

**Honours Project and Masters Dissertation Academic Impact Assessment Form**

**If you think that you have produced the same quality of dissertation as you would have produced without Covid-19, there is no need to complete this form. In this case, please let your Supervisor and Programme Leader know that you do not consider there is any academic impact on your project/ dissertation work arising from Covid-19.**

This form should be completed if you think that there has been an adverse impact on the academic quality of your project/ dissertation as a consequence of circumstances and limitations brought on by the Covid-19 pandemic. This form must be submitted by the 24th May 2021. Late submissions will not be accepted.

The information you provide will be taken into account during the Exam Board. In the event that you fall into one of the discretionary bandings for the classification of your Honours degree or for the consideration of Merit and Distinction at Master’s level, the evidence presented in the form below, will be considered as part of the discretionary discussions.

This form and process is intended to take account of the impact of Covid-19 disruption upon your project/dissertation. **This process will not, however, be able to accommodate very large negative impacts of Covid-19, or take into account any other circumstance not related to Covid-19, upon your project/ dissertation.** If you consider that you have been significantly adversely impacted by circumstances outwith your control, then this should have been raised through the existing mitigating circumstances procedure at the time.

Note, if you have any concerns about submitting this form to your Supervisor, you may submit it directly to your Year Tutor or Programme Leader and they will be asked to comment. In the event that your Supervisor, Year Tutor and Programme Leader are all the same person, the form may be submitted to the Dean of Faculty.

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| **Full Name** |  |
| **Student Number** |  |
| **Programme of Study** |  |
| **Project Title** |  |
| **Please clearly list/outline the detrimental impacts** **you experienced due to Covid-19 which directly and/or indirectly impacted negatively upon your project.** This could be impacts before and/or during the project process.  Include specific details as to the aspects or elements of your dissertation that were affected (c. 250 words and no more than 500 words) | Please use the five areas described in the table below to help frame your description, referring specifically to any factors that you feel had a moderate or major impact. |

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| **Please clearly list/outline what measures you took to reduce any detrimental impacts?**  Consider the full life cycle of your project.  Include specific details, in c.250 words and no more than 500 words |  |

**For each of the areas listed below, indicate with an ‘X’ whether they were impacted and to what degree. Please ensure that you describe any moderate or major impacts in the narrative above.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **No Impact** | **Minor Impact** | **Moderate Impact** | **Major Impact** |
| **1. Dissertation Topic** | | | | |
| Topic |  |  |  |  |
| Research questions, aims and objectives |  |  |  |  |
| Proposal development |  |  |  |  |
| Literature review |  |  |  |  |
|  | | | | |
| **2. Methodology and Methods** | | | | |
| Comprehending new methodologies (e.g. quantitative, qualitative) |  |  |  |  |
| Learning new methods |  |  |  |  |
| Learning new software |  |  |  |  |
|  | | | | |
| **3. The Quality and/or Quantity of Data Collected and/or Analysed** | | | | |
| Face-to-face meetings, events, workshops, focus groups etc. |  |  |  |  |
| Data collection |  |  |  |  |
| Data analysis |  |  |  |  |
| Field work |  |  |  |  |
| Access to laboratories and equipment |  |  |  |  |
|  | | | | |
| **4. The Level of Support due to the CV19 lockdown** | | | | |
| Contact with supervisors |  |  |  |  |
| Contact with other academics |  |  |  |  |
| Contact with external contacts |  |  |  |  |
| Contact with research partners and collaborators |  |  |  |  |
| Contact with peers |  |  |  |  |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5. Other Factors** | | | | |
| Writing-up |  |  |  |  |
| Submission |  |  |  |  |
| Quarantine and /or travel disruption |  |  |  |  |
| Other than above, please specify; |  |  |  |  |
|  | | | | |

**For the definitions of minor, moderate and major impact please refer to the following definitions:**

**Minor:** only had a small impact and took minimal time i.e. 1 – 2 weeks to resolve or work around.

**Moderate:** had a medium impact and took between 2 – 3 weeks to resolve or work around.

**Major:** had a large impact andresulted in significant changes or adjustments to the project process or outcome which took a minimum of 3 weeks or more to resolve.

**Any Questions?**

If you have any questions about this form and the process contained within, please contact your Year Tutor or Programme Leader

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| **Supervisor Comments** |
| Please briefly comment on your perception of the impact described by the student, on their project outcome and then send this form to the Programme Leader. |
| Supervisor Name: |
| Signature: |
| Date: |