



भारत सरकार/ GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

Date – 08.01.2021

F. No: 25-104/2/2021-NT - DGS

NT/EXAM Circular 01 of 2021

Subject: Guidelines for Extra Master Dissertation – reg.

In view of the changes in maritime sector and to keep abreast with the evolving technology and modern management systems, the Directorate had revised the Extra Master syllabus vide NT/Exam circular 01/2019 dated 17.01.2019.

2. The successful completion of the Extra Master Certificate of Competency examination requires candidates to complete a dissertation as specified under part D of annex 'A' of the said circular.
3. Candidates who have successfully completed Part A, B or C of Extra Master's written examination may attempt Part 'D' of the Extra Master examinations. Such candidates are required to submit a written proposal on a marine research topic to the Chief Examiner of Master and Mates for approval. While submitting proposal, all candidates are required to adhere to the guidelines for writing research proposal and dissertation annexed to this circular. The followings key instructions are to be followed.
 - 3.1 The research proposal needs to contain at least 2000 words and same is to be submitted with cover page and content page as specified under annex 1 (Proposal form for Extra Master Dissertation) of this Circular for approval to the Chief Examiner of Master & Mates.
 - 3.2 The submitted proposal will be reviewed and outcome will be communicated to candidate or if required, seek further information or clarification from candidate.
 - 3.3 The dissertation is to be written and submitted as per guidelines specified under annex 2 of this circular (Guidelines for Extra Master's Dissertation).
4. This issues with the approval of Competent Authority.

(Capt. P.C. Meena)

Nautical Surveyor-cum-DDG [Tech.]

Proposal for Extra Master Dissertation

Name of examination: Extra Master - Part D

Indos No: -----

Name of the Candidate: _____

Master's CoC number: -----

Date of Issue-----

Date of enrolment: -----

Subject: Dissertation (Part D)

Number of Marks: 200

Research Proposal (At least 2000) words: Write a research proposal for Extra Master dissertation on any marine research topic.

Research proposal submission date: -----

Name of Guide (Optional): -----

Qualification of Guide (If applicable) -----

 8/1/21

Table of Contents

List of abbreviations

Contents

Proposed Topic/ Title
Background
Introduction
Aims and Objectives
Research questions and/or hypotheses
Research Methodology
Expected outcome of the research
Key assumptions and potential limitations
Conclusion
Indicative Bibliography
References

LOA 8/11/21

Guidelines for writing Extra Master Dissertation

Part – D of Extra Master syllabus

LOA 4/1/21

INTRODUCTION

The advancement of skills of good researcher at extra master level is largely assisted not only by ability to communicate well, but also by the acquisition of other important research skills. This means understanding the learning process to enable the development of rigorous thinking skills to analyze material, synthesize ideas and make judgements.

The aim of these Guidelines *for Extra Master dissertation* is to help candidates to understand the processes and procedures behind achieving successful outcomes of research. These guidelines will help in assisting in transition from an ability to write down other people's ideas to write down one's own.

The APA (2010) *Publication Manual of the American Psychological Association* (Latest edition) is the preferably recommended as approved standard of referencing; see www.apastyle.org/. The use of a system other than APA must be agreed by the candidates and the chief examiner of master and mates.

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These guidelines have been made available to candidates and their guide with a reference material for the dissertation process.

1. DISSERTATION SCHEDULE

Section A (to set Target date)

Sr No	Target date/ Period	Remarks
1		Maximum of 2 years is permitted to complete dissertation.

Section B

1		Submit Research proposal for approval
2		Research Approved by Chief Examiner
3		Start Writing Hypothesis and research activity

Section C (to be Submitted within 24 months from approval date)

1	Within 24 months*	Final dissertation submission by Candidates in electronic form and hard copy to Directorate.
2	Indicative Timeline	
	1 month	Review of dissertation document and allocation of date for defense of dissertation
3	2 months	Correction by Candidates and re-submission
4	Indicative Timeline	
	1 months	Dissertation defense event. Assessment of Dissertation by Extra Master Committee and approval by the Chief examiner.
		Assessment results communicated to Candidates
5	Within 1 month	Extra Masters Certificates Issued

*If the dissertation is not completed due to any exceptional circumstances, the final submission deadline may be extended by the Chief Examiner of Master and Mates to a maximum period of 6 months.

