School of Social Work

Albany, Palmerston North and Distance

POSTGRADUATE AND RESEARCH GUIDELINES HANDBOOK

For postgraduate students in Social Work and Social Policy Programmes

Care has been taken in the preparation of this material and it is accurate at the time of publication but may be subject to change

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1. INTRODUCTION

1.1 School of Social Work

The School of Social Work is part of the College of Health with campuses at Albany (Auckland), and Manawatu (Palmerston North). The ProVice-Chancellor of the College is Professor Paul McDonald, the Director of Academic Programmes is Dr Kathleen Vossler, and the Director of Teaching and Learning is Dr Michelle Thunders. The Head of School is Associate Professor Kieran O'Donoghue.

The School of Social Work provides programmes in social work and social policy from undergraduate to doctorate level. The focus of the College of Health programmes is on improving the health and well-being of New Zealanders through the development of knowledge and skills and research-based teaching.

1.2 The purpose of the guide

This guide aims to provide you with background information on undertaking postgraduate research reports, projects or theses, including report writing and research supervision. It also contains information on policies regarding the allocation of supervisors, student-supervisor contracts and expectations of both parties. A list of recommended reading is included at the end of the guide. You need to be aware of University policies, such as that of applying to carry forward course work. Details about how to access these policies and the regulations pertaining to degrees are included in this book.

As a student you need to be aware of the facilities and processes designed to support your study. Many of these are outlined within this booklet and you will also be given additional information within your research paper (179.702) and by your supervisor. This *Postgraduate Handbook and Research Guidelines* booklet should be read in conjunction with the following resources:

Massey University (2014) Postgraduate Study Guidelines (non Doctoral). http://www.massey.ac.nz/massey/research/higher-research-degrees/masters-student-information/masters-student-information_home.cfm

Massey University (2014). *Code of ethical conduct for research, teaching and evaluation involving human participants*. Palmerston North: Author. Available at http://www.massey.ac.nz/massey/fms/Human%20Ethics/Documents/MUHEC%20Code%202014.pdf?C5190D92CCD5AEF466A054461653D604

Guide to presentation of theses. Available at http://www.massey.ac.nz/massey/research/library/help-and-instruction/theses/thesis-presentation-guide.cfm

1.3 Programme Coordinators

The overall postgraduate studies coordinator is Associate Professor Kieran O'Donoghue. The Albany Campus postgraduate coordinator is Associate Professor Mark Henrickson. The Palmerston North postgraduate coordinator is Dr Polly Yeung.

1.4 Thesis Writers Stream Site

The thesis writers' stream site provides you with the facility to network with other thesis candidates as well as online access and support to useful resources.
http://stream.massey.ac.nz/course/view.php?id=22120

1.5 Graduate News

The School website provides information about developments within the School, important dates, events and news.

2. ON-CAMPUS FACILITIES FOR STUDENTS

As a research student you may also have access to:

- A shared study space
- Shared toll-barred phone
- Research funds (depending on your level of research you may also be able to apply for contestable funds - check with your supervisor)
- Access to a computer
- Access to printing (some user charges may apply)*
- Email and internet (some user charges may apply)*
- Photocopier (some user charges may apply)*
- Library Interloan (some user charges may)*

*Please discuss with your supervisor.

An outline of University wide student services, including health and counselling services can be found at http://www.massey.ac.nz/massey/student-life/services-students/student-services_home.cfm

Self-Service Photocopy services are available in the Library.

3. ASSESSMENTS & ASSIGNMENTS

3.1 Assignments

A range of types of assessments is used and you will be notified of the specific requirements for each paper. These will also be discussed at Contact Course days or online (via Stream) and you can contact the paper co-ordinator for further information.

Assignments at postgraduate level should, in general, demonstrate:

- An extensive independent literature review.
- Critical use of all literature.
- Use of current research findings.
- Application to social work and/or social policy.

There are a range of academic support services for postgraduate student provided by the University which can be accessed via http://www.massey.ac.nz/massey/student-life/services-and-resources/academic-skills-support/academic-support_home.cfm

The types of assessment used in practicum papers will be specified within those individual papers.

Submission and Return of Assignments

Unless otherwise advised completed assignments are to be uploaded via Stream. If you are requested to send your assignment directly to the paper co-ordinator please attach an **Assignment Cover Sheet** (see p.7) to your assignment. It is important that you retain a copy of your assignment until it has been marked and returned to you.

Assignments are marked and returned as soon as possible so that you can make use of the comments into your future work. Please allow three (3) weeks from the due date for return of assignments, and if your work has not been received after this time, contact the paper co-ordinator. It is important to note that the specified timeframe applies only to those assignments submitted by the due date and does not necessarily apply to those submitted late.

Assignment Due Dates

A set of due dates for assignments will be provided and it is expected that these dates will be seen as a contract between you and the paper co-ordinator. **If you are unable to meet these deadlines, then please contact the paper co-ordinator before the due date.** Specific regulations regarding the use of extensions, if available, will be provided by each paper co-ordinator.

Grading of Assessments

Field Education Placements
These are graded as pass or fail only.

Other Papers
The requirements for a pass will be outlined clearly at the commencement of the paper.

GPA* Unit Value	Grade	Comment
9 8 7	A+ A A-	Outstanding Very Good
6	B+	Good
5 4	B B-	Competent
3 2	C+ C	 Acceptable
	D **E**	**Fail**

* GPA means Grade Point Average.

Written Assignment Presentation

Unless otherwise notified assignments should be typed or word-processed using:

- Size 12 font.
- Double-spacing.
- A 4-cm margin on the left hand side.
- All pages numbered and named.
- A cover Sheet must also be attached (See http://www.massey.ac.nz/massey/learning/distance-learning/studying/cover.cfm for distance papers and Appendix 2 for internal students).

Referencing

The American Psychological Association (APA) referencing style is used in this School. The *Publication Manual of the American Psychological Association* (6th ed.) is a useful resource, which you should consider purchasing. You may also like to check the website at: http://apastyle.apa.org and the resources at massy university online writing and learning link at http://owll.massey.ac.nz.

