MASSEY UNIVERSITY

GUIDE TO POSTGRADUATE RESEARCH
March 2012

SCHOOL OF HUMANITIES

WELCOME

Greetings and welcome to postgraduate studies in the School of Humanities. This guide is intended to provide an overview of postgraduate research in the School. The main difference between undergraduate studies and postgraduate research is that as a postgraduate student, particularly a postgraduate student enrolled in a Research Report or Master's Thesis, you are the main driver of your research. One of the most important features of postgraduate study is the opportunity to undertake research and present its results in an extended form in a professional manner. For most students this is the first time that they actually engage in research themselves, rather than simply rework what others have written. Students thus operate at the very frontiers of knowledge. We see postgraduate studies as training you to become an independent researcher. Your supervisor will provide intellectual and practical guidance towards that end and the School (and University) provides facilities and some funding to support you in your research. We will also provide a seminar where you will be able to present your work to your peers and meet staff and fellow students. We do, however, expect you to be self-motivated and, as your training progresses, increasingly self-directed. Postgraduate research is both challenging and rewarding in equal measure and the School will support you as best it can on your journey.

This booklet is primarily designed for students undertaking the Research Report. The School also has a vigorous PhD programme, though the regulations and administrative requirements are operated at a university as well as a school level.

This document should be read in conjunction with the College Post-graduate Handbook. Copies can be accessed online.

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CONTENTS

ADMISSION AND PROGRESSION FOR COLLEGE QUALIFICATIONS

Admission and Progression for College Qualifications

ADMISSION AND PROGRESSION: GENERAL PRINCIPLES

The following general principles with respect to admission to, and progression between, graduate and postgraduate qualifications inform the specific requirements set out in Parts A, B, C and D.

Level of Achievement

1.   Admission to Honours or Masters degrees requires a higher Grade Point Average (GPA) in the qualifying degree/major than does admission to Postgraduate Certificates and Postgraduate Diplomas.

2.   Students who meet the GPA requirement for admission to a Postgraduate Certificate or Postgraduate Diploma (but not for direct admission to a Masters degree) may progress to Masters level study subject to achievement of a specified level of performance in the Postgraduate Certificate/Diploma.

3.   Students who have been admitted directly to a 240-credit Masters degree including a thesis may be declined permission to proceed to the thesis component if the required standard of performance is not achieved in the 700-level papers; in such cases, an appropriate Postgraduate Certificate, Postgraduate Diploma or Bachelor Honours degree will be awarded if requirements have been met.

Master of Arts versus Master of Philosophy

4.   Admission to the Master of Arts requires prior completion of either
   a.   a Bachelor of Arts degree, or closely equivalent degree in the Arts, Humanities and Social Sciences, with a major in the same (or very similar) subject as that proposed for Masters study
   b.   a bachelors degree plus a Graduate Diploma in Arts that is endorsed in the same subject as that proposed for Masters study.

5.   Candidates who are otherwise qualified to undertake a Master of Arts programme of study, but whose Bachelor's degree is not Bachelor of Arts (or close equivalent), or whose undergraduate major is in a different subject area from that proposed for Masters study, will enrol for the Master of Philosophy.

Progression to Masters Degree following Postgraduate Diploma

6.   Progression to a Masters degree following a Postgraduate Diploma may require the completion of an appropriate Research Methods paper, if not completed as part of Postgraduate Diploma. Completion may be required prior to admission to Masters degree, or may be concurrent with enrolment in Masters degree.

7.   Progression to a Masters degree may require surrender of the Postgraduate Diploma prior to graduation with the Masters degree. Surrender is not normally required for progression from Postgraduate Diploma in Arts to Master of Arts.

Part A: Admission to Arts Qualifications

Effective from 1 November 2007

1.   **Entry to Graduate Diploma in Arts normally requires**
        Completed Bachelor's degree in any discipline.
        For students whose qualifying degree was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 6.0 with no band lower than 5.5).

2.   **Entry to Postgraduate Certificate in Arts normally requires**
        Completed Bachelor's degree, including at least 30 credits at 200-level and at least 30 credits at 300-level in a subject(s) relevant to the subject proposed for PGCertArts study. *Some disciplines may require additional credits at 200- and/or 300-level for entry.*
        Grade Point Average of at least 4.0 (B-) across the 300-level papers in the subject proposed for study at postgraduate level.
        For students whose qualifying degree was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 6.5 with no band lower than 6.0).

3.   **Entry to Postgraduate Diploma in Arts normally requires**
        Completed Bachelor's degree, including at least 30 credits at 200-level and at least 30 credits at 300-level in a subject(s) relevant to the subject proposed for PGDipArts study. *Some disciplines may require additional credits at 200- and/or 300-level for entry.*
        Grade Point Average of at least 4.0 (B-) across the 300-level papers in the subject proposed for study at postgraduate level.
        For students whose qualifying degree was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 6.5 with no band lower than 6.0).

4.   Entry to Bachelor of Arts (Honours) normally requires

Completed BA degree with a major, or completed GDipArts with an endorsement, in the subject proposed for BA(Hons) study.

Grade Point Average (GPA) of at least 5.0 (B) across the 300-level majoring papers.

For students whose qualifying degree/diploma was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 7.0 with no band lower than 6.5).

5.   Entry to Master of Arts (240 credits, papers plus thesis) normally requires

Completed BA degree with a major, or completed GDipArts with an endorsement, in the subject proposed for MA study.

Grade Point Average (GPA) of at least 5.0 (B) across the 300-level majoring papers.

For students whose qualifying degree/diploma was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 7.0 with no band lower than 6.5).

6.   Entry to Master of Arts (120 credits, thesis only) normally requires

Completed BA degree with a major, or completed GDipArts with an endorsement, in the subject proposed for MA study, *and*

Completed PGDipArts or BA(Hons) degree with an endorsement in the subject proposed for MA study.