2. DISSERTATION GUIDELINES

1. All Topics chosen for Extra Masters Dissertation should have the approval of Chief Examiner Master and Mates.
2. The scope of the dissertation depends on the topic and methodology applied, but the main body of the dissertation should be between 12,000 to 14,000 words.
3. Each candidate writing a dissertation may have a guide (optional) and this same is to be communicated to Directorate at the time of submitting the research proposal. If required, the candidate may also use a co-guide.
4. If a guide is chosen, it is expected that the candidate will discuss the progress of dissertation and advice etc., regularly with their guide from time to time as required and record the deliberations. Alternatively, the guide and the candidate may exchange a record of the meetings electronically.
5. **Plagiarism is intellectual dishonesty and is a form of theft.** If discovered in the submitted dissertation, it may lead to disciplinary actions. By giving full and proper credit to the work of others in one's in-text references and list of references not only provides support to one's own idea but also gives recognition to others work. Candidates are required not to present any material in the dissertation for the Certificate of Competency as Extra Master from any work that has been approved and accepted for any award at the DG Shipping or elsewhere, except when quoting therefrom with adequate credits and reference.
6. Candidates are responsible for conducting his/her research and writing the dissertation. It is the candidate's responsibility to submit a dissertation that is carefully edited.
7. Four copies of final dissertation should be submitted to the examiners as directed by the Chief Examiner of Master and Mates. The dissertation shall be examined by the Extra Master Committee appointed by Chief examiner of Master and Mates.
8. Following submission of the dissertation, the candidate is required to defend his/her dissertation along with the guide (if chosen) in the presence of Extra Master Committee and Chief Examiner of Master and Mates.
9. During the defense; a candidate is required to answer any questions concerning the dissertation orally or in writing before final approval is communicated.
10. The Extra Master Committee shall inform the Chief examiner on the merits of the dissertation. The intimation would include a recommendation on whether the dissertation meets the intended outcomes and is of a standard to be accepted in partial fulfilment of the Extra Master CoC requirements.

2.1. Role of the Guide (If opted)

2.1.1 The role of the Guide is to assist the student by providing advice and guidance on how to prepare, produce and improve their dissertation. It may include giving advice on choosing a suitable topic; drawing up a suitable preliminary bibliography; planning the primary and secondary research the student will need to do for the dissertation; using suitable research methods, including obtaining any necessary research ethics approval; methods of improving the presentation of the dissertation; sources of information, advice and guidance in undertaking the dissertation and other general academic advice.

2.1.2 The Guide should be available to advise the student on approach, coverage, questions to be asked and the outline structure and research design.

More specifically, the Guide is expected to:

- Assist the student in the defining and organizing of the project in the early stages of preparation;
- Advise the student on the feasibility of what they plan to do;
- Advise on the dissertation proposal.

The Guide is under no obligation to:

- Find the student a suitable topic for the dissertation;
- Read preliminary drafts of the student's work;
- Proof read the final draft.

2.1.3 It is not the role of the Guide to direct the research or ensure that a dissertation is of sufficient quality to pass; this is the responsibility of the student. Any opinion expressed by the Guide relating to the quality of the work should not be taken to represent the opinion of the Extra Masters committee or that of the Chief Examiner of Master & Mates.

3. PAGE LAYOUT AND PRINTING

1. Language used needs to be English (India) with the font used for the body of the dissertation, as **12-point, Times New Roman**.
2. The text should be justified on both sides, with the line spacing for the main text set at 1.5. For the Abstract and for the Reference List, the spacing should be set at 1.0, using the hanging indent for each entry.
3. The margins shall be set as follows:
Left: 3.0 cm Right: 2.5 cm Top: 3.5 cm Bottom: 3.0 cm
4. New chapter headings should be printed 6 spaces (4 x 1.5) lower down than the normal first line.
5. Decide on the format you will use for chapters, subheadings, paragraphs, titles, etc., and ensure you are consistent throughout, whether these are capitalized, centered, italic, bold or underlined. Keep to good typographic practice: use italics, bold and underlining only to convey meaning and never for decoration.
6. Ensure that you learn & understand the functions such as tabulating, indenting and double-indenting paragraphs.
7. Follow standard rules about spaces between words: one space between words, no space between a word and the punctuation that follows it, one space after a comma, colon, or semicolon, and between sentences.
8. The title page must follow the standard DG Shipping model, as shown in the next section. Do not base your title page on older dissertations in the library.
9. Do not number the title page. The next pages, up to the start of the main body of the dissertation, are numbered in lower case Roman numerals, beginning with (ii) on the page following the title page.
10. Footnotes may be used under the **APA system** to provide substantive information or as explanatory notes to the text above. However, footnotes are not to be used for references. APA requires references that are cited in the text (with the author-date citation system) to be listed alphabetically (A-Z) in the references at the end of your assignment or dissertation. The use of a system other than APA must be agreed by both a student and the Guide.
11. Ensure all drawings, tables and figures are correctly numbered and titled and sources acknowledged where this is applicable. Use colour to clarify the information contained.
12. Save and submit your dissertation for assessment as you are instructed.

