

School of Psychology
Postgraduate Handbook
2017

An essential guide to successful postgraduate study

The School of Psychology is represented at Massey University's three campuses:

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Email our Academic Advisors:

Manawatu Campus (Palmerston North) psych.admin.pn@massey.ac.nz
Albany Campus (Auckland) psych.admin.auck@massey.ac.nz
Wellington Campus psych.admin.wgtn@massey.ac.nz

Please see our web pages:

School of Psychology web page <http://massey.ac.nz/psychology>
Massey University web page <http://www.massey.ac.nz>

The information contained in this publication is correct at the time of going to press, but may be subject to change. While all reasonable efforts will be made to ensure changes will not be made, the University reserves the right to do so should circumstances require this.

Special Note.

The URLs (addresses) of web sites and web pages, both within and outside university, change frequently. If you can no longer access a page via URL given in our Handbook, and do not get promptly re-directed, please consult the Postgraduate Co-ordinator.

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Welcome to the Postgraduate Programme

Welcome to our Postgraduate Programme in Psychology. The purpose of this Handbook is to give you an overview of what to expect in the programme, and information about resources available to you, so keep it handy as a reference throughout your postgraduate studies.

Should any problems arise during your course of study, **please consult this handbook in the first instance**. The Handbook is relevant to you whether you are based at Albany Campus, Manawatu Campus, or Wellington Campus. It will give some idea of the people and support available to you as you select and complete your courses, as well as provide some useful guidelines for the process of designing, conducting, completing your Honours, Masters, or PhD research project, collecting and analysing data, and writing up the report, thesis, or dissertation.

If students have queries not addressed by this book, they are advised to seek advice from their lecturers, or the School of Psychology Secretary on their campus.

Alternatively, the Postgraduate Co-ordinator, and other support persons on Manawatu Campus, may be reached by e-mail or telephone, as described on the following pages of this Handbook.

It is helpful to be aware that we also publish another book, the 'Postgraduate Prospectus', annually (available at: <http://www.massey.ac.nz/?pc3af3834y>). The content of the two publications is complementary, and you will find it advantageous to obtain both and go through the information. Both books are free of charge. Both are available in digital as well as printed form.

Wishing you enjoyable and successful studies in Psychology.

Dr Dianne Gardner
POSTGRADUATE CO-ORDINATOR

Important

It is important to remember that if you choose not to enrol for study in any particular semester, unless you apply for an extension (suspension), that time is counted toward your completion date. If you choose to take time out from study please contact your supervisor in the first instance.

Philosophy of Postgraduate Studies

Academic Integrity

As a School we aim to impart critical thinking skills and a good working knowledge of a range of research methodologies in Psychology. Additionally, a student may expect to gain familiarity with a specialist body of literature reflecting particular areas of interest. Through their postgraduate work it is hoped that students gain an appreciation of the scholarly work through which knowledge is gained and disseminated and the importance of academic integrity in this context. Information on the university's academic integrity policy can be found at:

<http://www.massey.ac.nz/?i817b3946y>

Ethical Responsibility

Being a member of the Psychology Postgraduate Programme also involves understanding the importance of working safely and effectively with due regard to the effects of your efforts on others. Students and staff in the School of Psychology are expected to adhere to ethical guidelines in their work with research participants and clinical cases. Alongside this is an appreciation that harassment is unacceptable, is defined widely and may include seemingly small matters such as tactless, sexist, or racist remarks which 'put down' someone at one end of the spectrum, to more serious cases of sexual harassment or bullying at the other end of the spectrum.

Cultural Awareness

As part of Massey University's commitment to the Treaty of Waitangi, the School of Psychology has a bi-cultural programme. The Bi-cultural Committee and Māori staff and students play an important role in facilitating the ongoing development of this programme. We expect that all participants in our programme (both staff and students) recognise that Psychology has an ongoing responsibility, through its teaching and research programmes, to promote genuine Māori participation in the discipline in a manner consistent with Māori aspirations and processes. It is consistent with our ethical responsibilities that we demonstrate recognition and respect of different cultures.

Helpful People

Hopefully all the people you meet in the School of Psychology will be helpful! But the following are a few people you might deal with more regularly or need for specific help.

Postgraduate Studies Co-ordinator

The co-ordinator (Dr Dianne Gardner) can be consulted on general academic matters including enrolments and applications, course advice, supervisors, initial guidance for choosing Honours or Masters research topics, and for help with any problems that arise in the course of your studies. If you are having any particular difficulties that are hindering your progress in any way, it is important to seek advice about how to proceed as soon as possible.

Please note that co-ordinator roles rotate among academics. However, the email address will not change:

Email: Psych.Grad.Co-ordinator@massey.ac.nz

Academic Administrator – Joanne Stevenson

The School of Psychology Academic Administrator Joanne Stevenson is available to discuss planning for your postgraduate studies and can assist with enrolment queries or administrative matters. You should contact Jo in the first instance for all enquiries:

Email: psych.admin.pn@massey.ac.nz
(Phone extension 85072)

Clinical Director

Associate Professor Paul Merrick can be consulted on issues regarding applications and admission criteria for the clinical programme, as well as advice on clinical course work and supervision, arrangement of practicum and endorsements, and issues related to clinical training.

Clinical Co-ordinators

Palmerston North students may also wish to consult with Joanne Taylor who is the clinical co-ordinator at Manawatu Campus. Wellington students can contact Dr Simon Bennett, and Albany students, Dr Mei Williams.

Dr Mei Williams (Albany): **Email:** M.W.Williams@massey.ac.nz

Dr Joanne Taylor (Manawatu) **Email:** J.E.Taylor@massey.ac.nz

Dr Simon Bennett (Wellington) **Email:** S.T.Bennett@massey.ac.nz

Helpful People

Industrial / Organisational Psychology Co-ordinator

The I/O Co-ordinator can be consulted on issues regarding the I/O programme:

Email: Psych.IO.Coordinator@massey.ac.nz

Health Psychology Co-ordinator

Professor Antonia Lyons should be consulted about the Health Psychology programme:

Email: A.Lyons@massey.ac.nz

Thesis Co-ordinator

Associate Professor Keith Tuffin coordinates the examination process for Honours research reports and Masters theses within the School. He should be consulted on questions concerning thesis examination and regulations:

Email: K.Tuffin@massey.ac.nz

PhD Co-ordinator

Doctoral co-ordination is handled by the Head of School, Professor James Liu. All enquires are to be sent to the Head of School Office Manager, Hope Hyslop. James signs all enrolment and scholarship applications and all six-monthly reports (DRC-3) for PhD candidates:

Email: Psych.HOSOM@massey.ac.nz

DClinPsych Co-ordinator

Associate Professor Paul Merrick is the co-ordinator of the Doctor of Clinical Psychology programme within the School. He signs all six monthly reports (DRC3) for DClinPsych candidates

Email: P.L.Merrick@massey.ac.nz

Head of School

Professor James Liu is available for consultation on postgraduate issues. **Consulting him is a final recourse** for issues that **cannot be sorted out at the level of the Thesis Supervisor, Course Co-ordinator, or Postgraduate Co-ordinator**. Please contact his Office Manager to arrange an appointment:

Email: J.H.Liu@massey.ac.nz

Email: Psych.HOSOM@massey.ac.nz

(Phone extension 85065)

Business Services Manager

Cara Thompson (based at Manawatu) is available for consultation regarding research budget preparation:

Email: C.L.Thompson@massey.ac.nz (Phone extension 84909)

School of Psychology Secretaries

The secretaries for Psychology on **Manawatu Campus** include Melanie Robertson, Anne Ormsby and Judy Tildesley. Judy can be contacted regarding postgraduate research funds, keys, access cards and other administrative matters. The Psychology office, located in PLB2.16, is open for general enquiries between 8.30 a.m. and 4.00 p.m:

Phone extension: 85071

The secretary at **Albany** is Janet Mak. Janet can be contacted regarding postgraduate research funds, keys, access cards and other administrative matters:

Phone extension: 43116

For **Wellington** enquiries, please contact Judy Tildesley at Manawatu on extension 85071; or try to seek help from the Wellington Campus Co-ordinator:

Email alias for the secretarial staff is: Psych.Sec@lists.massey.ac.nz

Computer Assistance

The computer expert is Harvey Jones. Note that any requests for assistance from him should be directed through your supervisor:

Email: H.Jones@massey.ac.nz (Phone extension 85066)

OR

Contact the Information Technology Services helpdesk:

Email: help.desk@massey.ac.nz (Phone extension 82111)

Technical Assistance

The technicians at Manawatu are Malcolm Loudon and Hung Ton. They are available to assist across the School. Again this resource should be accessed through your supervisor:

Email: M.R.Loudon@massey.ac.nz (Phone extension 85079)

Email: H.Ton@massey.ac.nz (Phone extension 85067)

Helpful People

Postgraduate Student Email List

It is recommended that students subscribe to the postgraduate e-mail list serving as a virtual notice-board for students and staff. You may request information from other students on this list, and the Postgraduate Co-ordinator will use it to post notices about such things as new scholarship opportunities, school seminars, or information courses. Subscribers may ask questions, may request participants for research (e.g. surveys); they share other information relevant to postgraduate study and research.