Grade Point Average (GPA) of at least 5.0 (B) in the PGDipArts or BA(Hons)

For students whose qualifying degree/diploma was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 7.0 with no band lower than 6.5).

7.   Entry to Master of Philosophy (240 credits, papers plus thesis) normally requires

Completed Bachelor's degree in a discipline relevant to the subject proposed for MPhil study, including at least 30 credits at 200-level and at least 30 credits at 300-level in a subject(s) relevant to the subject proposed for MPhil study. *Some disciplines may require additional points at 200- and/or 300-level for entry.*

Grade Point Average (GPA) of at least 5.0 (B) across the 300-level majoring papers.

For students whose qualifying degree/diploma was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 7.0 with no band lower than 6.5).

**8.   Entry to Master of Philosophy (120 credits, thesis only) normally
       requires**

> Completed PGDipArts with an endorsement in the subject proposed for study in the MPhil degree, or
>
> Completion of a named Postgraduate Diploma in the subject proposed for study in the MPhil degree.
>
> Grade Point Average (GPA) of at least 5.0 (B) in the PGDipArts or named Postgraduate Diploma.
>
> For students whose qualifying diploma was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 7.0 with no band lower than 6.5).

Part B: Progression between Arts Qualifications

Effective from 1 November 2007

1.   **Completion of the Graduate Diploma in Arts allows**

Progression to the PGCertArts, PGDipArts, BA(Hons), or MA, depending on the GPA achieved.

A GPA of 4.0 or higher will allow enrolment in the PGCertArts or the PGDipArts.

Enrolment in the BA(Hons) or MA requires a GPA of at least 5.0 across the 300-level papers in the GDipArts.

2.   **Completion of the Postgraduate Certificate in Arts allows**

Students who complete the requirements for the PGCertArts with a GPA of at least 4.0 (B-) will be eligible to apply to transfer the papers to the PGDipArts, with the commencement date of the PGCertArts regarded as the commencement date of the PGDipArts

Students who complete the requirements for the PGCertArts with a GPA of at least 5.0 (B), and who entered the PGCertArts with a BA degree *with a major in the same subject as the that studied within the PGCertArts* will be eligible to apply to transfer the papers to the MA (240 credits), with the commencement date of the PGCertArts regarded as the commencement date of the MA

Students who complete the requirements for PGCertArts with a GPA of at least 5.0 (B), and who entered the PGCertArts with a BA degree *with a major in a subject different from that studied within the PGCertArts*, will be eligible to apply to transfer the papers to the MPhil (240 credits), with the commencement date of the PGCertArts regarded as the commencement date of the MPhil

Students who complete the requirements for the PGCertArts with a GPA of at least 5.0 (B), and who entered the PGCertArts *with a degree other than BA*, will be eligible to apply to transfer the papers to the MPhil (240 credits), with the commencement date of the PGCertArts regarded as the commencement date of the MPhil

Students who have had the PGCertArts awarded may surrender it towards the PGDipArts, MA, or MPhil in accordance with the schedule above. Students who surrender the PGCertArts will have the time limit for completion with eligibility for honours/distinction, and the overall time limit for completion of the destination qualification, reduced by
➢   One semester for full-time students
➢   One year for part-time students

3.   **Completion of the Postgraduate Diploma in Arts allows**

Students who complete the requirements for the PGDipArts with a GPA of at least 5.0 (B), and who entered the PGDipArts with a BA

degree *with a major in the same subject as the PGDipArts endorsement*, will be eligible to apply to

➢ Transfer the papers to the MA (240 credits), with the commencement date of the PGDipArts regarded as the commencement date of the MA

➢ Proceed to the MA by thesis only (120 credits), following the award of the PGDipArts

Students who complete the requirements for the PGDipArts with a GPA of at least 5.0 (B), and who entered the PGDipArts with a BA degree *with a major in a subject different from PGDipArts endorsement*, will be eligible to apply to

➢ Transfer the papers to the MPhil (240 credits), with the commencement date of the PGDipArts regarded as the commencement date of the MPhil

➢ Proceed to the MPhil by thesis only (120 credits), following the award of the PGDipArts

Students who complete the requirements for the PGDipArts with a GPA of at least 5.0 (B), and who entered the PGDipArts *with a degree other than BA*, will be eligible to apply to

➢ Transfer the papers to the MPhil (240 credits), with the commencement date of the PGDipArts regarded as the commencement date of the MPhil

➢ Proceed to the MPhil by thesis only (120 credits), following the award of the PGDipArts

Students who have had the PGDipArts awarded may surrender it towards the MA or MPhil in accordance with the schedule above. Students who surrender the PGDipArts will have the time limit for completion with eligibility for honours/distinction, and the overall time limit for completion of the destination qualification, reduced by

➢ One year for full-time students

➢ Two years for part-time students

Enrolment in the MA or MPhil thesis may require the inclusion of an appropriate theoretical paper and/or an appropriate research methods paper in the Diploma, or the completion of such a paper(s) prior to or concurrently with enrolment in the thesis.

4. **Completion of the Bachelor of Arts (Honours) allows**

Students who complete the requirements for the BA(Hons) with a GPA of at least 5.0 will be eligible to apply to transfer the papers to the MA (240 credits), with the commencement date of the BA(Hons) regarded as the commencement date of the MA

Students who have completed the requirements for the BA(Hons) with a GPA of at least 5.0, and have had the qualification awarded, will be eligible to apply to complete the MA by thesis only (120 credits)

If the BA(Hons) is awarded with First Class or Second Class (Division 1) Honours, enrolment in the PhD may be permitted

subject to approval of provisional registration. *(Note: Registration for the PhD is subject to approval by the Doctoral Research Committee.)*

5.   Completion of the Master of Arts allows

If the MA is awarded with Distinction or First Class Honours, or Second Class Honours (Division 1), enrolment in the PhD may be permitted subject to approval of provisional registration. *(Note: Registration for the PhD is subject to approval by the Doctoral Research Committee.)*

6.   Completion of the Master of Philosophy allows

If the MPhil is completed with a GPA of 5.5 or greater, enrolment in the PhD may be permitted subject to approval of provisional registration. *(Note: Registration for the PhD is subject to approval by the Doctoral Research Committee.)*

Part C: Admission to Named Postgraduate Qualifications

Effective from 1 November 2007

1. **Entry to named Graduate Diplomas (Emergency Management, Maori Development) requires**

    Completed Bachelor's degree in relevant discipline (or admission with Equivalent Status at graduate level) with GPA determined by admitting programme, and/or professional experience requirements appropriate to the qualification

    For students whose qualifying degree was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 6.0 with no band lower than 5.5).