4. FORMAT OF THE TITLE PAGE

The text should be surrounded by a box, as follows, and should all be centred, except for the copyright statement. Use 12-point, normal Times New Roman, except where indicated.

DIRECTORATE GENERAL OF SHIPPING		<i>14-point capitals, bold</i>
Mumbai, India		
 THE TITLE OF THE DISSERTATION		
<i>14-point lower- case,</i>	Sub-title, if one is to be used	<i>18- point capitals</i>
	By	
<i>12-point lower- case,</i>	STUDENT'S NAME	<i>14-point capitals, bold</i>
	Indos No	
 A dissertation submitted to the DG Shipping in partial fulfilment of the requirements for the award of the		
<i>12-point capitals</i>	Certificate of Competency	<i>14-point Lower- case</i>
	of	
	Extra Master	
 Year of passing		
<i>8-point lower-case,</i>		

Copyright Student's Name with
Indos number -

5. FORMAT OF THE AFFIDAVIT

Following the title page, each dissertation must include a formal declaration by the candidate as follows:

I hereby declare that all the material in this dissertation that is not my own work has been identified and highlighted, and that no material is included for which Extra Master Certificate of Competency or a degree has previously been conferred on me .

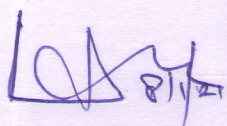
The contents of this dissertation reflect my own personal views, and are not necessarily endorsed by the Directorate General of Shipping.

(Signature):

(Date):

Guided by:
(if applicable)

Guide's affiliation:
(if applicable)



6. TABLE OF CONTENTS

The table of contents contains the list of the preliminary pages, as well as the chapters and the appendices that make up the main body of the dissertation. Chapters and their main sections should be numbered clearly and consistently, as shown in the following example:

Declaration	ii
Acknowledgements	iii
Abstract	iv
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List of Tables	vii
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1	Introduction
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2.2	Sub topic-2
3	Topic
3.1	Sub topic -1
3.2	Sub topic -2
4	Topic
5	Summary and Conclusions
References	
Appendices	
Appendix 1 Subject-1	
Appendix 2 Subject -2	

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7. LISTS OF TABLES, FIGURES AND ABBREVIATIONS

The list of tables should contain all the tables used in the dissertation, while the charts and diagrams should appear in the list of figures. Each table and figure must be numbered as well as having a page number, as in the following examples:

LIST OF TABLES

		Page Number
Table 1	Subject -1	
Table 2	Subject -2	
Table 3	Subject -3.	
Table 4	Subject -4	

LIST OF FIGURES

		Page Number
Figure 1	Subject -1	
Figure 2	Subject -2	
Figure 3	Subject -3	
Figure 4	Subject -4	

Ensure that the abbreviations used appear in a list in the front of your dissertation, as well as being referenced in the text:

LIST OF ABBREVIATIONS

CMI	Committee Maritime International
CTL	Constructive Total Loss
ETV	Emergency Towing vessels
GOVREP	Government Representative
GoI	Government of India

8. INSTRUCTIONS FOR SAVING AND SUBMITTING DISSERTATIONS

1. It is extremely important to back up your dissertation as you work on it, by using the appropriate online platform or a personal external device or some other means.
2. You may find it easiest to save your chapters as separate files; it is a matter for you to decide. However, you must combine these into a single document, plus the title page, declaration, abstract and so on before you submit your work.
3. Your final dissertation should be submitted as a Word file. For submission instructions, refer to paragraphs 7 and 8 in section 2 of these Guidelines.
4. The Copyright Authorization form is **not** to be included in your dissertation, but must be submitted to the Chief Examiner of Master and Mates at DGS on the final submission day. It can be printed, signed, scanned and sent by email or fax.
5. Your dissertation will then be assessed, and the outcome will be communicated accordingly.
6. After receiving the Extra Master Committee's comments, you may edit the dissertation to correct manifest errors, language and typographical errors to improve the standard of the dissertation work. This corrected dissertation will not be re-assessed.
7. The final version of the dissertation will be kept in Directorate.