Paper Results

Results are posted to you from Registry at the end of semesters or can be accessed from: http://www.mymassey.com/

Extensions and Late Assignments

The majority of students submit written assignments according to the due dates required. However, when some students frequently seek to extend the due date for written work, those students submitting on time might argue that they are being disadvantaged. In order that the majority of students do not feel penalised by submitting work on time, the School has a policy concerning late submission of assignments that is detailed below. Please note that if you are posting your work, it may be posted on the due date, *but must show a date stamp on the envelope*.

Extensions

An extension on the due date for an assignment will only be permitted when circumstances make it difficult or impossible for you to submit your work on time, for example in the case of bereavement or serious illness. An extension must be negotiated with the paper coordinator and requested via email **at least three days prior to the due date**. The date for submission must be negotiated and stated. If the assignment is not submitted by the extended date, a penalty may be incurred.

Late Assignments

Where an extension has not been sought, a penalty may be incurred. An assignment for which an extension has not been sought, and which is submitted more than three weeks past the due date may not be assessed.

Please note: There may be some variation on assignment submission, extension and marking. This will be notified to students in writing by any paper co-ordinator who wishes to use a variation of the policies listed here.

3.2 Graduate Marking Guide

Unless otherwise notified, the table on p.13 provides the framework for the assessment of submitted work.

- The SCOPE and CONTENT of the assessment provides 60% of the grade.
- The STRUCTURE provides 20%.
- Use of LITERATURE and accurate REFERENCING provides a further 15%.
- PRESENTATION provides a maximum of 5%.

Remarking of Assignments

If you believe that your assignment has not been marked fairly, or you require clarification of the grade given, then you may request this from the paper co-ordinator in the first instance. In cases where you and the paper coordinator disagree the calendar regulations pertaining to the reassessment of assessed course work will apply and where a reassessment is approved. To facilitate this process, please send all of the following to the paper co-ordinator:

- The **marked** copy and an **unmarked** copy of the assignment;
- A letter detailing your concerns.

An independent person will then re-mark the assignment and you will be provided with that person's marking feedback and comments.

Plagiarism

Plagiarism is the use of another person's work or idea as if it is your own. The other person may be an author, critic, lecturer or another student. When it is desirable or necessary to use other people's material, take care to include appropriate references and attribution – do not pretend the ideas are your own. Be sure not to plagiarise, intentionally or otherwise. For further guidance regarding this and Academic integrity please refer to: http://www.massey.ac.nz/massey/staffroom/teaching-and-learning/centres_tl/centrestl-students/our-resources/academic-integrity-student-guide/academic-integrity-student-guide_home.cfm. Please note that School uses Turnitin as an academic integrity tool.

4. WITHDRAWAL

4.1 Withdrawal

For information on withdrawal from taught papers and thesis papers please see:
http://www.massey.ac.nz/massey/learning/distance-learning/studying/change_course/change_prog.cfm

GRADUATE MARKERS GUIDE

NB: This is not a specific marking guide for individual assessment requirements

Fail, D		C/C+	B- / B / B+	A- / A / A+
0-49%		**50-59%**	**60-74%**	**75-100%**
SCOPE 60%				
Unreflective. Totally personal comment. Incoherent argument. Complete misinterpretation of topic.	Topic not fully covered. Discussion too brief. Overuse of quotations, with literature. Inappropriate literature used.	A balanced overview of the issues, as reflected in the course study materials. Some explanation, illustration and support is provided from the literature. Material relevant to the topics is explored. The essay is easy to read.	A fuller, more systematic exploration of the topic, which may include an attempt at critical comment or appraisal.	Comprehensive exploration of the topic, with sound analytical comment and a personal synthesis of the issues shown.
STRUCTURE 20%				
Structure confused, not discernible, not explained.	Opening paragraph not clear, major points not evident.	Introduction: Main arguments, approach/thesis is outlined in opening paragraph. Definitions are provided in context. Body: Main points discussed, logically sequential paragraph, thesis well developed. Summary/Conclusion: The final paragraph is unambiguous, valid and meaningful. Paragraph structure has topic sentence, supporting sentences and lead sentence.	Main point elaborated.	Critical evaluations.
EVIDENCE OF READING 15%				
No evidence of reading in the text of the essay. No citations or references.	Reading not well integrated into the text of the essay. Limited citations and references.	The essay shows evidences that course materials have been read. An accurate reference list is attached (using APA method). *APA (American Psychological Association) reference style is a requirement*.	Extra references included, evidence of extra reading.	Extra references integrated into the argument. Broad and comprehensive reading in evidence.
PRESENTATION 5%				
Major flaws in presentation. Plagiarism is a University disciplinary matter. NB: Fail may be resubmitted (rewrite).	Major flaws in presentation.	Most presentation details are met, e.g. title, page (A4 paper), margin, clear, headers, font, legible, punctuation and spelling correct.	Few flaws in presentation.	Virtually flawless presentation.

5. RESEARCH

5.1 Research Areas

The long-term aim of the School is to encourage all new research students to choose a topic within an established School research programme. This will enable the School to provide a pool of expertise for research, consultancy and supervision. In addition, it will enable the School to apply for funding to finance the projects.

The School's research themes are the social work profession, social work practices, and diverse populations and the impact of social problems.