2. **Entry to named Postgraduate Certificates (Health Science, Nursing) requires**

    Completed Bachelor's degree in relevant discipline (or Admission with Equivalent Status at graduate level) with GPA determined by admitting programme, plus professional experience requirements appropriate to the qualification

    For students whose qualifying degree was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 6.5 with no band lower than 6.0).

3. **Entry to the following Postgraduate Diplomas**

    Cognitive Behaviour Therapy
    Development Studies
    Discursive Therapies
    Maori Visual Arts
    Museum Studies
    Nursing Public
    Health
    Rehabilitation
    Second Language Teaching
    Social Sector Evaluation Research
    Social Service Supervision

    requires

    A completed Bachelor's degree in relevant discipline (or Admission with Equivalent Status at graduate level) with GPA determined by admitting programme, and/or professional experience requirements appropriate to the qualification

    For students whose qualifying degree was not completed at an English-speaking university, demonstration of English language

competence (equivalent to an overall IELTS score of at least 6.5 with no band lower than 6.0).

4.   Entry to the Postgraduate Diploma in Health Science normally requires

Completed Bachelor of Health Science degree, with a major in the subject proposed for BHlthSc(Hons) study.

Grade Point Average (GPA) of at least 4.0 (B-) across the 300-level majoring papers.

For students whose qualifying degree/diploma was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 6.5 with no band lower than 6.0).

5.   Entry to the Bachelor of Health Science (Honours) normally requires

Completed Bachelor of Health Science degree, with a major in the subject proposed for BHlthSc(Hons) study.

Grade Point Average (GPA) of at least 6.0 (B+) across the 300-level majoring papers.

For students whose qualifying degree/diploma was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 7.0 with no band lower than 6.5).

6.   Entry to the following named Masterate degrees

Defence Studies
Maori Visual Arts
Nursing
Public Policy
Resource and Environmental Planning
Social Work (Appl)

requires

A completed Bachelor's degree in relevant discipline (or Admission with Equivalent Status at graduate level) with GPA determined by admitting programme, plus professional experience requirements appropriate to the qualification.

For students whose qualifying degree was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 6.5 with no band lower than 6.0).

7.   Entry to the Master of Health Science requires

A completed Bachelor of Health Science degree, with a GPA of at least 5.0.

For students whose qualifying degree was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 7.0 with no band lower than 6.5).

8.   Entry to the Master of Public Health requires

A completed Postgraduate Diploma in Public Health, with a GPA of at least 5.0.

For students whose qualifying degree was not completed at an English-speaking university, demonstration of English language competence (equivalent to an overall IELTS score of at least 7.0 with no band lower than 6.5).

Part D: Progression between Named Qualifications

Effective from 1 November 2007

1.   Completion of named Postgraduate Certificates

Completion of the Postgraduate Certificate in Nursing may allow progression to the Postgraduate Diploma in Nursing or to the Master of Nursing, depending on the GPA achieved.

Completion of the Postgraduate Certificate in Health Science may allow progression to the Postgraduate Diploma in Arts (Rehabilitation), the Master of Arts, or the Master of Philosophy, depending on prior qualifications and the GPA achieved.

2.   Completion of the following Postgraduate Diplomas may allow progression to the Master of Arts or Master of Philosophy as indicated below

Completed Postgraduate Diploma
PGDip Development Studies
PGDip Museum Studies
PGDip Rehabilitation
PGDip Second Language Teaching
PGDip Social Sector Evaluation Research Social Policy
PGDip Te Reo Maori
PGDip Arts (Disability Studies)
PGDip Arts (GIS)

Relevant Endorsement
Development Studies
Museum Studies
Rehabilitation
Second Language Teaching
Social Policy
Maori Studies
Social Policy
Geography

Students who complete one of the named Postgraduate Diplomas with a GPA of at least 5.0 (B), and who entered the Postgraduate Diploma with a BA or a GDipArts in the named or a closely related subject, will be eligible to apply to

➢   Transfer the papers to the MA (240 credits), with the commencement date of the named Postgraduate Diploma regarded as the commencement date of the MA

> ➢ Proceed to the MA by thesis only (120 credits), following the award of the named Postgraduate Diploma

Students who complete one of the named Postgraduate Diplomas with a GPA of at least 5.0 (B), and who entered the Postgraduate Diploma with any other Bachelor's qualification, will be eligible to apply to

> ➢ Transfer the papers to the MPhil (240 credits), with the commencement date of the Postgraduate Diploma regarded as the commencement date of the MPhil
>
> ➢ Proceed to the MPhil by thesis only (120 credits), following the award of the named Postgraduate Diploma

Such transfer or progression may require the inclusion of an appropriate research methods paper in the Diploma, or the completion of such a paper prior to or concurrently with enrolment in the thesis.