9. COPYRIGHT AUTHORISATION

DIRECTORATE GENERAL OF SHIPPING

Course:

Author's Name:

Certificate of Competency: **EXTRA MASTER**

Title of Dissertation:

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Authorization is hereby given to the Chief Examiner of Master & Mates at the Directorate General of Shipping to make this dissertation available to readers in the Directorate general of shipping, or other library, either in its present form, through Maritime journals or maritime knowledge cluster, in photomechanical, electronic, or other reproduction methods. The DG Shipping may also provide individual copies of this dissertation, if so requested, for private research or study. The DG Shipping may charge for the reproduction costs.

Signature of author:

Date:

This completed form is to be submitted to the examiner of master and mates at DGS.

10. DISSERTATION ASSESSMENT

Dissertations are assessed in line with the following marking descriptors, which are also summarized in the Assessment Key that follows:

	<i>Fail or poor</i>	<i>Sufficient</i>	<i>Satisfactory</i>	<i>Good</i>	<i>Very good</i>	<i>Excellent, outstanding</i>
	0>50	50 >55	55>65	65 >75	75>85	85--100%
Analysis and evaluation of issues Weighting: 50%	Practically no understanding of issues. Practically no evaluation or analysis. Lack of evidence to support arguments. Purely descriptive. Few or none of the Intended Learning Outcomes (ILOs) attained	Minimal understanding of key issues. Largely descriptive, but with little analysis. Qualitative or quantitative data analysis inaccurate. Some evidence to support arguments, but uncritical acceptance of material. Unjustified conclusions. Small proportion of ILOs attained	Some understanding of key issues. Some critical analysis of central issues, but with inaccuracies. Some evidence, assessed critically; weak interpretation of qualitative aspects; gaps in linkages between evidence and conclusions. Some ILOs attained	Main issues largely identified, but some lack of focus. Critical analysis of central issues, but some inaccuracies. Appropriate evidence, generally assessed critically; some interpretation of qualitative aspects, but with some gaps in linkages between evidence and conclusions. Majority of ILOs attained	All issues clearly understood, with differentiation in importance. Relevant and full analysis. Critical assessment of discriminatingly selected evidence, reasonable arguments and logical conclusions with some evidence of independent thought. Almost all ILOs attained.	Issues clearly understood and differentiated. Comprehensive critical analysis of central issues. Discriminatingly selected evidence fully and critically assessed. Logical flow of arguments and definitive conclusions. Originality, independent thought, substantial individual insights. All ILOs attained.
Research & reading. Choice of appropriate concepts Weighting: 33%	Very little evidence of research or wide reading. Important work uncited, key concepts ignored. Very poor, or no proper referencing	Very limited evidence of research & reading. Weak theoretical framework. Poor or incomplete referencing	Evidence of some research & reading. Unclear theoretical framework. Adequate referencing.	Evidence of research & reading, but some gaps. Literature & concepts adequately but not critically reviewed. Appropriate research methods chosen and the results used well.	Good and substantial research, critical literature review. Theoretical framework supports study. Extensive research. Appropriate research methods chosen, and the results used very well	Demonstrates high level of scholarship and research. Very extensive research. Original and appropriate research methods chosen, and the results used very well
Presentation Weighting: 20%	Deficient or no structure. Rudimentary writing skills. Serious lack of clarity of expression.	Adequate but minimal structure. Poor focus on the aims of the study. poor writing skills. Overall presentation unclear and poorly structured.	Some or inconsistent focus on the aims of the study. Adequate writing skills.	Well focused, good writing skills, reasonably clear and structured.	Context well defined, very good writing skills, focused, clear, well-structured and presented	Excellent structure. Superior writing skills. Very well organized, excellent presentation overall

[Signature]
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