The procedure for subscribing and the procedure for unsubscribing are similar.

Send a message as follows to 'Sympa', with <LISTNAME> replaced by the name of the list desired.

To: sympa@lists.massey.ac.nz

Put the following in either the 'Subject' or in the body of the message:

SUBSCRIBE <LISTNAME>

or – if you wish to unsubscribe

UNSUBSCRIBE <LISTNAME>

Example:

subscribe psych-grad

Funding Sources for Postgraduates

Psychology postgraduate students have a broad range of options on additional funding, including scholarships, grants-in-aid and academic prizes. The funding can be obtained from the University or from external sources.

Scholarships and Bursaries

All students planning a research degree should consider applying for at least one Masters or Doctoral Scholarship. The "broadest-based" of these are the University Masters and Doctoral Scholarships. There is a wide range of further scholarships available. Some are offered to specific groups, or may have additional community or service criteria. Deadlines for applications "bunch up" around August and September, so it pays to think about applying for scholarships **as early as possible**.

For further details about awards, see the 'Scholarships and Awards' Web Site:

<http://www.massey.ac.nz/scholarships/>

Applying for Scholarships

Most scholarships are competed for on academic grounds (i.e. your grades). However, there are additional criteria, such as the quality of your research proposal and support, and other evidence of your academic performance (such as conference presentations and publications), that will be taken into account. To give yourself a good chance of winning support for your studies, we suggest that you give careful consideration to your application:

- Once you have chosen a particular fund to apply to, read the application guidelines and application criteria carefully; respond as well as you can to every part. Do use the correct form, as there are differences between scholarships. Answer all questions.
- Keep in mind the assessor who may go through numerous applications. You can make their job easier if you write clearly and succinctly.
- Ask your supervisor to assist you in preparing your application by reading your draft and making suggestions for changes.
- You will need to ask your supervisor to write a letter of reference, letter of support, or testimony. Give your supervisor as much information about your strengths and achievements as possible, so that they can write a reference that is clearly about you and your particular research project.
- Please inform your supervisor about practicalities of the application and the letter of reference: due dates, address for application, appropriate form, and so on.
- If your application requires approval or support from the Head of School, please ensure that it is submitted to the HoSOM at least one week before the closing date.

Email: Psych.HOSOM@massey.ac.nz

Important Dates

University Scholarships

Some important criteria for the Massey Masterate and Doctoral Scholarships:

- The required Grade Point Average will depend on the pool of applicants. GPA needs to be at least 7.0, but usually higher (7.5 to 7.75). If you miss out in one round, and you perceive that your grades are "borderline", you can consider applying again.
- The outline of your research needs to be clear about the background, aims, method, and significance to the discipline or field of study. It must be well written and show that the research is "ready to go" and achievable. There is a limit on length (number of words).
- Make sure that your supervisor knows this research proposal well (a good solution is that you involve them and they help you write the proposal). If your supervisor does not know your work sufficiently, it is wise to give them evidence of your abilities (beyond grades) so that they can confidently make supportive statements about your ability to complete the research.
- Massey Scholarship applications do require support from the HoS so please submit completed applications to the HoSOM at least one week before they due date. The entire application must be submitted to the HoS.

Email: Psych.HOSOM@massey.ac.nz

School Financial Assistance

Paid teaching and marking work is sometimes available for postgraduate students. Interested students should contact Dr Ian deTerte at Wellington, or Cara Thompson on the Manawatu Campus. You can also register your interest with individual Course Co-ordinators.

School Research Funding

Research funding to assist with Masters and Doctoral projects is available internally, through the school.

You need to sit down with your thesis supervisor at an **early** date to discuss your projected budget for the current year and funding prospects. Writing a budget for a research project is an important practical aspect of conducting research.

All research students (including Honours and Masters projects, Doctoral projects) are expected to complete a Postgraduate Research Fund (PGRF) Application form that contains a budget for the research, a justification for the budgeted items, and is signed off by the research supervisor. This should be submitted to the appropriate Campus Secretary for approval by the local Campus Co-ordinator (or HOS).

NB: The PGRF application is downloadable from the School of Psychology web page: <http://www.massey.ac.nz/?e14784352g>

The School is able to reimburse students for some thesis- / project-related expenses, provided that:

1. **Prior approval** has been gained through the relevant campus PGRF approval process **before** expenses are incurred, and
2. Receipts are provided in claiming these expenses.

Albany: Receipts and claims should be submitted to Janet Mak.

Manawatu: Receipts and claims should be submitted to Judy Tildesley.

Wellington: Receipts and claims should be submitted to Megan Burnett, College Administrator.

School research funding is not guaranteed. The level of support is dependent on the availability of adequate funds in the annual School budget.

Funding will be considered on an individual basis but there will be a limit on the amount of funding available to students. For example, Honours students may be funded to a maximum of \$500.00 for the duration of their project; and Masters thesis students may be funded to a maximum of \$1,000.00 for the duration of the thesis. PhD and DClinPsych students may be funded to a maximum of \$4,000.00 (DClinPsych) or \$6,000.00 (PhD) for the duration of the research for the dissertation. Information about items that are excluded from funding, and current costings of included research items to assist your budget preparation, can be obtained from your supervisor.

To access funding research students will be required to submit a completed Postgraduate Research Fund (PGRF) application to the respective Campus Co-ordinator for the campus that they are enrolled at for the thesis. In the Manawatu this needs to go to the campus secretary for HoS approval.

School research funding may be used for essential items, for example, consumables and other items associated with the cost of undertaking the research. This includes meeting the associated printing cost of Human Ethics proposals; library interloans (standard interloans \$5.00 each, overseas interloans \$15.00 each); the cost of data collection (e.g., travel); survey dissemination including printing costs and postage; as well as feed-back to participants; psychometric tests and their associated consumables.

Ethics Committee: Approved Costs Related to Participants

There may be costs related to incentives to participants in your research. These will only be funded after approval by the Ethics Committee, or as a consequence of a requirement by the Ethics Committee. Cost is usually expected to be within the range of \$10.00 for half an hour, or \$20.00 for one hour, of participant time. Signed and dated receipts from all participants will be required.

Important Dates

Funding exclusions

The following items will **not** normally be funded:

1. Personal support for data collection costs or analysis costs; for example, research assistant or transcription services.
2. Data coding or data entry.
3. Travel to see your supervisor.
4. Printing or photocopying that is not directly associated with the Human Ethics application (for instance, survey dissemination, or other forms of data collection; draft transcriptions; data analysis documents; or participant feedback process, will not be funded).
5. Hardware and software, e.g. external hard drives, specialist software.
6. Urgent library interloan requests.
7. Printing and binding of research report, thesis, or dissertation.

Student Conference Funding

From time to time the School may make funds available to support students attending relevant conferences. As with research funding this is not guaranteed and the level of support is dependent on the availability of adequate funds in the annual School budget. Please contact the Head of School Office Manager for information about conference funds for this year.

Email: Psych.HOSOM@massey.ac.nz

External Research Funding

Securing external research funding can improve the quality of research output, and is now an important addition to one's curriculum vitae. This option can be discussed with your supervisor. The Research Office is the main source of information about external funding agencies, the timing of different funding rounds and application forms.

To obtain further information visit: <http://research.massey.ac.nz>

There are several people other than your supervisor whom you may wish to consult when preparing funding applications. Cara Thompson is an excellent resource for general costing questions. **All** grant application budgets should be discussed with and approved by Cara to prevent such common mistakes as underestimating costs, improper exclusion or inclusion of GST, and overlooking hidden costs.

ALL EXTERNAL GRANT APPLICATIONS NEED TO BE APPROVED BY BOTH YOUR SUPERVISOR AND THE HEAD OF SCHOOL.

Important Dates

Final Dates to "Add Courses"

2017 Semester One and Double Semester	3 March 2017
2017 Semester Two	21 July 2017
2017/2018 Summer School	24 November 2017

See http://www.massey.ac.nz/massey/admission/enrolment/change_withdraw_study.cfm

Withdrawing from Taught Courses

If you decide to withdraw from a taught course, the consequences depend on the date of withdrawal relative to the duration of the course.

If you withdraw before 10% of the tuition period has elapsed, there will be neither academic nor financial penalty. Tuition fees will be refunded and the course will not appear on your formal academic record.

If you withdraw before 75% of the tuition period has elapsed, there will be no academic penalty but you will remain liable for tuition fees for the course. The Course will appear as WD on your formal academic record.

If you withdraw after 75% of the tuition period has elapsed, there will be an academic penalty and you will remain liable for tuition fees for the course. The course will appear with a failing grade (DNC) on your formal academic record.

