



**THE UNIVERSITY
OF AUCKLAND**

**FACULTY OF MEDICAL
AND HEALTH SCIENCES**

SCHOOL OF POPULATION HEALTH

POPLHLTH 790

Guide to Research and Dissertation
Handbook

Bachelor of Health Sciences (Honours)

2012

Acknowledgements

This document is based on the Master Student Research Handbook written by Assoc. Professor Nicola North and produced by the School of Nursing, Faculty of Medical and Health Sciences and subsequently adapted for the BHSc Honours Programme. We hope this handbook is of assistance to both Honours students and their research supervisors. If any corrections/amendment are needed, please let us know!

Dr. Kim Dirks

Director, Bachelor of Health Sciences Honours Programme

Section of Epidemiology and Biostatistics

School of Population Health

k.dirks@auckland.ac.nz

373-599 Ext: 89755

Room: 730.336, Tamaki Campus

Chris Zhu

Programme Administrator

Bachelor of Health science Honour Programme

School of Population Health

c.zhu@auckland.ac.nz

Extn.: 84754 DDI: 09 923 4754

Office: 730.201, Tamaki Campus

Contents

1.0	Introduction	4
1.1	Guidelines on Scope and Conduct of a 60-point Dissertation	4
1.2	Honours Timeline – Dissertation	5
1.3	Selecting a Topic/Supervisor	5
2.0	The Research Proposal Process	6
2.1	Confirming the Topic and Supervisor(s) and Indication of Resources Required	6
2.2	The Research Proposal and Research Proposal Meeting	6
3.0	Supervision Guidelines	8
3.1	Role of Supervisor	8
3.2	Role of Student	9
3.3	Frequency of Meetings	10
3.4	Problems with Supervision	10
4.0	Research and Ethics	11
4.1	Ethics Approval	11
4.2	Personal Responsibility	11
4.3	Serious Misconduct	12
5.0	The Dissertation	13
5.1	Style and Formatting	13
5.2	Dissertation Structure	14
6.0	Submitting and the Examination Process	17
6.1	General Presentation	17
6.2	Submission	18
6.3	The Examination Process	19
6.4	Copyright	19
6.5	Intellectual Property Rights/Authorship	20
	Appendix 1: Honours Research Brief	21
	Appendix 2: Proposal for Honours Research	22

1.0 INTRODUCTION

This research handbook is a guide for Honours students who are undertaking a dissertation. The handbook can also be used a guide to supervisors on the nature of the Honours dissertation. It answers questions relating to the expected scope of the dissertation, the general procedures involved in conducting the research, and the structure of the dissertation.

It is expected that by doing a research dissertation the student will gain experience in:

- Research conception and design – identifying and accessing the resources necessary to undertake the research
- Critically reviewing and analysing relevant literature and presenting their work in the form of a literature review.
- Using a research methodology that is appropriate to the problem/ research question and rigorously applying that methodology – note that the methodology may be qualitative/quantitative or conceptual/ theoretical.
- Ethics in relation to research
- Reporting the project in an appropriate manner – with regards to its purpose, background, methods, findings, conclusions and recommendations.

1.1 Guidelines on Scope and Conduct of a 60-point Dissertation

Within the BHSc(Hons) programme, the dissertation is conducted over one academic year and constitutes half of the Honours degree. The general expectation is that the process of gaining ethical approval (if required) will be done prior to the student commencing the project, otherwise serious delays may occur impacting on the ability of the student to complete the work on time. An exception to this is when the process of gaining ethical approval is expected to be very straight-forward (i.e. a low-risk application). It is expected that most dissertations will be around **15,000** – **18,000** words in length and be less than 100 single-sided pages, including tables, figures and references. Appendices are additional to this. The length of dissertations vary considerably depending on the nature of the topics. However, the aim should always be quality (concise is best) rather than quantity.

