



Project as an Alternative to IA

This project writing offers candidate the opportunity to critically evaluate and discuss in depth the concepts covered in the module or topic given. It has a secondary aim of developing independent research and study skills that candidates will require when following a further period of study or working in the industry.

To comply with the requirements of this project for a Diploma in International Hospitality Management, a word count of 2,500 is required. A margin of 10% is allowed but any further deviation from this must be agreed with your tutor/lecturer.

Guidelines for submitting the assignment

- Assignments are marked by the module lecturer
- The assignment(s) must be sent to the academic coordinator within 2 months after the assignment question given to the student.
- Students may wish to submit their assignments earlier or submit the assignments to the academic coordinator by the designated time.
- All assignments must be accompanied by a marking sheet completed by the tutor giving feedback on the candidate's performance.
- The Font should be Times New Roman, size 12 with 1.5 line spacing.
- The front cover of the assignment must include the candidate's full name, the title of the assignment and their student number.
- All final project must be submitted via email to SOHT/Exam Office in Microsoft Word Document format before dateline.
- Lastly, **REMINDER!** Do not **PLAGIARISE!**



SCHOOL OF BUSINESS AND LAW

Assignment / Projects/ Presentation Marking Sheet

Student Name :

Student ID :

Submission Date :

Assessment Criteria	Weighting	Mark Given
1. Structure and organisation of the assignment is professionally with a clear clarity of communication	20%	
2. Relevant content is used and applied appropriately. Credit to be specifically awarded for application and examples.	20%	
3. Reasoned analysis and response to the specific question addressed.	25%	
4. Valid and relevant conclusion, suggestion or recommendation based on arguments and evidence used	25%	
5. Other (innovation, creativeness, evidence of references on the resources used)	10%	

Lecturers Comment

Final Mark Awarded :

Lecturer's Name :

Lecturer's Signature:



Getting Started - Writing a Project Proposal

Firstly, once you receive the topic, start writing a research proposal. A research proposal is a detailed description of the project you are going to undertake, it is not a formal requirement of your course but it is worth writing. It should build on the thinking that you have done in defining your research problem; on the discussions that you have had with your supervisor; and on early reading that you have done on the topic. A comprehensive research proposal will make you think through exactly what it is that you are going to do, and will help you when you start to write up the project.

Structure of Your Project

You are encouraged to develop a simple framework or structure for your writing before you start so that you can save considerable time and this can prevent your text from meandering. When your project is presented in sections and subsections, it will look organised and in a way it will make sense to the reader as such, structure of your project is very important.

A Typical Structure of a Project Should Have:

- **Title page**

The title itself is an important opportunity to tell the potential reader what your research is about. You will need it to be succinct, specific, descriptive, and representative of the project that you have done.

- **Abstract** – 100 words

The Abstract is a summary of the dissertation which briefly informs the reader about the background, aims and objectives of the research, the main methods used, main findings and conclusions.

- **Introduction**- 500 words

Introduction will present the reader background, the aim and objectives of your project briefly, because this will be dealt with in more detail in the Literature Review) the current knowledge of the topic. You can think of an introduction as covering what / why / how:

- i. **What** the question is about – explain your interpretation of the question and what it is asking you to do.



- ii. **Why** the question is important – put the question into context and identify the main issues that are raised by the question.
- iii. **How** you are going to answer it – let the reader know what you are going to cover in your essay in order to answer the question.

- **Literature Review** – 100 words

Make sure that you focus on the literature that is relevant to your topic and point out where the literature leaves knowledge gaps for your context. Literature Review offers you the opportunity to show that you are making a contribution to knowledge in your context. Do not just summarize your sources, rather select and discuss the themes that are relevant to your topic and the current discussion of the topic.

- **Methodology**- 100 words

In this portion you have to describe on how this project or research was conducted. What did you use, for example, what particular equipment, processes, or materials was used to gather the information for this project. You will need to be clear and precise in how you describe them and give enough detail for another researcher to replicate your study.

- **Findings and Discussion** – 1200 words

Here you need to demonstrate your findings and discussion, you can include an argument if you think it will be worth presenting it but it should link to the Literature Review and the Methodology chapter, as you are relating your own findings to the results of you project research, and to the way it was conducted.

Findings and discussions are the main body of your project as such you will need to write them in paragraphs. Each paragraph should contain a controlling idea, or topic sentence which links and anticipates. Support sentences will expand on the idea in this sentence, by giving examples or re-emphasising the point in some way, so that the reader grasps the main point of the paragraph. “Signposting” words and phrases can be useful in the linking process, for example: “Developing this further...” (Looking ahead), or “Such developments...” (Referring back).

- **Conclusion** – 500 words

This is actually a summary of your project as such, the following points need to be addressed:

- i. Limitations of your research



- ii. Implications of findings –your contribution to knowledge
- iii. Recommendations of action to be taken
- iv. Suggestions for future research

- **Appendices**

This part you may present examples from your data, for instance the questionnaire you used or extracts or surveys from interview transcripts that you used to gather your information, can be presented in Appendices.

- **References**

This section is very important it is also to avoid plagiarism and copyright issues. You need to choose a referencing style. You may have quoted or copied some information from a website, article or any source, for this it is important to ensure that all the references that appear in the text appear also in the reference list.

Check for Plagiarism Submission

What is Plagiarism?

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be deliberate or accidental. Under the regulations for examinations, deliberate or accidental plagiarism is a disciplinary offence.

Plagiarism Tolerance is 20%



Dear Student,

Please be informed that this is the project that you need to submit in order for you to graduate or complete your diploma requirement. Hence, you are given 2 months from **10^h Mar 2023**, which means your assignment should reach us by the **10th May 2023**, school will not entertain any late submission. Please be reminded that your assignment must follow all the assignment guidelines mentioned above.

ASSIGNMENT/PROJECT QUESTION – Mar 2023

You are working as Operations Director in ABC hotel, a 5 star hotel located in a city centre. You have been asked to compile a fire safety audit for this hotel. What safety requirements would you consider to ensure the safety of staff and buildings in the event of a fire?