5.2 School Specifications

The following requirements have been set for the projects and theses undertaken by Masters or BA (Hons) students:

5.2.1 Research Report of 30 credits (179.895 or 279.796)

- Is small and focused, usually on a social work or social policy issue.
- Utilises a single methodology and method.
- Is a complete piece of work of (8,000 – 10,000 words).
- Is a low –risk and small scale study
- Is completed in one year or less.
- A complete first draft should be completed by the end of September of the year of enrolment.
- Rework the report as required and make the required changes, additions and corrections. This step takes considerable time and energy and the time required should not be underestimated.
- Submit an electronic version via Stream for Turnitin screening, then submit two Soft bound copies for examination by the 1st November if you wish to graduate in the April or May graduation ceremonies or no later than 31 January following the year of enrolment. Please note your supervisor will not be available over the Christmas/New Year period.
- **Complete a co-authored article for publication with your supervisor.**

5.2.2 Thesis 90 credits (179.898 or 279.898)

- Is small and focused, usually on a policy or practice issue.
- Utilises a single method or methodology.
- Is a complete piece of work of approximately 25,000 – 30,000 words.
- Is completed in one year.
- A complete first draft should be submitted by the end of October of the year of enrolment.
- Rework the report as required and make the required changes, additions and corrections. This step takes considerable time and energy and the time required should not be underestimated.
- Submit penultimate draft via Stream Thesis Writers site for Turnitin screening.
- Submit electronically to the Thesis Portal under My Massey by the 30th November if you wish to graduate in the April or May graduation ceremonies or no later than 31 January following the year of enrolment. Please note your supervisor(s) will not be available over the Christmas /New Year period.
- **Complete at least one co-authored article for publication with your supervisor**.

5.2.3 Thesis of 120 credits
(179.899 or 279.899, or 179.800 or 279.800)

- Is a larger focused study.
- Utilises a single method or methodology.
- Is a complete piece of work of approximately 35,000 -40,000 words.
- May replicate another study.
- May be a descriptive study.
- Should be completed in one year full-time or two years part-time.
- A complete first draft should be submitted by the end of September of the final year of enrolment.
- Rework the thesis and make final changes and corrections. This step takes considerable time and energy and the time required should not be underestimated.
- Submit three soft bound copies by the 31st October if you wish to graduate in the April or May graduation ceremonies or no later than 31 January following the year of enrolment. Please note, your supervisor(s) will not be available over the Christmas /New Year period.
- Is bound as per the Massey University Library - *Guide to the presentation of theses*.
- **Complete at least one co-authored article for publication with your supervisor.**

5.2.4 Part A of the thesis for part-time students
(179.801/ 279.801/ 179.816/ 279.816)

Students enrolled in their thesis on a part-time basis usually do so by enrolling in Part A in the first year and Part B in the second year. You may not carry forward postgraduate registration for Part A but may seek re-enrolment in Part B if the thesis has not been completed before the end of the next enrolment period.

What are you expected to achieve during the first year of your enrolment, i.e. Part A.

- Select a suitable research problem or area of study.
- Undertake a literature review to determine the necessity for the research. The literature review should be written and could form the basis of the first chapter or the literature chapter itself.
- Write about the chosen method or methodology.
- Prepare a research proposal that may be scientifically assessed by School staff (see later section on research proposals).
- Develop an ethics proposal if required (see later section on ethical approval).
- Start data collection towards the end of the year and over the summer period.

5.3 Part B of the thesis for part-time students
(179.802/ 279.802/ 179.817/279.817)

During Part B students should:

- Complete data collection.
- Analyse data.
- Interpret data.
- Continue the writing up of your thesis**. Note: Writing should take place throughout the course of your research.** This should prevent "writer's block" occurring at a crucial point in the process.
- Aim to submit a complete first draft to your supervisor by the end of August.

- Rework the thesis as required and make the required changes, additions and corrections. This step takes considerable time and energy and the time required should not be underestimated.
- Submit a final draft to your supervisor by the end of October.
- Submit two copies for assessment by the 31st October if you wish to graduate in the April or May graduation ceremonies or no later than 31 January following the year of enrolment. Please note, your supervisor(s) will not be available over the Christmas /New Year period.
- **Complete at least one co-authored article for publication with your supervisor.**

The format for the thesis should follow that laid out in the guidelines prepared by the University, "*A Guide to the Presentation of Theses*".

5.4 Carry forward Postgraduate Registration / Suspension or extension.

Carry Forward of Postgraduate Registration (CFPR) is applicable as follows: Postgraduate students undertaking research, other than PhD, seeking to carry forward their enrolments to a subsequent registration period under specific conditions. Thesis / Project / Reports can be carried forward once only. Part-time students may be eligible for CFPR on a second occasion if normal tuition fees have been paid after the previous period of CFPR (see: http://www.massey.ac.nz/massey/learning/exams/after-your-exams/carry-forward-of-postgraduate-registration/carry-forward-of-postgraduate-registration_home.cfm).

Suspensions or extensions to a postgraduate programme require a formal application supported by your supervisor and recommended by Head of School. They are approved by the College Director. These applications require supporting documentation.

5.5 Definition of study year

1. Full-time Students

All students enrolled in full-time 120 credit postgraduate programmes will be considered to be enrolled from 1 March until 31 January in the following year. Students may, however, take up to 28 February to complete and thereafter must apply for an extension to 31 March if they are unlikely to complete by 28 February. This means that applications for extensions for full-time students should be forwarded only in the event those students need an extension beyond 28 February of that year. However, to be assured of an opportunity to graduate in April (Albany students) or May (Palmerston North and Wellington students), students should submit theses by 31st October prior to the year in which the due date applies.

2. Part-time Students

With respect to part-time students enrolled in postgraduate programmes, it is expected that students will complete by 28 February in the year following their second year of enrolment. This means that for students first enrolling part-time in a postgraduate thesis in one year will have a due date of 28 February of the following year when their thesis must be submitted. Should students need time beyond this, they will need to make application for an extension which is normally 1 -2 months and in the event that the thesis is not submitted by this date, they will need to re-enrol. However, to be assured of an opportunity to graduate in April (Albany students) or May (Palmerston North and Wellington students), students should submit their thesis by 31st October prior to the year in which the due date applies.

6. RESEARCH SUPERVISION

You will be allocated at least one research supervisor. Your supervisor may have expertise in the content area of the research you wish to undertake or may have methodological expertise. Where necessary your supervisor may ask for expert help where the content or methodological area is not her/his area of expertise. As far as possible we will try and match each student with the supervisor of her/his choice. However, this may not always be possible. You should discuss your planned research with the appropriate Programme / Group co-ordinator by October of the year before you will enrol in your research project/thesis. At this time you may be asked to provide a one-page overview of your topic, and proposed method, and you can also discuss your preferred supervisor.