Time Limits for Your Degree

It is **very important** that you are aware of the time limits for completion of your degree. The time allowed for completion varies according to the qualification that you are enrolled for and whether you are a part-time or full-time student. The best place to check the regulations for your particular programme of study is in the University Calendar itself. A copy of the Calendar may be consulted at any Psychology Office or on the web at: <http://calendar.massey.ac.nz>.

The *maximum* times for completion are:

- Postgraduate Diploma in Arts or Science (Psychology): 4 years.
- Postgraduate Diploma in Cognitive-Behavioural Therapy: 2 years part-time.
- BA or BSc Honours: 1 year full-time, 3 years part-time.
- MA (180cr): 5 years.

Important Dates

- MSc (240cr): 6 years
- MA or MSc by thesis only (120cr): four years.
- Doctorate: 2 - 4 years full-time, 3 - 6 years part-time.

For more detail on timeframes (including timeframes for full-time or part-time study, or changing between them, and timeframes for eligibility for Honours), see http://www.massey.ac.nz/massey/research/higher-research-degrees/masters-student-information/time-limits/time-limits_home.cfm.

Important

It is important to remember that if you choose not to enrol for study in any particular semester, unless you apply for an extension (suspension), that time is counted toward your completion date. If you choose to take time out from study please contact your supervisor in the first instance.

Assessment of Course Work

General

Students will be informed early on in each course about the nature and extent of assessment for that course – note that different courses may have very different types of assessment. It is important for students to pay attention to these requirements, as well as the relative contribution of each piece of assessment to the final grade, so that a reasonable plan of study can be made.

Presentation

Students are expected to develop word-processing skills and to present assignments in typed format. However students will not be disadvantaged if for good reason they are unable to present typed assignments, provided that hand-written presentations are clear, legible and of good standard. Students are encouraged to discuss any problems relating to access to facilities and the presentation of work with relevant course co-ordinators. All referencing for assignments should be consistent with APA format. The Sixth Edition of the Publication Manual of the American Psychological Association is available from the library.

Extensions

Students have a right to know the policy for late assignments of each lecturer in each course. These will be communicated directly to students by individual staff members early in the academic year. **If in doubt**, please ask.

Staff members vary in their policies; students should direct any queries to the relevant lecturer.

Feedback

Staff are aware of the value to students of prompt feedback and constructive criticism. However, there is variability among staff in terms of the relationship of assigned work to learning objectives and the type of contractual agreement made with students. Co-ordinators of individual courses will be prepared to discuss their policy on the marking and return of assignments early in the academic year. The University policy is that in general, marked assignments should be returned 3 weeks after *the due date*. However, unpredictable delays in the marking of assignments sometimes occur. In such cases students should approach the staff member concerned for information about the return of work submitted.

Moderation

Grades with the School of Psychology are subject to three layers of moderation. Firstly, we check within the School that the grades in different courses are fair and reasonable. Secondly, the External Examiner (see below) may recommend grade changes in line with standards from other Schools of Psychology within New Zealand. Finally, grades may be subject to moderation

Assessment of Course Work

by the College who look at all grades for possible errors, grades which are not yet finalised and extreme distributions. For these reasons all grades should be regarded as indicative until officially released by the University at the end of the second semester. For student information, the indicative grades for the first semester courses are sent by letter to each student. These grades will give you a good indication of your final grade but may be changed by the External Examiner or the College.

External Assessment

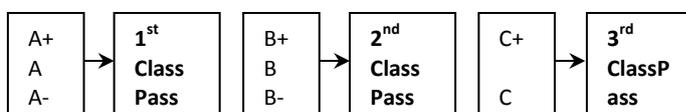
The School of Psychology has a policy that all postgraduate course work should be externally assessed. Late in the academic year a senior academic from the Psychology School of another New Zealand university spends time assessing samples of our postgraduate students' assignments and examination work. The external assessor comments on the consistency and standards within and across postgraduate courses. The aim of this process is to provide reassurance that our academic standards are at least as high as those at other Schools of Psychology within New Zealand.

The external assessor is also well-placed to provide an objective view on any particular piece of work. This can be especially useful in the case of disputed grades which have not been resolved within the School of Psychology. (The usual and required first port of call for such disputes is the Head of School.) **Requests to have specific work looked at by the external assessor should be made via the Head of School.**

Once grades are approved by the College at the end of the second semester, they are then released by the University.

Grading System

The School of Psychology follows a College-based system for determining the class of Honours to be awarded to a student. The following is an example of how the system works:



How to work out your grade point average:

Grade	Grade Point (GP)
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
R	1

To work out a GPA, divide the total weighted grade point by the total course credits. For example:

Course No.	Course Title	Credits	Grade	GP	Weighted GP (Credits x GP)
175.781	Clinical Psychopathology	15	A+	9	135
175.782	Clinical Psychology Assessment	15	A-	7	105
175.721	Child & Family Therapy	15	A-	7	105
175.722	Principles of Clinical Neuropsychology	15	A-	7	105
175.783	Clinical Psychology Interventions	15	A-	7	105
175.730	Professional Practice in Psychology	15	A+	9	135
175.738	Psychological Research: Principles of Design	15	A	8	120
175.746	Psychological Research: Multivariate Data Analysis	15	A+	9	135
175.894	Thesis Part 1 & 175.896 Thesis Part 2	120	A	8	960
Total credits =		240			1,905

Weighted Grade Point Average = $1,905 \div 240 = 7.94$

Therefore, according to the table below, this student would be on track for a First Class Honours.

Class of Honours	Grade Point Average
First Class Honours / Distinction	7.00 - 9.00
Second Class Honours (Division 1)	5.50 - 6.99
Second Class Honours (Division 2)	4.00 - 5.49
Pass	1.00 - 3.99

Thinking about Research

Often beginning your research project, be it an Honours project, Masters thesis, or PhD dissertation, can feel like quite a daunting prospect. It seems hard to know what to expect or where and how to begin.

At an early stage you can examine your own level of readiness for completing a sound research project. Think about the following:

- How well do you write? Do you generally write well-organised, logical, coherent assignments? Does your grammar and spelling need a tune up? Do you know how to write in APA format? If you answered 'no' to most of these you may want to consider taking some writing skills courses.

Albany: Centre for Teaching and Learning
Phone: (09) 441 8143

Manawatu: Centre for Teaching and Learning
Phone: (06) 350 2251

Wellington: Centre for Teaching and Learning
Phone: (04) 801 5799 extension 63389

- Make use of the library and your Liaison Librarians who can provide advice on identifying and using relevant information sources.
- Do you have the necessary methodological preparation? 175.738 Psychological Research: Principles of Design is a required course so that you begin with a grounding in research methodology at the required level. ***If you plan a quantitatively focused research project, then 175.746 Psychological Research: Multivariate Data Analysis is strongly recommended to develop essential knowledge as a basis for the analysis of your data.***

If you require computer skills training, enquire at Information Technology Services about courses for the use of specific software such as Microsoft Word or SPSS for windows. Computer-based training courses for some PC Software are also available.

Thesis Preparation Resources

There is Psychology Thesis Support information available to assist students enrolled in Honours project, Masters thesis or PhD dissertation (sometimes erroneously labelled a 'PhD thesis'). This information is available on-line at:

<http://www.massey.ac.nz/?t23154342s>

The information covers the following topics:

1. Thesis development:
 - What is a thesis?
 - Currently available thesis topics
 - The supervisor-student relationship
 - Topic development – reading articles, selecting measures
2. Research development:
 - Developing a research proposal
 - Massey Ethics Applications
 - Ethical principles
 - Ethics resources and links
3. Self-management:
 - Time management
 - General self-management
4. Computing resources:
 - General computing resources
 - General data analysis resources
5. Words of wisdom:
 - Wise words from other successful graduate students who have completed theses

Many of the issues and problems students encounter in the development of their research are anticipated by this information and students are strongly advised to refer to it.

The Albany Campus and Wellington Campus also run an on-campus thesis development workshop. Topics covered include: finding a research topic, developing a research proposal, reviewing the literature, research design and methodology, bi-cultural research, using the library, applications for ethics approval, writing the dissertation or thesis, resources and funding, and meetings with potential supervisors. Information on this course including dates and times will be advised via the psych-grad@lists.massey.ac.nz email list.

Assessment of Course Work

The responsibility for successful completion of the thesis lies with you. Be proactive about seeking out and making use of resources including your supervisor. Supervisors are aware that the thesis can sometimes seem a daunting and challenging task. We are more than happy to help.

Regulations

Detailed regulations covering the Bachelor's with Honours degrees, Masters Thesis and PhD work are set out in the University Calendar, and students are advised to be familiar with these. These regulations cover, among other things, the Classes of Honours awarded, and important information on time requirements. Please ensure you are very clear about the regulations for your degree when you first enrol.

If you require an extension (suspension) of time due to unexpected circumstances outside of your control, consult your supervisor (in the first instance) or the postgraduate co-ordinator as soon as possible. It is a straightforward matter to apply to the College on a form available online. The quickest way to find it is to search the Massey website for it by its number or name: *RF03 Application for Extension Postgraduate Programme*.