3. **Completion of the following named Postgraduate Diplomas and the following endorsements in the PGDipArts may allow progression to the relevant Masterate degree as indicated below**

Completed Postgraduate Diploma

PGDip Health Science
PGDip Maori Visual Arts
PGDip Nursing
PGDip Public Health
PGDip Arts (Defence Studies)
PGDip Arts (Planning)

PGDip Arts (Public Policy)
PGDip Arts (Social Work)

Relevant Masterate

Master of Health Science
Master of Maori Visual Arts
Master of Nursing
Master of Public Health
Master of Defence Studies
Master of Resource and Environmental Planning
or MPhil (Planning)
Master of Public Policy
Master of Social Work or MPhil

Progression to the relevant Masterate requires completion of the Postgraduate Diploma with a GPA of at least 5.0 (B), and

Progression may require the inclusion of an appropriate theoretical paper and/or an appropriate research methods paper in the Postgraduate Diploma, or the completion of such a paper(s) prior to or concurrently with enrolment in the Masterate coursework or thesis

Where the Postgraduate Diploma has been awarded, surrender may be required before the Masters degree can be awarded.

4.   **The following Postgraduate Diplomas and specified endorsements in the PGDipArts have been designed as "stand-alone" diplomas. Each has specific entry requirements, and completion does not normally allow progression to MA, MPhil, or named Masterate programmes. Students who wish to proceed to masterate-level study should seek academic advice prior to commencing the diploma.**

PGDip Cognitive Behaviour Therapy
PGDip Discursive Therapies
PGDip Social Service Supervision

5.   **The following Postgraduate Diplomas are post-masterate diplomas, and require prior completion of a Masters (or Doctoral) degree for entry. Hence there is no "progression" to masterate level study:**

PGDip Clinical Psychology
PGDip Industrial/Organisational Psychology

PROGRESSING THROUGH YOUR STUDIES

In this section we discuss your pathway through postgraduate studies from the beginning, when you are considering what topic you will study, to the process of submitting your work.

RESOURCES

Research Reports, Masters and PhD Theses are a part of the School's research programme, and the School will contribute to the costs of research worth 60 credits or more.

SEE APPENDIX A FOR FURTHER INFORMATION ABOUT FUNDING.

HOW TO FIND A TOPIC

It is usual for students to find their own area or topic of interest. Don't necessarily expect staff to provide topics for you, but do some digging about for yourself first. This will usually involve some reading of basic secondary sources. It might also be helpful to look at some previous Research Reports. These can be found in the School and in the Massey University Library. You might also look at the titles of theses from other universities. A glance at the topics other people have chosen to study may give you some help in choosing yours and will help to exclude topics that have already been covered. The School's website also includes a list of staff and their research interests which you may find of assistance. Once you have a few ideas then ask staff members for further advice. You should also make contact with the Graduate Studies Co-ordinator who can give early advice and facilitate contact with potential supervisors. You must consult the Graduate Studies Coordinator early in the enrolment process, preferably at least one month before the beginning of Semester One if you are intending to commence your study at the beginning of the academic year. Ultimately your topic must be approved by the School's Graduate Studies Co-ordinator.

INSTRUCTION AND SUPERVISION

The School takes supervision of student research very seriously. You will have at least one staff supervisor with whom you will work closely throughout the year. Supervisors are appointed by the Head of School, having regard to available expertise and staff workload. The appointment will be made by the end of the second week of the semester. You should make a habit of meeting with your supervisor (whether in person or via electronic means) every few weeks throughout the year. Even if there is nothing of substance to discuss on these occasions it is important that contact still be made so that progress (or lack of it) can be monitored.

Remember that part of the staff's teaching function is to provide effective supervision for you. You should not feel that you are encroaching on your

supervisors' time when you go to see them. If they cannot give you attention at that moment, arrange a time when they can.

Supervisors will write two reports on your progress. These reports are designed to help you in that any unsatisfactory work can be detected early enough to enable correction. The first report will be written at the end of June, the second at the end of October. You will see and sign these reports.

POSSIBLE SUPERVISORS

Staff profiles can be accessed via the school web page. This will give you some indication of possible supervisors. However, don't be discouraged if you have an interest not mentioned there. Get in touch with the Graduate Studies Co-ordinator to discuss what might be possible.

SUPERVISION AT A DISTANCE

Increasing numbers of Research Reports and Masters Theses are being done at a distance. Since off-campus candidates cannot participate in the programme of supervision offered on-campus, the Graduate Studies Co-ordinator will assess with particular care whether the candidate has a viable topic in these circumstances, and can work effectively with less personal supervision than an on-campus student could receive. Access to internet and email facilities will also be taken into account. A certain number of meetings with supervisors may be required. In general, students working at a distance will be required to follow the same timetable as on-campus students.

GRADUATE PRESENTATIONS

Students doing Research Reports or Masters Theses are expected to make a presentation, and participate in, the postgraduate seminar days in Palmerston North and Albany. There are two main reasons for this. First, postgraduate students are expected to develop the skills of summarising their projects, presenting that summary to an audience and answering questions on it. They are therefore required to make such a presentation to a gathering of their peers and School staff. Second, it is our experience that students enjoy and benefit from being able to meet and share their research experiences. Postgraduate Research Seminars will be held in Palmerston North and Albany. Dates and times of the Seminar will be advised early in the year, however the Palmerston North seminar will normally be in late July/early August and the Albany Seminar will be held early in September.

STUDY SPACE and WORD PROCESSING

Students based on campus will have access to shared study space on campus.

MANAGEMENT OF TIME

A major key to coping with today's rapidly increasing pace of life is managing your time effectively. Planning and then successfully pursuing your research programme throughout the year requires a realistic assessment that balances ambition with effort and available time.

Most students are inclined to be overly ambitious with their first research aspirations. However, it is a very common to discover that it is more difficult to confine a topic to manageable proportions than to find one in the first place. It is all too easy to get carried away with your research and end up with far more material than you can handle. Remember that you have only 15,000 words for the 60 Credit Research Report and 7500 for the 30 Credit Research Report.

