

## **IMLI RESEARCH DEGREE PROGRAMME BYE-LAWS, 2010**

1. These Bye-Laws are made by the Director pursuant to Regulation 11 of the Research Degree Programme Regulations, 2010.

2. In these Bye-Laws, unless the context otherwise requires:

“Director” means the Director of the IMO International Maritime Law Institute;

“Dissertation” means a research project leading to the M.Jur. Degree;

“Institute” means the IMO International Maritime Law Institute;

“M.Jur. Degree” means the Degree of Magister Juris – M.Jur.;

“M.Jur. Programme” means the programme leading to the M. Jur. Degree;

“Ph.D. Degree” means the Degree of Doctor of Philosophy – Ph.D.;

“Ph.D. Programme” means the programme leading to the Ph.D. Degree;

“Regulations” means the Research Degree Programme Regulations, 2010;

“Thesis” means a research project leading to the Ph.D. Degree.

3. (1) For the purposes of Regulation 8 of the Regulations a submission made for permission to present a dissertation or thesis shall be:

- a) for an dissertation, in the form attached hereto and marked Schedule 1;
- b) for a thesis, in the form attached hereto and marked Schedule 2;
- c) duly signed by the candidate; and
- d) completed in duplicate.

(2) The candidate’s Supervisor shall counter-sign one of the two duly completed copies of the form referred to in paragraph 3(1).

(3) The form referred to in paragraph 3(1) should be submitted to the Institute in original, provided that the Institute may provisionally accept such form (duly completed, signed and counter-signed) transmitted by electronic means or by facsimile transmission.

4. (1) The Institute shall appoint a date when the candidate shall be required to submit the dissertation or thesis.

(2) The Institute may, if the candidate shows good cause for having failed to submit the dissertation or thesis by the appointed day, extend the time for submission. No further extensions of time shall be made beyond the first extension.

(3) Upon submission of the dissertation or thesis the candidate shall sign a written declaration that the work in question is entirely his or her own personal work and that he or she has not previously submitted and is not concurrently submitting such work in candidature for any other degree or diploma.

5. (1) A candidate for the M.Jur. Degree must submit to the Institute three (3) hard copies of the thesis together with an electronic copy thereof on CD in acceptable format in an envelope addressed to the Director.

(2) A candidate for the Ph.D. Degree must submit to the Institute four (4) hard copies of the thesis together with an electronic copy thereof on CD in acceptable format in a package addressed to the Director. The four (4) hard copies shall be individually and reliably packed for onward transmission to the Board of Examiners. The candidate shall include (on the upper right corner of each package) the following information:

- a) Name of sender;
- b) Address;
- c) Telephone number (including international code); and
- d) Email address.

(3) Acceptable electronic formats are Microsoft Word (MS Word) or Portable Document Format (PDF) such as Adobe; where neither of these formats is available, Rich Text Format (RTF) may be used. No other format may be used except by specific written permission of the Director, subject to the agreement of the Board of Examiners.

(4) Printed copies of the dissertation or thesis must be bound in a hard, durable, dark blue cover.

6. (1) Each copy of the dissertation or thesis must state on its cover page:

- a) the name of the author;
- b) the title of the dissertation or thesis as approved by the Institute;
- c) the name of the Supervisor;
- d) the word count;
- e) the date of submission of the dissertation or thesis.

(2) Each copy of the dissertation or thesis must state on the spine:

- a) the name of the author, followed by his initials, at the top;
- b) the title of the dissertation or thesis, abbreviated if necessary, in the middle;
- c) the degree and year of submission at the bottom.

(3) Lettering on the cover and spine of a dissertation or thesis must be in gold and of a suitable size.