Although it is possible to work from home and accordingly, at a distance, there is an expectation that the student will be able to visit the campus for supervision meetings from time to time. It is also beneficial to attend the campus for seminars and other courses that are available, and to meet other students. If you are not able to attend the campus regularly then you may encounter difficulties completing the Masters thesis or doctoral dissertation.

For research reports and theses, the following word limits are suggested¹.

15 credits 5000 - 6000 words

30 credits 8000 - 10,000 words

60 credits 15,000 - 20,000 words

90 credits 20,000 - 30,000 words

120 credits 30,000 - 40,000 words

Honours Project Reports

The B.A.(Hons) and B.Sc.(Hons) degrees in Psychology require you to conduct research and submit a research report, generally worth 30 credits.

A 30-credit research project can be seen as the equivalent of 2 courses. The research work is normally conducted across two semesters while completing the other 6 courses for the Honours degree (assuming study is undertaken full-time).

¹ HSS CTLC 14 06 61

In order for your enrolment in the Honours Research Report (175.799) or any of the Masters thesis courses (175.8xx) to be approved, an Agreement to Supervise form must be completed. Therefore, identifying a suitable supervisor prior to enrolling for the Honours or Masters research courses is **strongly** encouraged.

The Nature of an Honours Research Project

The project involves independent, supervised research in psychology. You will demonstrate your knowledge about your topic and the field of specialisation, your capability of doing scholarly work, and to formulate conclusions.

Broadly speaking, the requirements of research for a Masters thesis (see below) apply to the Honours project, too. Honours projects differ from Masters mainly in the scope of the research effort. An Honours project is compact, viable within the time-frame, tends to be smaller in scale. The difference in scope reflects the different amounts of time available to the candidates of both types of research.

For those of you with less research experience, the following points will be helpful.

To achieve a good research project and excellent report, you may wish to follow these steps:

- **Find a supervisor.** The starting points are the "initial idea" of your topic and the research, and awareness of the expertise area of each academic who may become your supervisor.

Names of potential supervisors in the school, and the research topics that they offer, are listed at: <http://www.massey.ac.nz/?t1d124347n>

Begin as soon as you can. It is a good idea to approach potential supervisors, and discuss your research plan, by December of the preceding year.

You normally need one supervisor for Honours. Joint supervision of Honours projects is possible.

- **Pin down the topic.** You may have a relatively clear idea of the topic, and what research you intend to do, on the basis of your previous studies, and your reading of technical literature. The fine-tuning of your topic goes along with finding a supervisor. Topics will be revised, refined, potentially changed in discussion with your supervisor.

In practical terms, it is smart to consider topics within the areas of expertise currently represented by our academic staff, and the range of research projects being conducted by academics in the School.

- **Supervision.** Your supervisor will help you to finalise and constrain the topic; then discuss with you the decisions that you are supposed to make about more specific research questions, theoretical approaches, and analysis of data.

Even if you are doing Honours, it is genuinely helpful to read the sections in this Handbook that relate to supervisory relationship with Masters students. Please read the sections 'Arranging for a supervisor', 'Supervisor's Role', and 'Student's Role' (below).

Sign the Agreement to Supervise Form

The form is available on our website: <http://www.massey.ac.nz/?e14784352g>

You will have a clearer idea if you spend time reading the expectations for both supervisors and students on the back of the form.

Then sign, and ask your supervisor to sign. You **must** submit a signed supervision agreement to the School before your enrolment can be confirmed.

- **Plan your project.** The research project requires careful advance planning, mainly because you will need to fit your research work in alongside your commitments in studying other courses. (Cf. also the advice in the section 'Time-frame' under Masters.)

In devising the research plan for the year, consider the following elements, each of which will require a considerable amount of time and focused effort:

Introduction section. You conduct a literature search and examine the background of the research topic. You may need to develop or upgrade your library search skills. After detailed reading, you synthesise published findings relevant to your research topic, and leading to the actual research question.

Method section. You will need to describe, among others, participants, measures, procedures, and ways of analysing your data.

Analysis and results. You should allow a good piece of time for this section which is important. Your study may include mastering a particular technique of data analysis before conducting the analysis. The analysis is often enjoyable but again time-consuming. You will need to write up your findings.

Discussion. In this section, you are expected to interpret the findings, and demonstrate your understanding of the results, including their implications and contribution to the field. This section tends to prompt further literature review and further readings which cannot be rushed.

References and formatting. It is best to develop your reference list as you proceed. However, additional time should be left for preparing, reviewing, editing, and presenting the final document, including the final version of the reference list.

- **Submit your project.** Please **submit 2 copies** of your Honours research report **to the Postgraduate Administrator (Anne Ormsby)**, School of Psychology, Manawatu Campus.

Style: APA format and referencing style are required. Please consult the section 'Writing up your research' under Masters (see below). The Honours research report often mirrors the components of a regular journal article in a scholarly journal of psychology, with abstract and appropriate sections and headings. The report is also usually prefaced with acknowledgements and a 'Contents' page.

- **Presentation:** Honours reports can be submitted spiral-bound, with a cover sheet stating the title of the report, your name, and the degree for which the project is submitted.

The final date for submission is 28 February of the following year.

- **Advantages of earlier submission:** You are likely to see tangible advantages in case you manage to submit earlier, e.g. in late November in your Honours year. The responsibilities of examining an Honours report are similar to Masters, proper examination is impossible in a few days' span. Theses submitted after 30 November of the previous year are unlikely to be examined in time for scholarship application deadlines. You may also miss out on graduation at the mid-year ceremonies in the following year. The prudent option is to plan the schedule of research meticulously, complete, and submit the report in late November.

Students with Clinical Interests

Please note that enrolment in the first year of the DClínPsych (in the subsequent year) is entirely dependent on Honours grades, including the Honours research project. Normally, entry to the Doctorate is by completion of a B.A.(Hons), B.Sc.(Hons) or 240-credit Masters degree, incorporating the required clinical courses and achieving at least Second Class Division I Honours.

If your plan is to enrol in Doctorate in Clinical Psychology, you will need to ensure you submit the Honours / Masters project report by **14 December** in the year immediately prior to commencement of the doctorate, so that marking can be completed in time for enrolment and the consequent eligibility to start clinical 900 level courses. If possible, please submit by **30 November**. No doctoral activities can be commenced until enrolment in DClínPsych has been completed. Not being able to enrol is also likely to affect your library borrowing privileges.

Assessment of Course Work

Master of Arts Coursework Pathway Research Report

The MA Coursework Pathway in Psychology requires you to conduct research and submit a research report worth 60 credits.

In order for your enrolment in the Honours Research Report (175.799) or any of the Masters thesis courses (175.8xx) to be approved, an Agreement to Supervise form must be completed. Therefore, identifying a suitable supervisor prior to enrolling for the Honours or Masters research courses is **strongly** encouraged.

A 60-credit research project can be seen as the equivalent of 4 courses. The research work is normally conducted across one semester after completing the taught course requirement for the MA Coursework pathway degree (assuming study is undertaken full-time).

The Nature of the MA Coursework Pathway Research Project

The project involves independent, supervised research in psychology. You will demonstrate your knowledge about your topic and the field of specialisation, your capability of doing scholarly work, and to formulate conclusions.

Broadly speaking, the requirements of research for a Masters thesis (cf. below) apply to the Coursework Pathway project, too. It differs from 120-credit Masters thesis mainly in the scope of the research effort. The research report is more compact, viable within the time-frame, and tends to be smaller in scale. The difference in scope reflects the different amounts of time available to the candidates of both types of research.

Masters Theses

A thesis is defined as a piece of original research which reveals whether the student has attained technical mastery of the field of specialisation, is capable of doing independent scholarly work, and is able to formulate conclusions. The process of completing a thesis is a process of developing your competence to function autonomously as a researcher.

In order for your enrolment in the Honours Research Report (175.799) or any of the Masters thesis courses (175.8xx) to be approved, an Agreement to Supervise form must be completed. Therefore, identifying a suitable supervisor prior to enrolling for the Honours or Masters research courses is **strongly** encouraged.

The thesis submitted for the Masters degree should contain the results of a piece of independent research that might reasonably be expected of a diligent and competent student after twelve months (or the equivalent) of full-time study. The thesis should demonstrate that the candidate has the ability to conceptualise, design, and carry out research, as well as the ability to report the outcome of such efforts clearly and accurately. There is no stipulation at

Masters level that the outcome of the research should necessarily represent a substantive contribution to knowledge in the field.

The MA (Research Pathway), MSc and MHIthSc degrees in Psychology normally require students to complete a thesis worth 120 credits. Masters theses must be submitted **by 28 February of the year following enrolment in the thesis**. Theses must be submitted by full-time students within 2 years of first enrolling for the Masters degree, if eligibility for Honours is to be retained.

The thesis is expected to be presented in APA format. It should be about 100 pages long and not longer than 150 pages.