Remember too the paper value of your research. For full-time students, the 60 Credit Research Report counts for two papers, or .5 of your year's work, and .5 of your marks. Thus, as a rough rule of thumb you should devote 2.5 days a week to it. Obviously there are times when you will spend weeks on it, others when you will be unable to spend any time on it, but you should keep in mind that your total average time spent on it should be 2.5 working days in 5. At all costs you must avoid extremes whereby you consistently spend all your time on it, or none of it. The same goes with the 30 Credit Research Report. Since it has the value of one paper, full-time students should devote .25 of their time to it.

Part-time students undertaking the 60 Credit Research Report should be aware that it amounts to half a full-time load.

Effective management, however, consists of much more than providing an appropriate amount of time for your work. It also consists of planning and pro-gressing through the key stages of research. These stages are:

1. finding a topic and deciding upon issues/arguments/questions;
2. researching the topic and developing an interpretive structure or framework, e.g. possible chapter headings;
3. writing a first and subsequent drafts;
4. final production/presentation details and submission.

The following programme is designed to assist you to manage your time effectively through these key stages.

PROGRAMME FOR THE YEAR

BY THE END OF THE FIRST WEEK OF SEMESTER ONE:

By the end of the first week of Semester One you will present your supervisor/s and the Graduate Studies Co-ordinator with a brief written proposal (between one to three pages) which outlines your topic, the question(s) you will be seeking to answer, and the sources you will be using. The proposal should also include a preliminary bibliography. At this stage you should consult with your supervisor to determine whether your project will require Ethics approval. Please note that in these early days it is important that you familiarise yourself with relevant secondary material. While it is tempting to do so, do not rush headlong into your research in primary documents. Make sure that you are aware of the main issues and themes which emerge from any secondary works that come within the broad area of your interests.

In deciding on your topic you need to be mindful that the School can offer only limited financial assistance to postgraduate students (see appendix A). Please ensure you are familiar with the School's policies on reimbursing students and if unsure, consult with your supervisor or the Graduate Studies Coordinator.

In order to get to this point you should have very regular contact with your supervisor and the above proposal should be prepared in consultation with your supervisor.

BY THE END OF THE FIRST WEEK IN JUNE:

By the end of the first week in June you should have, in consultation with your supervisor, a clear sense of what your topic is and be well advanced in your research. You should also have devised, in consultation with your supervisor, a schedule which will allow you to complete your work in a timely manner. You may find it helpful to devise an outline consisting of a list of chapter headings, with a brief paragraph noting the point of each chapter. A supervisor's report on your progress, which you will also sign, is due by the end of June.

POSTGRADUATE RESEARCH SEMINARS:

You will present a seminar to your fellow postgraduate students and School staff (see section on Graduate Presentations). These are likely to be held in Palmerston North in late July/early August and early in September at Albany. This is to be a brief account of the questions shaping the Research Report, what others have said in answer to your questions, what sources you have used and intend to use, how you intend to structure your work and any tentative conclusions you have come to. You are not expected to present a highly polished and detailed account of your research triumphs. This session is very much a 'work in progress' one. Again, all these requirements are intended to keep you thinking about the directions of your research, and to maintain a constant dialogue about management of time and effort both with yourself and staff.

BY THE END OF SEPTEMBER:

A first draft is due by the end of September. Please make sure that even though this is a 'draft' it is accurate! If your work is riddled with spelling mistakes and careless bibliographic and related presentation it may be handed back unmarked. Careless first drafts have a habit of turning into careless final drafts. So get it right first time. It saves so much time in the long run ....

1 OCTOBER:

Most applications for Masterate Scholarships for the start of the following year are due by this date.

At this point the supervisor's second report is due by the end of October.

BY NOVEMBER:

You should have submitted a complete draft of your Thesis/Research report to your supervisor by the end of the first week of November. If you submit your draft later than this you take the risk that you may not have sufficient time to incorporate the feedback you receive from your supervisor in the final version of your work.

BY 31 DECEMBER:

The School's preference is that you submit your Thesis or Research Report prior to the end of December. Candidates seeking to submit after the end of December must discuss this with the Graduate Studies Co-ordinator well before the School submission date.

Students who require further time should discuss this with their supervisor and the Graduate Studies Co-ordinator.

GRADUATE STUDIES COORDINATOR

Your supervisor should be the first point of contact in postgraduate research but you should also feel free to approach the Graduate Studies Coordinator if they can assist your studies. Among other things, the Graduate Studies Coordinator can assist with requests for extensions, should this be necessary and other, more general, postgraduate issues.

PLAGIARISM

Any work containing plagiarism, including self-plagiarism, will be failed. Plagiarism is also subject to University disciplinary regulations (see Massey University Calendar). Plagiarism consists of copying or paraphrasing other work, whether published or unpublished, without clearly acknowledging it in a footnote or endnote.

CRITERIA FOR THE 30 CREDIT RESEARCH REPORT (134.798)

30 CREDITS

The 30 Credit Research Report is an essay of about 7,500 words with the value of one paper. The general requirements and standards are the same as those for the 60 Credit Research Report except that it is shorter and it is essentially based on secondary rather than primary material.

The objectives of the 30 Credit Research Report and the criteria by which it will be judged are:

- a good understanding of relevant secondary literature such that critical points in a controversy are identified;

- the raising of relevant questions about and the development of an argument/s based on this secondary material, followed by the drawing of conclusions and the elucidation of their significance within the context of the secondary material;

- the presentation of the results of the Research Report in good, vigorous prose, coherently organised and effectively documented within the word limit.

Please note that your Research Report is **NOT** to consist of a regurgitation of the secondary material in a narrative or 'reporting' mode.

The emphasis throughout should be on thinking, creative interpreting of material, and effective presentation.

The 30 Credit Research Report should enable you to gain experience in finding, selecting, and interpreting secondary material in a much more intensive and extensive way than is the case with essays normally required for specific papers. This is a process whereby you should develop certain skills in the management of a considerable body material and in the clear expression of ideas which emerge from it.

