous goods to safety adviser

Assessment & management of risk (specific activities) Look at identified special category hazards and allocate a priority rating to each of them as follows:

Hazard severity (potential to cause harm)

- A **High** could result in death or a major injury
- B **Moderate** could result in an injury requiring hospital treatment and / or withdrawal from activities.
- C **Low** minor injury requiring local first aid and then continuing with activities.

Probability of occurrence

- 1 **High** could be expected at least once, perhaps frequently, on each trip.
- 2 **Moderate** could be expected occasionally, perhaps once every five or six trips.
- 3 **Low** most unlikely, perhaps once per decade.

Assign a priority rating to each activity according to the risk matrix below.

C - Low	4	7	9
Hazard B - Moderate	2	5	8
A - high	1	3	6
	1 - High	2 - Moderate	3 - Low

Probability of occurrence

The matrix assigns a priority to each activity for risk elimination or reduction.

For items scoring less than 6 on above matrix refer directly to safety supervisor

For items rated at 6, 7 & 8 there is still a measurable risk involved, risk reduction must be considered.

- a) Would elimination of these activities severely reduce the academic value of the project? Yes No N/A
- b) Is it possible to substitute safer activities/methods that would provide equal academic value? Yes No N/A
- If so state alternatives:

Disaster planning

Having identified the hazards (above) and eliminated high risk activities, examine the remaining risks:

What is the most serious foreseeable accident arising from the field activities (excluding road traffic accidents)? _____

What is the likely nature and severity of the injury envisaged? _____

In the event of major disaster arising from either the activities (e.g. participants trapped underground) or external factors (e.g. adverse weather) can local emergency services be contacted easily? Yes No N/A

Is the remoteness or nature of the site likely to make emergency access difficult? Yes No N/A

General risks

What are the most likely foreseeable accidents arising from the field activities? _____

What is the likely nature and severity of the injury(s)? _____

Will the participants have sufficient training and experience to cope with the most likely accidents without relying on local emergency services? Yes No N/A

Declaration The contents of this risk assessment have been approved by the Departmental Safety Supervisor

Signature of student _____ Date _____

Signed _____ (Departmental Safety Supervisor) Date _____

School of Geography: Urban Risk Assessment Form

Complete this form (expand it electronically if necessary) and hand it in to Reception FAO: Dr John Corr

Name:

Masters programme:

Dissertation supervisor:

Place of visit: Address/specific area (i.e. postal district or street names as appropriate).

Nearest local contact point: Name, address & telephone number

Departure date _____ **time** _____

Expected return date _____ **time** _____

Note - for longitudinal studies a list of times and dates should be attached to this assessment.

Purpose of visit (brief description)

Details of participants

Are names, addresses and telephone numbers of next of kin recorded on the health questionnaire? Yes No

Are completed health questionnaires kept in a secure departmental file? Yes No N/A

Are relevant details of health questionnaires known to supervisor (e.g. diabetic participants)? Yes No N/A

Nature of site

Suburban Inner city Residential Commercial

Other _____

Are there specific dangers associated with the site?

Yes No N/A

Toxicity e.g. from industrial waste or pollution

Yes No If yes, specify

Electrical (e.g. close proximity to high power lines)

Yes No If yes, specify

Danger from machinery

Yes No If yes, specify

Subsidence of unstable ground e.g. fly ash lagoons or spoil heaps

Yes No

Hazard of drowning (lakes/rivers/canals)

Yes No

Biohazards (e.g. sewage, hospital effluence, rats)

Yes No If yes, specify

Does the area have a high crime rate?

Yes No

Is it a red light district?

Yes No

Does it have a severe traffic problem (e.g. accident black spot)?

Yes No

Is it known to have packs of roaming dogs or other aggressive animals?

Yes No

Is it frequented by drug addicts or vagrants?

Yes No

Note - initial site assessment should quantify severity of hazard and likelihood of harm being done. A risk assessment figure should be entered against each relevant item.

Permission

Has permission been obtained from landowner/occupier (where necessary)? Yes No N/A

Has the above placed any restrictions on the activities or access? Yes No N/A

Have the restriction been conveyed to all participants? Yes No N/A

Have the local police been consulted (red light districts etc.)? Yes No N/A

Is the site already covered by an owners'/occupiers' safety policy? Yes No N/A

Has the owner been fully consulted on the impact of this work? Yes No N/A

Name, address & telephone number of landowner, local contact point or local police station:

General preparation

- Do students prepare their own risk assessment/project plan? Yes No N/A
- Are participants given details of equipment they must provide (e.g. outdoor clothing)? Yes No N/A
- Are participants given details of equipment provided by the department? Yes No N/A
- Do participants have sufficient knowledge and experience to carry out tasks required? Yes No N/A
- Are they made aware of the requirements in plenty of time before the visit? Yes No N/A

Special category hazards involved in the activity

Will participants be involved in especially hazardous activities? Yes No N/A If yes, **consult safety adviser**

Emergency provision: Is the participant trained in first aid

Yes No N/A

Do participants have address and telephone numbers of the local emergency services? Yes No

Communication: Has provision been made for emergency communication? How? Mobile telephone Whistle

Other: _____

Would the participants be able to provide a grid reference if injured? Yes No

By what means? Knowledge of topography compass bearing GPS system

Is a regular call in system in operation? Yes No N/A

Where to? local base departmental co-ordinator How frequently do participants have to call in? _____