PhD & DClInPsych Dissertation

The most complete source of information regarding the carrying out of research towards the awarding of a Doctoral degree is found in the Doctoral Web Book.

To obtain a copy of the Web Book visit:

<http://www.massey.ac.nz/?cf5861401e>

Getting Started - Choosing a Topic

Clearly, the first thing you need to do to get started on your research is get some ideas for a topic. These ideas could arise from a range of sources including but not limited to:

- Your **postgraduate courses** - often lecturers will refer to their own ongoing research interests and activities in the process of covering the course material – a good source of both ideas and potential supervisors!
- Topics "offered" by **supervisors**. To work with your supervisor in the area that they are conducting research is one of the best ways to begin your own research. The School publishes a list of supervisors and the topics that they are willing to supervise every year. This is obtainable from the school web site <http://www.massey.ac.nz/?t1d124347n>, or reading the postgraduate notice boards at Albany, Manawatu and Wellington campuses.
- **External agencies or organisations**. Occasionally, there may be specific topics offered from an external source. For example, an agency outside the university may have requested that the School of Psychology do research in a specific area. Such offers are posted on the postgraduate e-mail list and on the notice boards at Albany, Manawatu and Wellington campuses.
- **Completed theses** - these can be borrowed from the resource room and will give you an idea of topics other students have tackled and the staff that supervised them. You can also search for Massey theses, theses presented at other universities in New Zealand, and overseas theses, using the catalogue on Massey Library Home Page: <http://library.massey.ac.nz>
- Research **seminars**, general **discussions** with staff, your own perusal of the **research literature**.

You should feel free to approach staff members and discuss their / your ideas. It is perfectly reasonable to approach staff when your own ideas are quite general or somewhat "fuzzy". Hopefully, these research ideas will develop and become clearer with ongoing discussions with potential supervisors.

If you are having trouble deciding on a topic, or finding a lecturer to approach concerning supervision, the Postgraduate Co-ordinator may be able to help.

Supervision

It is your responsibility as a student to choose a thesis topic and find a supervisor. We aim to provide the highest quality supervision to our research students. However, the School cannot guarantee to provide you with thesis supervision in the topic of your choice. The research interests of staff may not correspond with the topic area you have chosen. For some students, this means that they will need to modify your choice of topic in order to provide a better fit with staff expertise or staff interests. Alternatively, the most appropriate staff member to supervise your first choice topic may be on leave, or otherwise unavailable, or may already have a full supervision load. You may be more successful if you remain **flexible** in your choice of topics and supervisors.

Arranging for a Supervisor

It is usual to have only one supervisor for Masters or Honours research projects. PhD dissertations generally have one primary (or chief) supervisor and one or more secondary supervisors. Joint supervision of Masters projects is possible, and where individual staff members lack research skills needed for a particular project, it may be useful. Co-supervision may be sought from other Schools where necessary, but this would be unusual and should be organised through the Head of School and the Postgraduate Co-ordinator.

Staff differ in their approach to research and supervision, so students should feel free to talk to potential supervisors informally and find out what their expectations are. The supervisor / student relationship is a unique one, and it is important that both parties feel comfortable about their future contact. Once a student has decided on the choice of supervisor, a formal request can be made to that person. Staff have the right to refuse; if so, another choice has to be made by the student.

Supervisor's Role

The supervisor's major functions are to provide information, ideas, stimulation, constructive criticism, encouragement and direction in all stages of the project. Where more than one supervisor is involved in a project, their respective roles and functions should be discussed and clarified early in the programme.

Accessibility to the supervisor should be arranged by explicit negotiation between the supervisor and student, since appropriate frequency of contact will depend on the nature and stage of the project and on individual student needs. Nevertheless contact should be regular. By accepting a research student a supervisor has made a commitment to full-time tuition.

As part of the supervision of a student's progress, supervisors are required to:

1. Sign the "Agreement to Supervise Postgraduate Research" form, found online: <http://www.massey.ac.nz/?e14784352g>
2. Come to some agreement -- in conjunction with the student -- about the points listed under Supervisors' Responsibilities and Students' Responsibilities.

Assessment of Course Work

3. Read a complete final draft of the thesis before it is submitted.

Responsibilities of a Supervisor

- a) To give guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources and about requisite skills and techniques.
- b) To ensure that the supervisor is not already over-committed and will remain fully conversant with the project.
- c) To maintain regular contact through tutorial and supervision meetings as agreed to with the student, and to provide in these meetings focused and uninterrupted attention to the student and the research.
- d) To assist the student in applying for funding through University and outside sources where appropriate.
- e) To assist the student to develop a proposal for Ethics Committee(s) where appropriate.
- f) To be sensitive to cultural, political or gender issues relating to the student or the research.
- g) To give advice on necessary completion dates of successive stages of the research to ensure that the project is submitted within the scheduled time.
- h) To request written work as appropriate and to return work with constructive criticism within reasonable time.
- i) To ensure that the student is made aware of any inadequacy of progress or of standard of work.
- j) To provide a collaborative research environment and encourage open communication.
- k) To ensure that if they are to be absent from the University for an extended time suitable arrangements are made for appointment of a new supervisor, or for interim supervision of the student.
- l) To discuss publication of the research and to come to some agreement about the timing and the authorship of the publication (refer to the section on Publication later in this Handbook).

Problem Solving

Should you consider that your work is not proceeding satisfactorily for reasons outside your control, you are advised to consult your supervisor in the first instance. However, if you feel that you are not establishing an effective working relationship with your supervisor, it is wise

to discuss the matter promptly and confidentially with the Postgraduate Co-ordinator. If necessary, a meeting with the Head of School will be arranged. Approaches to administration, such as Pro Vice-Chancellors of Colleges, the University Mediator, or other bodies, **should not** be made before these steps have been taken.

Student's Role

Students are responsible for making sure they consult their supervisors regularly. This may take the form of a contract at the beginning of the project specifying mutual obligations and what each party may expect. The student needs to take responsibility for the research at all times. **The supervisor is there for guidance only.** Students are free to discuss their research with staff members who are not responsible for their supervision, providing they discuss with their supervisor any proposed changes that result from such contacts.

Students must ensure with their supervisors that their research has a viable design and that appropriate analyses are chosen before the collection of the data begins. It is imperative that students choose a research topic that matches their research design and analysis skills. The effective study of some topics requires special skills. Students are responsible for the acquisition of any necessary skills and approval of the topic may be dependent on agreement to this principle. **For example, supervisors should not be expected to carry out statistical analyses for students who have not obtained the necessary skills to do it for themselves.**

Because of the importance of research projects, it is vital that a solid working relationship is established with your supervisor, based on mutual respect and a very clear understanding of one another's roles and responsibilities. For this reason it is a good idea to choose someone with whom you can work comfortably and it is important to discuss your respective expectations of supervision.

Responsibilities of the Student

- a) To find a supervisor and arrange for your supervisor to sign the "Agreement to Supervise Postgraduate Research" form.
- b) To get off to a good start with the research and accept that the **principal responsibility for the research and its progress lies with the student.**
- c) To prepare and submit a Postgraduate Research Fund (PGRF) Application for the research, in consultation with the supervisor.
- d) To discuss with your supervisor the type of guidance and comment that can be expected and to assist with clarification of responsibilities.
- e) To maintain regular contact through tutorial and supervision meetings as agreed to with your supervisor.
- f) To take the initiative in raising problems and difficulties.

Assessment of Course Work

- g) To maintain progress of the work in accordance with the stages agreed to with your supervisor, including in particular the presentation of written material in sufficient time to allow for comments and discussion before proceeding to the next stage.
- h) To notify your supervisor if you have to be absent from the University for an extended time and to make suitable arrangements for contact during your absence.
- i) To discuss publication of the research and to come to some agreement about the timing and the authorship of the publication (refer to the section on **Publication** later in this Handbook).

You are reminded that compliance with regulations and the quality of your work is ultimately your own responsibility. The role of the supervisor is to assist you to achieve the best result of which you are capable.

Time-Frame

Time constraints are an issue for most postgraduate students undertaking research projects. It is important to start planning as early as possible. **The research topic and supervisor should ideally be chosen in October or November** to enable the necessary reading in the area to be completed over the summer break. In the process of selecting a topic and establishing a timetable, both the supervisor and student should be especially sensitive to the time required to do the proposed work, and should ensure that the scope of the work corresponds to the level of project attempted (Honours research report, Masters thesis, or doctoral dissertation).