A dissertation may be limited to:

- A critical review of the literature
- Conceptual development of a model designed to guide research/policy development
- Analysis of data already collected (secondary data analysis).
- Preparation of a proposal for research that may involve a pilot study and collection of data from a relatively small sample

A high-quality dissertation will:

- Comprise a coherent and organised document that forms a conclusive piece of work
- Have a clear rationale, and soundly constructed and clearly articulated objectives
- Have a review of the relevant literature – it will be critical and comprehensive, but not necessarily exhaustive. If appropriate, it will make clear the parameters used for including literature and the search strategy utilised.
- Have methods described appropriately and data analysis and reporting of results undertaken competently and permitting exploration of the research question
- Contain a discussion of the implications of the study and provide recommendations for theory and/or practice and for future research

1.2 Honours Timeline – Dissertation

February	Students seeks supervisor Supervisor agrees to oversee the research
23 February	Honours Orientation Day
27 February	Formal start of Honours Programme Coursework teaching commences
23 March	Submission of 'Research Brief' (Appendix 1)
March/ April	Student presents research proposal to academic panel
30 April	Submission of 'Proposal for Honours Research' (Appendix 2)
April/May	Ethics approval granted (if required)
June	Literature review complete
July/August	Data collection complete
September	Data analysis complete
October	Final draft complete
TBA	Honours Presentation Day
12 November	Dissertation presented to BHSc(Hons) Administrator at Undergraduate Office
February 2011	Finalisation of assessment – final Board of Studies meeting

1.3 Selecting a Topic/Supervisor

By the time you receive this 'Dissertation Handbook' you should have organised a supervisor and be well on the way to determining your research topic. If you have not already selected a research topic and dissertation supervisor you need to, as matter of urgency, make some time to see the Director of the Honours Programme and discuss your options.

2.0 THE RESEARCH PROPOSAL PROCESS

2.1 Confirming the Topic and Supervisor(s) and Indication of Resources Required

By the **23rd of March**, students are expected to submit a copy of their **Research Brief (see Appendix 1)** stating their intended topic and supervisor(s), the working title, research question, a very brief rationale for their studies and the resource implications (to the School) of the proposed research. The purpose of this document is to allow the Board of Studies Committee to confirm the topic and supervisors, and alert the school to any resources that will be required to undertake the proposed research. A more detailed research proposal will be required for the Research Proposal Meeting scheduled at a later date (by the end of April).

Note: the research brief will be circulated to members of the Honours Board of Studies. It is to be forwarded to Kim Dirks no later than Friday 23 March (see Appendix 1: Research Brief).

2.2 The Research Proposal and Research Proposal Meeting

Each Honours student is required to organise a research proposal meeting no later than the end of April. A research proposal committee will be formed, which will ordinarily consist of the student, their supervisor and at least two other members, usually the Director of the Honours programme and one other member of academic staff from the SoPH or FMHS. A typed copy of the proposal should be submitted to the supervisor and committee members at least 5 working days prior to the meeting. **The student should take responsibility for the distribution of the proposal to the other members of the committee, and for the booking of a room for the meeting. To do this, send an e-mail to Barbara Brooking (e-mail: b.brooking@auckland.ac.nz) explaining that you are an Honours Students and need to book a room for your proposal meeting on a particular date at a particular time.** If an external co-supervisor is involved, she or he should be invited to attend the committee meeting also, and arrangements should be made for a parking permit to be mailed to that person prior to the meeting. The purpose of the proposal meeting is to assist the student in the refinement of the project. The student will normally deliver a 5-minute informal presentation about their topic by way of an introduction. This will be followed by a group discussion. If a project is considered to be in need of modification, a second meeting may be convened. Once there is agreement, the project proposal can be finalised and

the 'Proposal for Honours Research' form completed (**see Appendix 2**). This form requires you to add brief details concerning:

1. Introduction /background
2. Aims and Objectives of the research
3. Research design
4. Proposed Timeline
5. Resources – anticipated costs incurred – subject payment/ equipment costs, etc

3.0 SUPERVISION GUIDELINES

Supervision is a close working relationship with an experienced researcher, who guides you through the research process and the writing of a dissertation. Good supervision is important for making steady progress with your research and ensuring that you are able to finish on time. Dissertation supervisors are academic members of staff who have made a commitment to guiding you through the research process. However, like any relationship, there are expectations from both parties.