The School encourages the use of agreements between the student and supervisor(s). These agreements are jointly developed. Below are some principles that need to be adhered to in the drawing up of a written agreement. The specific issues that can be adapted to suit the individual needs and requirements of the student and supervisor are also listed.

6.1 The student-supervisor agreement

Principles:

- Written agreements are preferable to verbal agreements.
- The intent is considered to be more important than the fine detail.
- It is to the advantage of both parties that the contract be signed and dated.
- Arbitration and negotiation clauses should be included.

Specifics: An agreement may include:

- Provision for a preliminary discussion with the Programme/ Group co-ordinator about your comfort/discomfort with the allocated supervisor(s).
- Attendance by both you and your supervisor at the Research Discussion days/Thesis days.
- Your seminar presentation at the Research Discussion days/Thesis days.
- Your attendance at specified workshops to ensure you have the skills necessary for successful completion of the thesis/research project, e.g. library, computer/e-mail, proposal writing, statistics.
- Planned meeting times and duration. This should include mechanisms for cancelling meetings at the last minute.
- Provisions for *ad hoc* meetings.
- The process of receiving feedback on written work. This includes how much time the supervisor requires to assess work before meetings and what the proposed turnaround time of that work is.
- Details of how much support will be given by the supervisor.
- An expected timeline for completion.
- What will happen in the planned/unplanned absence of your supervisor or if your supervisor leaves.
- Joint publication with your supervisor on completion of the thesis/project.

When you first meet with your thesis supervisor(s) it is highly desirable that you negotiate, having regard for the University's contract with students, a plan of action that is recorded in a signed and dated written agreement (see research supervision agreement appendix 10). Departure from this agreement is possible by rewriting the agreement following negotiation between the parties involved or by decision of the Head of School. In the event that a new agreement cannot be negotiated the Head of School will determine an appropriate course of action (Note: The decision of the Head of School is final).

6.2 Meetings

It is expected that thesis students will meet with their supervisor for at least 10 hours per year, usually on a basis of approximately one-hour per month over 10 months of the year. Research project students are likely to meet with their supervisor at least on four occasions and ensure that the update their supervisors at least once a month.

Some of this time may be spent in joint supervision with other students and supervisors. Meetings may be face to face or you may utilise audio or videoconferencing facilities. You may find it useful to plan your monthly meetings with your supervisor at the beginning of the year. In addition to the scheduled meetings between you and your supervisor it is expected that you will attend the Research Discussion days/ Thesis days on the campus where you receive thesis supervision.

6.3 Appraisal of Progress

Feedback on your progress will be given regularly, including during scheduled meetings and on written work submitted. A copy of the summary of the discussion, progress to date and plan of work to be completed before the next meeting (see the Individual Session Plan-appendix 10) should be retained by you and the supervisor, and used to guide your following meeting.

Six monthly reports may be completed in July and November by you, your supervisor(s) and the Programme /Group co-ordinator (see Appendix 3) and these reports provide a formal appraisal of your progress. A plan regarding progress should be developed to resolve difficulties which are identified and documented at this time.

6.4 Other Agreements

In addition to the student-supervisor agreement there are two other specific contracts/agreements the student enters into, namely the one between the University and the student and the one between the School and the student.

6.5 The University and the Student

The contract between the University and the student begins with the formal acceptance by the University of a student's application to undertake a particular course of study and the payment by that student (or the student's agent) of the appropriate fee. The governing terms and conditions of this contract are set out in the University Calendar.

6.6 The School and the Student

The agreement between the School and the student begins with the notification of the student's enrolment in papers provided by the School. This agreement relates to the nature and amount of the School's resources that are to be used by the student while undertaking a course of study offered by the School. For example, teaching, secretarial, technical (including use of the photocopier and computers), communication resources and building resources (office and meeting space).

6.7 University Grievance Procedures

Massey University's Grievance procedures are for all campuses and cover all modes of delivery of undergraduate and postgraduate programmes and related services. They are designed to ensure students receive a quality education and that relationships between staff and students are equitable. The procedures can be accessed from the University's Policy Guide at http://www.massey.ac.nz/massey/about-massey/calendar/statutes-and-regulations/student-grievance-procedures.cfm

6.8 Harassment Prevention and Complaints Resolution

Massey University is committed to creating and maintaining a work and study environment that is free from any form of harassment. The University regards harassment of any kind as completely unacceptable and acknowledges that it seriously undermines the atmosphere of trust and respect that is essential to a healthy environment. See further information at http://www.massey.ac.nz/massey/student-life/services-and-resources/harrassment-resolution/harrassment-resolution_home.cfm

7. WRITING THE RESEARCH PROPOSAL

Your research proposal will form a plan for your research and also provide the basis of other documents, for example, applications to ethics committees and funding bodies. It is worth noting that your research proposal is a flexible set of guidelines that may well change as you proceed with your study.

Before you develop your research proposal you need to be really clear about the aims of the research. From these you may generate research questions and theoretical frameworks which shape the data collection and analysis.

A well-developed research proposal requires time and considerable thought. While it can sometimes be frustrating to spend so much energy on your preliminary work, developing the proposal is a very important part of the research process. Effort spent planning your research at this time may well save you time (and trouble) in the long run.

Permission to use health facilities or involve health agency staff in your research.

If you propose to include patients, hospital and health service staff or use health service facilities in your research you will need to obtain formal permission from the Service Manager and CEO of the institution(s). All students should ensure they have discussed their proposal and sought permission from the manager of any clinical agency they wish to utilise. Ethics committees require documentation of that approval.

Your supervisor will help you shape your study and identify what is realistic in terms of the constraints within which you are working. It is worth revisiting some research texts and perhaps reading other students' proposals if you have access to them, in order to get a clear idea of what a good proposal looks like.