Guidelines for a Proposal

Research proposals should provide a succinct introduction to the research to be conducted. It is important to look beyond the question, design and procedure and offer some comment on the analysis of data to be undertaken. Ethical concerns relevant to the research also require explicit consideration. Proposals will take different forms depending upon the nature of the research that is involved. Topics that are generally relevant include:

- | | |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Introduction | A brief statement of the background to the research and summary of the essential relevant literature, together with the aims or hypotheses to be investigated. |
| Significance | A general statement of why this research is important and should be conducted. |
| Method | As much detail as possible on the subjects, measures, apparatus, design and procedure of the proposed research. |
| Analysis | A detailed statement of how data will be treated and what analysis will be conducted. |

Budget	An analysis of the costs involved in the research and how it is proposed they will be met.
Ethics	Comment on ethical issues involved in the research and proposals for how they will be handled.
Time-frame	A statement of how long the research will take, with estimates given for each phase (planning, development of measures, pilot testing, data collection, analyses, writing up, etc.).
References	Citation of all references involved in the proposal.

A research proposal will usually be prepared at the same time as the application to a relevant ethics committee.

Ethics

All research with human participants requires ethical consideration. Although the student should have the primary responsibility for analysing and dealing with these, the supervisor should guide this process by discussion and by providing information on such things as the NZPS Code of Ethics and Massey screening procedures. Students should anticipate the need to take their proposal to the Massey University Human Ethics Committee and / or regional ethics committees as appropriate. Your supervisor will be able to provide you with guidelines for the preparation of an ethics proposal.

The MUHEC meets regularly each month (excluding December and January), with the deadline for submitting proposals being ten days earlier than the meeting date. Check the MUHEC web site **early in the academic year** for a list of meeting and project submission deadlines as late applications are not accepted.

Most proposals are approved without the need to appear before the Committee. If you are asked to attend a meeting of the MUHEC, you will be accompanied by your supervisor. Being invited to attend such a meeting simply means that the Committee has some issue they wish to discuss, and you should see this as an opportunity to clarify the ethical issues and ensure that your study is ethically sound. On occasion, gaining final ethical approval can take several rounds of discussion, so it is advisable to consider ethical aspects of a project as early as practicably possible.

The forms required for both the Massey and the regional ethics committees are available as computer formatted documents on the web. The Massey University Human Ethics Committee web site has links to regional ethics committees, these links are updated regularly. Massey University Human Ethics Committee web page:

<http://www.massey.ac.nz/?h2d504232s>

Assessment of Course Work

It is also useful to consult the Code of Ethics for Psychologists, downloadable from the Psychologist's Board web site:

<http://www.psychologistsboard.org.nz>

Access to Participants

Where studying a particular topic is dependent on gaining access to a special population such as hospital patients, written permission for this access should be obtained as early as possible. ***No agency should be approached until the proposed research has been approved by the supervisor.*** Once access has been granted, the importance of continuing liaison should be recognised.

Some of the issues you might consider before seeking access include:

- Who or what do you want to research?
- Who are the key individuals, or gatekeepers, who you need to get permission from?
- How much commitment will you require for your research from your respondents in terms of hours, days, weeks, months?
- Is this reasonable?
- Can you identify any potential problems with regard to access?

There are a number of ways in which you might increase your chances of gaining access to a potential pool of respondents / participants:

- Begin by asking for advice on **how** it would be most appropriate to negotiate access.
- Be modest in your requests. A "cardinal sin" is for you to line up respondents and then turn some of them down or ask them to come back later because you are having time tabling, equipment or measurement problems.
- Make effective use of your supervisor's contacts.
- Offer something back to your research participants - perhaps written feed-back or a summary of your results (these should be brief and written in layman's terms). Ask their advice on what might be useful to them. If your research is of potential use or interest to them then they are more likely to allow you access.
- Ask at the right time. Some institutions need to plan ahead, while others like to act immediately. Busy periods and holidays are not good times.
- Be as clear as possible about what you are asking for - which people, how long it will all take, and so on - have samples of your questionnaire / research protocol on hand for inspection.

- Explain the reasons for doing your research, why it will be of value, and what the outcomes might be.

Data Analysis

Your research proposal will require details about the manner in which you plan to analyse your data. You should make every effort to decide what kind of analysis is appropriate. Your supervisor will be of some assistance in this matter.

The software package 'SPSS for Windows' for postgraduate students is available on computers in the student computer laboratories on all campuses.

Information and instructions for installation of this site-licensed software is linked via Massey's web pages at <http://spss.massey.ac.nz>.

Students are expected to conduct their own analyses and this is likely to require some study time. The following consultants are available to assist with any problems which prove too large for you and your supervisor. The best way to get in touch with them is by telephone or email:

Fiona Alpass F.M.Alpass@massey.ac.nz

- Practical problems associated with running SPSS.
- Most methods of quantitative analysis.

Heather Buttle H.Buttle@massey.ac.nz

- Use of Excel and SPSS.
- ANOVA (repeated measures and mixed factorial designs).
- Correlation and regression.

Stuart Carr S.C.Carr@massey.ac.nz

- The organisational psychology of living wages, sustainable livelihood, and decent work, as antidotes to poverty, working poverty and societal inequality.

Kerry Chamberlain K.Chamberlain@massey.ac.nz

- General use of SPSS, setting up systems files, data and file manipulation in SPSS, trouble-shooting SPSS runs.
- Analysis of multi-factorial designs, use of non-parametric statistics, use of Multiple Regression and Factor Analysis.
- Qualitative analysis including discourse analysis, phenomenology and grounded theory.

Richard Fletcher R.B.Fletcher@massey.ac.nz

- Comprehensive knowledge of SPSS for Windows, AMOS, LISREL and STATISTICA.
- MULTILOG, ConTEST, PolyDIMTEST. Item Response Theory (IRT), test construction and essential unidimensionality.

Assessment of Course Work

Ross Flett R.A.Flett@massey.ac.nz

- Practical problems associated with running SPSS.
- All major methods of quantitative analysis (except MANOVA, complicated ANOVA and repeated measures designs).

Dianne Gardner D.H.Gardner@massey.ac.nz

- Using SPSS for hypothesis testing.
- Most methods of quantitative data analysis, including basic SEM.

Gus Habermann G.M.Habermann@massey.ac.nz

- Research design involving cognitive and psycholinguistic variables.
- Hypothesis building, collecting and processing psycholinguistic data, including quantitative methods.
- Psychometrics.

Stephen Hill S.R.Hill@massey.ac.nz

- ANOVA for experimental and quasi-experimental designs.
- Use of MS Excel for simple analyses.

Antonia Lyons A.Lyons@massey.ac.nz

- Most methods of quantitative analysis.
- Discourse analysis.
- Grounded theory.
- Thematic analysis.

Mandy Morgan C.A.Morgan@massey.ac.nz

- Qualitative analysis.

Tracy Morison T.Morison@massey.ac.nz

- Qualitative analysis, including thematic, discourse, and narrative analyses.
- Use of computer assisted qualitative data analysis software.

Michael Philipp m.philipp@massey.ac.nz

- Planning and trouble-shooting most multivariate, inferential analyses.

John Podd J.V.Podd@massey.ac.nz

- Experimental design and ANOVA.

Chris Stephens C.V.Stephens@massey.ac.nz

- Use of SPSS programme, bivariate and multivariate statistical techniques esp. Multiple Regression and Discriminant Analysis.
- Qualitative analysis including Discourse Analysis, Phenomenology, Grounded Theory, Narrative Analysis.

Keith Tuffin K.Tuffin@massey.ac.nz

- Discourse analysis.

Matt Williams M.N.Williams@massey.ac.nz

- Design and sample size determination for experimental and observational quantitative studies.
- Data analysis using SPSS or R (an open source language for statistical computation).
- Most statistical models commonly applied in psychology (factor analysis, SEM, mixed / multilevel modelling, various forms of regression, etc.)
- Bayesian data analysis as an alternative to statistical testing.

Writing Up Your Research

It is possible to write the introduction and method sections before the data collection is completed. This is encouraged, particularly if the data collection is quite lengthy. Do not underestimate the time it will take you to finish writing up your research; in general allow 6 – 8 weeks for an Honours project and 4 months full-time for a Masters thesis. The number of drafts required will vary, but most students can expect to write each section at least twice.

The style of presentation of all research (and most Psychology assignments) is APA format. The APA Publication Manual, Sixth Edition, is on reserve at the Library. Regulations for the presentation of Masters theses are given in the University Calendar. The University Library also has a booklet, 'Notes on the Preparation of Theses', which may be obtained from the Reference Librarian or from the Library web site. Completed theses are held in the Thesis Library in the School of Psychology and may be borrowed. Please note that it is important to acknowledge the involvement of the supervisor and other staff who have assisted with the research.

The acquisition of good writing skills is your responsibility. You can expect the supervisor to provide editorial comment on at least one complete draft of the work, or they may identify writing problems at the proposal stage and, if necessary, encourage remedial action.

It is a good idea not to spend too much time on the first draft. It is rare that this will be satisfactory and it is less frustrating having to change something that has taken a short time to write than to change work on which a long time has been spent. It is usual to write a portion and give it to the supervisor to look at while proceeding with the next part.

The finished product must be in typed form, and the final printout is normally done on a Laser printer which produces a professional finish. It is up to the student to ensure that typographical, grammatical and formatting errors are kept to an absolute minimum, as these can needlessly downgrade the quality of the finished work and will be reflected in the final grade.