(4) The dissertation or thesis must:

- a) be set out on and formatted for A4 size paper;
- b) be word-processed in a format specified in 5(3) above using a size 12 Times New Roman font on one side of the paper only with 1.5 line (6mm) spacing in the main text, with a margin of 32 to 38 mm on the left hand side, provided that variations of font size may be used for headings, sub-headings, and footnotes;
- c) be written in English, with quotations in any other language accurately translated into English;
- d) contain a title page containing the following information:
  - i. Institute's name
  - ii. Title of dissertation or thesis
  - iii. Full name of author
  - iv. Country of nationality of author
  - v. The following sentence: "Dissertation submitted in partial fulfillment of the requirements for the award of the Degree of Magister Juris (M.Jur.) in International Maritime Law at the IMO International Maritime Law Institute (Malta)" or "Thesis submitted in partial fulfillment of the requirements for the award of the Degree of Doctor of Philosophy (Ph.D.) in International Maritime Law at the IMO International Maritime Law Institute (Malta)" as may be applicable
  - vi. Word count
  - vii. Year
  - viii. Name of supervisor
- e) include an abstract or executive summary not exceeding 300 words which must not contain footnotes and which must appear immediately after the cover page;
- f) contain a table of contents which must state the titles of the chapters and their principal sub-divisions, which must be indexed to the pages where the chapters and first-level sub-headings begin, and which must appear immediately after the abstract;
- g) contain separate tables of cases and statutes, if applicable, which must appear immediately after the table of contents;
- h) contain a bibliography (which need not be indexed) at the end of the dissertation or thesis;

(5) In addition to the requirements set forth in 6(4) above a thesis must contain a signed declaration that the thesis is the candidate's own personal work; that the greater portion of the work has been done after his registration for the Degree; and that the candidate has not previously submitted such work or is not concurrently submitting such work in candidature for any other degree or diploma. This declaration must appear immediately after the title page.

(6) For the purposes of Regulation 3 of the Regulations all footnotes and appendices are to be included in the word count. The abstract, the table of contents, the table of cases, the table of statutes, the bibliography, any headers or footers, and any index are not to be included in the word count.

(7) The first line of every paragraph in the dissertation or thesis must be indented unless the paragraph immediately follows a heading or sub-heading, or an indented footnote.

(8) Quotations in the dissertation or thesis must be inserted between single inverted commas, with double inverted commas used for quotes within quotes. Quotations longer than two lines must be presented as a double-indented, single-spaced paragraph with no further indentation of the first line. Such double-indented quotations must not use quotation marks.

(9) Endnotes must not be used. Footnotes must be internally single spaced with double spacing between the notes.

(10) The thesis must attain an acceptable standard of literary presentation and must comply with the citation rules contained in the IMLI Guide to the Writing of an IMLI Dissertation or Thesis, or other citation rules as may be approved in advance by the Director upon a written application by the candidate to that effect.

7. (1) The normal number of Examiners constituting a candidate's Board of Examiners shall be two (2). Under extraordinary circumstances, the Director may appoint a third (3<sup>rd</sup>) Examiner to examine a thesis.

(2) Following submission the Institute shall in consultation with the Board of Examiners set a date for completion of the examination of the dissertation or thesis. The date so appointed shall be not earlier than three (3) and not later than six (6) months from the date of submission of the dissertation or thesis.

(3) The Institute may, if circumstances so require:

- a) postpone the date for the examination of the dissertation or thesis; or
- b) may substitute any one or more Examiners.

(4) The Institute shall not be liable if for any reason whatsoever the examination is delayed.

8. If the Board of Examiners requires a candidate to re-submit the dissertation or thesis under Regulation 10 (i) or (iii) B, or the candidate after complying with specified conditions is granted permission to re-submit the dissertation or thesis under Regulation 10 (iv), the candidate shall pay a re-submission fee to offset the costs of the second examination of the dissertation or thesis.