3.1 Role of Supervisor

As part of the general supervision of a student's progress, **supervisors** should:

- a) give guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, resources and their availability, and about requisite techniques (including arranging for instruction where necessary);
- b) discuss with the student the level of contact needed, for example through meetings, and ensure as far as possible that this contact be maintained;
- c) be accessible to the student at other appropriate times when he or she may need advice;
- d) inform the student, in advance, of any proposed periods of absence, either due to research and/or study leave or any extended leave of more than 2 weeks, and in these periods of absence, either make alternative arrangements for another staff member to take up temporary supervisory duties or provide contact details so that supervisory contact may be maintained with the student;
- e) give advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time;
- f) request written work as appropriate, and return that work with constructive criticism and in reasonable timeframe (discuss with your supervisor what they deem to be "a reasonable timeframe");
- g) draw the student's attention to any courses or workshops that are offered which will help the student overcome problems identified in written expression or other aspects of the dissertation;
- h) draw to the student's attention to any important new results or concepts that may have come from the supervisor's contacts with other professionals and researchers;
- i) provide guidance in fieldwork in the case of field-based research;
- j) direct the student to other experts in the field of research, if appropriate;

- k) arrange (as appropriate) for the student to talk about his or her work to individual staff or in seminars and to have practice in oral presentation of the research subject;
- l) ensure that the student is made aware of any inadequacy of progress or of standards of work which fall below general expectations;
- m) direct the student to appropriate sources of information on "administrative" matters, e.g., the length of the dissertation, the recommended style and layout, the number of copies required, regulations regarding extensions, possible sources of research funding;
- n) establish early on the style and layout to be used in the written work;
- o) ensure that, in the final stages of thesis preparation, they are available to read drafts and provide prompt and appropriate written comments on those drafts.

3.2 Role of Student

The responsibilities of the **student** include:

- a) taking the initiative to raise problems or difficulties, including difficulties with accessing sources or resources;
- b) discussing with the supervisor the type of guidance and comment he or she finds most helpful, and agreeing on a schedule of meetings;
- c) preparing for meetings by bringing an agenda of matters to be discussed, and keeping a record of actions agreed;
- d) submitting work in draft form at an agreed time prior to a meeting, allowing time for the supervisor to read and reflect on the material (normally 48 hours or more if possible);
- e) seeking learning support if they have difficulties in technical writing skills, before handing in a draft;
- f) responding to the arrangements proposed and the advice and instruction given by the supervisor;
- g) maintaining the progress of the work in accordance with the stages agreed with the supervisor, including in particular the presentation of written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage;
- h) deciding when he or she wishes to submit the dissertation, taking due account of the supervisor's opinion.

Students are reminded that compliance with the programme regulations and the quality of their work is ultimately their responsibility. The role of the supervisor is to assist them

to achieve the best result of which they are capable. The student's co-operation is essential.

3.3 Frequency of Meetings

Supervisors should initially meet all research students at least fortnightly. The nature and frequency of the meetings will change as the research progresses. In cases of co-supervision, there should be regular joint meetings involving both supervisors.

3.4 Problems with Supervision

If students have problems with supervision, or any other difficulty associated with their research, they should attempt to resolve them as soon as possible. It is usually best to approach the supervisor in the first instance, explaining what the problem is and suggesting how it might be resolved. If this is not appropriate, or if a student is still unhappy, they should approach the Director of the BHSc(Hons) programme, Dr Kim Dirks, or the Head of School.