7.1 Suggested headings for a research proposal

- Introduction and background.
- Aims of the research / research question / research hypotheses.
- Literature review.
- Theoretical framework.
- Method/methodology.
- Recruitment and Participant selection.

- Data collection.
- Data analysis methods.
- Reliability, validity or credibility, trustworthiness etc.
- Ethical and legal issues.
- Budget.
- Timetable.

8. HOW TO OBTAIN ETHICS APPROVAL FOR YOUR RESEARCH

You are required by the School to obtain ethics approval from the relevant Massey University Human Ethics Committee (MUHEC) or the relevant Health and Disability Ethics Committee (HDEC) before you can proceed to collect data from human participants/subjects. You should consult with the MUHEC guidelines and checklist to enable you and your supervisor to make a decision about what committees, if any, you should apply to for ethics approval (see http://www.massey.ac.nz/massey/research/research-ethics/human-ethics/human-ethics_home.cfm). Staff involved in the Graduate Programme are available to help students and supervisors preview ethics applications before they are sent to the appropriate ethics Committees.

You will be notified by the MUHEC of receipt of your ethics application. Students from the School have found that committee members are particularly concerned about issues of coercion and any conflict of interest that may arise between the role of a social work professional and researcher. Address these issues in your application. The Health Research Council (HRC) accredits the MUHEC. The MUHEC website contains all the relevant information about format of applications, guidelines, dates for submission of applications and the Massey University Code of Ethical Conduct. Please note that your supervisor must agree that your application is ready for scrutiny by the Ethics Committee before you submit it.

If you need to submit your ethics application to a regional Health and Disability ethics committee you should check the dates for submission of application forms and meeting dates at http://ethics.health.govt.nz/

9. BUDGET PREPARATION AND FUNDING

Research is expensive to undertake and complete both in time and money. Therefore, it is essential that you are sure that the project you wish to undertake is feasible, and that you are committed enough to see it through to completion. In this section there are some guidelines for preparing a budget as well as some sources of funding available. Some of the closing dates for funding applications are included although you must check with the actual organisation to confirm the dates.

9.1 Budget preparation

Some aspects to pay attention to when developing a budget for your project:

1. Don’t estimate costs; find out and quote the actual costs.
2. Budget for the following aspects, if applicable:
    - Travel to supervision, research discussion days, and to carry out your research.
    - Conference fees.
    - Accommodation.
    - Fieldwork costs, e.g. transcription.
    - Materials and consumables – paper, printer cartridges, disks, tapes.
    - Computing costs.
    - Report preparation costs.
    - Printing, copying and photographic costs.

- Library costs – interloans and photocopying.
- Telephone, tolls, facsimile, postage, email/ internet connections.
- Equipment, e.g. tape recorder.
- Koha (where appropriate).

When applying for funding please ensure that you fully cost each item so that the committee has an idea of how you came to the amount specified.

Sources of funding

9.2.1 Scholarship and Financial Support for your Studies

Look at the listing of Scholarships and Awards on the Massey website: http://www.massey.ac.nz/massey/admission/scholarships-bursaries-awards/scholarship-bursary-award_home.cfm.

It is also worthwhile contacting any professional organisation that you belong to investigate which awards are available

9.3 Massey University Internal Funding

The School of Social Work provides financial assistance to students completing research projects/theses. Please see the policy in Appendix 8. Students completing a research project are eligible for an operating grant up to $100.00. To be eligible for the operating grant, research project students must apply to the GRF committee on the application form and have their application approved by the GRF. Students must also apply for refunds from this grant by 30 November by submitting receipts for expenses incurred. Students completing theses of 90 credits or more can apply for Graduate Research Funding (GRF) as outlined in the policy document in appendix 8. GRF funding applications (see Appendix for the application form) must be submitted by the 30th of April.

For other funding see:
(http://www.massey.ac.nz/massey/admission/scholarships-bursaries-awards/scholarship-bursary-award_home.cfm)

10. CARRYING OUT THE RESEARCH

A research project is an individual creative process. Its subject, nature and process are, to a large extent, dependent on you, the student. However a few general points may be of assistance:

- Develop an overall plan for the report/thesis and discuss this with your supervisor as early as possible. This may be modified as the research progresses.
- Ethical and safety issues must be discussed as part of the early planning, preferably in your initial research proposal. You will then need to address these in your report/thesis.
- Prepare a timetable for submissions to:
    - Your supervisor.
    - Massey University Human Ethics Committee.
    - Other ethics committees.
    - Relevant funding bodies.
- Keep a diary throughout the life of the research including:
    - Discussions with individuals/groups regarding permission for the research
    - Memos

- Decisions made
- Meetings with supervisors
- Budget expenditure
- Other developments
- Literature searched and interloans ordered

10.1 Writing the report/thesis

- Before you start writing develop a computer template of all the required formatting (see Benn & Benn [2006] in the reference list and also the Massey University G*uide to the presentation of theses* for guidance).
- Writing a thesis/research report normally proceeds in a start/stop manner - periods of high activity and periods of concern over progress. Passages of text are drafted and redrafted many times. Changes are made in the approach to the topic. Text previously thought of as important may have to be deleted as the thesis takes shape.
- There are no final rules for writing a thesis. Sometimes chapters can be written as the research proceeds. Often students feel they cannot begin to write until the research outcomes are known.
- The abstract, introduction and conclusion chapters are usually written last because they are overviews of the thesis.
- You may find that you do not meet deadlines because there is a tendency to underestimate the time the whole process will take. In addition to possible delays in the research process itself, considerable time is required to refine the whole thesis to the required standard. There should be a consistency in quality across the thesis and the final written sections should not be rushed.

Throughout the thesis development process you need to keep the following questions in mind:

- Am I answering the research question posed?
- Is the research continuing to be ethically sound?
- Is the reading relevant to the emerging outcomes?
- Can the reader understand what I am doing and saying?
- Is the evidence, including my decision trail, clearly and adequately described?
- Are the conclusions warranted?
- Does the thesis hang together?