For lone working projects: is it possible to arrange projects so that two or more students/researchers sharing the same field site can arrange their visits to coincide i.e. operate a buddy system? Yes No N/A

Transport

Will the department arrange transport to and from the site? Yes No N/A

By University vehicle? Yes No N/A

Participants to make their own way to the site? Yes No N/A

By private car? Yes No N/A

Are all vehicles recent models and well maintained? Yes No N/A

Are all the drivers fully qualified to drive the class of vehicle? Yes No N/A

Do all drivers have full passenger liability insurance cover? Yes No N/A

Do all private vehicles have breakdown rescue service cover? Yes No N/A

Refer all visits outside UK mainland, involving higher-risk activities and/or carriage of dangerous goods to safety adviser

Assessment & management of risk (specific activities) Look at identified special category hazards and allocate a priority rating to each of them as follows:

Hazard severity (potential to cause harm)

A High could result in death or a major injury

B Moderate could result in an injury requiring hospital treatment and / or withdrawal from activities.

C Low minor injury requiring local first aid and then continuing with activities.

Probability of occurrence

1 High could be expected at least once, perhaps frequently, on each trip.

2 Moderate could be expected occasionally, perhaps once every five or six trips.

3 Low most unlikely, perhaps once per decade.

Assign a priority rating to each activity according to the risk matrix below.

C - Low	4	7	9
Hazard B - Moderate	2	5	8
A - high	1	3	6

1 - High

2 - Moderate

3 - Low

Probability of occurrence

The matrix assigns a priority to each activity for risk elimination or reduction.

For items scoring less than 6 on above matrix refer directly to safety supervisor

For items rated at 6, 7 & 8 there is still a measurable risk involved, risk reduction must be considered.

- a) Would elimination of these activities severely reduce the academic value of the project? Yes No N/A
- b) Is it possible to substitute safer activities/methods that would provide equal academic value? Yes No N/A
- If so state alternatives:

Disaster planning

Having identified the hazards (above) and eliminated high risk activities, examine the remaining risks:

What is the most serious foreseeable accident arising from the field activities (excluding road traffic accidents)? _____

What is the likely nature and severity of the injury envisaged? _____

In the event of major disaster arising from either the activities (e.g. participants trapped underground) or external factors (e.g. adverse weather) can local emergency services be contacted easily? Yes No N/A

Is the remoteness or nature of the site likely to make emergency access difficult? Yes No N/A

General risks

What are the most likely foreseeable accidents arising from the field activities? _____

What is the likely nature and severity of the injury(s)? _____

Will the participants have sufficient training and experience to cope with the most likely accidents without relying on local emergency services? Yes No N/A

Declaration The contents of this risk assessment have been approved by the Departmental Safety Supervisor

Signature of student _____ Date _____

Signed _____ (Departmental Safety Supervisor) Date _____

**School of Geography
University of Leeds
Next of Kin & Health Form**

Complete this form and hand it in to Reception FAO: Dr John Corr.

Name..... Date of birth.....
 Term time address..... Sex M/F
 Tel.....
 Student ID no.....
 Next of kin name..... Relationship.....
 Contact address & Tel. No.....

Are you currently taking any prescribed medication (excluding contraceptives) YES/NO
 if YES please give details.....

Do you have any of the following :- DETAILS

Allergies	YES/NO.....
Asthma	YES/NO.....
Diabetes	YES/NO.....
Epilepsy	YES/NO.....
Back or foot problems	YES/NO.....
Heart or blood pressure problems	YES/NO.....
Do you have special dietary requirements	YES/NO.....

Is there any **additional information** you feel would be useful to ensure you have a safe and enjoyable field course, e.g. recent illness , minor physical disabilities, fear of height , open or confined spaces

If Yes please give details:

.....

Signed..... Date.....

**** **CONFIDENTIAL** ****

This information is only available to the Departmental Safety Supervisor and your field trip leaders.
 This sheet is shredded and disposed of as confidential waste when respondent leaves the School of Geography.

Geography Dissertation Research Proposal

You **must** complete this form by Monday 26th April and hand in to Reception F.A.O. Paul Norman

Name:

Tutor: Paul Norman

Programme:

1. Title (up to 15 words)

2. Proposed research topic:

3. Details of any collaboration with an outside body:

4. Potential Supervisor / Have you discussed this with them? (Note, generally we try to arrange for you to be supervised by your choice of supervisor, however this is not always possible)

5. Sources of Data

6. Laboratory facilities needed (please also fill in a lab request form and hand in as soon as possible):

7. Resources: List *all* resources required (travel, equipment, laboratory facilities, software packages, secondary data-sets, etc). Include a budget to demonstrate feasibility. *The School cannot cover any costs.* **If you want Field equipment, please also in an equipment request form and submit it as soon as possible.**

8. Health and Safety: Provide a preliminary risk assessment (up to 100 words). **If you intend to go into the field, please also fill in a risk assessment form and hand it in as soon as possible, and prior to the fieldwork.**

9. Ethics: outline any ethical issues raised by your research proposal (up to 100 words)

10. Progress to date

11. Timeline for future

Signature:

Date:

This form will be used to allocate you to supervisor. Major topic changes of topic will require resubmission of a new form.

** Please read the documentation on Health and Safety and Risk Assessments. By signing this form you are agreeing to submit a completed Risk Assessment PRIOR to undertaking any fieldwork.*