4.0 RESEARCH AND ETHICS

4.1 Ethics Approval

An important part of the research process is the adherence to certain ethical protocols and guidelines. Most projects will involve some use of, or access to, data - either primary or secondary. Except where such data is in the public domain - such as historical sources or official statistics - students should consider whether ethical approval will be required. This will require submission to *either* The University of Auckland Human Participants Ethics Committee (UAHPEC) *or* the New Zealand Health and Disability Ethics Committee for Clinical Studies, if access to hospital patient or staff data is required. All ethics applications are processed through The Faculty of Medical and Health Sciences Research Office. All application forms, cover sheets, and closing dates are available from their website:

<http://www.health.auckland.ac.nz/research/ethics/human/aec/>

Students should prepare their application in conjunction with their supervisor and submit the application via the supervisor.

4.2 Personal Responsibility

The project is expected to reflect your own work at every stage. Data analysis, for example, cannot be "Contracted Out", although obviously advice can be sought. You should also be aware of the issue of plagiarism. The relevant information can be found on the University of Auckland's website:

<http://www.auckland.ac.nz/uoa/about/teaching/plagiarism/plagiarism.cfm>

You must not reproduce material from other sources without attribution (and clear acknowledgement that it has been reproduced, for example, by the use of quotation marks). Inappropriate acknowledgement of sources has been raised as a matter of concern by examiners and assessors in Honours Dissertations in the past.

If you have any query about the scope and extent of your personal responsibility for the final dissertation, thesis or portfolio outcome, you should discuss it with your supervisor.

4.3 Serious Misconduct

Students should be aware that wilful departure from the University's ethical standards for research constitutes serious misconduct. This may result in disciplinary action, not excluding the cancellation of results and expulsion. Misconduct in research includes:

- ⇒ The fabrication or falsification of data, which is claiming results where none have been obtained, or changing records.
- ⇒ Plagiarism, including the direct copying of textual material, the use of other people's data without acknowledgement and the deliberate use of published or unpublished ideas from other people without adequate attribution.
- ⇒ Other serious misdemeanours in specific disciplines, for example, departing from protocols approved by the University.

5.0 THE DISSERTATION

5.1 Style and Formatting

5.1.1 Word Length

It is expected that most dissertations will be around **15,000** – **18,000** words in length and be less than 100 single-sided pages, including tables, figures, and references. Appendices are additional to this.

5.1.2 Text

The text must be typed. Lines should be double-spaced or at least 1½ spaces apart. One side of the paper is used. Use a clear typeface – usually a clear readable, standard True Type Font should be used. The recommended font styles are 12 point Times New Roman or 10 point Arial in black. Footnotes may be of a smaller font size.

5.1.3 Reference Style

Normally the preferred referencing styles are APA and Harvard style. The relevant University Referencing website is:

<http://www.library.auckland.ac.nz/subjects/med/referencing-fmhs.htm>

5.1.4 Page Numbers

Page numbers must also be within the specified margins. The preliminary pages (title-page, abstract, preface, table of contents, list of tables, etc) are usually numbered in lower-case roman numerals (i, ii, iii, etc) - the first page counted, but not numbered, being the title-page. Page numbers for the text and through to the end should be in Arabic numerals (1, 2, 3, etc). Separate photographs, diagrams, charts, etc should be included in the pagination. Page numbers should be located in a consistent position throughout the dissertation. Normally they are centred at the bottom of the page, but may instead be centred at the top, or be in the top right corner for odd numbered pages, top left corner for even numbers. It is common to have headers for each chapter, with the name of the chapter either at the left margin or in the centre. A font smaller than that for the main text is used for headers, table and figure captions. Headers must be within the specified margins. You will find it useful to view previous years' dissertations. These are kept in the Teaching Administration area (not the library). Please contact Chris Zhu (c.zhu@auckland.ac.nz) about viewing these theses.