You must also be prepared for the fact that good writing does not come easily to most of us. Writing and rewriting is a fact of life. Try to see each draft as a step further on towards a final product rather than becoming too attached to the idea that each chapter is completed as it is written.

Reading about writing and about the thesis process is helpful throughout your writing time. You may also find it very helpful simply to read good writing. Sometimes taking time out to read a novel and think about how a good author puts ideas on paper can be a most instructive (and therapeutic) activity. Try searching the library for books about writing style and so on from early in your thesis enrolment period. A number of recommended titles are included in the reference list in this package. We would be grateful to hear of any other sources you discover and would like to recommend to others.

11. PRESENTATION OF THE RESEARCH REPORT / THESIS

A Guide to the Presentation of Theses gives a range of technical advice. This is compulsory reading and is available on the Library website.

You are advised to look at a number of Masters theses in yours, and allied, disciplines. These are available in the library.

You need to discuss matters of style with your supervisor as writing begins. Please take note of the size requirements for left and right hand, top and bottom margins as set out in *A Guide to the Presentation of Theses.*

You are required to prepare your thesis on a computer using suitable word processing software. Drafts may be prepared on continuous paper and on any printer. The final copy should be printed on good quality A4 paper with good quality print. See the text: Benn K., & Benn, C. (2006*). Writing a thesis or long document using a word processor* Palmerston North: Dunmore Press.

Please take particular care with spelling and grammar. Examiners will require a thesis to be revised and corrected if it contains poor expression, spelling mistakes and typographical errors.

The form of a thesis should include:

- An abstract of no more than 350 words.
- A clear statement of acknowledgements indicating the extent to which you have had assistance with the project and the ethical approval received.
- About 6 chapters which may take the following sequence:
- Introduction.
- Literature review.
- Method / Description of the study.
- Result / Outcome.
- Interpretation / Discussion.
- Conclusion including recommendations.
- A reference list.
- A set of appendices including raw data, correspondence, Advertisements for participants, the Consent Form (on letterhead) and Information to Participants (on letterhead), questionnaires and other tools used, and other materials which support the thesis. Please ensure that any information included in the appendices does not breach your obligations for anonymity and confidentiality of your participants.

12. EXAMINATION OF THE THESIS / RESEARCH REPORT

12.1 Research Reports (30 and 60 credit research projects)

Two soft bound copies and a CD or PenDrive copy of the report is to be submitted to the School/or paper coordinator on completion.

12.2 Examination of a Research Report (30 or 60 credit)

Research reports are examined by two examiners and the result confirmed by the Chief Examiner (Head of School). Once the research report has been examined you will need to discuss the need for any

corrections/amendments to be made before the electronic copy is submitted to the Library if required). Only reports of a high standard will be submitted to the library archive.

12.3 Examination of a Thesis (120 credits)

A thesis is examined by two people:

- a researcher/scholar within the School.
- a researcher/scholar from another New Zealand or overseas University.

13. RECOMMENDED READING

American Psychological Association. (2009). *Publication manual of the American Psychological Association.* (6th ed.). Washington: Author. (Check out their website at http://www.apa.org/

Benn, K. & Benn, C.A. (2006). *Writing a thesis or long document using a wordprocessor*. Palmerston North: Dunmore Press.

Rountree, K.D. & Laing, P. (1995). *Writing by degrees.* Auckland: Longman Paul.

Tolich, M. (2001). *Research Ethics in Aotearoa New Zealand*. Auckland: Longman

For details of theses held by the Library please use the library website and search for the thesis under topic / title / author.

APPENDICES

1. Contacting Postgraduate Staff

Staff contact details are available through the School website see:
http://hss.massey.ac.nz

Staple Here
Do Not Use
Pins

Office Use Only
Received on:

Received by:

Massey University
Social Work / Social Policy Programmes

ASSIGNMENT COVER SHEET

1

Name: _____

Address: _____

_____

NB: Your assignment will be returned to the address you write in the above panel, even if you subsequently notify the University of a change of address.

2

Paper Number: _____

Lecturer: _____
(if known)

Assignment Number: (circle one)

1 2 3 4 5

6 7 8 9 10

ID Number: _____

Instructions for Use:

1. **Please complete panels 1 and 2, print all details clearly.**
2. Remember to keep a copy of this assignment before sending to the School.

Markers Use Only

Assessment

Grade: A+ A A- B+ B

B- C+ C D E
(circle one only)

OR

Mark:
(in fraction) _____ / _____

OR

Comments: (Circle one or two only)
Pass
Fail
Satisfactory
Unsatisfactory
Complete
Incomplete
Late
Draft
Resubmit
No Mark

MASSEY UNIVERSITY

RESEARCH HIGHER DEGREE CANDIDATE
SIX-MONTHLY PROGRESS REVIEW
(JUNE/NOVEMBER)

CANDIDATE'S NAME:

DATE OF ENROLMENT IN BA(HONS)/MASTERS DEGREE:

COMPLETION DEADLINE:

THESIS/RESEARCH TOPIC:

---

1. CANDIDATE'S REPORT OF LAST SIX MONTHS WORK: Indicate the objectives set for the last six months. Comment on their attainment. Give reasons for not attaining some or all of the objectives. List any significant achievements that were not mentioned in the last report.

2. CANDIDATE'S STATEMENT OF OBJECTIVES FOR NEXT SIX MONTHS: list your objectives for the next six months

3. SUPERVISOR'S ASSESSMENT OF PROGRESS: Please indicate the candidate's progress relative to the objectives. State any major obstacles to progress. Are there steps that need to be taken at this point to assist the candidate?

Signature of supervisor, candidate and A/HoS or HoS:

First supervisor: _____ Date: _____

Second supervisor _____ Date _____

Candidate: _____ Date: _____

A/HoS/ HoS: _____ Date: _____

MASSEY UNIVERSITY

Research report guidelines for Master of Applied Social Work, MA Social Policy and BA Hons (Social Policy)

Candidates presenting for the Master of Applied Social Work, MA Social Policy and BA Hons (Social Policy) are required to complete a research report in partial fulfilment of each respective degree.

