



Dissertation Handbook 2011

**School of Nursing and Midwifery
Gold Coast, Logan, Nathan**

Welcome to the School of Nursing and Midwifery, Griffith University. It is a pleasure and a privilege to include you in a School with a growing reputation in health, nursing and midwifery education, scholarship and research.

The School of Nursing and Midwifery is committed to the development of nursing practice, theory and research in positive and visionary ways. The School is also committed to the development of graduates who will make a positive difference in nursing and healthcare. Through developing research, consultancy and continuing education opportunities, the School seeks to serve the nursing profession, the health care system and the broader community.

Students in Honours and Postgraduate programs offered by the School and the Health Group undertake a 40-50 Credit Point (CP) dissertation. These programs include:

- ◆ Griffith Health Group Honours
- ◆ Master of Advanced Practice (Health Care Research)
- ◆ Master of Advanced Practice with Honours (MAP Honours)
- ◆ Master of Midwifery with Honours (MMid Honours)

A dissertation is an important research training process. It is a means of building on and extending your professional knowledge and your research contributes to the ongoing development of health, nursing and midwifery. Through your work you participate in a professional, research community of scholars. As your work will contribute to the body of knowledge in the disciplines of health, nursing and midwifery, we encourage you to discuss publishing your work with your supervisors.

The purpose of this handbook is to provide you with a guide while you undertake your research and prepare your dissertation. It includes information that will help you to select supervisors and maintain a working relationship with them. It provides information about conducting research, preparing your dissertation and submitting it for examination. In addition the handbook also outlines the material resources that are available through the School and the University, as well as detailing administrative procedures.

We hope that you will access the available services and participate in School activities, and that this handbook will assist the academic and administrative aspects of your research endeavour. Please feel free to ask questions if you are uncertain about anything. We value any suggestions or feedback that you may have. We look forward to your contribution and participation in the School and wish you well in your studies and research.

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Postgraduate Programs Convenor

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1.0 Supervision and Selection Responsibilities

1.1 Overview of Nomination Process

In the semester prior to commencing your dissertation you need to:

Consult: Discuss your topic, enrolment and potential supervisors with the School Honours Advisor (Health Group Honours) or the Postgraduate Programs Convenors (MAP Health Care Research, MAP Honours and MMid Honours).

Interview: Meet with potential supervisors to discuss potential projects

Select: Negotiate your supervisor preference with your potential supervisors and the School Honours Advisor (Health Group Honours) or the Postgraduate Programs Convenor (MAP Health Care Research, MAP Honours and MMid Honours).

Nominate: You and your chosen supervisors should complete and submit documentation to formalise your supervision arrangements.

1.2 Choosing and Negotiating Supervision

Students need to discuss their enrolment and potential supervision with the School Honours Advisor (Health Group Honours), Postgraduate Programs Convenor (MAP Health Care Research, MAP Honours) and Program Convenor (MMid Honours). Your strand convenor will also be able to provide advice. They will be able to give you guidance about your ideas, potential projects and supervisors. Staff with appropriate expertise in either or both the content area and research methods will be highlighted to students from the staff profile. For example, you may find that you can undertake a project that is part of a currently-funded research project.

The normal practice in the School is to have two supervisors – a principal supervisor and an associate supervisor. Some supervisors may choose to provide co-supervision. Most supervisors are happy to organise teleconferences to accommodate cross-campus supervision.

It is the responsibility of the student to contact potential supervisors to discuss their project. Students are advised to discuss their plans with a number of academic staff who may be appropriate supervisors before nominating potential supervisors. To locate potential supervisors, refer to the staff profiles that are available from the:

- ◆ School Website: www.griffith.edu.au/school/nrs/
- ◆ Research Centre for Clinical and Community Practice Innovation (RCCCI) <http://www.griffith.edu.au/health/research-centre-clinical-community-practice-innovation>
- ◆ School Administrative Officer – Postgraduate, who will be able to supply you with a current listing of projects / supervisors

These profiles give an indication of the qualifications, research interests and areas of expertise of potential supervisors within the School of Nursing and Midwifery. Appointment of supervisors is related to their specialist expertise in the chosen topic, methodological expertise (in relation to your topic), their availability, and their current supervision load. An honours project is considered research training, so it is important to make sure your supervisors have expertise in the methodology you are using for your research, as well as your topic. In selecting a supervisor, you might consider the following questions:

- ◆ Does this person have a project available for me within a funded project?
- ◆ Does this person have expertise in the proposed methodology / methods for the research?
- ◆ Is this person well acquainted with / interested in the proposed research area?
- ◆ What has this person and his/her students published?
- ◆ What type of work have this person's previous students produced?
- ◆ Do I feel I could work with this person?
- ◆ Is this person's working style compatible with completion of an independent piece of research in a short timeframe?
- ◆ Is this person available for the entire supervision period?

1.3 Supervisor Nomination Documentation

Students are required to nominate a principal and associate supervisor and submit the *Nomination or Change of Dissertation Topic/Nomination or Change of Supervisors* (Appendix 2) to the School Administrative Officer - Postgraduate, School of Nursing and Midwifery, within one week of receiving your memorandum of results and before enrolling in the dissertation courses.

Students should be aware that while their preferences for supervisors will be taken into account, other factors such as staff supervision loads might mean that it is not always possible to approve the supervisors nominated by a student.

MAP Health Care Research, MAP Honours and MMid Honours

If students do not wish to nominate any supervisors, they should leave this section of the form blank, and the School Assessment Board, on the recommendation of the Postgraduate Programs Coordinator or the School Honours Advisor, will appoint supervisors on the student's behalf in consultation with the supervisors. If students wish to discuss their supervision nomination they should contact their Strand/Program Convenor or the Postgraduate Programs Convenor who will be able to provide further advice. Students should also note that they are required to discuss their topic with their supervisors and submit a full dissertation proposal to their supervisors by the end of Week 2 of teaching. This proposal should set out a viable project, including the research problem being investigated, plus a brief description of the method and literature review to be undertaken.

Health Group Honours

Health Group Honours students should note that they are required to organise supervision prior to enrolling in 6001HLS Dissertation Preparation.

If students do not wish to nominate any supervisors, they should leave this section of the form blank, and the School Honours Advisor will appoint supervisors on the student's behalf in consultation with the Health Group Honours coordinator.

1.4 Responsibilities of the Student and Supervisor

The School expects that all of its dissertation students will have the benefit of full and effective research supervision throughout the dissertation component of their program. By its very nature, the relationship between the student and supervisors is a negotiated one. Supervision aims to meet the diverse needs of students and to be able to deal with the range of individual issues that may arise at any time during research work. A supervisory relationship for Honours and Masters dissertations is a different form of teaching and learning from coursework components of programs, as it is assumed that the student will:

- ◆ generate much of the direction for the dissertation, and
- ◆ be able to work independently for most of the time.

Both parties share the responsibility of ensuring that the research project is conducted in an appropriate and timely manner, each having obligations and responsibilities.

Responsibilities of the Student

- ◆ Becoming familiar with the University's rules governing the degree.
- ◆ Discussing with supervisors the type of help considered most useful, and keeping to an agreed schedule of meetings that will ensure regular contact.
- ◆ Attending meetings with a set of clear questions to be answered;
- ◆ Keeping notes of advice given at meetings.
- ◆ Taking the initiative in raising problems or difficulties and sharing responsibility for seeking solutions.
- ◆ Maintaining the progress of the work in accordance with the stages agreed with supervisors including, in particular, presentation of any required written material in sufficient time to allow for comments and discussions before proceeding to the next stage.
- ◆ Discussing progress, impediments and maintaining the agreed timetable with the supervisors at regular intervals.
- ◆ Adopting safe working practices relevant to the field of research at all times.
- ◆ Adhering to ethical practices appropriate to the discipline.
- ◆ Accepting responsibility for producing the final copies of the dissertation and its content, and ensuring that it is in accordance with the relevant requirements, including the standard of presentation.
- ◆ Assisting the supervisors and University to identify the specific needs of students from equity backgrounds and recommend appropriate support measures.
- ◆ Submitting draft work in a readable form, and indicating briefly where the piece of work fits into the plan of the thesis as a whole.