5.2 Dissertation Structure

The following section provides some guidance to the structure of your dissertation. You will also be guided by your supervisor in determining the optimum way to set out different sections. It is also useful to look at how other dissertations have been written.

1. **Title page** – use a title that describes the content of your dissertation. Your full name should be included in the middle of the title page. Information regarding the degree, subject, University, and date is centred in the lower third of the page.

A dissertation submitted in partial fulfilment of the requirements for the degree of Bachelor of Health Sciences (Honours).

The University of Auckland, 2012

2. A short **abstract** is obligatory – the abstract should be a succinct summary (not more than 350 words) of the aim, methods, findings and conclusion of your research.
3. **Acknowledgements** – acknowledge those people or institutions that have contributed to the content of your work. Be sure to acknowledge your supervisors here!
4. **Table of Contents** – this should list any chapter titles, normally in upper case, preceded by their numbers in Roman or Arabic numerals; any subheadings should be in lower case except as required for initial letters. It is recommended that no more than four levels of subheadings are included. Subsections of chapters may be numbered with Arabic numerals, or with letters in either upper or lower case.
5. **Lists** of tables, figures, photographs, maps and illustrations should be numbered in Arabic numerals.
6. **Main text**
 - a. **Introduction:** The introduction should consist of a brief review of the most relevant literature. A good literature review doesn't just describe previous research, but should be evaluative and analytical. There should be a clear and concise statement of the aims, rationale and hypotheses of the study.
 - b. **Method:** The methodology section of your dissertation gives detailed explanations of the methods used to collect and analyse your research data.

Your methodology should be described clearly so that it could be replicated accurately – it's important to be concise, but thorough. This section should include details concerning, **wherever appropriate**; subject selection and allocation to groups, likely source of subjects, experimental procedures to be implemented, measurement devices, apparatus, sequence of experimental procedures, timing of measurement, etc. If the study is to be a literature review, then there needs to be an indication of the search strategy to be used; if it is to be conceptual in nature then the logical sequence of events to be followed needs to be outlined, e.g., toward the development of a model.

- i. **Design:** If the study is to be experimental or quasi-experimental in nature, there needs to a clear statement of the independent variables (and their various levels), dependent variables, and occasions of measurement. Such information can usually be best presented diagrammatically.
 - ii. **Statistical Analysis/data analysis:** This section should include a summary of the proposed statistical analysis. How do the statistical analyses relate to the hypotheses?
- c. **Results:** This section will present the results of your data analyses – how it is structured will be determined by the type of research you have undertaken, i.e., either quantitative or qualitative. Your supervisor will also provide you with some guidance as to how to lay out your results. The result section may start with a description of the participants who participated in your research. The use of tables or figures to summarise data is recommended however, ensure that you refer to such data in the text, i.e., don't leave tables/ figures as isolated islands in a sea of text. Wherever possible attempt to integrate your results so that this section doesn't read like a list of all the analyses you have performed.
- d. **Discussion** –The discussion section usually starts with an overview/summary of the main findings of your work. You then need to accurately interpret your findings in the light of the existing literature you reviewed as part of your literature review. It is important that you identify any limitations of your study, but don't spend too much time on this section so that it diverts attention away from your findings. You need to also make some suggestions for future research – i.e., based on your findings what else can and should be undertaken to further elucidate the research problems you explored. Finally, end with a concluding section.
- e. **List of References** – citations must be consistent in style and listed alphabetically by author. It is highly recommended that use the software

application EndNote to compile this section. Assistance with using EndNote can be obtained from the Tamaki Library.

