



Guidance on the Submission of Pieces of Work for Scholarships and Research Grants



On behalf of the Fire Service Research and Training Trust

GUIDANCE ON THE SUBMISSION OF PIECES OF WORK FOR SCHOLARSHIPS AND RESEARCH GRANTS

FIRE SERVICE RESEARCH AND TRAINING TRUST SCHOLARSHIPS AND RESEARCH GRANTS

1. INTRODUCTION

Scholarship reports and projects submitted to the Institution will be required from individual candidates to report the completion of a scholarly activity.

The following sets out details of the requirements for the submission of scholarship reports and research projects.

2. PURPOSE

These guidance notes have been produced in order to:

- (i) Remind candidates of the requirements and conditions governing the scholarship or research grant.
- (ii) Assist candidates in the preparation of their work.

3. OBJECT OF A SCHOLARSHIP OR RESEARCH PROJECT

The object of the Project is to give candidates an opportunity to demonstrate their theoretical and practical knowledge of the subject area and the underlying principles in an ordered, critical exposition of some branch of the subject.

The aim is to allow the candidate, through a major piece of work, to integrate the skills and knowledge previously developed and to allow students to demonstrate a clear and logical method of information handling whilst developing a deeper understanding of the relevant area of work.

4. REQUIREMENTS AND REGULATIONS

Applicants required to produce a Project will be asked to submit, in the first instance, the proposed title of the Project and a synopsis of at least 500 words. After approval, the Steering Group will make arrangements for continuing advice whilst the submission is prepared by nominating a suitably qualified and experienced person as a mentor. The Project will normally be submitted within a specified time limit after approval.

5. RECOMMENDED PROCEDURE

a) Selection of Topic

Applicants are urged to seek advice from someone familiar with the preparation of such projects before deciding finally on the topic. The topic should be selected carefully to ensure that:

- (i) it is relevant to fire engineering, has a bearing on the candidate's own specific discipline and expertise and is of relevance to the Fire Industry;
- (ii) it presents sufficient opportunities for an in-depth study bearing in mind that about 10,000 words are expected;
- (iii) there are sufficient opportunities available for research and ingenuity and that adequate research and other required material is available;
- (iv) the time required for research and preparation is within the time constraints imposed for the completion and those of the applicant's own personal and professional circumstances.

b) The Synopsis

This is an important document and careful consideration should be given bearing in mind the limitations on its length (500 words) and the need for it to indicate to the assessors what issues are to be addressed, how it will be structured and how the conclusions will be drawn.

Comments made by the assessors must be taken into account in the preparation of the final thesis/paper.

c. Preparation and Presentation

- (i) Study the requirements for the submission (as detailed above) and ensure that they are followed to the letter.
- (ii) Study the information on how the assessors will examine the Project and on what they will be expecting it to show.
- (iii) Using the structure detailed in the synopsis, establish the outline of the subject matter to be incorporated in each section.
- (iv) Decide on any illustrations, tables, figures, etc that you wish to include and where they should be placed.

- (v) In compiling the final text, remember that the document should present a logical account of the work, arguments and findings in a form that is easily readable and can be understood by others who may read it.
- (vi) Avoid the use of abbreviations wherever possible but, where a term is used frequently, an abbreviation may follow the initial use of the full term and then be used subsequently, e.g. British Standards Institution (BSI).
- (vii) Illustrations, tables, figures, graphs or other representations should be numbered, described by a brief caption and individually referred to in the text.
- (viii) All quoted material used to support an argument, whether quoted verbatim or in any other way, should be properly attributed, e.g. 'Jones (1979) states that fire resisting party walls were first introduced in about 1870'. The source of the reference should then be fully set out in a 'References' section at the end of the thesis/paper.

6. FORMAT FOR THE PROJECT

The written Project will follow the standard format as follows:

- Title page: Title
Name
- Acknowledgements
- A single page summary or abstract
- Contents
- Body of the Report: Introduction – background and objectives.
Description and details of work undertaken.
Development of themes and sub themes relating to the work undertaken.
Discussion – analysis.
Conclusions.
Recommendations.
Appendices – containing detailed information referred to in the main text but not included there.
References – Bibliography.
- All pages after the contents page should be numbered.
- All main paragraphs should be numbered.
- The inclusion of diagrams, sketches, photographs etc. may be included in the text or as appendices, but these should be clearly marked and referenced in the text.

7. DETAILED STRUCTURE OF THE PROJECT

Step 1: The first part of the Project should contain:

- Title page
- Acknowledgements
- Summary / Abstract
- Contents

Step 2: Introduction

- Background to the investigation
- A brief review of the issues involved.
- The identification of the problem via a stated hypothesis on stated evaluative objectives of the Project.