9. (1) The Institute shall have the right to publish or have published in the English language, under its imprimatur and in any format, any dissertation or thesis submitted pursuant to these Bye-Laws. In the case of such publication in hard copy the Institute shall have copyright in the dissertation or thesis subject to payment to the author of fifty percent (50%) net of any

royalties received from the sale of such publication. In the event that such publication of a dissertation or thesis by the Institute is in electronic format only, the Institute shall have joint copyright with the author and the author shall have the right to arrange publication in hard copy and to receive all royalties accruing from the sale of such hard copies. The Institute shall exercise its right of publication by written notice to the author at or prior to the award of the Degree of M.Jur. or Ph.D. to the author by the Institute. The Institute shall waive its right to publication in hard copy unless written commitment to print or publish is given by the Institute prior to the award of the Degree of M.Jur. or Ph.D. to the author by the Institute, or is secured by the Institute from a printer or publisher within nine (9) months following the award of the Degree of M.Jur. or Ph.D. to the author by the Institute.

(2) In the event that the Institute declines to exercise or waives all its publication rights, the author shall have and retain all copyright in the work.

(3) Regardless of publication by the Institute, if the author arranges publication of the work in any language other than English, the author shall have and retain all rights in respect of such publication. However, in any publication of such work arranged by the author no reference or attribution to the Institute shall be made without the prior written agreement of the Director as to the form and wording of such reference or attribution.

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## SCHEDULE 1

### IMO INTERNATIONAL MARITIME LAW INSTITUTE REQUEST FOR SUBMISSION OF M. JUR. DISSERTATION

**INSTRUCTIONS:**

Please answer each question clearly. Type or print in ink. If you need more space, attach additional pages.

**1. FULL NAME (please underline family name)**

.....

**2. Mailing address:** ..... **Telephone (with country & area code):**  
..... **(Office)** .....  
..... **(Residence)** .....  
**Facsimile:** ..... **E-mail:** .....

**3. DETAILS REQUIRED FOR SUBMISSION:****(a) Approved title of thesis:**

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**(b) Name of supervisor:** .....**(c) Date of commencement of studies:** .....**(d) Proposed date for submission:** .....**4 . UNDERTAKING OF AUTHORSHIP**

In accordance with the IMLI Research Degree Programme Regulations, I, the undersigned, do hereby declare that my thesis, which will be presented further to this declaration, is my own personal work and that it has not been previously submitted, or is not concurrently being submitted in candidature for any other degree or diploma.

**5. DISCLAIMER**

I understand and agree that the Institute shall not be liable if, for any reason whatsoever, the examination is delayed or if an examiner is substituted.

**6. CANDIDATE'S SIGNATURE**

**Candidate's signature:** ..... **Date:** .....

**7. SUPERVISOR'S COUNTER-SIGNATURE**

I hereby agree with this request for submission.

**Supervisor's signature:** ..... **Date:** .....

## SCHEDULE 2

### IMO INTERNATIONAL MARITIME LAW INSTITUTE REQUEST

#### FOR SUBMISSION OF PH.D. THESIS

**INSTRUCTIONS:**

Please answer each question clearly. Type or print in ink. If you need more space, attach additional pages.

**1. FULL NAME (please underline family name)**

.....

**2. Mailing address:** ..... **Telephone (with country & area code):**  
..... **(Office)** .....  
..... **(Residence)** .....  
**Facsimile:** ..... **E-mail:** .....

**3. DETAILS REQUIRED FOR SUBMISSION:****(a) Approved title of thesis:**

.....

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**(b) Name of supervisor:** .....

**(c) Date of commencement of studies:** .....

**(d) Proposed date for submission:** .....

**4. UNDERTAKING OF AUTHORSHIP**

In accordance with the IMLI Research Degree Programme Regulations, I, the undersigned, do hereby declare that my thesis, which will be presented further to this declaration, is my own personal work and that it has not been previously submitted, or is not concurrently being submitted in candidature for any other degree or diploma.

**5. DISCLAIMER**

I understand and agree that the Institute shall not be liable if, for any reason whatsoever, the examination is delayed or if an examiner is substituted.

**6. CANDIDATE'S SIGNATURE**

**Candidate's signature:** ..... **Date:** .....

**7. SUPERVISOR'S COUNTER-SIGNATURE**

I hereby agree with this request for submission.

**Supervisor's signature:** ..... **Date:** .....