The research report is a low-risk study a student research learning exercise and usually involves a small-scale study that is focused on selected professional issues within social work and social policy.

Assessment Procedure for Research Reports

The report is examiner by two examiners, at least one of whom is independent from the study. The other is usually the supervisor. A selection of reports is examined externally in accordance with the College moderation guidelines.

Examiners reports

Examiners are asked to provide a written report which is shared with the candidate, either in full or in summary. If an examiner is not satisfied that the research report is of sufficient merit to pass, then revision and resubmission may be suggested. A pass in the degree as a whole is contingent upon a pass in the research report.

Assessment Guidelines

A student undertaking a research report is required to demonstrate a sound understanding of the conduct of research.

The design of the study, the findings and the implications for midwifery/nursing should be presented in a concise report. Points suggested for consideration and comment are:

- Clarity with which the research problem/question/area of study is delineated and followed through in the research.
- Selection and critique of relevant literature (scope, depth and use made of material).
- Appropriateness and adequacy of the study design and absence of obvious methodological flaws.
- Recognition and sensitive management of all ethical aspects of the research
- Appropriateness and accuracy of the data analysis.
- Interpretation of the findings in relation to the aim and the data.
- Conclusions and implications clearly reflect the findings of the study.
- Referencing in terms of adequacy, accuracy and consistency.
- Overall readability and quality of presentation.

The expected length of a research report for the Master of Applied Social Work and BA Hons (Social Policy) is 8,000 -10,000 words.

Grading Scale

The following is the grading scale adopted within the School of Social Work.

Grade	%	Grade Point Average
A+	85-100	9
A	80-84	8
A-	75-79	7
B+	70-74	6
B	65-69	5
B-	60-64	4
C+	55-59	3
C	50-54	2
D	Fail	

Honours

Class of Honours	**Grade Point Average**
1st Class	> 7.0
2nd Class, Div I	<6.99 >5.50
2nd Class, Div II	<5.49 >4.00
Pass	<3.99

Head of School, School of Social Work

MASSEY UNIVERSITY

Thesis Assessment at Masterate Level

(120 credits)

Background Information and Guidelines

THESIS REQUIREMENTS

The School of Social Work at Massey University is located within the College Health. In the case of candidates presenting for MA, MSW, MPhil, a thesis based on independent work is required as partial fulfilment of the regulations for this degree. To be eligible for award of the degree with honours/distinction it is expected that the course work, normally consisting of four papers (30 credits each) and a thesis* are completed within three years full-time or five years part-time study. The overall grade for the degree is based 50% on assessment on the thesis and 50% on results from the papers. In this context, thesis is defined broadly as "a reasoned argument supported by evidence".

The research topic for the thesis may be drawn from any aspect of social work or social policy practice education or management and therefore methodology is likely to vary from one instance to another. Descriptive studies are not precluded although students are prompted to move beyond simple description to conceptualisation and theory development. An innovative approach to problems, and use of previous experience in social work & social policy is encouraged. Emphasis is placed on the research process as a learning experience for the student. In recent years most of the problems selected within social work and social policy have been suited to qualitative approaches. Consequently where appropriate the thesis format and style of reporting are modified, for instance to permit use of the first person rather than the impersonal third person form common in traditional scientific writing. The recommended referencing format is the APA style.

ASSESSMENT PROCEDURE

Theses are examined by two examiners independent to the research, one is usually from within the University and the other is external to the University. Massey University does not require there to be an overseas examiner at masterate level, although in developing disciplines such as social work and social policy with a fairly small local community of researchers and scholars, often this step is indicated in order to tap the appropriate expertise. Examiners are asked to provide a written report which is shared with the candidate, either in full or in summary. If an examiner is not satisfied that the thesis is of sufficient merit to pass, then revision and resubmission may be suggested. In such an instance the candidate would no longer be eligible for honours. A pass in the degree as a whole is contingent upon a pass in the thesis component.

ASSESSMENT GUIDELINES

It is assumed that criteria for assessment will address the subject matter of the thesis in the context of social work & social policy issues surrounding design and implementation of the selected method, and will take account of the overall readability and quality of presentation. In the context of social work and social policy knowledge the significance of the topic and the way it has been approached, including degree of innovation and the overall contribution to social services knowledge, are all important. These questions are probably best answered by a practitioner in the field. However, while topic and mode of enquiry are always closely related, we would nevertheless expect the thesis to be defensible on methodological grounds in any forum. Points suggested for consideration and comment are:

- Clarity with which the research problem/question/area of study/ is delineated and followed through in the research.
- Selection and review of relevant literature (scope, depth and use made of material).

- Appropriateness and adequacy of the study design, depth of associated under-standing and absence of obvious methodological flaws.
- Recognition and sensitive management of all ethical aspects of the research.
- Appropriateness, fullness and accuracy of the data analysis.
- Interpretation (and generalisation where appropriate) of the findings, in relation to the aim, and insight into their wider implications.
- Referencing in terms of adequacy, accuracy and consistency.

GRADING SCALE

The following is the grading scale adopted within the School and applied widely throughout the College of Health.

Grade	%	Grade Point Average
A+	85-100	9
A	80-84	8
A-	75-79	7
B+	70-74	6
B	65-69	5
B-	60-64	4
C+	55-59	3
C	50-54	2
D	Fail	

Class of Honours:

1st Class ≥7.0
2nd Class, Div I ≥5.5≤6.99
2nd Class, Div II ≥4.0≤5.49
3rd Class / Pass <3.99

*In some circumstances a three paper thesis or equivalent project with a balanced increase in the course work may be approved. Master of Philosophy (MPhil) may be by thesis only. Final results for latter degree provide only for Distinction (equivalent to First Class Honours) and pass.

Head of School
SCHOOL OF SOCIAL WORK

Research Supervision Statement

Date

TO WHOM IT MAY CONCERN

This is to state that the research carried out for the masters thesis/research report entitled

_____

was completed by

_____

in the School of Social Work, Massey University, Albany / Palmerston North, New Zealand, under my direct supervision. This thesis material has not been used for any other degree. I played the following part in the preparation of the thesis:

.....

.....

_____

Thesis Supervisor

This is to state that the research carried out for the above named masters thesis is my own work and has not been used for any other degree.

_____

Student

FUNDING

1. Funding

1.1 Introduction
There are two alternatives for funding available to students wishing to undertake research projects. They are *Internal funding* and *External funding.*

1.2 Internal Funding
Internal funding is available from the Operating Grant provided by the School and the Graduate Research Fund (GRF Fund) administered by the School.

1.3 External Funding
Sources for external research funds can be obtained from Research Services, Registry. You can also search the Massey website for Scholarships and Awards:
http://www.massey.ac.nz/massey/admission/scholarships-bursaries-awards/scholarship-bursary-award_home.cfm

2. Graduate Research Fund (GRF)

2.1 The School of Social Work is responsible for the administration of GRF Funds. The fund will be assessed and allocated on an inter-campus basis. Allocation of funding will be contestable and dependent on the numbers applying and the amounts requested. All applications must be made on the SSW-GRF form.

2.2 This funding is separate from the Operating Grant support for students.

2.3 Policy and procedures for GRF applications are as follows:

2.3.1 **Those eligible for GRF funds are those students undertaking 90 or more credit research projects. Those undertaking *30 credit projects* and *PhD students with provisional enrolment* - See Section 3 (Operating Grant). PhD students may apply for funds from the GRF once full registration has been confirmed.**

2.3.2 Applications will be assessed on priority of research needs. Students and supervisors will prioritise those items that are crucial to the research proceeding.

2.3.3 Access to funds granted will be conditional on ethics approval where approval is required for the research to proceed.

2.3.4 Funding will normally be allocated for consumable items, e.g. photocopying, postage, interloans, transcribing, recognition of research participation, koha, computing services, bibliographic packages. Travel where it is associated with data collection will be funded and may include fares, accommodation and subsistence. Travel for supervision, internet connection and the costs of printing and binding theses will **not** be funded.

2.3.5. A contribution towards the cost of attending a conference may be considered for Ph.D. students who have been confirmed where a paper or presentation is to made and evidence of department and/or College support presented. Funding for conference presentations for students undertaking Masters theses will not normally be considered.

2.3.6 For a Masters project the maximum funding is $750.00 per application round, with a maximum grant of $1000 over the period of thesis enrolment. For a PhD project the maximum funding is $1000.00 per application round with a maximum grant of $2,500.00 over the period of thesis enrolment. Please note the maximum amount is not an entitlement.

2.4 The deadline for applications is **April 30th each year** and allocation of funding will be announced end of May. Provision will be made for a second round of applications later in the year if there are funds available.

2.5 Access to funds will be paid on a refundable basis. All receipts must accompany payment requests. No claims will be accepted after 30 November of each year.

3. Operating Grant

3.1 The School of Social Work has an obligation to ensure that alternative funds are available to students undertaking projects at 30 credits. These are administered as an Operating Grant.

3.2 **Students undertaking 30 credit projects may be entitled up to $100.00 from the operating grant toward their research upon application to GRF committee using the appropriate form.**

3.3 PhD students will be entitled up to $250.00 in their provisional year. PhD students are **not eligible** to apply for GRF in their provisional year of registration but may apply for funding in the subsequent years in which they are registered and fee-paying.

3.5 Access to funds will be released on a refundable basis. All receipts must accompany payment requests to the School Administrator. No claims will be accepted after 30 November of each year.

3.6 The fund covers such things as: photocopying, interloans, stationary, some travel for data collection. It does **not** cover textbooks, digital recorders, hardware, conferences, travel for supervision or printing and binding of theses.

College of Health
School of Social Work
Application for Graduate Research Funding

Completed applications should be e-mailed as attachments to
Nancy Braithwaite, Senior Administrator, n.braithwaite@massey.ac.nz

General: This application is to be complete for all student funding requests in the School of Social Work. Please complete the form electronically if possible. If completing by hand please print clearly. Attach additional pages if necessary.

This application is for

☐ **Operating Fund (30 credit reports only)** ☐ **Graduate Research Fund (all others)**

Section 1

Student Name		Degree	
ID Number		Paper No:	
Supervisor's Name			
Project Title			

Section 2

Summary of grant requested Item (in descending priority; put the most important thing first)	Requested $

Section 3

Previous support from Massey University and/or the School, including GRF, for this project Grant Name	Year	Sum	Purpose

Section 4

Brief project description:

Section 5 (GRF applicants only)

Total project budget (current year only: items to be listed in descending priority order)

Item	GRF funding	Other School funding	Other funding	Total required
TOTALS	$	$	$	$

Section 6

Budget justification

Explain exactly how you arrived at the amounts you are requesting. For example:

- 5 petrol vouchers as recognition for research participation x $20/voucher=$100.
- 3 trips in personal car to conduct interviews: 100 km return per trip x $0.77/km x 3 trips =$231.00

The order of these items should be the same as the order in Sections 2 and 5.

Attach a separate page if necessary.

Attach evidence to support your estimate where possible. For example:

- Airfare (printout), accommodation, transcriber estimate (on letterhead), translator estimate (on letterhead).

If you are requesting reimbursement, attach receipts.

(Budget justification)

If the research project described in this application requires approval by the Human Ethics committee, has that approval been obtained? **OR:** Has a Low Risk Notification been filed?

☐ Yes ☐ No ☐ Not applicable

If Yes, please attach a copy of the approval letter from the Human Ethics Committee, or the LRN acknowledgement from the Human Ethics Office.

Section 7

Supervisor's Comment

Supervisor signature Date

Applicant's Signature
I verify that I have prepared and/or sighted this application,

Student signature Date