Step 3: Literature Review

A discussion of points, sources, implications, questions raised and hypothesis raised. This should be a review, not just a statement or list of what you have read, and should lead to the methodology section which must be a logical outcome from the review.

Step 4: Methodology

- Choice of methods and database, giving reasons for choice.
- Plan of investigation, its limitations and parameters.
- Actual method followed.
- A critique of the method and its effect upon the results.

Step 5: Investigation Results

- Accounts of salient results from the information sought, e.g. of interviews, experiments, questionnaires, observations and any relevant points drawn from *reference* literature.
- A chapter summary – to provide a link for the next stage.

Step 6: Analysis/Comparison/Evaluation

One chapter – summary.

Step 7: Conclusions

One chapter – summary.

Step 8: Recommendations / Suggestions

- Arguments leading to:
- A statement of recommendations.
- Costs / revenues of recommendation (where relevant)

Step 9: Referencing and Bibliography

Citations and sources of work which support the research undertaken should appear at the appropriate place in the Project. The method of citation must be consistent throughout. Applicants are recommended to use the Harvard Referencing System as the preferred method of incorporating citations into the text and compiling the bibliography.

References in the text need only show the surname(s) of the author(s) followed by the work's publication date. The name and date should appear within brackets unless the author's name is part of the text. If referencing involves a quotation, then the page(s) can be identified by use of a colon and the page number after the date, e.g.

- (a) (Geeson, 1980), or, 'It has been argued by Geeson (1980) that
- (b) (Geeson and Warboys, 1981), or (Geeson and Warboys, 1981:21)

Where multiple references are used and referred to at the end of a sentence, these should be shown in date order of the publications, e.g.

(Geeson, 1980; Geeson and Warboys, 1981; Tolley, 1982)

The use of a date followed by a letter should be used to distinguish between references to different works of the same author published in the same year, e.g.

KANTER, R M 1989, a When Giants Learn to Dance:
Mastering the Challenges of
Strategy, Management and
Careers in the 1990s.
New York, Simon and Schuster.

KANTER, R M 1989, b The New Managerial Work,
Harvard Business Review,
Volume 67, No 6, pages 85-92.

The bibliography will normally accord with the academic convention for the citation of books, articles and other published sources, as follows:

- a) Book references must show author surname, initials, date, full title, place of publication, publisher, edition, e.g.

ARGYLE, M 1983 The Psychology of Interpersonal Behaviour, Harmondsworth, Pan Books Limited, 4th Edition.

HOUSE, E R (Editor) New Directions in Educational Evaluation, 1986 Lewes, the Falmer Press.

- b) Article references must show author surname, initials, date, journal title, volume, number of part, pages of the article, e.g.

COHEN, D K 1970 Politics and Research: Evaluation of Social Action Programmes in Education, Review of Educational Research, Volume 40, No 2, pages 213-238.

GOWEN, D B and GREEN, T F 1980 Evaluation and Policy Analysis, Volume 2, No 2, pages 67-70.

- c) References to other published works should include sufficient and appropriate details by which they may be identified, e.g.

THE PRICE COMMITTEE 1979/80 House of Commons Committee on Education, Science and the Arts, Fifth Report, The Funding and Organisation of Courses in Higher Education, Volume 1, London, HMSO.

- d) If a cited work appears within a larger publication as a chapter, section or appendix, then both the initial and major work must appear in full, e.g.

SCRIVEN, M 1986 Evaluation as a paradigm for Educational Research, In: HOUSE, E R (Editor) New Directions in Educational Evaluation, Lewes, the Falmer Press, pages 53 to 67.

Step 10: Appendices

- e.g. Initial plan for the project
Detail of interview accounts
Questionnaires
Tabulation of results etc.

8. BASIS OF ASSESSMENT

The Project should demonstrate to the assessors that the candidate has:

- (i) a sound understanding of the principles of the subject area.
- (ii) a sound knowledge of the subject matter of the Project.
- (iii) the ability to identify, analyse and provide a solution to a fire related problem.
- (iv) ingenuity in the application of the knowledge and principles of fire and in providing a solution using established quantitative and analytical procedures.
- (v) good communication skills through the use of good economical English which will interest the reader, and appropriate use of illustrations, tables, figures etc.
- (vi) the ability to use logic through well structured arguments.
- (vii) creativity through the presentation of unique ideas or the use of lateral thinking.
- (viii) good judgement through the assessment and evaluation of facts.
- (ix) ability to synthesise and draw conclusions through the integration of related findings and research.
- (x) demonstrated the benefit of the research Project to the Fire Industry.