Writing up the thesis can be a real challenge for your own personal focus, organisation and self-discipline skills. Making progress on your thesis write-up is often simply a case of "stick ability" and taking small steps at a time. If you find yourself mired in procrastination, then why not try one or more of the following:

- Make notes from your last discussion with your supervisor
- Draft your contents page

Assessment of Course Work

- Type out your references
- Draft the structure for a section or chapter
- Note down points you think you will refer to
- Set yourself a target for writing a given number of words each day
- Write anything so that you have something on your screen
- Give yourself a treat or a short break after a work period, but come straight back
- Don't allow yourself to do anything else until you have written something

The overall aim is to produce some writing as regularly as you can, and then work from there.

'EndNote' – Bibliographic Database

Bibliographic database software such as EndNote or ProCite can be used to keep track of your references and reading material. This is incorporated with word processing software in university computer laboratories.

The University licensing currently permits current Massey students to download this free of charge. See library homepage under "Quick Links" for details. Students may claim reimbursement of this purchase as part of their approved research budget.

The Completed Research Project

Thesis, Report and Project Submission Processes

Research reports should, unless the University Librarian otherwise approves, conform with the format requirements as detailed in the current library handbook *A Guide to the Presentation of Theses*. This is available through the Library or at:

<https://www.massey.ac.nz/massey/fms/Library/Documents/Publications/guide-to-presentation-of-theses.pdf>

Students should also consult their supervisor with respect to the conventions required by the programme or discipline of study.

A candidate presenting a research report for examination shall be required to submit two copies to the Head of School.

Subject to Head of School approval, research reports may be submitted for examination as soft-bound copies.

Embargo

If a student wishes to “embargo” a thesis, please talk with your supervisor. You will need to complete an RF5 Application for Approval to Embargo, supplying justification to do so. This form can be downloaded from:

<http://www.massey.ac.nz/?t3e9c4348g>

Binding and Submission: 30 credit Honours Projects and 60 credit Research Reports

Submit two copies

Projects and reports (30 and 60 credits) do not need to be leather or hard-bound. Submit two spiral bound copies to:

*Anne Ormsby
School of Psychology
Massey University
Private Bag 11 222
PALMERSTON NORTH 4442*

Submission of Master’s Theses: 90 credits and 120 credits

To start the submission process you are required to submit online an electronic copy of your thesis and two administrative forms. If your thesis needs to be embargoed, the Application for Approval to Embargo a Thesis is also submitted at this time.

Bound hard copies are now done via the University for a fee as the submission process for Master’s theses is done online. You have the option to leave all printing requirements with the University (this is the default option) or you can opt to self-print your thesis. For the majority of students, full online submission will be the preferred option. It is more cost effective and timely than self-printing. The web link below will take you to Thesis Submission and Publishing page, detailing what is required for you to submit your thesis under the online submission process as well as how to submit online. There are also forms that you are required to complete and upload as part of your thesis submission.

<http://www.massey.ac.nz/?t3e9c4348g>

If you opt to self-print, you’ll be responsible to arrange printing and submitting two spiral bound copies of your thesis for assessment and submitted to Examinations for processing.

Before the thesis is submitted, *supervisors* should complete the form RF04 Examiners for Thesis Report.

Assessment of Course Work

PhD dissertation – Submit four copies

Four copies of a PhD dissertation (sometimes erroneously called a 'PhD thesis') must be submitted for examination purposes. All four copies may be submitted 'soft-bound' (this option does not include spiral-bound). Eventually, the two copies the library requires must be hard-bound. This means that students can amend and re-submit their thesis without having to bear the cost of re-binding.

Assessment of Theses

Honours projects are normally assessed by two members of the School of Psychology staff who are nominated by the supervisor. Students are not told who the markers are but will receive the written feed-back and final grade after the project is marked.

Masters theses are assessed by one member of the School of Psychology staff and one external examiner (usually from another New Zealand University). The examiners are nominated by the supervisor. At the conclusion of the examination process the thesis is awarded a single grade that contributes substantially to the level of Honours associated with the degree. Ultimately, the examiners' reports will be forwarded to students, however, the identity of examiners and their specific grade recommendations are withheld.

Following submission of a thesis or research project three to six months may elapse before the final result is available. The School attempts to keep these times to a minimum but we frequently must wait for examiners' reports which can sometimes take several months. Once the examiners' reports have been received there are also further administrative processes involving the School, the College, and the University. The latter depend on staff availability and meeting times.

Publication

The School of Psychology encourages students to publish their Masters and PhD research.

If you are interested in publishing your research you need to discuss publication with your supervisor and reach an agreement about the authorship and timing of publication.

Authorship

Depending on the relevant contribution of student and supervisor, the options might range from sole authorship by the student, to joint authorship. Authorship issues are discussed in Standard 6.23 of the ***Ethical Principles of Psychologists and Code of Conduct*** (APA, 1992). In the case of joint authorship there may occasionally be a dispute over who should be senior author. Usually such disputes are easily avoided by discussing the issue early in the supervision process. In the event of such a dispute, where you may feel ill-equipped to handle such negotiations, it is appropriate to refer the situation to an arbiter such as the Postgraduate Coordinator.

You may have little energy for writing up your work for publication immediately following submission of the thesis. This is not unusual and some time may be needed for renewal of

energy and enthusiasm before working on a draft for publication. If you still have no interest in publishing the research after a suitable period of time has elapsed, some written agreement should be made with your supervisor concerning authorship rights to the research. Note that Section 6.23 (c) of the Ethical Principles document referred to above states that "A student is usually listed as principal author on any multiple-authored article that is substantially based on the student's dissertation or thesis" (cited in Cone & Foster, 1993).

Resources

The Library

As a student of psychology, the services and collections of the Library will possibly be **the** major resource for you in your studies.

Massey University Libraries have extensive collections of print and on-line material – books, encyclopedias, journals, journal article databases, CDs, videos, DVDs, theses. They are all listed in the Library's catalogue, accessed through the Library's Home Page at:

<http://library.massey.ac.nz/>

You can use material from any of Massey's three campus libraries. As a postgraduate student you may borrow up to 75 books at a time. The loan period is 8 weeks.

The **subject guide** for **Psychology** on the Library's Home page (<http://library.massey.ac.nz>) is a good starting point to identify and link to relevant journal article databases, web sites and reference resources of relevance to psychology.

Library Access

Thesis and research project students can usually be enrolled as extramural students and receive the distance library service. If you are enrolled for a thesis or research project and you live near a campus, you are expected to visit that campus library for access to books, journals, photocopying and other library services. If, however, you live a significant distance from a campus and for particular reasons you are enrolled as an internal student, then you may be eligible to receive distance library services. If you think you are eligible to receive the distance library services, please contact:

The Distance Library Service
Phone: 0800 MASSEY
Email: Library@massey.ac.nz

Research Consultations

You may want to take advantage of our Research Consultation Service. One of our Liaison Librarians can give you a one-hour session, either in person or by phone, providing advice on identifying and using relevant information sources. This is a free service. Ask at any Massey University campus library. We urge you to make use of this service.

Document Supply Service

Any material not held by Massey University Libraries can be acquired for you (see 'Interloan' above). The cost of regular New Zealand-based interloan service is NZ\$5 per article or book.

Distance Library Service

The Distance Library Service delivers course-related library materials to the homes of eligible students (usually students studying predominantly block mode or extramural courses). More information about this is available on the Library's Home Page:

<http://library.massey.ac.nz> (click on "Distance Learning")

Or by contacting:

The Distance Library Service

Phone: 0800 MASSEY

Email: Library@massey.ac.nz

Computers

Students have access to computers, library databases and the internet by a variety of means. There are dedicated postgraduate computer laboratories operated by Information Technology Services, public student computing and printing facilities in the 'Information Commons' of Manawatu and Albany Libraries and increasing access to wireless networking services across the University.

Postgraduate students are encouraged to improve their computer literacy and to acquire word processing and other computing skills if they do not already possess them. A variety of face-to-face and CD-based training courses or materials are available for postgraduate students via the 'Training' link at: <http://its.massey.ac.nz> at a small cost.

Computing Access

Student ID and PIN codes provide password access to the computers. Files may be saved to a personal network (H:) drive (which is backed to a server each night), or to your own portable storage device (CD or USB drive). There is no charge for access to software, databases or internet, although there are costs associated with printing. Students can increment their computing budget through the Cashier's Office at either campus or on-line via MyMassey and its secure credit card payment system. GST is deducted at the time the money is put into the student's computer account.

Albany

- Quad Block B Basement – *Postgrad only* (50 computers and printer);
- Building 38, Oteha Rohe – *Postgrad only* (12 computers and printer).