Responsibilities of the Principal Supervisor

- ◆ Establish a clear relationship between all parties.
- ◆ Assist in identifying and clarifying the student's research topic and later help in planning the research, including: the methodology, the relevant body of literature and the development of a schedule that ensures timely completion of the project.
- ◆ Act as a consultant in the conduct of the research, including assistance in the presentation by students for seminar presentations and research and ethics proposals.
- ◆ Maintain regular contact with the student, establishing regular meeting times, identifying a timetable for completion of the various elements of the research project, keeping notes of advice given at meetings.
- ◆ Specify when written work is to be completed so that progress can be monitored.
- ◆ Read and provide timely feedback and comment in detail on drafts of the topic and research work in such a way that, in the final analysis, the topic and thesis is the student's own work.
- ◆ Assist the student with administrative aspects of conducting the research.
- ◆ Recommend the names of at least two examiners for the dissertation to the School Honours Advisor/Postgraduate Programs Convenor.
- ◆ Submit a progress report that can be presented to the School Assessment Board by the School Honours Advisor/Postgraduate Programs Convenor at the end of each semester, as well as any additional progress report that may be required.
- ◆ Be familiar with School and general guidelines and regulations on the conduct of masters and honours programs and supervision of honours and masters research topics.
- ◆ Hold a qualification equivalent to that being supervised, or have published work in the area that satisfies the School Assessment Board that the staff member is competent to supervise the proposed research.
- ◆ Be a member of staff of the School holding a confirmed or continuing appointment, or fixed-term appointment of sufficient length for the purposes of supervision.
- ◆ Ensure that the student has adequate supervision for any shorter periods of absence, particularly at important times throughout the conduct of the research, for example, just prior to submission.

Responsibilities of the Associate Supervisor

- ◆ Advise the student as appropriate on any matter relating to the research.
- ◆ Act as principal supervisor during absences of the principal supervisor.
- ◆ Hold a qualification equivalent to that being supervised, or have published work in the area that satisfies the School Assessment Board that the staff member is competent to supervise the proposed research.
- ◆ Be a member of staff of the School holding a confirmed or continuing appointment, or fixed-term appointment of sufficient length for the purposes of supervision.

Responsibilities of the External Advisor

- ◆ Advise the student as appropriate on any matter relating to the research.
- ◆ Hold a qualification equivalent to that being supervised, or have published work in the area that satisfies the School Assessment Board that the staff member is competent to supervise the proposed research.
- ◆ Be of recognised standing in his / her field of academic and/or clinical expertise.

1.5 Interim Supervision

If approval has been received for only one supervisor to be appointed to supervise a student, arrangements will need to be made to provide supervision during periods when the supervisor is absent for longer than one month during normal semester periods. Likely interim supervisors should be identified at the start of the program so that delays in appointing them are avoided.

1.6 Changes to Supervision Arrangements

If you need to change your supervision arrangements for any reason:

- ◆ Consult with the Postgraduate Programs Convenor or the School Honours Advisor
- ◆ Submit a *Nomination or Change of Dissertation Topic/Nomination or Change of Supervisors* (Appendix 2) to the School Administrative Officer - Postgraduate (MAP Health Care Research, MAP Honours or MMid Honours) or to the School Administrative Officer (Health Group Honours).

In most cases, it is expected that a student and his or her nominated supervisors will be able to establish and maintain a close consultative relationship. It is recognised, however, that there may be occasions when differences of a personal or professional nature may work against the development of a productive working relationship. Where it is clear that a supervision relationship has not been successful or has become counterproductive to the student's work, the student or supervisor may request the Postgraduate Programs Convenor or the School Honours Advisor to consider the appointment of an alternative supervisor or supervisors.

2.0 Dissertation Enrolment

All students should check their eligibility to undertake a dissertation before completing their enrolment. Students must gain approval in order to enrol in the dissertation programs. Please review the Griffith University program catalogue for the admission requirements for each of the programs

www.griffith.edu.au/programs-courses

2.1 Dissertation Courses

MAP Health Care Research, MAP Honours and MMid Honours

Dissertation enrolment in MAP Health Care Research, MAP Honours and MMid Honours is managed as four courses of 10 credit points each (total 40CP):

7999NRS_P1	Dissertation 1	10CP
7999NRS_P2	Dissertation 2	10CP
7999NRS_P3	Dissertation 3	10CP
7999NRS_P4	Dissertation 4	10CP

Research for the dissertation is generally conducted and written over one semester full-time, or two semesters part-time.

- ◆ If enrolling full time, students enrol in all four dissertation programs in one semester.
- ◆ If enrolling part time, students enrol in two dissertation programs per semester.

At times, circumstances may require variation to this enrolment pattern. Students should be aware that when they enrol in the final Dissertation component (7999NRS_P4 Dissertation 4) they are expected to submit their dissertation by week 13 of that semester. If students have any questions regarding enrolment they should discuss these with their supervisors, or the relevant Program Convenor.

Health Group Honours

Dissertation enrolment in Health Group Honours is managed as five courses of 10 credit points each (total 50CP):

6000HLS_P1	Dissertation 1	10CP
6000HLS_P2	Dissertation 2	10CP
6000HLS_P3	Dissertation 3	10CP
6000HLS_P4	Dissertation 4	10CP
6000HLS_P5	Dissertation 5	10CP

Together with coursework, research for the dissertation is generally conducted and written over a two semesters full-time. A plan for part time enrolment should be negotiated with your supervisor and approved by the School Honours Advisor. Students should be aware that when they enrol in 6000HLS_P5 Dissertation 5 they are expected to submit their dissertation by week 13 of that semester. If students have any questions regarding enrolment they should discuss these with their supervisors, or the School Honours Advisor.

2.2 Enrolment

Students are responsible for ensuring their enrolment is correct. To successfully finalise your enrolment you will need to complete the following:

- ◆ Check your eligibility to undertake a dissertation with the School Honours Advisor or the Postgraduate Programs Convenor.
- ◆ Prior to commencing the dissertation, negotiate and nominate supervisors
- ◆ Enrol in the dissertation courses 7999NRS_P1-4 (MAP Health Care Research, MAP Honours and MMid Honours) or 6000HLS_P1-5 (Health Group Honours) depending on your status - full or part time and at the campus where your principal supervisor is located.
- ◆ Confirm the required date for submission of the dissertation.
- ◆ Submit a full proposal for the topic to the supervisor by the end of week 2 of the first semester of enrolment (MAP Health Care Research, MAP Honours and MMid Honours).
- ◆ In a semester when you are enrolled and are not submitting your dissertation, make sure a progress report is submitted to the Postgraduate Programs Convenor (MAP Health Care Research, MAP Honours and MMid Honours) or the School Honours Advisor (Health Group Honours).
- ◆ Check your transcript of results at the end of each semester to see that it reflects your correct details and progress.
- ◆ Apply in writing if you require an extension to the submission date.

Further information regarding Student Administration Policies and Forms is available from the Griffith Portal.

Griffith Portal > Student > Student Forms

2.3 Length of Program

MAP Health Care Research, MAP Honours and MMid Honours

The maximum time allocated for completion of Masters programs in the University is 5 years and is inclusive of any periods of leave. A student may request a leave of absence for a period of up to four semesters.

Health Group Honours

The maximum time allocated for completion of the Health Group Honours is outlined in the Griffith University Bachelors Honours Degree policy. Currently, the policy states that the total length of candidature, including any coursework for which credit is given, must not exceed three years (six standard semesters).

2.4 Leave of Absence

MAP Health Care Research, MAP Honours and MMid Honours

- ◆ Submit a written request specifying the period of leave required with the principal supervisor's endorsement to the Postgraduate Programs Convenor for approval.
- ◆ Submit a Request for Leave of Absence to Student Administration, available from Griffith Portal > Student > Student forms. Please ensure you complete the correct form for your program.