The supervision of your 30 Credit Research Report and the structured programme throughout the year will be exactly the same as that for 60 Credit Research report students.

CRITERIA FOR THE 60 CREDIT RESEARCH REPORT (134.799, 148.799)

60 CREDITS

The 60 Credit Research Report is a long essay (between 15,000 and 20,000 words). It is based upon primary source material, or sometimes the analysis of texts, as opposed to the secondary material used in most undergraduate essays.

The objectives of the Research Report and the criteria by which it will be judged are:

- an ability to select/define a question or questions on a topic/area of study;

- a thorough understanding of appropriate secondary material, particularly inasmuch as it presents answers to the question(s), and a critical awareness of its development and significance;

- an ability to find, select, examine and incisively analyse a substantial body of primary source material to develop answers to the question(s)

- an ability to develop and offer arguments/conclusions based upon this original research which substantiate, modify, challenge or in other ways add to current understanding of the relevant subject/issue;

- a professional level of writing and presentation.

Please note that your Research Report is **NOT** to consist of a restatement of the secondary material, or a narrative, or a mere 'reporting' of archival material.

The emphasis throughout should be on thinking, creative interpreting of material, and effective presentation.

The Research Report should enable you to gain experience in finding, selecting, and interpreting sources and developing arguments based on them. This is a process whereby you should develop certain skills in the management of a body of often diverse material and in the clear expression of ideas which emerge from it.

EXAMINATION OF RESEARCH REPORTS

Research Reports will be examined by a Massey University staff member not involved in its supervision and also by an external examiner. Both these examiners will be selected by the Head of School on the advice of the Graduate Studies Coordinator. The external examiner will have particular expertise in the subject area of the Research Report, and will not be employed by or enrolled at Massey University.

Before your Research Report is examined, your supervisor will be required to supply a certificate stating that it embodies work carried out by the candidate

under direct supervision and also stating the part they played in its preparation. This document must be signed by both supervisor and the student.

A GUIDE TO PRESENTATION OF RESEARCH REPORTS

- The presentation of your Research Report will be taken into account by those assessing it. Remember that 'a professional level of writing and presentation' is expected in a Research Report.

- Research Reports are to be word processed on A4 paper. Handwritten work is not acceptable. Lines should be one and a half spaced. Make sure that you leave a margin of 3cm for binding. There is an example of the cover/title page of a Report on the postgraduate research web page.

- Two copies of the Research Report are required. One of these is for the Massey examiner, the other for the external examiner. You will **not** get these copies back – one is kept by the School, while the other is placed in the Massey Library. Most students produce three copies overall so that they can keep one. The two copies presented for examination should be spiral bound with the title, author's name, and year on the front cover. A hard cover is not necessary. A clear acetate front cover and a card back cover is quite sufficient.

- For Research Reports it is important that you are accurate in citing references. This is a requirement of good scholarship and examiners will penalise you for inaccurate quotations, or for incorrect citations in footnotes and in the bibliography. It is easiest to check the accuracy of quotations and references as you take notes. The source material may not be readily at hand when you prepare your final draft. And make sure your spelling and level of presentation generally are up to standard. Careless work will be penalised heavily and may even be rejected altogether.

Remember that a Research Report will live on forever in the Massey Library! It is up to you whether you make it something to be proud of, or have it haunt you for years ….

EXAMPLE OF COVER/TITLE PAGE OF A RESEARCH REPORT

**Attitudes of Tui Shareholders to the Tui-Kiwi Dairy
Company Merger, 1996-97**

A research report presented in partial fulfilment of the
requirement for the Bachelor of Arts with Honours in History at
Massey University

Stewart Holdaway
1997

CRITERIA FOR THE MASTERS THESIS (134.899, 135.899, 148.899, 148.899)

120 CREDITS

The Masters Thesis has a word limit of between 30,000 and 40,000 words.

The Thesis is a substantial exercise in original research. Students are expected to demonstrate:

- an ability to select/define a topic/area of study;

- a thorough understanding of appropriate secondary material and a critical awareness of its development and significance;

- an ability to find, select, examine and incisively analyse a substantial body of primary source material;

- an ability to develop and offer arguments/conclusions based upon this original research which substantiate, modify, challenge or in other ways add to the current understanding of the relevant subject/issue. In general terms, a Masters Thesis is expected to make a contribution to knowledge but within the obvious constraints of 30,000–40,000 words and a time limit of one year for full-time students;

- a professional level of writing and presentation.

MASTERS THESIS PROGRAMME

As noted above, Masters Theses are limited to 30,000-40,000 words. At first sight, this may seem a large number of words to write but many students find that, given the nature of advanced research, it is in fact relatively short. In choosing a topic you need to give careful consideration to what you can reasonably cover within this word limit and it is important to consult with your supervisor on this.

Supervision of Masters Theses will be arranged prior to the beginning of the semester. Supervisors are appointed by the Head of School, having regard to available expertise and staff workload. Where appropriate two supervisors may be appointed for Masterate projects. In consultation with your supervisor you should devise a timetable which will enable you to complete your research in a timely manner. As previously noted in the School's Guide to Postgraduate Research School's preference is that Masters Theses are submitted prior to the end of December.

Please refer to Appendix A at the rear of this book for more information on funding.

A GUIDE TO PRESENTATION OF MASTERS THESES

The Massey University Library has a detailed guide on the presentation of theses. Remember that you need to provide three copies of your Masters Thesis. Your thesis may be submitted soft bound but you will need to provide one hard bound copy and an electronic copy of your thesis to the Graduate Research School at the conclusion of the examination process. Your thesis will not be formally accepted as having been completed unless these are supplied so it is very important for you to ensure this is done. You will also need to provide a signed declaration that the electronic copy of your thesis is identical to the hard bound version of the thesis you have submitted to the Graduate Research School.