For other computer labs, please see: <http://www.massey.ac.nz/?f488c1729s>

Manawatu

- Psychology Building, P2.08 – *Postgrad only* (2 computers and printer access);
- Business Studies Complex (BSC3.09) – *Postgrad only* (25 Computers, scanner and printer);
- Science Tower B (PC and Mac computer laboratories, scanner and printers);

- Information Commons, Manawatu Library (92 computers, scanner & printers);
- Social Science Tower "Link" building (Social Science Extension), SSTE 1.41 – for doctoral students only (2 computers and printer access).

Wellington

- Postgraduates may apply for computer desks in T4 and the college Postgraduate Suite 7C07/08. Please see Megan Burnett, College Administrator, for access to hot desks in 7C08.

Software

The software available includes Microsoft Office (Word, Excel, PowerPoint), web browsers Internet Explorer and Firefox, SPSS statistical package, EndNote (bibliographic software) and access to e-learning environments (such as Moodle/ Stream).

Massey Library can be found on-line at: <http://library.massey.ac.nz> to access the catalogue, journal article databases, and electronic journals.

Statutes and Regulations

The University has strict policies on information technology and communication systems, including the following:

- “No person shall obtain, or attempt to obtain, information from or access to any University information, communication or processing system except as required by the Head of Department, (Section, Unit or Centre) concerned and authorised by the controller of the system; nor shall any person use information or access so obtained for improper purposes.”
- “Improper use includes, but is not limited to, unauthorised access to computing, office, cable infrastructure, data network, telecommunication and communications systems including their storage media; use of systems for purposes other than to meet pre-authorised course and research requirements for which access was granted; use of equipment and communications systems for private purposes, charitable use, entertainment or amusement; use of University equipment and facilities to produce, store, transmit, or display any materials which are obscene, offensive, slanderous or illegal; use of computer equipment and facilities for private gain or unauthorised commercial use; avoidance of restrictions on access; making unauthorised copies of software and data; physical abuse of equipment; electronic abuse, menace or harassment of individuals; contravention of the rights of an individual; contravention of the statutes, regulations and charter of the University and the laws of the land including the Privacy and Human Rights Acts (1993), the Official Information Act (1982), the Public Finance Act (1992), the Employment Contracts Act, the Education Amendment Act(1990) and such other activities deemed improper use from time to time.”
- “The University, or authorised controllers of a University information, communication or processing system, reserves the right to take any appropriate action including to

examine, move, copy or delete any information in the event of a suspected or proven breach of this code of practice.”

Please ensure that you are fully aware of the statutes and regulations that are detailed on the following web site:

http://www.massey.ac.nz/massey/staffroom/policy-guide/information-technology-services/information-technology-services_home.cfm

Computers and Health

Extensive use of computers, without appropriate precautions, can contribute to musculo-skeletal discomfort (occupational overuse syndrome). Advice on how to avoid this health problem is contained in Appendix A.

Technical Services

The School offers students a range of technical services and facilities through the technical staff that can be found in the Workshop on the ground floor of the Manawatu campus. As noted previously, technical services are usually arranged through students' course co-ordinators or supervisors. The technical staff also maintain lists and organise the loan of a range of audio equipment, software and journals held by the School and some members of staff. Albany and Wellington students should enquire at the Psychology Office on your appropriate campus.

Psychological Test Libraries

The School of Psychology has extensive Psychological Test Libraries at Albany and Manawatu campuses and a limited Psychological Test Library at Wellington campus. These libraries contain a variety of tests and books which are available to students on short-term loan, normally for a period of two weeks. Loan material **must** be signed out on the card system in the Test Library and signed in upon return. To access tests contact:

Albany: Please seek the advice of the Albany Campus Co-ordinator.
You may also be able to get information from Veronica Hopner (extension 43101).

Manawatu: Hung Ton
Email: H.Ton@massey.ac.nz
Phone: +64 6 356 9099 extension 85067

Wellington: Carrie Wilson
Email: C.Wilson1@massey.ac.nz
Phone: +64 4 801 2794 extension 63581

Note: Psychological tests that are not available at your campus may be available at the Manawatu Campus.

Resource Rooms

The School of Psychology maintains three resource rooms at Manawatu. Tuia te Mana Māori (Māori Resource Room) in P2.20, houses a range of materials. Te Rau Aroha in P2.21 is a facility for use by postgraduate Māori students.

Copies of completed Honours research reports, Masters theses, Doctoral dissertations and projects by students in the School are held in the Thesis Library (recently moved to a new space; please consult secretaries on Level 2, or Harvey Jones on top level, Level 3, of the Psychology Building). These items may be borrowed using the loan system operated by the School of Psychology secretaries.

At Albany, there is a Māori Resource Room in Room 3.26, on Level 3 of the North Shore Library Building, Albany Village. This is the room that Te Puawaitanga, the support group for Māori Psychology students, is based in. Theses are currently held in the Test Library space in the School (please consult our secretary or tutor).

At Wellington, theses, dissertations and projects are held in the Thesis Library in room 7C50. Theses can be borrowed using the loan system operated by the School. Contact the Campus Co-ordinator to access theses.

Note: Theses are also available through the Massey Library at each campus. You can also search for Massey theses, theses held at other universities in New Zealand and overseas theses using the Library's Home Page: <http://library.massey.ac.nz>

Notice Boards

Information of interest to postgraduate students is posted on various notice boards around the School of Psychology. These notices provide a range of information including messages from Course Co-ordinators, details of social events, opportunities for employment, scholarships, potential research topics and supervisors, as well as funded research positions.

Albany: The notice board is situated on Level 3 of the North Shore Library Building.

Manawatu: There are three notice boards on Level 2 of the Psychology Building on Manawatu Campus. They are: opposite Room 2.06, in 2.08 and 2.23.

Wellington: The notice board for Psychology is in Block 7, by room 7C50 and in K1.

Mailboxes

If you do not regularly visit your home campus please ensure that mail other than freepost participant responses is sent directly to your home address.

Albany: Located in the department, on the third level of the North Shore Library Building, Albany Village.

Manawatu: Postgraduate Study Room, 2.08, on Level 2 of Psychology Building. There is one box for each letter of the alphabet. Students who undertake marking are provided with a personal mailbox.

Wellington: If you require a mailbox, please contact Campus Co-ordinator Ian de Terte; or the College Administrator, Ms Megan Burnett, in Block 7.

Common Rooms

These are located on the third floor of the Psychology Building at Manawatu, or the North Shore Library Building, at the Albany Village. They provide a pleasant place within the School where postgraduate students can meet each other and staff.

Summary

At some point in the not-too-distant future you will be finished with postgraduate study. Your feelings at this point might include a great sense of release and relief. It is also possible that you will experience some feelings of loss - this 'thing' that has been dominating your life is gone now. So, what do you do now? The options are limited only by your imagination, situation and resources. Here are some more or less serious suggestions:

- Take a holiday.
- Celebrate with close family and friends.
- Take the dog for more walks / Give the cat some special treats.
- Plan what you are going to wear to your graduation.
- Read a good book.
- Give some time to your family and friends.
- Write up and publish your research

Remember that learning is life-long. Although you may have achieved your qualification, as you continue to work in the area, you will need to keep up with developments, in psychology in general and in your chosen area within psychology in particular.

Appendix A

Management of Musculo-Skeletal Discomfort (Occupational Overuse Syndrome)

It is important to be aware of the symptoms and causes of musculo-skeletal discomfort and the social and physical factors which may aggravate musculo-skeletal discomfort. Information on these and on correct workplace set-up and the physical adjustment of furniture can be obtained from the university computer network through FLOPERG. It is important to be familiar with and ensure that you apply the information that is available. Please check the poster on exercises in the computing rooms.

There are 4 areas you need to consider in the management of musculo-skeletal discomfort. These are:

- the design of your equipment and tasks,
- the organisation of your work,
- your working environment, and
- early attention to any musculo-skeletal discomfort.

Each of these is considered in turn.

You need to ensure that the equipment you are using is appropriate for your size. If you are using fixed equipment you may need to consider having it altered to avoid having to hold static and undesirable postures for long periods of time. Where tasks require long periods of static muscle contraction you should take micro pauses (very short but frequent rests) and if possible arrange for other tasks to provide variation.

Your work should be organised so that there is a variety and make sure that appropriate breaks are taken. You should avoid setting unrealistic targets or rewarding yourself on the basis of work rates which involve long periods of static posture.

Social and physical factors in your work environment may contribute to earlier onset of musculo-skeletal discomfort. Social factors which may influence the work environment include: workload, deadlines, inter-personal relationships, supervision styles, your control over your work environment and your mental attitude towards new software and / or projects / assignments. You need to deal with any of these factors if it is a continuing source of stress. Undesirable physical aspects of the environment may also add to background stress. You need to consider that the lighting, ventilation, humidity, temperature and noise levels are not providing additional stress.

If you do develop musculo-skeletal discomfort it is important to seek help early rather than persisting with the pain. Further assistance and ergonomic evaluation of your workplace can be obtained through the University Health and Safety Co-ordinator. If pain persists it is important to seek appropriate medical assistance and treatment. Don't underestimate the disabling effects of musculo-skeletal discomfort!