Please note that in evaluating the research dissertation, the following aspects of the work may receive consideration:

1. **Introduction and development of research aims:**
 - Appropriateness and relevance of the literature which has been cited and the logical flow of the arguments which are used to justify the study
 - An appropriate level of critical analysis of the literature and the issues which are involved in the area of investigation

2. **Design of the study:**
 - Soundness of design and appropriateness to testing the predictions or resolving the issues which are outlined in the Introduction to the Research Project
 - Appropriate choice of methodology

3. **Conduct of the study:**
 - Appropriateness of the sample and materials
 - Specification of exclusion/inclusion criteria, measurement devices, experimental procedures

4. **Data analyses:**
 - Appropriateness of the data analytic procedures for the questions posed and the types of data that were obtained

5. **Discussion:**
 - Accurate interpretation of results and their implications
 - Placement of results within the theoretical and empirical context
 - Identification of any limitations of the study
 - Suggestions for future research directions

6. **Quality of presentation:**
 - Clarity of reporting, quality of written expression
 - Care in presentation
 - Use of correct format of tables and figures
 - Adherence to stylistic conventions

6.0 SUBMITTING AND THE EXAMINATION PROCESS

Due date: the dissertation is to be submitted by 4pm on the last day of Semester 2 – Monday 12 November

Approximately four weeks prior to the submission deadline the student should submit a penultimate draft of their project to their supervisor for final review.

6.1 General Presentation

Before the manuscript is submitted, every effort should be made to ensure that the final document is technically as accurate as possible with regard to spelling, grammar and formatting. Numerous errors of this type will certainly be taken into account when examining the work. Refer to section 5.1 for the style and formatting to use in a dissertation.

When the typescript is completed, careful proof-reading is essential; if possible, this should be done not only by the author, but also by someone who has not been involved in its creation, and who may pick up mistakes overlooked through familiarity. Allow plenty of time for the final stages of preparation of the dissertation.

6.1.1. Paper and Size

Paper must be of good quality and of a suitable texture and weight for the method of production and any reprography. For photocopying, 80 g/m² A4 is recommended. It is essential that all the contents of the dissertation be of the same size - text, photographs, maps, charts, diagrams, etc, except that larger material may be folded, or contained in folders, to conform.

6.1.2 Binding

Soft binding for a dissertation is permissible. Adequate binding margins must be allowed. Spiral binding is not permissible.

6.1.3 Photographs

All photographs with the exception of full-page photographs should be printed on document paper, or mounted on guard sheets. A guard sheet is a heavy-weight sheet of paper the same height as the text page but larger by 13mm in width, its thickness corresponding to the thickness of the photograph; the sheet is folded to form a flap. Full

page photographs should have the grain of the paper running along the binding edge or spine.

6.1.4 Folded Material

Folded maps or charts etc should be folded in one direction only, zigzag fashion, so that they conform to the adopted page size. The fold should be no closer than 13mm to the edge of the typed page. It is essential to point out all folded material to the binder; note that all edges are cut during the binding process. Special material of this type may also be included as appendices, or in folders contained within the volume.

6.2 Submission

6.2.1 Number of Copies/Submission

Three soft bound copies (not spiral bound) are to be submitted. The **copies are to be submitted to:**

BHSc(Honour) Administrator
Level 2 Room 730.201
Undergraduate Teaching Office
School of Population Health
Gate 1, Tamaki Campus
261 Morrin Road
Glen Innes, 1072

As a courtesy, it is usual to provide each of the supervisors with their own bound copy of the dissertation.

6.2.2 Extension of Time

It is the student's responsibility to initiate an application for an extension. A request is made after a discussion with the supervisor and the Director of the Honours Programme. In the first instance, students should meet with their supervisor and Kim Dirks. Official extensions may be organised by submitting a formal written request, setting out the circumstances leading to the need for an extension to Kim Dirks, containing the supervisor's signature approving the request. Students will also need to complete a Faculty of Medical and Health Sciences Extension of Time Form (SA-503), enrol for a further two months in POPLHLTH 790 and **pay additional fees**. In general, extensions will only be granted in exceptional circumstances. Regular commitments (e.g., family, work) are not regarded as exceptional.