You will need to submit three printed copies of your thesis and an electronic copy of your thesis to the School; following which your thesis will be sent out for examination. For details on the presentation of theses see the information on the Library's website. Make sure that you leave a 4cm margin for binding. The School office has information with regard to binding services. Three copies of the thesis must be submitted to the School. You will *not* get them back. One is kept in the School, and the others are placed in the Massey Library.

A copy of the front cover of a Masters Thesis appears on the next page, followed by a copy of the title page. Make sure your name and the year of the thesis appears on the spine as well. **NB**. The year of the thesis means the academic year in which your thesis was submitted, so if you commenced your thesis in 2011 you would put 2011 as the date of your thesis, even if your thesis was submitted in February 2012. If you are unsure about this consult with your supervisor or the Graduate Studies Coordinator.

MASTERS THESIS EXAMINATION

The Masters Thesis is examined by a Massey staff member not involved in its supervision and also by an external examiner. Both these examiners will be selected by the Head of School on the advice of the School's Graduate Studies Coordinator. The external examiner will have particular expertise in the subject area of the Thesis, and will not be employed by or enrolled at Massey University.

Before your thesis is examined, your supervisor will be required to supply a certificate stating that the thesis embodies work carried out by the candidate under direct supervision and also stating the part the supervisor played in preparation of the thesis. This must be signed by both supervisor and the student.

AN EXAMPLE OF THE FRONT COVER OF A MASTERS THESIS

"POWER TO THE PEOPLE?"

**THE PALMERSTON NORTH MUNICIPAL
ELECTRICITY DEPARTMENT, 1910-1996**

**KAREN J. MORGAN
1996**

EXAMPLE OF THE TITLE PAGE OF A MASTERS THESIS

"Power to the People?"

The Palmerston North Municipal

Electricity Department, 1910-1996

A thesis presented in partial fulfilment of the requirements for the
degree of Master of Arts in History at Massey University

Karen J. Morgan
1996

- **ASSISTANCE WITH RESEARCH FUNDING**

ASSISTANCE WITH RESEARCH FUNDING

The School provides postgraduate students enrolled in research reports and theses with a contribution towards their research costs. Students can apply for reimbursement for items such as research related travel, accommodation, photocopying, production costs and other reasonable expenses.

NOTE: No reimbursement will be made without receipts. An EFTPOS receipt is not a GST receipt unless it has the company name and GST number on it.

All claims for reimbursement (other than claims for production costs) must be lodged with the School Administrator no later than the end of November. Requests for reimbursement must be approved by the supervisor. Claims for reimbursement must be completed using the Postgraduate Reimbursement form - click here.

The assistance that the School can provide is very limited. Students doing 30 Credit Research Reports would not normally be eligible for reimbursement. Students doing 60 credit Research Reports (700-level) are entitled to $300 towards their expenses. Thesis (800-level) students are entitled to $500 towards their costs. Please note that the $500 allocated to research costs applies to the entire period in which you are writing your Masters Thesis. That is, if you take two or more years to write your MA thesis **you do not** receive $500 per annum for each year in which you are enrolled. Students enrolled in a Doctoral Thesis are entitled to $800 per annum for three years. Doctoral students may apply for assistance to be extended beyond three years by applying to the Head of School.

In addition, each student enrolled in a research report or thesis is entitled to $50 in interloans. These can be charged directly to the School using a GL number which can be obtained from the School Administrator, Sharon Cox (s.a.cox@massey.ac.nz).

■ **PROTOCOLS FOR SUPERVISED
   GRADUATE RESEARCH**

PROTOCOLS FOR SUPERVISED GRADUATE RESEARCH (sub-PhD)

These protocols were drawn up by Massey University for implementation by Schools/ Departments/Institutes from the beginning of 2001.

PURPOSE OF THESE PROTOCOLS

Supervised graduate research is a major and critical activity at Massey University. The University is committed to developing effective principles and procedures to foster excellence in research and a supportive research ethos.

These protocols are designed to establish principles and procedures for supervised graduate research at the sub-PhD level – for example, for Masters, Bachelors with Honours, and Postgraduate Diplomas. They are intended to raise staff and student awareness of some basic issues and conditions that are integral to a quality supervised graduate research culture.

Whereas the administration of PhD study is organised centrally within the University, through the Doctoral Research committee, (for information on the nature and administration of PhD activities consult the *Handbook for doctoral Study*), supervised graduate research at sub-PhD level is decentralised within each of the University's five Colleges.

Each College is to ensure that the principles and procedures outlined in this document are implemented within its various Departments/Schools/Institutes. These protocols both inform and complement University, College and sub-College regulations, guidelines and good practices for supervised graduate research.

EXPECTATIONS

A supervised graduate research culture ultimately depends on both staff and students being aware of their respective expectations and responsibilities. These should be discussed and made clear to all parties at the beginning of a supervised research project.

In general, students should expect:

- clear written information about graduate entry standards and enrolment processes;

- clear written information about the rules, regulations, administrative and academic requirements for their supervised research activity;

- appropriately qualified, informed, helpful and accessible supervisor/s;

- provision of appropriate and reasonable resources for the agreed-upon project;
- regular monitoring and feedback on progress;
- acceptance into a supportive academic culture of their unit.[1]

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[1] Throughout this document, the term 'unit' is used in a generic sense to refer to the component parts of a College. Depending on the nomenclature and structure within each College, a 'unit' can refer to a Department, an Institute, a School, and/or the various components of these entities.

In general, supervisory staff should expect research students:

- to be committed to their studies;

- to be in regular contact with their supervisor/s;

- to listen to advice;

- to discuss problems immediately they arise;

- to meet agreed deadlines during research, writing of drafts and submission;

- to participate, where appropriate, in the research culture of their unit.

BASIC RESPONSIBILITIES IN A SUPERVISED GRADUATE RESEARCH CULTURE

It is the responsibility of supervisors, with the support of the Postgraduate Studies Committee:

- to be the first port of call for guidance in all matters of sound research practice;

- to have research interests and expertise appropriate for the student's research, and an ability to involve other relevant professionals, from inside or outside the University, in the supervisory process as required;

- to be aware of and provide students with any University, College, or unit information booklets or other printed material relevant to the adminins- trative and academic requirements for their research project;

- to be knowledgeable about the appropriate rules and regulations for the research. This would cover such issues as word limits, formats, product- ion matters, submission dates, number of copies required for submission, examination procedures and criteria. Supervisors should also provide clear assessment criteria and marking schedules;

- to be knowledgeable about resource requirements for the project, such as technical and financial aspects;

- to be aware of, assist and support their research students in applying for any relevant University research funding, as well as to any relevant government and other external research funding agency. The various application dates and formats should be known;

- to be informed about any legal, professional, ethical and safety issues that may concern the research. Supervisors should be aware of the University's Intellectual Property Policy as it applies to research students, and, as relevant, the policies on Human Ethics, Inter-Ethnic Research, Animal Ethics, Genetic Technology and Safety. Supervisors should be able to advise students on whether ethical or other approval is required, and how to make an application to the appropriate committee;

- to discuss with their students, at the beginning of their programme, their mutual expectations of the supervisory relationship. Some supervisors and students may decide on a fairly informal interaction. Others may wish to draw up a more formal 'contract';

- to have regular communication with their research students so that supervisor and candidate can give each other their prepared attention. Even if there may be no matter of actual academic substance to discuss at any particular pre-arranged time, the communication itself is often very important;

- to develop with their students an overall plan/timetable for the research. This typically covers such issues as planning the project, research, analysis, preparation of draft chapters, revision, physical production and submission;

- to encourage research students to submit written notes, ideas and draft chapters for comment at agreed times during the project. Any comment on submitted work should be prompt, encouraging and helpful;

- to monitor student progress and to make sure that students are performing adequately. In general, supervisors should help to keep their research students on track and on time, and develop an expectation of timely completion;

- to report regularly on student progress in a formal way according to the procedures of their unit. Students should be involved in this process and receive feedback;

- to be aware of any significant problems, either academic or personal, that may adversely affect a student's progress. Staff should be aware of, and able to advise students about the range of support offered by Student Services;

- to encourage research students to participate in the social and academic culture of their unit.

Supervision at a distance:

- Students writing postgraduate research reports at a distance are due the equivalence of supervision and assistance to that available to students on campus. This means they receive the same information, instruction and guidance.

- Since on-campus supervisory meetings cannot usually be held, supervisors and students should be in regular contact, as with on-campus students, with scheduled meetings via telephone, fax and/or email as appropriate.

- Students writing a thesis should make a presentation to their peers and staff at an appropriate occasion. Students need to be informed of this requirement so as to build this potential travel cost into their programme.

- Students are to have the same access as on-campus students to any financial support for research and production that their unit has available.

It is the responsibility of units –

- to encourage graduate students to participate in both the social and academic culture of the unit. As part of this process, students should have an introduction to the unit and its facilities (such as the common room and office equipment), to secretarial staff, to academic staff responsible for graduate programmes overall, and to other academic staff members working in similar or related research fields;

- to develop a supportive research culture for research students, both as individuals and, as appropriate, as members of a group. Staff-student forums, and support groups for students can be very effective. In general, units need to encourage feedback from their graduate students to enhance a constructive and supportive relationship;

- to encourage graduate seminar presentations and attendance at unit seminars, and to participate in other activities (such as conferences and publication) where appropriate;

- to provide information and support for the supervisor(s);

- to cover a supervisor(s) absence such that the student is never left unsupervised;

- to consider the supervisor(s) overall workload and ensure that a supervisor does not have too many research students;

- to have a 'graduate committee' or at least a 'graduate contact person' to inform students about matters of interest in the unit and to support and enhance the graduate study environment;

- to develop overall monitoring procedures whereby a supervisor is required to report formally a number of times a year on the progress of a student. Students should be involved in this process and receive feedback.

It is the responsibility of graduate research students –

- to be committed to their studies;

- to accept that graduate research is about developing intellectual independence and learning, not dependence and being taught. Thus research students should be 'active' with their research and within the supervisory relationship, and not passively wait to be told what to do. Research and related activities should be worked out with supervisors such that both supervisor and student contribute to the overall strategy adopted;

- to be in regular and pre-arranged communication with their supervisor;

- to seek and accept advice. This does not mean a slavish adherence to a supervisor's ideas, but to accept that supervisors do have expertise in research and related matters and that their advice should be given the most careful consideration;

- to discuss problems (such as personal and conflict of interest) immediately they arise. A supervisor should be informed of significant problems that affect the quality of a student's research. This does not mean that a student is required to tell a supervisor the details of personal/family problems, but the student should at least inform a supervisor there are events hindering the research programme. The supervisor is then in a position to suggest possible avenues for assistance (such as through Student Services) and to make application, if appropriate, for the suspension of a project to protect the student's interests with regard to time limits for completion;

- to discuss any academic problems immediately they arise. Supervisors can then assist as appropriate. In some cases this may mean seeking some academic assistance/tuition from elsewhere on campus, for example, with use of statistics;

- to meet agreed deadlines during research, writing drafts, and submission. A timetable/plan for completing the project should be developed with the supervisor at the beginning of the project, and continually updated as required;

- to participate in the research culture of their unit. This means keeping in touch with the unit, being aware of and attending appropriate seminars by staff and visiting speakers, and student functions. The unit should keep students informed about such activities, but students should also make the effort to find out what is happening, especially if they spend periods off campus. Units should also arrange for research students to give seminars on their research at an appropriate time.