Health Group Honours

- ◆ Submit the Request for Leave of Absence for Honours Students Only form to Student Administration, available from:
Griffith Portal > Student > Student forms.

2.5 Progress Reports

Each semester the supervisor, in conjunction with the student, will submit a *Dissertation Supervision Semester Progress Review* (Appendix 3). This report summarises the student's work, allows for comments about supervision and makes recommendations about continuing enrolment. Reports should be submitted by week 13 to the School Honours Advisor (Health Group Honours) or the Postgraduate Programs Convenor (MAP Health Care Research, MAP Honours and MMid Honours).

2.6 Interim Grades

When the student is making satisfactory progress they will be awarded a grade of *CTG* (continuing) and will progress in their dissertation. If the student is not making satisfactory progress, this could result in a fail grade being awarded for the dissertation by the School Assessment Board. In this instance, students are advised to discuss their progress with their supervisors and the School Honours Advisor (Health Group Honours) or the Postgraduate Programs Convenor (MAP Health Care Research, MAP Honours and MMid Honours).

2.7 Seminar Presentations

Students are encouraged to present their research in progress and/or findings at Honours seminars and at least once in the Research Centre for Clinical and Community Practice Innovation Seminar Series (supervisors will be able to provide students with current seminar details). This activity provides students with an opportunity to share their work with others and gain feedback and critical review of their work. It will also provide students with an opportunity to develop conference presentation skills. Supervisors will assist students in preparing for seminar presentations.

2.8 Academic Integrity

Academic integrity refers to honesty and trust in all aspects of academic work. It includes the way students and staff write assignments and papers, conduct themselves during examinations, and behave as researchers.

The principles and procedures for dealing with academic misconduct in relation to students enrolled in undergraduate and coursework postgraduate courses and programs are available from the academic integrity website.

Griffith Portal > Student > Exams and Assessment > Academic Integrity for Students

3.0 Ethics Approval

Students need to discuss the ethical implications of their proposed methods and the approvals they will need to obtain from relevant ethics committees with their supervisors. All possible ethical issues that are raised by the research should be addressed including: the roles of physical, psychological or social harm; confidentiality; consent; storage of data; etc. Students must apply for approval early, as proposals can take one or two months to be processed. Students cannot commence the data collection activities for which ethics approval is required until approval has been formally given.

3.1 Consult

Students' supervisors will provide guidance about the ethics approval application process. Advice must be in accordance with the guidelines set out by Griffith University. These guidelines can be accessed online from www.griffith.edu.au/or/ethics/.

The University has established Committees to review the ethical aspects of research involving human participants. Applicants are encouraged to read the Griffith University Human Research Manual before preparing an application. www.griffith.edu.au/or/ethics/humans/

For further information please contact the Ethics section in the Office for Research on 07 3735 4106.

3.2 Prepare an Application

Any research that requires ethics clearance must be submitted for scrutiny. A standardised application form must be used. This is accessed on-line via www.griffith.edu.au/or/ethics/. Note that the consent and information package detailed in the guide must be used as part of an application.

Principal supervisors are responsible for the ethical conduct of students' research, therefore, the supervisor must be 'Chief Investigator' and the student the 'Student Investigator' on any ethics applications.

Make sure the completed application is reviewed and signed by the principal supervisor and the Head of School or Centre Director before submission to the Office of Research.

3.3 Approval

Notification of the Committee's decision is made to the principal supervisor who will contact the student. Any requests for further information or modification to the proposal must be made before the student conducts any data collection.

3.4 Progress Reports

Students are required to provide the Ethics Committee with ongoing and final reports as stipulated in the Human Research Ethics Manual.

3.5 Data Storage and Archiving

There are nationally recognised standards for the storage of all research data. Guidelines for these standards can be accessed via the Office of Research Website www.griffith.edu.au/or/ethics/.

4.0 Conducting the Research and Writing the Dissertation

A dissertation is a coherent exposition of a research study that follows an ordered sequence in which the research objectives, relationship to other scholarly work, methodology and strategies employed, and the results obtained are identified, analysed and evaluated. Through the dissertation a student establishes her/his capacity for independent research and knowledge of the topic and the discipline. Specifically, the student needs to develop an argument which demonstrates an ability to initialise and frame a question, respond to and represent a variety of viewpoints, provide balanced evidence for positions adopted, develop appropriate methodologies and methods, collect data in an ethical manner, and interpret and generalise data in a defensible way.

4.1 Planning the Dissertation

The task of writing the dissertation or producing the practical work is part of the research process and is often best undertaken progressively throughout candidature. In consultation with their supervisors, students may benefit from giving early consideration to matters such as the development and presentation of their material. The following strategies may be employed in the work leading to the submission of a dissertation:

- ◆ Define or locate a problem, topic or theme
- ◆ Identify a theoretical framework and/or methodology
- ◆ Review the literature to establish the relationship of the problem, topic or theme to the scholarly context
- ◆ Plan/modify the research design
- ◆ Accumulate relevant data
- ◆ Analyse data
- ◆ Draw conclusions in light of material analysed

4.2 Choosing a Dissertation Topic

In selecting their dissertation topic, it is important for students to work closely with their supervisors and ensure:

- ◆ It is manageable - that is, that the student can undertake it in the time available and it is not so general that they will never really be able to come to terms with it in the space of 20,000 to 25,000 words;
- ◆ The topic is not only based on strong interest on the student's part - substantial initial reading should enable testing of the topic's relevance to the discipline(s);
- ◆ There is more than enough information and data available for student's to use, not only with respect to library sources, but that the research design adopted will yield sufficient data for what will become the major part of the dissertation.

Questions that may help topic selection include:

- ◆ Is there a recognised need for research in the area?
- ◆ Is the research achievable within the allocated time?
- ◆ Does the topic match the student's capabilities and interests?
- ◆ Is the research area open to further professional development?
- ◆ Are research facilities and/or information available to the student to undertake all necessary research in the topic area?

Supervisors can be helpful to the student by assuring that the topic is:

- ◆ appropriate and will lead to a dissertation at Honours and Masters level
- ◆ within the capacity of the student to handle successfully while promising to extend the student's research skill and discipline knowledge.

It is worth considering undertaking a project within a larger project for which your supervisor has received funding, or that is within their program of research. Undertaking a study that is part of your supervisor's program of research has many advantages, including:

- ◆ The project will be clearly defined
- ◆ If it is funded, the student will have access to more resources
- ◆ There are real benefits of being part of a team
- ◆ Undertaking a project in a well-developed program of research means that the findings contribute to developments in an area, and is more likely to be significant
- ◆ Your supervisors will be very knowledgeable about the methods / topic
- ◆ Ethics approval may already been gained for the project

4.3 Changing a Dissertation or Project Topic

The School Assessment Board expects that the application of the above criteria in the definition of a dissertation topic will ensure the suitability of the topic. Nevertheless, it is recognised that in exceptional circumstances, the research area agreed to by the supervisors and the student and approved by the School Assessment Board may prove to be inappropriate, because it does not fulfil one or more of the above criteria. In such circumstances, it is the supervisors' responsibility to help the student define a more promising research area. A proposal to change a dissertation topic must be made jointly by the supervisors and the student to the School Assessment Board. A change of topic may necessitate a change of supervisors.

A student who wishes to make significant changes to the proposed topic should first discuss the changes with their supervisors and then apply in writing to the School Honours Advisor (Health Group Honours) or Postgraduate Programs Convenor (MAP Health Care Research, MAP Honours and MMid Honours) for approval using the *Nomination or Change of Dissertation Topic/Nomination or Change of Supervisors*. (Appendix 2).

4.4 Developing the Proposal

Students should present their initial research plan to their supervisors no later than week 2 of the first semester of enrolment in 7999NRS_P1 or 6001NRS_P Dissertation 1. Supervisors will assist further refinement of the plan. In this plan consider:

An introduction

- ◆ a concise description of the dissertation topic and why it is important
- ◆ the major question that the dissertation will answer, along with subsidiary questions
- ◆ a concise statement about what is known at this point concerning the field of investigation. Students should refer to the major authorities, interpretations and theories in the field as they understand them at this early stage, and why the topic is of interest.

An overview of the project at this early stage

- ◆ the framework to be used - conceptual or theoretical basis
- ◆ the proposed research design and methods of data collection and analysis
- ◆ an early indication of possible chapter headings
- ◆ an initial reading list, which may have some annotation as a guide to the student and his/her supervisors
- ◆ an outline of the ethical implications of the proposed methods.

A timeline and management plan

- ◆ This should address activities and resources required.
- ◆ The tasks to be undertaken and the time periods and links between those tasks and the resources needed to conduct the research should be detailed.
- ◆ This plan is a useful tool for discussing progress with your supervisors and reflecting on progress throughout the project.

4.5 Reviewing the Literature

The literature review can be commenced once the dissertation topic has been decided. The literature review informs the project and enriches research design. It enables the student to gain a broad and deep knowledge of the topic literature and the major interpretations, theories and points of research interest within it.

Activity to review the literature review will be at its most intense at the beginning of the research project. However, the literature review continues throughout the program of research, ensuring that the study is informed by the most recent literature.

4.6 Designing the Research

Research design may be defined as a plan for carrying out an inquiry. It maps the population for investigation, the tools and the methods of data collection and the processes for analysis and investigation. It is the means by which an interest in the research issue is turned into a coherent and justifiable project that contributes new knowledge. Therefore, much thought needs to go into the design for the research. It is a significant focus for discussion between you and your supervisors. Supervisors will discuss the various types of research designs common in the discipline and methodological area.

4.7 Collecting the Data

Data is collected in many ways. Data collection must be consistent with the method of inquiry and must be conducted in an ethical, rigorous and trustworthy manner. The student and supervisor need to discuss the means and progress of data collection and supervisors need to be familiar with the data set the student is generating.

It is worth reiterating here that no data may be collected without application for ethical approval or certain knowledge that it is not required. Ethics in research are addressed in section 3 of this handbook.

4.8 Analysing and Interpreting the Data

The process of analysis and interpretation must be guided by recognised and rigorous procedures. There are a number of questions the student might pose in order to check their process:

- ◆ Has the research design been comprehensive enough for my purposes?
- ◆ Have I examined my data in sufficient depth?
- ◆ Are there significant omissions from my data?
- ◆ Am I using it in a manner that is valid?
- ◆ Have my results demonstrated the project's significance?
- ◆ How inclusive are the explanations that I have drawn from my data?
- ◆ Are there other alternative explanations that might be signalled or other lines of inquiry that might be signalled or other lines of inquiry that might be reasonably pursued?

4.9 Developing the Chapter Structure and Headings

Developing the chapter headings of your dissertation helps establish the boundaries for the dissertation, provides it with a logical development, as well as conveying the framework of the investigation. Students need to discuss the dissertation structure with their supervisors as soon as the dissertation topic is refined and the research design is decided upon.

The dissertation needs to provide information that is organised in discrete chapters. The following list is a guide. Note that although usually only one chapter is needed to fulfil each of these tasks, you may require more than one depending on the nature of your work:

- ◆ introduction to the dissertation and research question / problem
- ◆ literature review
- ◆ methodology and defence of it; the research design used; method and description of the process used
- ◆ how data were analysed
- ◆ description of findings or results
- ◆ discussion: a summary and discussion of the findings and their significance as new knowledge
- ◆ conclusion, significance of the dissertation and recommendations
- ◆ references
- ◆ appendices.

Chapter headings may vary according to the nature of the project.

4.10 Writing the Dissertation

A dissertation takes tangible form through writing. Writing a dissertation, in the form of drafts, should commence as early as is possible in the research process. For example the introduction, literature review and methodology can be prepared quite early. These early drafts become an invaluable point of discussion between you and your supervisors. Appropriate reworking of them will facilitate the project and the dissertation.

The criteria for effective writing in this context include:

- ◆ clarity of expression
- ◆ ensuring that the main ideas are clear to the reader and are rendered in a convincing way through the evidence produced
- ◆ logical sequencing of ideas
- ◆ definition and mastery of abstract or specialist terms
- ◆ establishing and sustaining the reader's interest
- ◆ appropriate and accurate grammar, spelling and word usage
- ◆ accurate and consistent referencing
- ◆ accurate and consistent proof reading
- ◆ an ability to engage in constructive criticism of the work to develop and refine ideas.

The introduction and literature review shall:

- ◆ frame the problem that the dissertation is investigating
- ◆ make clear to the reader what question/s are addressed
- ◆ establish a rationale for the study
- ◆ embed the research statement in an appropriate theoretical/conceptual framework
- ◆ provide dialogue between the theoretical framework and the direction of the study
- ◆ in the textual commentary indicate the student's level of comprehension
- ◆ in the literature review, reflect the student's mastery of the scholarly context of the study. It should be comprehensive, demonstrate critical synthesis and include the most important and the most recent studies.

The methods and results chapters are guided by the following criteria:

- ◆ a clearly described theoretical framework for the methodology
- ◆ a well argued rationale for adopting a particular methodological approach with the constraints acknowledged
- ◆ a clear outline of the use of the methodology and methods in health research and articulation of its use in relation to similar or relevant studies that have been conducted
- ◆ a clearly directed methodological approach in terms of targets, controls, parallel studies, representativeness, understanding of logistical problems, limitations and methods of validation (as appropriate)
- ◆ a clear understanding of the steps followed in data analysis, and why the strategies being followed were adopted; a clearly explained approach to qualitative/ quantitative analyses
- ◆ a commentary on findings with reference to the research question/s established earlier
- ◆ a clear explanation of the major themes of the dissertation
- ◆ clear articulation of the central argument of the thesis and its significance.

The final chapter needs to include the following:

- ◆ A summary of the topic and the major aspects of the project
- ◆ The statement of sustainable and comprehensive claims in terms of the research study and academic infrastructure which preceded it;
- ◆ The statement of sustainable claims with respect to the place of the study in the discipline.

References

All references cited must be included in the reference list and must be documented in a consistent, accurate and conforming style. The School of Nursing and Midwifery prefers students to use the American Psychological Association referencing style. This system is used widely in nursing literature and journals. Copies of the APA Guide are available in the library and are generally available in the bookshop on the Nathan and Gold Coast campuses. However, whichever system is used, it should be used consistently. Students are advised to discuss their referencing system with their supervisors and ensure that they use the most recent version.

Appendices

The appendices may include copies of a variety of materials. For example, survey forms, interview questionnaires, relevant transcriptions from ethnographic data and policy extracts which are relevant to the dissertation. They must be clearly and consistently numbered and referred to within the text of the dissertation.

4.11 Presentation and Formatting

The dissertation is the presentation of the research and its findings. This document needs to be complete and accessible to the reader, most particularly the examiner. The preparation of dissertations for examination should be in accordance with the University's Guidelines for Undertaking a Dissertation in Honours and Masters by Coursework Programs, available from the Griffith University Policy Library.

Griffith Portal > Student > Student Forms > Student Policies > Policy Library

The responsibility for the format of the dissertation or project rests with the student after consultation with their supervisors. A major consideration in the presentation of work is the ease with which an examiner can undertake the task of examination. Postgraduate students must make their own arrangements for the typing and proof-reading of dissertations.

How long is the dissertation?

- ◆ Approximately 20,000 and 25,000 words in length. It is recognised that the extent of a dissertation may vary, depending on the topic, problem requirements and methodological demands.
- ◆ It is the opportunity to present the research in clear, comprehensive, succinct terms
- ◆ There may be academic penalties if the work does not fall within these guidelines. The student is advised to look closely at the examination criteria

How should the text be prepared?

- ◆ It is expected that the dissertation will be in English.
- ◆ Select a print size of text in the main body of the dissertation of not less than 11 point.
- ◆ 1.5 or double line space between text lines.
- ◆ Create margins of at least 4cm, and top, bottom and right hand margins of at least 2cm.
- ◆ Number the pages sequentially.
- ◆ Depending on the referencing system used, place references/footnotes either in the body of the text, at the bottom of each page, or at the end of each chapter.

How should the text be printed?

- ◆ Print the text on good quality International A4 (297cm x 210cm) bond paper on one side of the page only.

What is the text sequence on the front page?

- ◆ The full title of the dissertation.
- ◆ The full name and academic qualification of the student.
- ◆ The name of the Faculty in which the program was undertaken, and the name of the University.
- ◆ The name of the degree for which the dissertation is submitted including the words: "Submitted in partial fulfilment of the requirements of the degree of .."
- ◆ The date (month and year) of submission of the dissertation

What is the text sequence for the dissertation contents?

- ◆ a short abstract of approximately 400 – 600 words;
- ◆ a table of contents, a list of all diagrams and illustrations and a list of supplementary material, if any;
- ◆ a statement acknowledging the extent and nature of any assistance received in the pursuit of the research and preparation of the dissertation;
- ◆ a signed statement of originality including the words, 'This work has not previously been submitted for a degree or diploma in any university. To the best of my knowledge and belief, the dissertation contains no material previously published or written by another person except where due reference is made in the dissertation itself';
- ◆ the main text; divided into appropriate chapters;
- ◆ the reference list;
- ◆ appendices (including a confidential appendix where appropriate);
- ◆ supplementary material separate from the bound dissertation and submitted as part, or in support of, the dissertation such as computer print-outs, films, video-tapes, models, music scores, tape recording etc.

How are diagrams, tables and figures located in the dissertation?

- ◆ Small diagrams, tables and figures are incorporated into the text.
- ◆ Full-page diagrams are inserted on the page immediately adjacent to the text that describes it.
- ◆ Diagrams exceeding A4 size are placed after the main body of the dissertation and bound in such a manner that they may be opened out and read. This entails a left-hand margin of at least 2cm.
- ◆ Supplementary material such as rolls of film which cannot be bound together with the dissertation are placed in a storage container, which will ensure their protection.

Referencing

- ◆ The School of Nursing and Midwifery uses the APA referencing style.

5.0 Submission

When?

The submission deadline for all Masters and Honours dissertations is Week 13 of enrolment in 7999NRS_P4 Dissertation 4 or 6000HLS_P5. This means that when students enrol in their final dissertation course, they are signalling an intent submit their dissertation by week 13 of that semester. Students must be currently enrolled in order to submit a thesis.

N.B. Where the dissertation is submitted after the due date and no extension has been authorised, a grade of 'Fail' will be awarded.

How?

- ◆ Student and supervisor(s) need to plan the submission. Students should ensure that their supervisors have sufficient time in which to provide feedback on final drafts of their dissertation prior.
- ◆ One month prior to submission of the dissertation, an Appointment of Examiners form should be submitted to the School Honours Advisor (Health Group Honours) or Postgraduate Programs Convenor (MAP Health Care Research, MAP Honours and MMid Honours) by the student's supervisors, nominating two potential examiners.
- ◆ Students need to obtain approval to submit their dissertation from their supervisors prior to submission. Where students submit a dissertation against the advice of their supervisors, the examiners will be advised of this after the dissertation has been examined.

What is submitted and to whom?

- ◆ The final draft, approved by your supervisor, is the version of the dissertation that must be submitted.
- ◆ MAP Health Care Research, MAP Honours and MMid Honours students must submit four copies, three soft bound and one unbound, of their dissertation to Student Administration on their campus
- ◆ Health Group Honours students must submit three copies of their dissertation to the School Administration Officer - Postgraduate, School of Nursing and Midwifery.
- ◆ Copying and binding of the dissertation are the student's responsibility. Soft binding allows for secure packaging and revision should it be required.
- ◆ It is the candidate's responsibility to allow sufficient time before the submission deadline for copying and binding to occur and to keep a copy in case of accidental loss.
- ◆ The bound copies are forwarded to examiners for marking. The unbound copy is temporarily held by the School prior to lodgement with the University Library.
- ◆ Where possible, examination copies of the dissertation will be returned to the candidate.

Extensions to the Submission Date

MAP (Health Care Research), MAP Honours and MMid Honours

If, for any reason, students require an extension to their submission date, they must gain approval to do so using the following process.

- ◆ Apply in writing at least one week prior to the date of submission to the Postgraduate Programs Convenor and copied to Student Administration requesting an extension to the submission date, giving reasons for the request.
- ◆ Provide documentation supporting the request and include a new proposed submission date.
- ◆ Gain the endorsement of the principal supervisor for the request.

If an extension is granted, students will be awarded a *CTG* (continuing) grade and they will be required to re-enrol in 7999NRS_P4 Dissertation 4 the following semester.

Health Group Honours

- ◆ Apply in writing at least one week prior to the date of submission to the School Honours Advisor, requesting an extension to the submission date, giving reasons for the request.
- ◆ Provide documentation supporting the request and include a new proposed submission date.
- ◆ Gain the endorsement of the principal supervisor for the request.
- ◆ If an extension is granted, students will be awarded a *CTG* (continuing) grade and they will be required to re-enrol in 6000HLS_P5 Dissertation 5 the following semester.

6.0 Examination of the Dissertation

- ◆ The dissertation will be examined independently by two examiners
- ◆ Examiners are appointed by the School Assessment Board on the advice of the Postgraduate Programs Convenor or School Honours Advisor, after consultation with the supervisors.
- ◆ Where possible, one of the examiners will be a staff member from within the School of Nursing and Midwifery. Should this not be possible, the first examiner will be appointed from another school within Griffith University.
- ◆ The second examiner will be appointed from another School or Faculty of the University, another tertiary institution or from an external organisation where it is considered that the proposed examiner has the appropriate skills and expertise.
- ◆ Where circumstances are such that it is more appropriate for both examiners to be internal, or for both to be external then the student's supervisor, the School Honours Advisor/Postgraduate Programs Convenor and the Chair of the School Assessment Board will be consulted.
- ◆ The supervisors of a student will not be permitted to be an examiner of that student's dissertation.

What criteria are used to mark the Dissertation?

MAP Health Care Research, MAP Honours, MMid Honours

Examiners use a standard proforma and are asked to comment on the quality of the dissertation overall and on a range of specific criteria. These include:

- ◆ Introduction – relevance of research, statement of purpose, objectives
- ◆ Bibliography and survey of literature
- ◆ Execution of research – design and methodology
- ◆ Use of source materials and presentation of data
- ◆ Quality of analysis
- ◆ Structure and organisation i.e. logical flow of thesis
- ◆ Presentation ie style, clarity, grammar, diagrams, graphs and other illustrative material
- ◆ Conclusions – summary, implications, future research

Health Group Honours

Examiners use a standard proforma and are asked to comment on the quality of the dissertation overall and on a range of specific criteria. These include:

- ◆ Rationale for study;
- ◆ Background for study;
- ◆ Research design - selection and justification;
- ◆ Implementation of research process;
- ◆ Ethical Considerations
- ◆ Data analysis strategies
- ◆ Interpretation and conclusion;
- ◆ Dissertation's contribution to the field of knowledge;

7.0 Final Grades

- ◆ The decision as to whether a dissertation is of an acceptable standard for the awarding of the degree is made in light of the examiners' reports.
- ◆ An examiner may require or suggest that the student make certain revisions to the dissertation before a grade is awarded. In such cases, on the advice of the School Honours Advisor / Postgraduate Programs Convenor, the School Assessment Board will consider the matter in the light of both examiners' reports and award a grade either program to these revisions being made. A student may, at the discretion of the School Assessment Board, be allowed only one opportunity to resubmit a dissertation for re-examination after recommended revision.
- ◆ Where the examiners' recommended marks differ by more than one grade or where the difference is between the recommended grade of 'Fail' and 'Pass' or above, a third examiner will be appointed by the Board after consultation with the School Honours Advisor / Postgraduate Programs Convenor and the student's supervisors. After considering all three examiner's reports, the School Assessment Board will recommend a grade.

- ◆ A final grade for the dissertation will not be awarded by School Assessment Board until all corrections are completed and approved and required copies of the corrected dissertation are submitted. Examiners will recommend marks with the following ranges:

MAP Health Care Research, MAP Honours, MMid Honours

Excellent	Of High Distinction quality	85-100%
Very Good	Of Distinction quality	75-84%
Good	Of Credit quality	65-74%
Satisfactory	Of Pass quality	50-64%
Unsatisfactory	Fail	Less than 50%

Health Group Honours

Excellent	Of High Distinction (Honors I) quality	80-100%
Very Good	Of Distinction (Honors IIA) quality	70-79%
Good	Of Credit (Honors IIB) quality	60-69%
Satisfactory	Of Pass (Honors III) quality	50-59%
Unsatisfactory	Fail	Less than 50%

Honours Class

A degree with honours is awarded in classes – First Class (I), Second Class, Division A (IIA), Second Class, Division B (IIB), and Third Class (III). Unsuccessful candidates will be awarded a grade of Fail. The class of honours degree to be awarded to each candidate will be determined by the School Assessment Board on the basis of the Honours Weighted Average and the standard cut-offs as described below:

The Honours Weighted Average (HWA) is determined by combining the percentage mark awarded for each coursework program and the Honours research dissertation program with their respective credit point value, as follows:

$$\text{HWA} = \frac{\sum (P \times \text{CP})}{\sum (\text{CP})}$$

where

Σ = the sum of

P = percentage mark in each program

CP = credit point value of each program

The Dissertation HWA is calculated by the same method, incorporating only the Honours research dissertation course(s).

Standard cut-offs for Honours Classifications

To be awarded a particular class of Honours, the candidate must achieve an overall Honours Weighted Average that is in the range specified in the table AND the Dissertation HWA must be greater than or equal to the value shown in the table as the Minimum Dissertation HWA.

	I	IIA	IIB	III
Overall HWA Range	80% - 100%	70% - 79.9%	60% - 69.9%	50% - 59.9%
Minimum Dissertation HWA	80	70%	60%	50%

A School Assessment Board may determine a classification (as opposed to a grade of Fail) when a candidate has failed a component of the Honours program, providing that the conditions for the class of Honours specified above are satisfied.

8.0 Dissertation Binding for Final School Lodgement

The final bound copy of the dissertation after examination and corrections needs to be submitted **to the School of Nursing and Midwifery Administrative Officer – Postgraduate** prior to the awarding of the degree. In order to do this, students need to:

- ◆ Make one bound copy
- ◆ Sign this copy
- ◆ Complete the Disposition Dissertation form (Appendix 4).
- ◆ Submit this bound copy (that is sewn and bound in full cloth with stiff covers). This will be retained by the School.
- ◆ Supervisors value having a copy of the student's dissertation and it is recommended that students provide a copy of the dissertation for their supervisors.

Cover Requirements – Bound Copy

Please ensure that the cover of the bound copy contains, embossed on the cover:

- ◆ The student's full name.
- ◆ The thesis title and original year of submission.
- ◆ The spine must bear the student's surname/family name, initial, the dissertation title (or short title if necessary) and year of original submission.'
- ◆ There are no requirements for cover or embossing colours, which are up to the student's discretion.

Where can Dissertations be copied and bound?

It is the student's responsibility to prepare copies of their dissertations for examination and permanent lodgement with the University. Certain details need to be checked with any organisation that is binding the dissertation.

- ◆ PRINT all information required on the cover;
- ◆ Don't abbreviate unless this is required;
- ◆ If italics, etc are required: please specify;
- ◆ Check spelling;
- ◆ The binder is not responsible for mistakes made by the student in the instructions. It pays to double check.

Theses can be soft-bound by the University Uniprint service. Uniprint requires at least two days to bind copies. Be aware of this in regard to submission deadlines.

Student Administration can provide information and details regarding hard binding requirements and where this can be done.

9.0 Access to Dissertations after Examination

It is the University's expectation that most dissertations accepted for the award of a degree will be immediately available for consultation by staff, students and other inquirers. By lodging a dissertation in the University Library, a student consents to its free access for private study and research purposes. However, it is recognised that not all dissertations should be made immediately available for unrestricted access. A student may apply to the School Assessment Board for approval to restrict access to the copies of the dissertation retained by the University after the degree is awarded, on the following grounds:

- ◆ Where the dissertation contains confidential material which the student is not at liberty to disclose freely
- ◆ Where the student is seeking to register a patent.

The period of restriction normally granted will be twelve months. Applications for further extensions will be program to review and determination by the School Assessment Board. During the period of approved restricted access, permission to consult a restricted-access dissertation will rest with the Chair of the School Assessment Board in consultation with the student.

10.0 Contacts

School of Nursing and Midwifery

Gold Coast Campus	Logan Campus	Nathan Campus
School of Nursing & Midwifery Griffith University G16 Clinical Sciences 2 Level 2 Griffith University QLD 4222 Ph 07 5552 8657 Fax 07 5552 8526	School of Nursing & Midwifery Griffith University L05 Academic Building 1 Level 3 University Drive MEADOWBROOK QLD 4131 Ph 07 3382 1272 Fax 07 3382 1277	School of Nursing & Midwifery Griffith University N48 Health Sciences Building Level 2 170 Kessels Road NATHAN QLD 4111 Ph 07 3735 5406 Fax 07 3735 7984

Postgraduate Programs Convenor	Health Group Honours Advisor	School Administrative Officer Postgraduate
Mr Ramon Shaban Logan Campus L05_3.31 (07) 3382 1271 (07) 3382 1277	Professor Judy Wollin Logan Campus L05_3.56 (07) 3382 1470 (07) 3382 1277	Cathy Roberts or Annette MacQuibban, Gold Coast, Logan, Nathan L05_3.28 (07) 3382 1637 (07) 3382 1277

Student Administration

Gold Coast Campus	Logan Campus	Nathan Campus
G33_Student Centre Griffith University QLD 4222 Tel: +61 7 5552 8811 Fax: +61 7 5552 8706	L04_Community Place Griffith University University Dr Meadowbrook QLD 4131 Tel: +61 7 3735 7700 Fax: +61 7 3382 1249	N54_Bray Centre Griffith University 170 Kessels Rd Nathan QLD 4111 Tel: +61 7 3735 7700 Fax: +61 7 3735 7957

Ask Us provides 24 hour online access to Student Administration information including frequently asked questions.

www.griffith.edu.au/ask-us

11.0 Resources

The School of Nursing and Midwifery makes resources available to postgraduate and honours students. The School has a policy that governs the provision of resources to postgraduate and honours students that is outlined in Appendix 1. Resources are made available subject to the capacity of the School to provide them and, as such, are subject to change. As changes and/or new resources become available, we will inform students via our email networks and noticeboards. To gain information about the resources available to postgraduate students, please contact the School Administrative Officer - Postgraduate.

School of Nursing and Midwifery Resources

Funding Support	<ul style="list-style-type: none"> ◆ The School provides support for students enrolled in a major research component of any honours or coursework Master degree in the Faculty. ◆ The amount of funding is allocated for the duration of dissertation enrolment. ◆ This funding can be used for study purposes including: photocopying, attending conferences. To access this funding, please see the School Secretary on your campus of enrolment. ◆ Applications for an Honours or Postgraduate Research Account must be lodged on the School's application form, included in Appendix 5 ◆ Funding can then be accessed by arrangements with the School Secretary on the students' home campus.
Research Centre for Clinical Practice Innovation Seminar Series	<ul style="list-style-type: none"> ◆ These forums are an opportunity for scholarly exchange. ◆ They can assist in the development of your research. Information about research seminars will be advertised on the honours and postgraduate noticeboards and via email lists.
Postgraduate Mailboxes	<ul style="list-style-type: none"> ◆ Honours and postgraduate student mailboxes are available on all campuses. ◆ Please contact the School Secretary on each campus regarding the location of the mailboxes.
Scholarships	<ul style="list-style-type: none"> ◆ The School has funded a range of scholarships for honours and postgraduate students. ◆ Availability of scholarships will vary from year to year, dependent on resources. ◆ In the past, these have included fee-subsidy scholarships, honours scholarships and a PhD scholarship. Information about scholarships can be obtained from the School Administrative Officer – Postgraduate, and Student Administration.
Other Resources	<ul style="list-style-type: none"> ◆ There are also other resources available to honours and postgraduate students for the purposes of conducting their research. These include; audio recorder/transcribers which can be borrowed from the School Secretary. ◆ Students may have limited access to computer software. For information regarding access, please contact the School Administrative Officer – Postgraduate. ◆ The School Secretary on each campus holds a file of information about conferences, seminars, material of interest, etc. Honours and postgraduate students are welcome to access this information via the School of Nursing and Midwifery office on each campus.

University Resources

As an honours or postgraduate student of Griffith University, you are entitled to the full range of services provided by the University to all students.

<p>Information Services Essentials</p> <ul style="list-style-type: none"> ◆ Your quick guide to finding and using Griffith's wide range of computing, library and flexible learning services and resources 	<ul style="list-style-type: none"> ◆ www3.griffith.edu.au/02/ins-essentials/
<p>Library Services</p> <ul style="list-style-type: none"> ◆ Borrowing ◆ Library Helpdesk ◆ Access to library databases ◆ Support for Research ◆ Workshops and Training 	<ul style="list-style-type: none"> ◆ www.griffith.edu.au/library/
<p>Student Services</p> <ul style="list-style-type: none"> ◆ Careers and Employment ◆ Counselling ◆ Health Services ◆ Welfare Service ◆ Disability Service ◆ Chaplaincy service 	<ul style="list-style-type: none"> ◆ https://intranet.secure.griffith.edu.au/university-administration/student-services
<p>Campus Life Services</p> <ul style="list-style-type: none"> ◆ Academic Dress ◆ Accommodation ◆ Catering ◆ Child Care (Nathan campus only) ◆ Clubs and Societies ◆ Sport and recreation 	<ul style="list-style-type: none"> ◆ www.griffith.edu.au/academic-dress ◆ www.griffith.edu.au/accommodation ◆ www.griffith.edu.au/catering ◆ www.griffith.edu.au/childcare ◆ www.griffith.edu.au/clubs ◆ www.griffith.edu.au/sport
<p>Student Guild – Griffith University Gold Coast</p> <ul style="list-style-type: none"> ◆ The Student Guild strives to create a professional, supportive and welcoming environment through the provision of quality facilities, programs and services whilst encouraging a positive lifestyle and Griffith - Gold Coast Experience. ◆ Student Guild Members receive a range of great benefits and discounts around Campus. 	<ul style="list-style-type: none"> ◆ (07) 5552 8724
<p>University Bookshops</p> <ul style="list-style-type: none"> ◆ Bookshops are located on all campuses. Textbooks for courses and other books are available through the bookshops. 	<ul style="list-style-type: none"> ◆ Gold Coast (07) 5552 8720 ◆ Logan (07) 3382 1153 ◆ Nathan (07) 275 2677

<p>Griffith University Postgraduate Students Association (GUPSA)</p> <ul style="list-style-type: none"> ◆ Students enrolled in MAP Health Care Research, MAP Honours or MMid can join GUPSA. GUPSA is a postgraduate student managed organisation that aims to foster interaction and communication among postgraduate students and to represent their interests. ◆ It also provides a link with the decision-making bodies of the University by providing opportunities for members to represent postgraduate colleagues on University boards and committees. In addition to this GUPSA also ensures that student's interests are represented nationally through affiliation with the Council of Australian Postgraduate Associations (CAPA). 	<ul style="list-style-type: none"> ◆ (07) 3735 7602 ◆ gupsa-admin@griffith.edu.au
<p>University and PhD Scholarships</p> <ul style="list-style-type: none"> ◆ An important consideration for students undertaking an honours or masters dissertation is that their success in both the coursework and research component of their program contributes to their eligibility for Griffith University Postgraduate Scholarships and Australian Postgraduate Scholarships. These scholarships provide a stipend (currently approximately \$20,000 per year) for three years of doctoral study, together with other payments such as a dissertation allowances. These scholarships are competitive. To be considered students usually require a Class 1 Honours or equivalent in their Honours or masters study. ◆ Students interested in continuing on to doctoral studies can discuss their plans, including possible eligibility for scholarships, with the Postgraduate Programs Convenor. 	<ul style="list-style-type: none"> ◆ www.griffith.edu.au/higher-degrees-research/scholarships

Appendix 1

School of Nursing and Midwifery, Gold Coast

To access resources, please contact the School Administrative Officer – Postgraduate.

	Name	Phone, Email and Location
School Administration Officer School Secretary	Nicole O’Kane Joanne Fiorile	07 5552 8911, n.okane@griffith.edu.au G16_2.14 07 5552 8657, j.fiorile@griffith.edu.au, G16_2.15
Health Group Honours MAP Health Care Research MAP Honours MMid Honours		
	Support Available	Comments
Photocopy Allowance	Yes	A total of \$400.00 for entirety of candidature - to be used on research in collaboration with supervisor.
Support for Research project	Yes	
Conference attendance support	Yes	
Access to Stationery Supplies	Yes	
PhD and MPhil		
	Support Available	Comments
Photocopy Allowance	Yes	A total of \$3,000 (PhD) and \$2,000 (MPhil) for entirety of candidature (\$1,000 per year of fulltime candidature), to be used in collaboration with supervisor.
Support for Research project	Yes	
Conference attendance support	Yes	
Access to Stationery Supplies	Yes	
Postgraduate Space and Facilities Available		
	Support Available	Comments
Postgraduate Space		
Honours, MAP Health Care Research, MAP Honours, MMid Honours	No	
PhD, MPhil	4.23	G16
Postgraduate Computing		
Honours, MAP Health Care Research, MAP Honours, MMid Honours	3.32	G02
PhD, MPhil	1.04	G16
Postgraduate Mailboxes		
Honours, MAP Health Care Research, MAP Honours, MMid Honours	Foyer Level 2	G05
PhD, MPhil	Foyer, Level 1	G05

School of Nursing and Midwifery, Logan

To access resources, please contact the School Administrative Officer – Postgraduate.

	Name	Phone, Email and Location
School Administration Officer	Barbara Devenish-Meares	07 3382 1009, b.devenish-meares@griffith.edu.au, L05_3.39
School Secretary	Cathy Roberts	07 33382 1272, c..roberts@griffith.edu.au, L05_3.28
Health Group Honours MAP Health Care Research MAP Honours MMid Honours		
	Support Available	Comments
Photocopy Allowance	Yes	A total of \$400.00 for entirety of candidature - to be used on research in collaboration with supervisor.
Support for Research project	Yes	
Conference attendance support	Yes	
Access to Stationery Supplies	Yes	
PhD and MPhil		
	Support Available	Comments
Photocopy Allowance	Yes	A total of \$3,000 (PhD) and \$2,000 (MPhil) for entirety of candidature (\$1,000 per year of fulltime candidature), to be used in collaboration with supervisor.
Support for Research project	Yes	
Conference attendance support	Yes	
Access to Stationery Supplies	Yes	
Postgraduate Space and Facilities Available		
	Support Available	Comments
Postgraduate Space		
Honours, MAP Health Care Research, MAP Honours, MMid Honours	No	
PhD, MPhil	Allocated on application	
Postgraduate Computing		
Honours, MAP Health Care Research, MAP Honours, MMid Honours	University common use computing labs	
PhD, MPhil	Allocated on application	
Postgraduate Mailboxes		
Honours, MAP Health Care Research, MAP Honours, MMid Honours	L05_Level 3	
PhD, MPhil	L05_Level 3	

School of Nursing and Midwifery, Nathan

To access resources, please contact the School Administrative Officer – Postgraduate.

	Name	Phone, Email and Location
School Administration Officer School Secretary	Lee Earle Jenny Chan	07 3735 7982, l.earle@griffith.edu.au, N48_2.07 07 3735 5406, j.chan@griffith.edu.au, N48_2.06
Health Group Honours MAP Health Care Research MAP Honours MMid Honours		
	Support Available	Comments
Photocopy Allowance	Yes	A total of \$400.00 for entirety of candidature - to be used on research in collaboration with supervisor.
Support for Research project	Yes	
Conference attendance support	Yes	
Access to Stationery Supplies	Yes	
PhD and MPhil		
	Support Available	Comments
Photocopy Allowance	Yes	A total of \$3,000 (PhD) and \$2,000 (MPhil) for entirety of candidature (\$1,000 per year of fulltime candidature), to be used in collaboration with supervisor.
Support for Research project	Yes	
Conference attendance support	Yes	
Access to Stationery Supplies	Yes	
Postgraduate Space and Facilities Available		
	Support Available	Comments
Postgraduate Space		
Honours, MAP Health Care Research, MAP Honours, MMid Honours	No	
PhD, MPhil	Allocated on application	N48
Postgraduate Computing		
Honours, MAP Health Care Research, MAP Honours, MMid Honours	University common use computing labs	
PhD, MPhil	Allocated on application	N48
Postgraduate Mailboxes		
Honours, MAP Health Care Research, MAP Honours, MMid Honours	Shared boxes – Ground Level	
PhD, MPhil	Ground Level	

Appendix 2



School of Nursing and Midwifery

NOMINATION OR CHANGE OF DISSERTATION TOPIC / NOMINATION OR CHANGE OF SUPERVISORS

To be completed by student and returned within TWO weeks of Enrolment in dissertation 1 - 7999nrs_p1 or 6000HLS_P1

Student Name _____ Student No _____

Program of Study _____ Program Code _____

Email: _____ Phone: _____

Full-time

Part-time

Current or Intended Enrolment in Dissertation Programs:

Course Code and Title	Semester	Year

Proposed Dissertation Title: _____

Brief Description of Proposed Dissertation Topic:

Nominated Supervisors:

1

2

Signature _____ Date _____

Please return completed form to School Administrative Officer - Postgraduate, School of Nursing and Midwifery.

TO BE COMPLETED BY NOMINATED SUPERVISORS (ONE PAGE PER SUPERVISOR)

Title Surname Name

Organisational and contact details if outside the Faculty:

Institution

Address

Phone

Email

I agree to the following supervision arrangements:

Principal Associate

For changed / replacement supervisors, who are you replacing?

How many students are you currently supervising? PhD MPhil

Master Project

Please note any planned absences during the expected candidature of this student.

Signature

Date

School Use Only

School Honours Advisor / Postgraduate Programs Convenor:

Comments

Signature

Date

Appendix 3



School of Nursing and Midwifery

DISSERTATION SUPERVISION SEMESTER PROGRESS REVIEW

STUDENT to complete this section:

Student Name _____ Student No _____

Program of Study _____ Program Code _____

Full-time Part-time

Supervisor _____ Associate Supervisor _____

Year _____ Semester _____ Current dissertation enrolment _____

Section A: SEMESTER CONTRACT (Completed by week 2 of each semester)

1. Goals for the semester

2. Specific activities

1

2

3

4

3. Evidence that will demonstrate accomplishment

4. Anticipated date of submission:

5. Comments

Student Signature

Date

Supervisor Signature

Date

Section B: PROGRESS REPORT (Submitted by week 12 of semester)

Student Name

Student No

Program of Study

Program Code

Full-time

Part-time

Supervisor

Associate Supervisor

Year

Semester

Current dissertation course enrolment

Dissertation Progress

Please identify work done so far and further work required in order to complete and submit the dissertation.

Are there any problems affecting dissertation progress? If so, please detail.

Current and / or future supervision issues / problems (if any).

Supervisor's access and assistance.

SUPERVISOR to complete this section:

Student Progress

Satisfactory progress Minimal progress (continue) Unsatisfactory (Fail semester program)

Supervisor Comments

Regularity of Meetings this semester:

Weekly Fortnightly Monthly More Frequently

Supervisor Signature _____ Date _____

I have sighted this report. Comments:

Signature _____ Date _____

Please discuss this report with your supervisor before signing.

Comments:

Signature _____ Date _____

School Use Only

School Honours Advisor / Postgraduate Programs Convenor:

Comments

Signature

Date

Appendix 4

DISPOSITION OF DISSERTATION

Student Name	Student No
Program of Study	Program Code
Dissertation Title	

I give permission for my dissertation to be kept by the School and to be copied by the School for the purpose of preservation and either:

* (a) I agree that the dissertation may be freely available both for inspection and for copying.

or

* (b) This dissertation contains confidential information which I am not at liberty to disclose. I agree that the School Honours Advisor / Postgraduate Programs Convenor may upon request and after consultation with me, if in his/her opinion I am reasonably available, make the dissertation available for research or private study (not including copying) to such an extent and upon such conditions as they think fit.

* Strike out the options not elected.

Where an author has elected either of these options, a reason for the restriction may be given to assist those who may have to make a decision in the author's absence.

Reason

Signature _____ Date _____

Appendix 5



School of Nursing and Midwifery

APPLICATION FOR POSTGRADUATE HONOURS/RHD ACCOUNT

Name	Student Number
Program of Study	Program Code
Address	
Postcode	
Phone (h)	(w)
Email	

Currently enrolled in

Master of Advanced Practice

7999NRS_P1 7999NRS_P2 7999NRS_P3 7999NRS_P4

Health Group Honours

6000HLS_P1 6000HLS_P2 6000HLS_P3 6000HLS_P4 6000HLS_P5

Enrolment Status: Full-time Part-time Year of Commencement

Is this the first time you have applied for funding from this School?: Y N

If not, please provide your existing account number:

Principal Supervisors Name

Principal Supervisors signature	Date
Students signature	Date
Approved by Head of School/ Deputy Head of School	Date
Amount approved (refer below for applicable funding rate)	\$

Funding available is as follows:

- ❖ PhD - Up to a maximum of \$3,000 over entirety of candidature
- ❖ MPhil - Up to a maximum of \$2,000 over entirety of candidature
- ❖ Honours/Research Masters - Up to a maximum of \$400 over entirety of candidature

FBS USE ONLY

Account Code	Budget Entered	
FBS Signature	Date	
Student Advised: <input type="checkbox"/>	Supervisor Advised: <input type="checkbox"/>	School
Office Advised: <input type="checkbox"/>		

Appendix 6



School of Nursing and Midwifery

APPOINTMENT OF EXAMINERS

Student Name
Program of Study

Student No
Program Code

Dissertation Title

Supervisors: Please be advised that no single academic is permitted to be responsible for marking 40% or more of the student's work in their program. Please consider this before recommending an internal examiner.

RECOMMENDED INTERNAL EXAMINER

Title Name

Address

Phone contacts

Email

RECOMMENDED EXTERNAL EXAMINERS IN ORDER OF PREFERENCE

1. Title Name

Address

Phone contacts

Email

2. Title Name

Address

Phone contacts

Email

Have you contacted the proposed examiners to discuss their involvement Yes

No

Are each of the recommended external examiners expert in the dominant disciplinary orientation represented by the dissertation? Yes

No

If no please provide explanation

Supervisors Signature

Date

Approved

Not Approved

School Honours Advisor / Postgraduate Programs Convenor

Date

Appendix 7

Bibliography for Students Undertaking Dissertations

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