6.3 The Examination Process

Dissertations are evaluated by examiners and assessors who are nominated by the Head of School and approved by the Associate Dean Academic of the Faculty of Medical and Health Sciences. The examination process is confidential.

The process is:

- For a dissertation, an internal examiner and external assessor are appointed;
- Copies of the submitted document are forwarded to each;
- After individual reports have been returned, the final grade is determined according to University processes;
- The grade is forwarded to the Registry, who then advises the student.

This examination process usually takes a minimum of two to three months. The final grade for Honours reflects the students' academic performance in all components (coursework and dissertation) of the Honours degree.

There are **two classes of Honours**: First Class Honours and Second Class Honours. Second Class Honours are awarded in either First Division or Second Division.

Letter Grade	GPA	Class of Honours
A- and above	7.00 – 9.00	First Class Honours
B/B+	5.50 – 6.99	Second Class, First Division
B-/B	4.00 – 5.49	Second Class, Second Division

Please note that as per the University calendar (pp. 27-28) – general regulations for Bachelors degrees, Honours degrees and Postgraduate degrees:

"Where a students' average grade is insufficiently high to be eligible for the award of Honours, Senate or its representative may approve the reassignment of points to the relevant Postgraduate Diploma." (p. 27).

6.4 Copyright

Matters of copyright are governed by the Copyright Act 1962. Copyright in any work normally belongs to the author, unless it is otherwise assigned.

6.5 Intellectual Property Rights/Authorship

Intellectual property is a compilation of specific rights that attach to the results of intellectual activity in the industrial, commercial, scientific and artistic field. The University of Auckland's policy concerning intellectual property is clearly outlined in the *Calendar 2012*.

Candidates may publish developments arising from their research during thesis writing. This could be in association or concordance with their supervisor/s or advisor. There are principles for the establishment of authorship in medical and health sciences. These should be discussed with your supervisor.

It is recommended that students obtain a copy of the following useful book:

- Thomas, Shane A. (2000). *How to Write Health Sciences Papers, Dissertations and Theses*. London: Churchill Livingstone.

If you have any queries about anything related to the programme, please do come and see us. We wish you an enjoyable and successful year.

Appendix 1: Bachelor of Health Sciences (Honours) Research Brief

Photocopy this page and send to Kim Dirks, School of Population Health by
Friday 23rd March, 2012.

Your Name:

Student ID:

Supervisor:

Working Title:

Rationale:

Research Question/s:

Anticipated Resources

Student Signature:

Date:

Supervisors Signature.....

Date:

Appendix 2: Proposal for Honours Research



Notes for Students	
<ul style="list-style-type: none">• This form should be completed in consultation with your supervisor• The proposal should be 4-6 pages long.	
Name of Student:	Student ID#:
Supervisors Main supervisor: Second supervisor:	
Proposed Title of Dissertation:	
Introduction / Background Please summarise current research/current thinking in your area of interest/ the most relevant previous findings in this area: reference to key literature	

Aims and Objectives of the Research

Consider:

What question(s) is your research seeking to answer? Why do you think the study is worth doing? What do you aim to contribute to knowledge?

Research Design

Consider

What data are required? What methods or procedures will you use to collect and analyse the data? Which ethics approvals will be required?

Provide a short summary of the methods you will use and why

If you will combine methods (quantitative and qualitative), how and why will you combine them?

For case study research, explain your rationale for choice of cases and for sampling

In arguing for research methods you have chosen, also indicate any limits you anticipate

Describe your research plan (phases of research etc)

If appropriate provide a rationale for sampling/ method for allocation to groups

Timeline

List major steps / tasks in the research and anticipated completion dates.

You may want to provide a timeline or table to help communicate your research plans and overall research plan

Resources

What resources will be required (e.g., facilities, funding and travel) and what is their source / availability?

Signatures

This proposal was prepared by :

Signature:

Students name:

In Consultation With :

Signature:

Supervisor's Name:

Signature:

Co-Supervisor's Name: