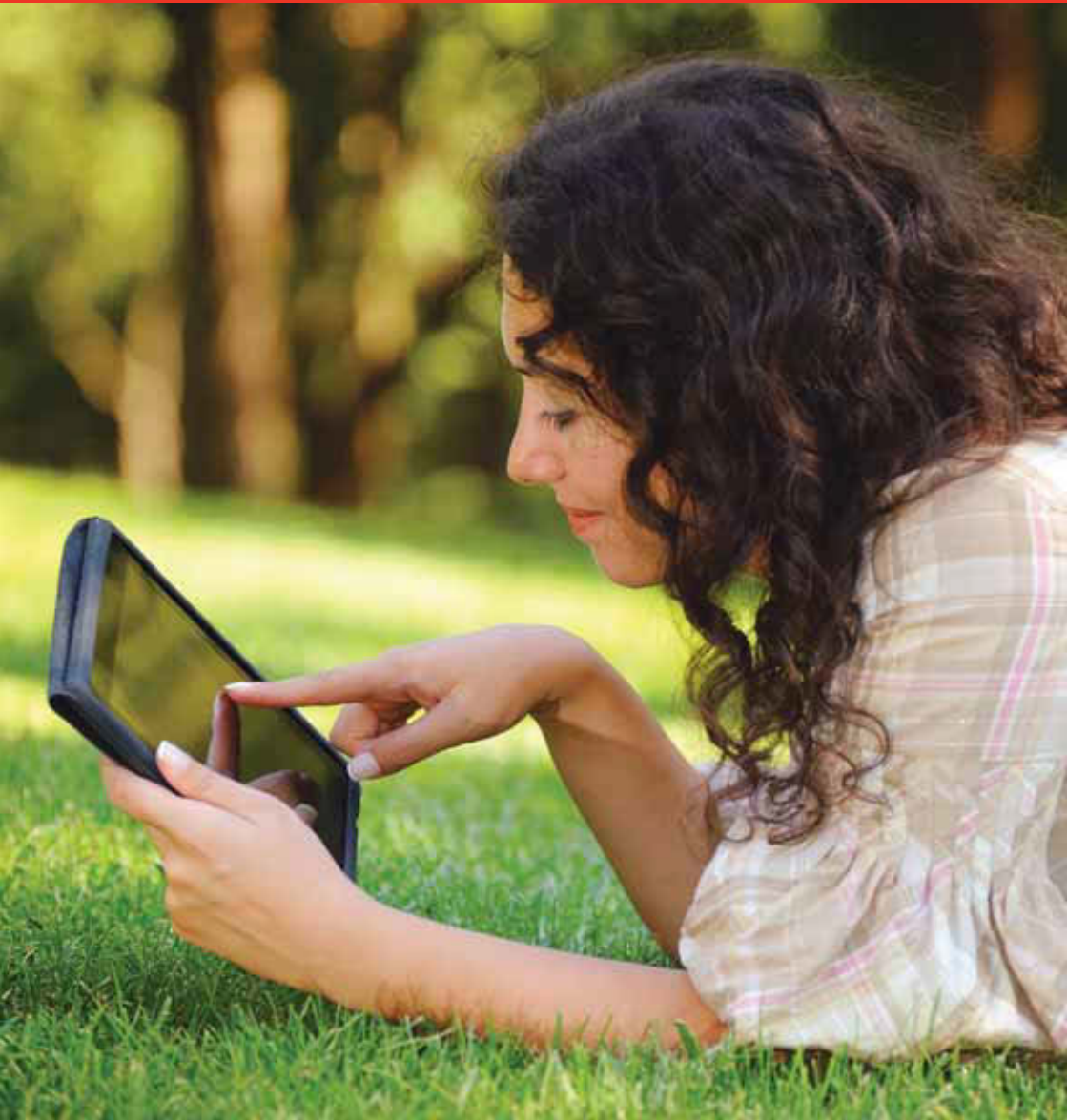




THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

# *Masters Handbook*

*Faculty of Education*  
Te Kura Toi Tangata



# Welcome to Waikato

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*Welcome to the University of Waikato. I hope you make the most of your time here and the opportunities that will present themselves during the course of your study.*

You have come to an excellent university that is ranked top in 10 subjects under the Government's Performance Based Research Fund. We are also internationally connected; we have research connections and student exchanges with some of the world's top universities. I urge you to consider taking part in these while you are with us.

Here at the University of Waikato, you will be taught by lecturers who are leaders in their fields of research and who win national teaching awards. We are proud of our academic quality and the fact that we turn out sought-after graduates who go on to take up important roles in all parts of the world.

You will already have noticed our beautiful campus which is set in 68 hectares of gardens, green space and lakes. At the heart of it all is the new Student Centre, which was completed in 2011. With its accessible areas, Library services and multitude of facilities, it is a place for students to study or just gather together and we are very proud of this building.

In 2011 we celebrated 10 years of another important building, the Gallagher Academy of Performing Arts. This world-class facility was the vision of a group of driven Waikato people. It quickly became a focal point in the campus and continues to be an important venue for the performing arts community.

I encourage you to experience all our facilities during your study at Waikato. We are heading towards our 50th anniversary in 2014; you are benefitting from many years of planning, hard work and vision.

I sincerely hope you enjoy your time at the University of Waikato; I urge you to make the most of the excellent education, the beautiful setting and the top facilities and then head out into the world as alumni and ambassadors for us.

## **Roy Crawford**

VICE-CHANCELLOR  
UNIVERSITY OF WAIKATO



# Welcome to the Faculty of Education

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*Kia ora koutou katoa.*

A very warm welcome to all those who are considering postgraduate research studies in the Faculty of Education. The Faculty is committed to making a difference through its research and we see the research of our students as an integral part of this. Whether you are at the masters or doctoral level, a thesis offers you the opportunity to research an area of interest at an advanced level.

The staff that supervise our thesis students are themselves researchers. They are committed to supporting you to making this is a rewarding experience, but also to ensuring that the research you undertake and the report that it culminates in are of a high standard.

We extend a special welcome to our international students and we value the unique contribution each of you makes to the Faculty's research activities. The majority of our postgraduate students are completing their qualifications part-time and we are mindful of the particular challenges associated with this way of studying.

Unlike taught papers, a thesis can at times seem a very solitary endeavour. We recognise this and offer opportunities for our postgraduate students to come together. Some of these sessions are designed to provide specific support to those undertaking theses. At other times, it is simply providing a forum for those on a similar journey to share their experiences. I strongly encourage you to avail yourself of these opportunities.

**Professor Roger Moltzen**

DEAN  
FACULTY OF EDUCATION



# The Centre for Postgraduate Studies

I extend a warm welcome to all new Masters students here in the Education Faculty. Becoming a researcher in the various fields of education is a challenging, rewarding and enjoyable journey. Congratulations for embarking on that journey with us at the University of Waikato.

Masters degrees introduce students to the exciting world of research and can lead to doctoral study. As a research postgraduate student you will be learning to be a researcher creating new knowledge for the wider community. The Faculty of Education offers a variety of thesis options and it is also possible to do the Masters by coursework in certain circumstances.

This handbook is designed to provide information to help you make decisions about doing your Masters. I hope that your Masters experience is one that will prove rewarding in many ways for you now and in the future.

Best wishes for your future study.

**Associate Professor Lise Bird Claiborne**

DIRECTOR  
CENTRE FOR POSTGRADUATE STUDIES



## Contacts For Enquiries

Academic and administrative matters related to Masters degrees at the Faculty of Education are handled by the Centre for Postgraduate Studies. The Centre for Postgraduate Studies staff provides advice and support for both students and staff engaged in Masters degree study and supervision. For any Masters degree enquiries, in the first instance please contact the Postgraduate Studies Administrators.

### Director

Associate Professor Lise Bird Claiborne    TT5.03c    l.claiborne@waikato.ac.nz    extn 4901

### Postgraduate Studies Coordinator

Dr Margaret Franken    TC2.59    franken@waikato.ac.nz    extn 6360

### Postgraduate Studies Administrators

Qualification or programme planning advice and first port of call for Masters degree enquiries.

Sylwia Rutkowska    TC2.43a    educ\_grad@waikato.ac.nz    extn 7725

Programme planning and advice for the Master of Sport and Leisure Studies and Master of Educational Leadership degrees.

Dr Damion Sturm    TC2.44    damions@waikato.ac.nz    extn 7721

**Note(s):** *This handbook is designed specifically for Masters students and supervisors in the Faculty of Education. It provides information on the processes involved in undertaking Masters degrees in the Faculty. It outlines the regulations, policies and procedures that relate to Masters degrees and provides information about the services and facilities available to support Masters students. Information is correct at time of publication (2011). Doctorate students should refer to the **Higher Degrees Handbook** available from the University's Postgraduate Studies Office.*

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## About Our Masters Degrees

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### The Faculty of Education at the University of Waikato

The Faculty of Education at the University of Waikato is one of the largest Faculties of Education in New Zealand. We have over 40 academic staff with doctorates teaching a variety of topics and supervising research work across a range of methodological approaches. The Faculty of Education has a long established reputation for high quality, innovative research in a diverse range of educational and family contexts. Our research vision is to make a difference to teaching, learning and living for people of all ages, including students and teachers from early years through to tertiary settings. Our research strengths are reflected in our research networks.

Our Faculty staff is involved in national and international collaborative projects with educators and researchers. Our staff have particular strengths in curriculum development and processes: for example in science, mathematics and technology education; social studies and geographic education; physical education and leisure studies; arts and language education; counselling; human development; disability and inclusion studies; educational leadership; early childhood education; Māori and bilingual education; policy studies; learning and teaching and assessment; equality, equity and social justice; and feminist post-structuralism.

For further details of current research in the Faculty and staff research interests, please refer to the Faculty of Education website: [www.waikato.ac.nz/education](http://www.waikato.ac.nz/education)

### Masters Programmes Overview

Following the successful completion of an Honours or Postgraduate Diploma programme, you may apply for admission into one of our Masters programmes. The Faculty of Education offers the following Masters programmes:

- » Master of Counselling (MCouns)
- » Master of Disability and Inclusion Studies (MDInS) (approval pending)
- » Master of Education (MEd)
- » Master of Educational Leadership (MEdLeadership)
- » Master of Sport and Leisure Studies (MSpLS).

Our Masters programmes are for graduates and education practitioners interested in advancing their understanding of a subject they have previously studied, through either research or taught papers.

If you have completed a Masters degree which included a thesis or a 60-point dissertation and your degree was awarded with First Class Honours or with Second Class (First Division) Honours, you may apply to continue your studies at a higher level and enrol in one of our doctoral programmes: the Doctor of Philosophy (PhD) or Doctor of Education (EdD). For further details, please refer to page 44.

## General Programme Requirements

- » 120 points in total at 500 level
- » Full-time: One year (or Part-time: Two or more years)
- » Mode: Campus-based or distance study\*
- » Research: Complete a 120-point thesis or a 90-point thesis plus 30-point research methods paper or
- » Coursework: Complete four taught papers at 500 level paper – please see page 8
- » Students wishing to enrol in a Masters programme must have completed or concurrently enrol in an approved paper in research methodology
- » Choice of up to 30 points from outside the field of the degree.

\* *Distance study option is not available for international students.*

We strongly recommend that you familiarise yourself with the regulations governing our Masters degrees, which are outlined in the *University of Waikato Calendar*: <http://calendar.waikato.ac.nz>

**Note(s):** *Master of Counselling has different requirements. For more information about the Master of Counselling programme, please refer to the Counsellor Education Handbook.*

## Masters Degree Duration

The normal minimum period of enrolment for completion of the Degree is one year. However, it is possible to enrol in a Masters degree on a part-time basis. When studying part-time it will take you two or more years to complete your Masters degree (please also see page 11). Please note that in order to be eligible for consideration for the award of Honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in the case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree.

## Masters by Research

A research Masters will provide you with the opportunity to develop and undertake a significant research project. You will be responsible for defining a research topic or problem, planning the research programme, selecting and using appropriate methodologies of investigation to collect and analyse information and data, under the supervision of an academic staff member. In the process you will learn much about the research process, including how to undertake research in your area of study, how to deal with the information collected, and how to write this up.

Your research and findings will be presented in the form of a thesis that will demonstrate the research process and the argument or results.

## Masters Thesis Papers

- DSOE594** Education Thesis (120 points)
- SPLS594** Sport and Leisure Studies Thesis (120 points)
- STER594** Science, Technology Education Research Thesis (120 points)
- DSOE593** Education Thesis (90 points)
- SPLS593** Sport and Leisure Studies Thesis (90 points)
- STER593** Science, Technology Education Research Thesis (90 points)

## Research Methods Papers

Prior to enrolling in a Masters thesis paper, you must complete a paper in research methodology. This paper may be completed as a part of your Honours degree or Postgraduate Diploma programme. Alternatively you may complete a 30-point research methods paper and then enrol in a 90-point thesis paper. The Faculty of Education offers the following papers in research methodology:

### DSOE557 – Research Methods

This paper introduces students to the major educational research paradigms, methodologies appropriate to collecting data in schools (Including interviews, observations, surveys, case studies), action research, literature reviews, critiquing research, and report writing. It includes considerations of ethical issues in research.

This paper is offered three time a year: in A semester with weekly lectures in Hamilton (HAM), in B semester as a fully online taught paper (NET) and as a C paper (Summer School) with compulsory two weeks of lectures on-campus in Hamilton in the beginning of January (HAM).

### PCSS502 – Kaupapa Māori Research

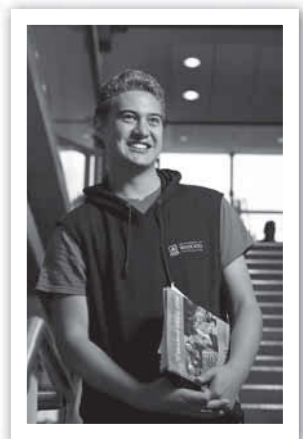
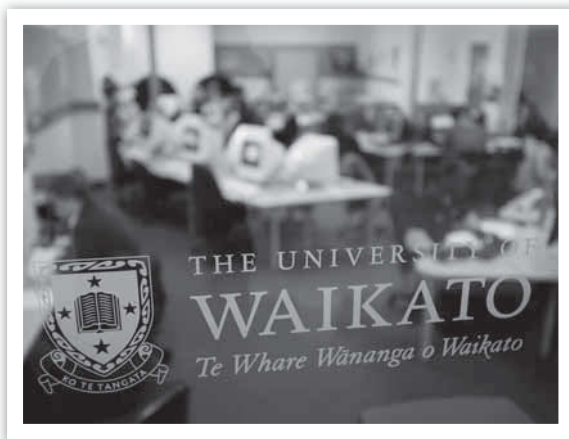
Emphasis in this paper is on the student undertaking research within a supportive, critical whānau of interest that will examine how issues of initiation, benefits, representation, legitimation, and accountability can be address when researching in Māori context.

This paper is offered in B semester as a partially online taught paper (BLK) and includes a compulsory three-day block period in Hamilton in the second week of the B semester.

### SPLS501 – Researching Sport and Leisure (not offered in 2012)

### STER541 – Research Methods in Science, Mathematics and Technology Education (not offered in 2012)

For further information about the above papers refer to our online *Catalogue of Papers*:  
<http://papers.waikato.ac.nz>





## Summary of Steps For Masters Degree by Research

### ADMISSION

- » Student initiates discussions with potential supervisor or the Postgraduate Studies Administrator
- » Student draws up initial draft proposal
- » Student submits online application to enrol (ATE)
- » Student submits the completed *Masters Thesis Application Form* to the Centre for Postgraduate Studies
- » Application forwarded to the Director of the Centre for Postgraduate Studies for consideration
- » Applicant notified via email about the decision and receives Enrolment Agreement letter.

### ENROLMENT

- » Student completes the Enrolment Agreement letter and returns it to the Finance Office
- » Student meets with the supervisor to discuss the research plan and timeline for completion
- » Student submits an Ethics Application
- » Student starts collecting data and writes his/her thesis
- » If studying part-time, student submits re-enrolment one month prior to his/her enrolment end date.

### SUBMISSION OF THESIS

- » Student arranges printing and binding of the thesis
- » Student submits digital copies of his/her thesis with the University's Research Commons page
- » Student submits to the Assessment and Graduation Office:
  - 3 copies of hard-bound thesis
  - *Masters Thesis Submission Form*
  - *Library Deposit Form*
- » Student applies to graduate 'In Anticipation'.

### EXAMINATION

- » Supervisor nominates an external examiner
- » Nomination is approved by the Director of the Centre for Postgraduate Studies
- » Thesis is forwarded to the internal examiner (supervisor) and external examiner for marking
- » Examiners write examination reports and make grade recommendations
- » Director of the Centre for Postgraduate Studies makes final grade recommendation.

### COMPLETION AND GRADUATION

- » Student is officially informed about the final grade and Masters degree completions
- » Student eligible to graduate at next available graduation ceremony.

## Masters by Coursework

In certain circumstances, you may complete a Masters degree by taught papers (coursework). Admission into a Masters by coursework requires an application for a waiver and approval of the Postgraduate Studies Coordinator. A taught Masters is useful for gaining more content specialist knowledge in your chosen field. It is a good study option for students wishing to have a more structured programme of study.

A Masters by coursework is normally completed by taught 500 level papers only but you can include a Directed Study (30 points) or a Dissertation (60 points). The Directed Study provides an opportunity for students to pursue a specific interest under the guidance of a suitable supervisor. While the purpose of a Dissertation is for the student to conduct a small research project that displays the student's grasp of a particular research question and the competent application of an appropriate research methodology and research methods. The Directed Study and Dissertation Guidelines and the *Directed Study/Dissertation Application Form* are available from the Faculty of Education's website: [www.waikato.ac.nz/education](http://www.waikato.ac.nz/education)

The *Postgraduate Studies in Education Handbook* provides descriptions of all postgraduate (500 level) papers offered at the Faculty of Education. The Faculty of Education website [www.waikato.ac.nz/education](http://www.waikato.ac.nz/education) also lists the required papers for specific Masters degrees. If you need help with selecting your taught papers, please contact the Postgraduate Studies Administrators and/or the Postgraduate Studies Coordinator.

**Note(s):** *Students completing a Masters by coursework are unlikely to be eligible for a direct entry into a doctoral programme.*

## Application Process

Once you have selected your papers, you will need to submit your online application to enrol either via your iWaikato account (if you are currently enrolled) or through the University's website (if you are a new student or returning after a break in your studies): [www.waikato.ac.nz/study/enrol](http://www.waikato.ac.nz/study/enrol) If you wish to complete a Masters by coursework, you will also be required to complete the *Masters by Coursework Waiver Form*. This form is available from the Faculty of Education's website (search Masters Degrees).

For application to enrol deadlines, please refer to the University's website or the *Postgraduate Studies in Education Handbook*.

## Enrolment

Once you have submitted your completed *Masters by Coursework Waiver Form* and all of the required documents, your application will be assessed by the Postgraduate Studies Coordinator. Once your academic qualifications and results have been assessed and the waiver will be granted, your application to enrol will be approved and you will receive an offer of place via email along with an Enrolment Agreement letter with fees invoice for your Masters degree enrolment. For further information about payment of fees and enrolment, please refer to page 13.

## Changes of Enrolment and Withdrawals

You can change your papers (adding or dropping) through your iWaikato account until the second Friday from the commencement of the semester (or the commencement date of the paper if you are enrolled if it is a 'C' paper). If you will drop a paper prior to the deadline for deleting papers, the paper will be removed from your academic record and will receive a refund of your fees. Unless exceptional circumstances apply, if you wish to withdraw from a paper after the deadline for deletion, you will not be entitled to a refund of your fees for that paper; if you have not paid your fees, you will remain liable for them. For further information about the Change of Enrolment Regulations in the *University of Waikato Calendar*: <http://calendar.waikato.ac.nz>

You are responsible for ensuring that the change of enrolment process is completed and that your withdrawal from a paper is registered. Failure to do so may cause an unnecessary 'Incomplete' grade (IC = fail) to be recorded on your academic record. If you fail a paper of papers worth more than 30 points in total, you will not be permitted to proceed with the Masters degree.

# Masters Degree Admission and Enrolment

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## Admission Requirements

To be eligible for admission into a Masters degree, you usually need to have completed a relevant postgraduate study in the subject area of the proposed degree. Admission into a Masters degree generally requires:

- » A Bachelor with Honours degree or
- » A Postgraduate Diploma and
- » Preferably a B/B+ or higher average in 500 level papers.

If you have not completed an approved paper in research methodology and you wish to enrol in a thesis paper, you will be required to enrol in one of our research methods papers (DSOE557 or PCSS502) on an Individual Paper Basis (IPC) prior to being admitted into a Masters degree. For further information, please contact one of the Postgraduate Studies Administrators at the Faculty of Education.

**Note(s):** *Your enrolment in a research-based Masters degree is subject to our ability to provide appropriate supervision for your proposed research project.*

## International Students

All new international students must submit their applications through the University's Waikato International website. Each international student application is assessed on a case-by-case basis. Once you have met all the entry requirements and are ready to enrol in your programme, you must consult the Postgraduate Studies Administrators who will help you to plan your programme of study.

For admission requirements specific to international students, please refer to the Waikato International website: [www.waikato.ac.nz/international](http://www.waikato.ac.nz/international)

## English Language Requirements

If English is not your first language you must normally provide one of the following as evidence of proficiency:

- » An academic IELTS score of 6.5 overall with no less than 6.0 in each band; or
- » A paper-based TOEFL score of 600 overall including a TWE (Test of Written English) of 5.0; or
- » A computer-based TOEFL score of 250 including a TWE of 5.0; or
- » An internet-based TOEFL score of 90 with a writing score of 22 or
- » Provide evidence of their English language capabilities to satisfy the department.

**Note(s):** *The English language requirements are subject to change. The Faculty of Education reserves the right to request an IELTS, TOEFL score or equivalent.*

Candidates who have studied full-time at university level in English for two years or more may apply to have the above requirements waived. A waiver may be granted by candidates submitting an academic transcript, clearly showing more than two years of full-time university study in English, and a letter of recommendation from an academic staff member who has taught them in English in the past two years.

If you wish to study English before you start your Masters degree, you may want to consider enrolling in one of our English language courses offered through the University's Pathways College. For more information, please refer to the Pathways College's website: [www.waikato.ac.nz/pathways](http://www.waikato.ac.nz/pathways)

**Note(s):** *Completion of the Master of Education degree would not lead to a teacher registration in New Zealand as recognised by the New Zealand (NZ) Teachers Council. If you wish to become a teacher and gain the New Zealand teacher registration, you need to apply for one of our teacher training programmes. For more information, please visit the following website: <http://education.waikato.ac.nz/about/faculty-centres/centre-for-teacher-education>*

## Preliminary Considerations Before Applying

Undertaking research for submission in a thesis is a demanding activity, requiring high-level academic skills, commitment and stamina. As a potential Masters thesis student, you should be certain that you are interested in your proposed research topic. You should have the necessary knowledge and skills to do so or you should consider undertaking further coursework or study that will be necessary to provide you with the required knowledge and skills.

You may want to start thinking about the area you would like to research while completing your Bachelor with Honours or Postgraduate Diploma programmes. As a way of ensuring that you will have the required background and skills to carry out your research project, focus your coursework towards your research interests. It would give you a good opportunity to have preliminary discussions with your lecturers regarding your proposed research project. When thinking about your topic, consider who would be the most suitable supervisor because their knowledge and expertise can help in the process of refining your topic. They may also be able to suggest projects that might interest you and useful resources to inform your work. You may also search the University's Experts' File for staff research interests:

**[www.waikato.ac.nz/research/expertise](http://www.waikato.ac.nz/research/expertise)**

It is also a good idea to discuss your possible areas of your Masters research and study options with the Postgraduate Studies Administrators who can direct you to the relevant department or a potential supervisor.

## Getting Underway

Once you have found a suitable supervisor, you can start work as soon as you and your supervisor are ready. It is usual to begin work before formal enrolment has been completed, although it is not usual to do more than meet once with your supervisor to discuss the focus of the literature search and reading to begin on. Contact the Education Library for support with accessing library databases. Typically you would then work independently until the formal enrolment process is completed. During this time you can begin work on the structure of your thesis and read relevant literature.

## Draft Research Proposal

Before submitting your formal application for admission into a thesis-based Masters degree, you will be required to carry out a preliminary literature review and prepare a draft proposal for your thesis. A research proposal is a document that helps the Faculty or your department to decide whether or not they can provide appropriate supervision and support for your research project. A draft proposal can be developed in collaboration with your supervisor and you should discuss the plan for the research with the supervisor prior to enrolling. Writing a proposal helps you to:

- » reflect on the project and predict any difficulties that might arise,
- » think about what can be realistically achieved in a particular timeframe,
- » focus the research once it is started although unforeseen challenges and findings may mean you deviate from the original as the research progresses.

Search the literature to see what has been written about your topic and how it has been researched in the past. Identify your research question. Avoid questions that you already know the answer to or ones that are trivial. Your research proposal should include the following components:

- » Working title of your proposed study
- » Abstract/Summary (A general overview of the research topic or area you would like to investigate)
- » Research questions (What is the issue you wish to investigate?)
- » A brief review of the literature
- » Methodology (How would you propose to do this study?)
- » Forms of analysis proposed
- » Significance of the research (Who would be interested in the outcome of your study?)
- » References or bibliography (A list of literature referred to in the proposal).

### Full-time or Part-time

Awarding of a Masters degree requires the successful completion of a 120-point 500 level thesis or the completion of four 30-point 500 level papers required for the named degree. The normal maximum full-time student workload for an academic year (excluding Summer School) is 120 points. For one 500 level paper, the minimum total study time is approximately 23 hours per week. Since the 120-point Masters thesis is equivalent to four papers at 500 level, the total number of hours of study is a minimum of 1,200 hours over 12 months (4 x 300 hours).

It is very important that you make sure your work and personal commitments will leave you sufficient hours for studying when planning your Masters degree programme. It is very tempting to enrol on a full-time basis for a Masters degree without considering the constraints placed upon study by other responsibilities, including care-giving but especially opportunities for paid employment. In special circumstances, a number of masters students would need to apply for extension and re-enrol, which means additional fees, after being unable to complete their research in a year of full-time study. For further information about extensions, please refer to page 14.

For these reasons, if you are in full-time employment and/or have personal commitments preventing you from studying full-time, you should consider enrolling in a Masters degree on a part-time basis. A 120-point thesis can be completed over a period of 24 months (with 60 points in the first year and further 60 points in the second year). A 90-point thesis can be completed over a period of either 18 months (with 60 points over 12 month and 30 points over 6 months) or 24 months (with 45 points in the first year and further 45 points in the second year). If you are enrolled on a part-time basis, remember to re-enrol at least a week before your enrolment end date – failure to do so may result in a late enrolment fee.

**Note(s):** *Enrolment in a thesis-based Masters degree is normally continuous, which means you must be enrolled in consecutive years until you have completed.*

## Distance Study

It is sometime possible to enrol in a Masters thesis via distance study. For further information about this study option, please contact the Postgraduate Studies Administrators.

Please also refer to page 21.

## Credit Transfer

If you have passed a 500 level paper or papers worth 30 points at another tertiary institution, you may apply for a credit transfer of that paper or papers (no more than two 30-point papers) towards your Masters degree at the University of Waikato. Please contact the Postgraduate Studies Administrator to discuss a possibility of credit transfer or please refer to the Credit Office's website: [www.waikato.ac.nz/sasd/enrolment/credit/#04](http://www.waikato.ac.nz/sasd/enrolment/credit/#04)

## Formal Application Process

Once you have checked that you meet the Masters degree admission requirements, have finalised your draft research proposal and have found a suitable supervisor willing to supervise your research project, you will need to submit your online application either via your iWaikato account (under 'Change of Enrolment' section if you are currently enrolled) or an online application to enrol (ATE) through the University's website (if you are a new student or returning after a break in your studies): [www.waikato.ac.nz/study/enrol](http://www.waikato.ac.nz/study/enrol)

You must also complete and submit the *Masters Thesis Application Form* available from the Faculty of Education's website: [www.waikato.ac.nz/education](http://www.waikato.ac.nz/education) (search Masters Degrees). Or contact the Faculty of Education's Postgraduate Studies Administrators to obtain a copy of the form. Submit your application form before or at the same time you complete the online application process with the University.

If you have not studied at the University of Waikato before, you will be required to provide an original or verified copy of your complete academic record (degree certificate and academic transcript). You will also be required to provide a photo of yourself for your Student ID card. You can either email the photo to [idcards@waikato.ac.nz](mailto:idcards@waikato.ac.nz) or visit our Student Centre (Level 2 of the Library, University of Waikato, Gate 5, Hillcrest Road, Hamilton) to have the photo taken.

For help with your application, please feel free to contact the Postgraduate Studies Administrators.

**Note(s):** *You may commence your Masters thesis enrolment at any point during the academic year. The Masters thesis papers have individual start and finish dates and there is no application deadline for students wishing to enrol in a thesis-based Masters degree. However, your Masters thesis application should be submitted to the Faculty of Education's Centre for Postgraduate Studies at least one month before the intended start date for your thesis enrolment to ensure timely enrolment.*

## Enrolment

Once you have submitted all of the required documents, your application will be assessed by the relevant department and the Director of the Centre for Postgraduate Studies. Once your academic qualifications and results have been assessed and the availability of suitable supervision is established, your application to enrol will be approved and you will receive an offer of place via email along with an Enrolment Agreement letter with fees invoice for your Masters degree enrolment.

## Fees

On successful completion of the application process, you will become liable for tuition fees and other related costs. You must complete and return your Enrolment Agreement letter to the University's Finance Office to complete your enrolment. You can return your completed letter by post, fax, email or in person at the University's Finance Counter at the Student Centre, Level 2 of the Library, University of Waikato, Gate 5, Hillcrest Road, Hamilton. Please note your enrolment will not be completed until you have paid the tuition fees and charges you are liable for.

For further details about fees and charges related to enrolment please refer to the Regulations Governing Payment of Fees and Charges on the *University of Waikato Calendar*: <http://calendar.waikato.ac.nz>  
A guide to International Student Tuition Fees is listed on the Waikato International website:  
[www.waikato.ac.nz/international/feesAndCosts](http://www.waikato.ac.nz/international/feesAndCosts)

## ID Card and iWaikato

When you have signed and returned your Enrolment Agreement indicating how you will pay your fees, you will be issued your Student ID Card. You will use your ID card for photocopying and other services such as issuing books at the Library; so it pays to keep your Waikato ID card with you at all times.

You will also need your Student ID card to register your student account. You will be assigned an iWaikato student account (<http://i.waikato.ac.nz>) where you can view your enrolment and graduation details as well as change your contact and personal details. You will also be assigned your own student email account. If you need any help with registering your student account, please visit the University's ITS Service Desk website: <http://help.waikato.ac.nz> or contact them via phone at 07 838 4008 or email [help@waikato.ac.nz](mailto:help@waikato.ac.nz)

## Moodle and E-group

Moodle is the University's online learning and content management system. You will be given access to the Faculty of Education's Moodle site which provides information on Masters programmes, resources and support available for Masters students.

You will also be subscribed to our email e-group for Masters thesis student so that you can be informed of any upcoming events or other activities that may interest you.

## Re-enrolment

If you are enrolled in a Masters degree on a part-time basis, you can only be enrolled for a 12-month (52 weeks) period at the time and you must re-enrol for each study year and the remaining number of points. Your re-enrolment must be submitted at least one month before your official enrolment end date for the given year of enrolment. You can submit your re-enrolment either via your iWaikato account (under 'Change of Enrolment' section) or via the University's online application to enrol website:  
[www.waikato.ac.nz/study/enrol](http://www.waikato.ac.nz/study/enrol)

**Note(s):** *Masters thesis students are required to be enrolled continuously for the entire period of their Masters degree up to the submission of their thesis, unless approval has been granted for a suspension.*

## Changes of Enrolment

### Changing from Full-time to Part-time or Vice-versa

If you are enrolled full-time in a thesis paper and wish to change your enrolment to part-time, you will need to complete the *Application for Change of Conditions (Masters) Form* available from the Faculty of Education's website: [www.waikato.ac.nz/education](http://www.waikato.ac.nz/education)

### Suspension of Thesis Enrolment

Enrolment in a thesis-based Masters degree is normally continuous, which means you must be enrolled in consecutive years until you have completed. However, in special circumstances you may be granted a suspension of your Masters degree enrolment for a period of 6-12 months. This period of suspension will not count towards the time limit of the Degree. To apply for a suspension, you will need to complete the *Application for Change of Conditions (Masters) Form* available from the Faculty of Education's website: [www.waikato.ac.nz/education](http://www.waikato.ac.nz/education)

Retrospective suspensions are not viewed favourably by the Centre for Postgraduate Studies. These will only be approved in cases of extreme adversity.

Once your suspension period is finished, you will be required to re-enrol in the Masters degree. For further details about re-enrolment please see page 13.

### Thesis Enrolment Extensions

For either academic or personal reasons, you may request a period of extension which will be considered on its merits. If you expect that your thesis will not be ready for submission by the due date, you need to apply for an extension of the submission time.

A 21-day extension (without a requirement for re-enrolment and payment of additional fees) beyond your thesis submission dates can be requested, provided that you have lodged your application for extension at least one month before the deadline for submission by writing to one of the Postgraduate Studies Administrators. The reason for the extension must be given and the supervisor should indicate their support for the request either in a separate memo or by endorsing your application for the extension.

In exceptional circumstances an extension beyond 21 days can be granted. If you need to apply for an extension period longer than 21 days, you will be required to re-enrol for a minimum period which will be determined by your supervisor in consultation with you and you will be liable for further payment of tuition fees for the period of re-enrolment. To apply for this extension, please complete the *Application for Change of Conditions Form* available from the Faculty of Education website: [www.waikato.ac.nz/education](http://www.waikato.ac.nz/education)

For further details regarding thesis enrolment extensions, please refer to the *University of Waikato Calendar*.

### Withdrawals and Termination of Thesis Enrolment

If for any reason, you wish to withdraw from your thesis paper, you may do so by making a formal request in writing to the Director of the Centre for Postgraduate Studies. Such request must include the grounds for the request. Please discuss your withdrawal with your supervisor before submitting your formal withdrawal request. Unless, you have medical or compassionate grounds for your withdrawal, you will not be eligible for a refund of your fees. You are responsible for ensuring that your withdrawal from a thesis paper is registered. Failure to do so may lead to termination of your enrolment and an 'Incomplete' grade (IC = fail) to be recorded on your academic record. This means that you will not be permitted to re-enrol in the degree.

For more information about the regulations governing withdrawals and failed papers, please refer to the *University of Waikato Calendar*.



## Undertaking Research and Ethics Review Process

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### Research

According to the University's regulations "research means an inquiry of an investigative, experimental or critical nature which is driven by a question, hypothesis, or intellectual position capable of rigorous assessment, and the findings of which are open to scrutiny and formal evaluation; it includes any intellectual or creative work published, exhibited, presented, or performed in a written, spoken, electronic, broadcasting, visual, performance, or other medium".

We strongly recommend that you familiarise yourself with the Student Research Regulations outlined in the *University of Waikato Calendar*: <http://calendar.waikato.ac.nz/assessment/studentresearch.html>

### Preparation of a Research Plan

At the outset, you may need to refine your topic and focus of your research in consultation with your supervisor. You should also discuss and prepare your research plan (including your timeline for completion) with your supervisor. Both you and your supervisor will keep a copy of this plan and refer to it often. It is your blueprint for both your application for ethical review and for how you proceed with your research. It is important to try to conceptualise your whole project and establish parameters that will allow for its completion within the 12-month enrolment if you are enrolled on a full-time basis or the 18- or 24-month enrolment if studying part-time. A full project for a 90-point thesis will necessarily be smaller than that for a 120-point thesis.

For a Masters thesis, this plan usually includes the following components:

- » Title of the study
- » Statement of the research topic/problem and the overarching question that will guide your research
- » Explanation of the significance of the study
- » Proposed aims/objectives of the study
- » Review of selected literature, including research activity in the field, in order to situate your research question within a context
- » The methods you plan to use to investigate the research question
- » A statement of any ethical issues that you can identify
- » A timeline for completion.

When you and your supervisor have finalised your research plan, you are then in a position to apply to the Faculty of Education's Research Ethics Committee for research ethics review of your project.

### Research Ethics Review Process

All research must be carried out in a way that both respects the rights of those people it involves directly and protects the integrity of the research enterprise in broad terms and the scholarly pursuit of knowledge.

The University requires that formal ethics review procedures are followed before any research involving people as participants may begin. If your project involves collecting data from people it will require prior approval from the Faculty of Education Research Ethics Committee. Proceeding ethically is an integral component of research design, so you need to keep ethical considerations in mind from the very start of project planning.

## Ethics Application Forms

It is your responsibility to complete the formal application for ethical review of your project, in consultation with your supervisor, and to forward it to the Research Ethics Committee. The *Ethics Application Form* is available for downloading from the Faculty of Education's website: [www.waikato.ac.nz/education](http://www.waikato.ac.nz/education) (search Ethics).

Applications are considered by the full Committee, in the first instance, and then followed up by individual Committee members. You will receive written confirmation of the Committee's decision.

## Ethics Application Dates

The Faculty of Education Ethics Committee meets every month. Keep this in mind when planning your research plan with your supervisor. You will need to post or deliver six hard copies of your ethics application to the Faculty of Education Academic Administrator. Applications should be submitted 9 days in advance of the date of a meeting. Late submissions may have to be held over to the next meeting. For dates of Ethics Committee meetings go to the Faculty's website: [www.waikato.ac.nz/education](http://www.waikato.ac.nz/education) (search Ethics).

In preparing your ethics application consult the *University of Waikato Calendar*, which details the *University of Waikato Human Research Ethics Regulations*:

<http://calendar.waikato.ac.nz/assessment/ethicalConduct.html>

## Code of Conduct for Research

It is a basic assumption that researchers are committed to the highest standards of professional conduct in undertaking and supervising research. Researchers in this context are University staff members and research students. They all have a duty to maintain the highest standards of probity in research applicable to their discipline and to the good standing of the University. These standards include:

- » rigorous opposition to all forms of fraud, including misrepresentation and falsification of results;
- » the observance of the highest standards of safety in relation to themselves, their co-workers and research participants;
- » the maintenance of confidentiality and the full attribution and acknowledgement of authorship of all published material.

You should participate only in work which conforms to agreed ethical standards and which you are competent to perform. Where research, which has an ethical component, is conducted overseas, ethical approval must be sought both in New Zealand and overseas to ensure that any potential differences in cultural values are fully considered. Research involving human subjects and personal information (including any personal records) must be approved by the Faculty of Education's Research Ethics Committee (see also Student Research Regulations in the *University of Waikato Calendar*).

## Misconduct in Research

Misconduct in research includes:

- » the fabrication of data by claiming results where none have been obtained;
- » the falsification of data, by changing records or falsely claiming the use of techniques, methods or levels of precision;
- » plagiarism, including the direct copying of hand-written, typed, printed or published text or notation; the use of other people's data, arguments or literature reviews without appropriate acknowledgement, or permission; and the deliberate use of published or unpublished ideas from other people without adequate attribution, or permission for such use;
- » misleading ascription of authorship, including listing of authors without their permission where this is relevant, attributing work to others who have not contributed to the research, and failing to acknowledge work primarily produced by a postgraduate student, trainee or associate;
- » other practices that deviate from those accepted within the research community for proposing, conducting or reporting research, such as intentional infringement of the University's code of ethical behaviour.

Misconduct does not include honest error or honest differences in the interpretation or judgement of data.

Procedures for dealing with misconduct in research are set out in detail in the *Handbook for Research and Outside Professional Activities* available from the UNILink Office's website:

**[www.waikato.ac.nz/research/unilink](http://www.waikato.ac.nz/research/unilink)**

## Data Storage

If data or materials of a confidential nature are obtained by you in the course of your research, full confidentiality must be observed. The data or material must not be used for personal or commercial advantage or given to a third party for that person's commercial advantage except with the specific consent of the person or agency providing the data or material. If research is undertaken by the University under contract to an outside body, the obligations of the contract governing that research must be fully observed.

You should consult your supervisor about any specific requirements on data storage for research involving humans. You are required to retain your field and laboratory notebooks and other records of your research. Practices in this regard must conform to the principles of the Privacy Act 1993. The University of Waikato requirements on archiving of data and privacy and storage of personal information are set out in paragraph 10 of the Human Research Ethics Regulations in the *University of Waikato Calendar*.

In addition to these regulations, when the research is the basis of an assessed piece of work such as a thesis, then:

- » you should store data on individuals and data sets in the original form as set out in the thesis until the University officially advises you about the outcome of the examination of your thesis;
- » you should continue to store data on individuals and data sets in the original form as set out in the thesis for the duration of any appeal procedure against your examination results;
- » your supervisor is responsible for checking that you are aware of these requirements.

## Supervision

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The Faculty of Education and the Centre for Postgraduate Studies are responsible for providing suitable supervision for student research. Supervisors should be competent in the field and have time to supervise their students adequately. The majority of academic staff members at our Faculty are available to supervise Masters theses. To undertake supervision, the staff member should have a qualification at least equivalent to that which is being examined, not be enrolled in that degree, and have had research experience in the general field of the thesis. In special circumstances, you may have more than one supervisor. They may work together as a team (co-supervision) or there may be a panel including a first supervisor and one secondary supervisor.

You can make your initial enquiry about supervision available in a number of ways. You can make an appointment with the Centre for Postgraduate Studies Administrators and/or Director to discuss your research interests and they can refer you to the relevant department of a staff member. You can also approach a Chairperson of Department or a potential supervisor directly.

For details of current research in the Faculty of Education and staff research interests search our website: [www.waikato.ac.nz/education](http://www.waikato.ac.nz/education) or visit the University's Experts' File: [www.waikato.ac.nz/research/expertise/find-expert.shtml](http://www.waikato.ac.nz/research/expertise/find-expert.shtml)

*Note(s): Although we have research staff who specialise in a wide range of subject areas, sometimes we may be unable to provide supervision for your nominated topic.*

## Responsibilities of the Student

The responsibilities of the student include the following:

- » to become familiar with, and abide by, the University's regulations governing the degree and associated procedures as contained in this and other documents such as *The University of Waikato Calendar* and Faculty information;
- » to apply for ethical approval for the research once fully enrolled and working with your supervisor;
- » to carry out his/her programme of study to a high standard according to research plans agreed upon with your supervisor and within the prescribed period of study;
- » to agree to, and abide by, a timetable for at least monthly meetings or other formal communication (such as email) with the supervisor;
- » to raise matters discussed informally with supervisors at timetabled meetings in order to confirm a common understanding and to enable recording of agreed action;
- » to keep records appropriate to the standards and conventions of the discipline and to regularly submit these records for examination by the supervisor so that the candidate can be assisted to maintain high standards of recording;
- » to submit written thesis work for comment and discussion in accordance with agreed protocols;
- » to report on their progress regularly to their supervisor;
- » to bring any problems which may be interfering with study or research, including those of a social or medical nature, to the attention of the supervisor or the Chairperson of Department or the Director of the Centre for Postgraduate Studies;
- » to present work or findings from time to time as agreed with the supervisor;

- » to consult in confidence with the Chairperson of Department or the Director of the Centre for Postgraduate Studies if there are problems with supervision;
- » to decide when to submit the thesis for examination, having taken account of the supervisor's opinion, and to submit the thesis for examination according to the requirements set out in University regulations and within the prescribed period of study.

## Responsibilities of the Supervisor

The responsibilities of the supervisor include the following:

- » to assist the student to prepare a plan for research which can be completed and written up within the prescribed period of study;
- » to make sure ethical approval is sought for the research, where appropriate;
- » to arrange for the student to be made familiar with the facilities and research activities of the department and Faculty;
- » to encourage the student to play a full part in the social and intellectual life of the department and Faculty;
- » to check that health and safety requirements are carried out in accordance with University and Faculty procedures and that the student receives any required safety training;
- » to establish a timetable of regular meetings with the student at which all matters relating to the student's work can be discussed. There should be at least a monthly meeting or other formal communication (such as email) of which records are kept to make sure there is a record of the contacts between the supervisor and the student so that the progress of supervision can be reviewed at any stage. In the event of subsequent disagreement the records of the meetings will be an important basis on which to resolve issues;
- » to assist the student by regularly checking the records of data and observations and suggesting improvements where appropriate;
- » to discuss with the student work accomplished and to review, and if necessary revise, the research objectives as the work proceeds in the light of progress made;
- » to submit to the Chairperson of Department or the Director of the Centre for Postgraduate Studies any reports about the student's progress as required;
- » to advise the student of concern at the earliest opportunity if the student falls behind expected progress and to actively assist the student to improve;
- » to advise the Chairperson of Department or the Director of the Centre for Postgraduate Studies if the student continues not to meet expected progress and to seek advice on, or assistance with, action to be taken;
- » to provide constructive criticism and advice on submitted written drafts within one month or within time-frames agreed to;
- » to facilitate timely completion of the student's study and ultimate completion of the thesis;
- » to arrange (in consultation with the Chairperson of Department) for a replacement supervisor if a sole supervisor is absent for a period exceeding four weeks;
- » to select and nominate the external examiner of the thesis;
- » to inform the student that s/he may approach the Chairperson of Department or the Director of the Centre for Postgraduate Studies, as appropriate, if the student wishes to discuss any matters related to his/her supervision.

## Establishing a Successful Relationship

There are various ways to establish an appropriate supervision arrangement. You need to have confidence in your supervisor.

Basically, a successful relationship between supervisor and student rests on professionalism, mutual respect, consideration, courtesy and trust. As a thesis student you can expect to have considerable independence in the way you work. One aspect of studying at this level is to take responsibility for making best use of all the resources you have. Your supervisor is, in fact, a resource. You should take the first step by arranging the first appointment. At the outset, you and your supervisor need to agree about how you will work together. Supervisors have their individual styles and so do students. Here you have a common goal: to complete your research project and thesis in the best way and form possible. Talk about how you will do this, so that you find out what your supervisor's expectations are and make yours known.

You and your supervisor need to reach an understanding very early on about:

- » Availability of the supervisor
- » How and when to contact one another
- » Whether you will normally discuss your progress face-to-face or by email
- » The frequency and length of meetings
- » Whose responsibility it is to call meetings
- » The format of meetings
- » Whether you will record meetings on audio-tape
- » The process for submitting draft writing and receiving feedback
- » Generally, how you will work together.

## Supervisory Contract

The most central aspect of being a Masters research student is the quality of relationship you and your supervisor build up between you both. It is a good idea to use some kind form of 'a contact' that will cover different aspects of supervision that you and your supervisor should agree upon at the start of your research.

Your supervisor can contact the Centre of Postgraduate Studies' staff to obtain a supervision 'contact' sample.

## Maintaining Contact

It is essential that you take responsibility to maintain contact with your supervisor, to be clear about what has to be done and why, and to do your best to meet deadlines. In the event of problems, such as ill-health, which may interfere with progress, it is important to keep your supervisor informed. If you are unable to keep an appointment, or to meet a deadline, make sure to inform your supervisor as early as possible.

Your supervisor may suggest that you write a brief summary of each meeting. You can offer to do this anyway. These notes, which may be shared by email, will provide both you and your supervisor with an ongoing written record of the supervision process.

## Distance Students

If you are a distance student without direct supervision and personal contact, then an alternative system of supervision through either telephone contact or email should be established. In many cases, email is the preferred method. If possible, you should try to meet with your supervisor at least once in the early stages of your thesis enrolment so that your research plan can be discussed in detail. You should also report regularly and in detail on work progress. The supervisor should keep a record of important matters and decisions covered during email or telephone exchanges.

The supervisor should be assured that you have access to all the resources required. As a student working at a distance, you may suffer from many disadvantages which are not common to students working on campus or within a large institution. Consequently, the assessment of your suitability and progression in work should be carried out even more carefully than would be the case for students who meet their supervisors regularly face-to-face. Regular checks should be made to ensure that you are following the agreed research plan.

## Receiving Feedback

When you get to the writing stage, make sure that material you hand in is as well presented as you can manage at this stage. It is usually best not to hand in very rough material or material in the form of notes. However, it is important not to spend too much time crafting very early writing as you may well change quite a lot of it later. If you have scheduled an appointment to discuss something you have written, make sure your supervisor knows well in advance that you would like feedback on your work. You may wish to give suggestion to the type of feedback you require eg formatting, comments on research design etc.

## Concerns/Complaints About Supervision

Occasionally there are problems in a relationship between a supervisor and a student. These may relate to academic issues, for example, a fundamental disagreement over methodology or content. There may be conflicts in teaching and learning styles or personalities. A student may be unhappy over a procedural matter such as the time taken to get feedback on written work or the unavailability of a supervisor.

Ideally, you will be able to work through these matters with your supervisor. If you are unable to do so, you should:

- » Talk to a member of staff whom you feel comfortable approaching in confidence to be your advocate in the first instance
- » Arrange a meeting with the supervisor's Chairperson of Department
- » See the Postgraduate Studies Administrator
- » See the Director for the Centre for Postgraduate Studies.

Where a concern has not been resolved by initial discussions, or it is too serious to be treated as a concern, then a formal written complaint may be sent to the Director for the Centre for Postgraduate Studies.

If a complainant remains dissatisfied with the outcome an appeal can be lodged with the Faculty of Education Dean within 28 days of the date of the letter notifying the student of the outcome of the complaint.

## The Thesis

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If you are enrolled in a research-based Masters degree, you will be required to write a thesis as part of the requirements for your Masters degree. A thesis is a piece of written work of the research undertaken by the student under supervision. It should:

- » critically investigate the topic;
- » demonstrate an appropriate level of expertise in the methods of research and scholarship;
- » demonstrate the independent development of ideas relevant to the topic;
- » present the results clearly in a manner which makes a contribution to the subject area concerned.

It should normally include the following: a clear outline of the research question to be addressed and the theoretical, contextual or disciplinary basis of your research, and provide an overview of the rest of the thesis. Although structures, methods, and formats may differ between and within disciplines, it should normally include discussion of the methodology. It should also develop the arguments in a sustained and coherent manner and these should be brought to a conclusion.

The difference between a 120-point thesis and a 90-point thesis is solely in the size and scope of the research. A 120-point thesis is the equivalent of one year of full-time study's work. A 90-point thesis is the equivalent of three-quarters of a year's full-time study work.

We strongly recommend that you familiarise yourself with the regulations regarding theses, which are outlined in the *University of Waikato Calendar*: <http://calendar.waikato.ac.nz/assessment/dissertations.html>

For further information, please also refer to the University's webpage:  
[www.waikato.ac.nz/sasd/info-current/exams6.shtml](http://www.waikato.ac.nz/sasd/info-current/exams6.shtml)

## Writing Your Thesis

Perhaps the best way to explore how theses are developed and structured is to read exemplars. Some hard-bound theses copies are available in the University's Libraries and in Departments. Digital copies of University of Waikato's theses are deposited and available for viewing through Research Commons – a service provided by the University of Waikato Library as well as ADT – the Australasian Digital Theses Programme, which the University is a part of: <http://adt.caul.edu.au>

It is important to be discerning when you read these as the grades are not recorded on them. Some will have just got through; others will be A+ quality.

### Language

Theses will normally be written in English, but you may request permission to submit a thesis written in te reo Māori. If you wish to submit a thesis written in te reo only, you need to give notice of your intention of doing so in writing to the Director of the Centre for Postgraduate Studies. This notice of intention will allow the Faculty the time and opportunity to make appropriate arrangements for internal and external examination.

Theses submitted in te reo Māori are expected to conform to the usual standards of presentation (grammar, spelling, style) in this language.

For further details about the use of te reo Māori, please refer to the *University of Waikato Calendar*:  
<http://calendar.waikato.ac.nz/assessment>



## Format of the Thesis

You and your supervisor should agree to the format of the thesis during the early stages of writing. Drafts of all chapters should be submitted to the supervisor for comment. Reasonable and prompt feedback should be provided on substantive issues. Most supervisors also give feedback on style, grammar etc. However, you are encouraged to seek additional feedback from other readers.

The candidate's written thesis will usually contain:

- » Title page
- » Abstract
- » Acknowledgments
- » Table of contents
- » List of diagrams/tables/illustrations (where applicable)
- » Text of the thesis
- » Reference list
- » Glossaries of important words, phrases and keys to symbols (where applicable). Illustrative materials (such as computer disks and CDs) may be submitted with the thesis. Such objects must either be bound with the thesis or placed in a pocket inside the cover.
- » Appendices (if any).

The thesis must be presented in 12 pt type, in 1.5 or double spacing on A4 paper of at least 60gsm. It may be printed on either one or both sides of the page. Margins for all pages (before binding), including those on which photographs or diagrams are mounted, must be as follows: inner 40mm; outer 30mm; top/bottom 20-25mm.

Detailed information concerning the form and style of theses is given in the booklet *Writing and Submitting a Dissertation or Thesis* at the University of Waikato available from the University Library or on its website: [www.waikato.ac.nz/library/learning/g\\_thesis.pdf](http://www.waikato.ac.nz/library/learning/g_thesis.pdf) For successful writers extensive drafting and re-working of text, although time-consuming, is the norm.

## Citing References

There are three principal methods of citing references in a text: footnotes, the author-date and the reference-number system. The preferred method of referencing required in the Faculty of Education is that used by the American Psychological Association (APA). Please also consult your supervisor as to the method favoured in your subject area. There are particular rules for each and it is important to be consistent in the application of the method you decide upon.

Bibliographic style is important and considerable time will be saved if all necessary data for each citation are collected at the time of consulting the works concerned. Various styles are acceptable; the important point again to remember is that having decided on a particular style, you should retain this style throughout the bibliography. There may be a preferred method within your subject area; check with your supervisor.

The University of Waikato Library contains various authorities for consultation on styles of footnoting and bibliographies.

## Avoiding Plagiarism

Plagiarism is: "... presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to research and to assessment (as defined in the Assessment Regulations 2005) presented through a written, spoken, electronic, broadcasting, visual, performance or other medium." (*University of Waikato Calendar*).

Plagiarism is cheating:

- » it is viewed as serious misconduct, as outlined in the Student Discipline Regulations 2006, and may result in disciplinary action
- » the University prohibits plagiarism, whether it is intentional (you mean to copy without acknowledgment) or unintentional (you are not aware that you are copying without acknowledgment)
- » unintentional plagiarism is not seen as a defence against plagiarism.

Guidelines for sourcing and referencing styles are available from the University of Waikato Library.

## Word Limit

The recommended maximum word lengths for Masters theses are:

- » 120-point thesis: approx. 40,000 words
- » 90-point thesis: approx. 30,000 words.

These guidelines exclude the reference list (or bibliography), footnotes and appendices. The Chair of the Department, in which you are enrolled, has the discretion (except where the COD is the supervisor), in consultation with the supervisor, to allow a thesis to exceed these guidelines where it is thought this would be more appropriate for the topic. CODs should confirm in writing to the Director of the Centre for Postgraduate Studies and the Assessment and Graduation Office that such permission has been granted, specifying the maximum word length approved.

## Timeframes

A realistic time-line for completion is crucial. Beginning researchers with little experience are much less efficient as researchers than those who have had years of experience. It will take you longer, perhaps much longer, than it would take your supervisor to locate materials, to decide what is relevant, to rank the significance of what is relevant, to develop an appropriate methodology, to organise a division of your research results into effective chapters, and to write, and probably rewrite, the results of your research in an acceptable and accessible form. This will include adequate time to edit and proof-read your thesis. You will also need to allow at least 5 working days for binding of your thesis.

## Thesis Quality

A good thesis is coherent. This means that all the bits connect and how they connect is spelled out for your readers:

- » The introduction introduces both your research project and the way that you have put the thesis together, and very often it explicitly introduces you as both its writer and the researcher.
- » Your review of the literature locates your research within what has been written about already and what is being written about, and identifies where your particular project fits and how your research question has arisen. All sources are referenced in the most current APA style.
- » You explain what you did, that is, your methods, and account for them in terms of the methodological theory that underpins them and how they are particularly suited to your purpose in this piece of research.
- » You say what you found out and then you discuss this, linking it to what the literature has already told you. You identify and discuss what seem to you to be particularly significant insights and observations that demonstrate that your research makes a contribution. If you are a doctoral student you will have been striving for innovation of some kind and the discussion is where you demonstrate this particularly. You explain how what you have done and what you have found out clearly address the research question with which you began.
- » You pull back from the detail itself and re-establish the purpose, the themes, the fieldwork, the findings, the conclusions you have reached, the parameters and other aspects of the study that presented limitations, and where related research might go in the future.
- » You explicitly tell your readers at the beginnings and ends of chapters, except at the beginning of chapter one and the end of the final chapter, where the connecting argument of the thesis has just been and where it is about to go in the chapter that follows.

A good thesis has a strong critical edge. On the one hand, there is a certain amount of room for descriptive writing as you outline your topic, summarise the research, ideas and theories of others and present your results, for example. However, you will, on the other hand, continually engage in critique, asking questions of yourself, your material and your writing, questions like:

- » Why is this so?
- » Where is the evidence in the literature or my data?
- » How have I supported this assertion?
- » What connections can I claim?

A good thesis is of publishable quality. It will demonstrate the hallmarks of excellent writing and professional presentation, features like:

- » Clear expression of ideas
- » Fluency through its explicit connections within paragraphs, between sections and across chapters
- » Logical organisation made obvious by meaningful section and sub-section headings and focused paragraphs the grammar, syntax, spelling and punctuation of formal academic writing
- » The best words for saying what you want to say
- » Full attention to all relevant academic conventions, usually regarding referencing.

## Policy on Intellectual Property

### Background

Intellectual property (IP) relates to original works of authorship, technology, products, processes, designs, plant varieties, goodwill and trade marks. Although intangible, the law recognises IP to be just as much a form of property as land, housing or jewellery. Thus, IP can be sold, leased, damaged and trespassed upon. Since IP is intangible, it is important that its scope and ownership is clearly defined to enable the legal rights of the owner to be enforced. This is made possible with patents, design registrations, trademark registrations, plant variety rights, copyright protection, and recognition of authorship.

It is an important principle that theses should be public documents. Requirements associated with IP should not be allowed to restrict public access to theses without a strong case being made.

### University Policy

The University's policy with regard to IP, its commercialisation and involvement of students in creating IP is set out in the *Handbook on Research and Outside Professional Activities* (available from UNILink and departmental offices).

## Withholding Access to a Thesis

In keeping with worldwide academic practice, the University of Waikato endorses the principle that research theses are, by their very nature, available for public inspection. In so doing, it helps to ensure that intellectual developments can be appraised, used, and built upon by all interested parties. To this end, theses that have been passed by the examiners are lodged in the University of Waikato Library. It is usually possible to write a thesis that can be made public based on research and data that may be confidential. You and your supervisor should design their research to that end. However, the University also recognises that in unusual situations, theses contain material that, for commercial or security reasons, should be withheld from the public for a period after the thesis has been completed.

An embargo of a thesis is an injunction against the release of the thesis for public consultation in the University Library. This may be granted by the Deputy Vice-Chancellor only in response to a request from you and your supervisor and endorsed by your department and the Dean of the Faculty of Education (or nominee). An embargo of a thesis is likely to be approved only under the following circumstances:

- » if it is pending publication
- » if it is pending the filing of a patent
- » to allow for a sponsor to comment
- » to protect pre-existing commercial secrets of a sponsor
- » if there is a pre-existing contractual agreement
- » if restriction is necessary under the Privacy Act 1993 or the Official Information Act 1982.

Approval will not normally be granted for any other reasons. Material that you would not wish to be available to the public on grounds other than those above should not be included in the thesis. An embargo will be approved only for a limited period.

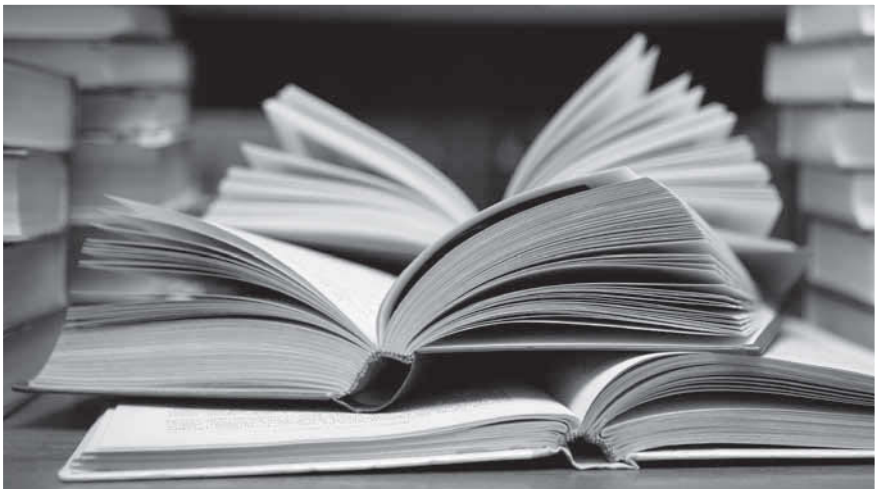
An application for withholding a thesis should normally be made to the Deputy Vice-Chancellor when you apply for enrolment in the Masters degree. If you are receiving support from a commercial or government establishment for whom you are carrying out the thesis research, then it will usually be clear at the time of registration whether conditions for an embargo are likely to be fulfilled when the thesis is completed. However, it is recognised that there are circumstances when the confidential/sensitive nature of the thesis research does not become clear until that research is near completion. For that reason, requests for an embargo may be made up to the time of submission of the thesis for examination. Applications will not be accepted after the thesis has been submitted. When the need for an embargo of a thesis has been identified, the Deputy Vice-Chancellor (through the Centre for Postgraduate Studies) and the Manager of the UNILink Office should be consulted immediately so that all options can be explored to minimise the extent of any restrictions.

## Getting Published

Publication is a way of contributing to knowledge production and further development in one's discipline area. Publication of teaching-related inquiry is also a way of enriching the profession of teaching and working to ensure that students are supported to optimal achievement.

If you are interested in presenting a paper at a conference or publishing your research in a journal, it is a good idea to discuss it first with your supervisor, who most likely is experienced in presenting and publishing research. You may also visit the University Library which holds a range of books related to academic publishing.

For information on the Postgraduate Conference Travel Grant, please refer to page 35.



## Submission of Theses and Graduation

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You must submit your thesis by 4.00pm on the required thesis submission due date (please refer to your enrolment details via your iWaikato account). You are advised to allow sufficient time (at least five working days) for binding of your thesis when planning to submit. We advise you to contact an appropriate binder early to see how much time should be allowed.

You should normally agree with your supervisor as to when your thesis is ready for submission and formal examination. If you wish to submit your thesis about which the supervisor still has significant reservations, those reservations should be fully explained to you in writing. You should be asked to respond in writing where the supervisor considers the thesis is not ready for examination. A supervisor cannot prevent submission of a thesis because of reservations about it, but you should heed the supervisor's recommendations.

### Thesis Enrolment Extensions

Please refer to page 14.

### Proof-reading

It is important to pay close attention to spelling and grammar. You need to make sure you allow adequate time to edit and proof-read your thesis to get it to a publishable standard, as this is a criterion for writing at this level.

### Presentation and Binding of the Thesis

You are required to submit the thesis in a form set out in the Theses and Dissertations Regulations in *The University of Waikato Calendar*. The cover must be fully-bound and must be black buckram, with the binding either sewn or glued. The spine and cover of the binding must be lettered in gold with the initials and name of the author and the title or short title of the thesis. Two-sided printing is the preferred presentation form. Each bound copy of the thesis must include an abstract of no more than 500 words, immediately following the title page and written in a form suitable for publication. For a sample of the title page, please refer to the Appendix 3 on page 47.

Please also refer to page 23.

### Submission of the Thesis

Once the thesis is completed, you will be required to submit three fully-bound (hardbound) copies of your thesis. You need to submit your thesis to the the Assessment and Graduation Office (located in the Gateway Building, Gate 5, Hillcrest Road, Hamilton) along with your completed *First Thesis Submission Form* and the *Library Deposit Form*. After submission takes place, the Assessment and Graduation Office will hold one copy of the thesis for the University of Waikato Library and the other two copies of the thesis will be sent to the Faculty of Education for examination processing.

The Financial Services Division of the University will be contacted to determine if you have any outstanding debts. Please ensure that you have paid any outstanding library fines before you submit your thesis. If you have no outstanding debts, you will be issued a receipt acknowledging your thesis submission. Full details, including forms, are available at: [www.waikato.ac.nz/sasd/info-current/exams6.shtml](http://www.waikato.ac.nz/sasd/info-current/exams6.shtml)

**Note(s):** *The hard-bound copies of your thesis would be the final copies. Once you have submitted your thesis, further editing or re-submission would not be possible. You must be enrolled in the relevant Masters degree at the time of submission of your thesis. After the examination of your thesis will be completed, one copy of your thesis will be returned to you along with your Masters degree completion letter.*

## Digital Thesis Submission

Prior to submitting hardbound copies of your thesis to the Assessment and Graduation Office, you also need to lodge an electronic (digital) version of your thesis with the University of Waikato Library. Digital copies of theses completed at the University of Waikato must be deposited directly into the University's Research Commons. Instructions on how to deposit your digital thesis can be found on the Research Commons' website: <http://researchcommons.waikato.ac.nz> You should check the Library's booklets and website for specific requirements for digital copies of theses.

## Access and Embargoes

Please refer to page 26.

## Graduation

### Applying to Graduate

Once you have submitted your thesis, you need to apply to graduate (this will not happen automatically). You can apply to graduate online through your iWaikato account or by completing an *Application to Graduate Form* available from the Graduation Office's website: [www.waikato.ac.nz/sasd/graduation](http://www.waikato.ac.nz/sasd/graduation)

Because you will not be officially eligible to graduate until the examination of your thesis is completed and you have received a notification of your final result for your thesis, you need to select an option of applying to graduate 'In Anticipation'.

For the Application to Graduate closing dates please refer to Graduation Office's website.

**Note(s):** *Approximately three months can be expected to elapse between the submission and a final result for your thesis and a decision on the award of your Masters degree.*

### Graduation Ceremonies

You will have the option of graduating at one of the University of Waikato graduation ceremonies (held twice a year: in May and in October) or your Masters degree can be awarded 'in absentia' at a meeting of the University Council (held several times per year). For the Graduation Ceremonies and Council graduation dates please refer to Graduation Office's website.

To ensure that there is sufficient time for your name to appear in the printed list of graduates for a graduation ceremony, the final grade must be submitted to the Assessment and Graduation Office by a pre-determined date, normally around 6-7 weeks, before each ceremony.

If you wish to graduate during the May graduation ceremony, the grade for your thesis and your Masters degree completion confirmation must reach the Assessment and Graduation Office by the beginning of March. Therefore you should aim to submit your thesis no later than mid-December. Even with this date, given the closures over the Christmas period and the fact many academics take their annual leave over this period, it might be possible that the grade will not be available until March. For the October graduation ceremony, you should aim to submit your thesis no later than the end of May and the final result for your thesis and your Masters degree completion confirmation must reach the Assessment and Graduation Office by the end of August.

## Examination of the Theses

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The process of examination of the Faculty of Education's Masters theses is overseen by the Centre for Postgraduate Studies. The Assessment and Graduation Office will notify the Centre for Postgraduate Studies that the thesis has been submitted and will send two copies of the thesis to the Postgraduate Studies Administrators for examination processing. Masters theses are examined by two examiners, who examine the thesis independently: an internal examiner (your supervisor) and an examiner who is external to the University.

### Nomination of an External Examiner

When your project is nearing completion, your supervisor will nominate an external examiner for your thesis in and will inform you about the decision. The external examiner should usually be associated with an academic institution and teaching and researching in the discipline relevant to the research. They should normally hold at least a Masters degree or have equivalent qualification or experience and be actively involved in scholarship and research in a field relevant to the topic of the thesis. A person nominated as an external examiner for the thesis should not normally be:

- » directly connected with you or your research
- » associated with any organisation contractually involved with the research covered by the thesis
- » inactive in the field of study covered by the thesis
- » worked at The University of Waikato in the past two years.

It is the supervisor's responsibility to make an initial contact with a potential external examiner to establish whether he/she will be willing/available to examine your thesis. Once an agreement has been received, the supervisor will be required to complete the *Nomination of an External Examiner Form* available from the Centre for Postgraduate Studies. The Director of the Centre for Postgraduate Studies will assess and make the final decision on the nominated examiner's suitability.

### Examination Process

Once the nomination of the external examiner is received and approved, one copy of your thesis will be sent to your supervisor (this copy of the thesis will be retained by your department) and the other one will be mailed to the external examiner (this copy will be returned to you after the examination is completed) along with a letter outlining our marking criteria and the University of Waikato grading scale. The two examiners will be asked to mark the thesis and submit their independent examination reports and provide grade recommendations. The examiners write their reports in the strictest confidence and may not confer with each other.

Approximately three months can be expected to elapse between the submission and a decision on thesis examination results. External examiners are given 6-8 weeks to mark a thesis and examination processing and Masters degree completion may take additional 1-2 weeks. Often examiners are able to mark a thesis in a much shorter period of time but this should not be relied upon. Examiners are not paid for marking Masters theses and their efforts are a courtesy they extend to the University. Consequently, it is inappropriate to expect the examiner to put off everything else he or she is doing to mark a thesis.



## Judging the Quality of a Masters Thesis

Masters degree students are expected to demonstrate an ability to undertake an appropriate size research project and to evaluate research critically. Research at this level may involve an original research project, well founded in the relevant literature, or an appropriate replication and extension of other work, also selected on the basis of the relevant literature. For the research to be judged excellent the presentation should be excellent and appropriate for the discipline, sound analyses should have been carried out where appropriate, and there should be good integration of the student's work with that in the literature.

Where appropriate, the thesis should contain a critical review of the literature on the subject that leads clearly into the aims and the objectives of the research. Where relevant, the materials and methods used should be set out in sufficient detail so that the work could be repeated by another person. Tables, graphs and figures should be well presented, accurate and concise and suitable techniques used to evaluate the results. Conclusions should be clear and precise. Where appropriate, a final discussion should be included, covering the present results, their relation to previous work, and future investigations.

The thesis should contain information, which contributes to the sum of knowledge or procedures on the subject studied and provides new understanding of the subject with which it deals.

The thesis should be clear, accurate, cogent, and concise. It is to be free of typographical errors, errors of spelling or language construction. The work should be suitably documented and citations correct in every detail.

## Assessing the Thesis

The examiners will assess the thesis based on the following criteria:

- » an assessment of the overall merit of the thesis;
- » the conceptual framing and literature review;
- » the adequacy of the research questions;
- » the research design (eg its suitability vis a vis the research questions);
- » the adequacy of the research methods implemented;
- » the quality of the interpretation of the findings;
- » the conclusion, implications and/or practical significance of the project;
- » the standard of writing, referencing and general presentation;
- » the coherence of the work as a whole.

Examiners, in assessing a thesis, will not give equal weight to each of the criteria specified above. Greatest significance will be given to the quality of the research done, and, where relevant, to the integrity of the methodology used and the student's ability to evaluate his/her own research critically in the context of the relevant literature.

Presentational aspects will be of secondary importance but poor presentation will result in a lower mark. Students presenting theses significantly in excess of the recommended length should note that examiners may give a lower mark if the greater length detracts from the overall quality of the presentation. In exceptional circumstances the Chairperson of Department may give permission for the word limit to be exceeded. When this is done it should be documented and the examiners should be advised.

### Examiners' Reports

These reports will address the criteria for judging the thesis and will include recommended grades. The examiner may not read each other's reports until they have submitted their own examination report. In reporting on the thesis it is expected that the examiners will provide written comments as to the research in general. The Faculty and the University consider these reports, particularly those of external examiners, to be very valuable academic and professional feedback for students. The examiners will be asked to give permission for their report to be released to the student after the examination is completed. The two reports will usually be made available to the student after the examination is completed. Following our usual practice the reports will be copied with the examiners' names and recommended grades obscured.

The two independent examination reports are returned to the Postgraduate Studies Administrator who then notifies the Director of the Centre for Postgraduate Studies that the reports have been submitted.

### Final Grade

Once the examination reports have been received, the Director of the Centre for Postgraduate Studies will check them and will make a decision on the final grade and class of Honours, taking into the account both examiners' reports and suggested grades. In keeping with best international practice, somewhat greater weight may be given to the external examiner's report.

### Resolving Grade Discrepancies

In the event of a discrepancy between the internal and external examiner's grade recommendations, in the first instance we may consult the two examiners further in order to reach consensus regarding the grade to be awarded. If the grade cannot be resolved to the satisfaction of the Director of the Centre for Postgraduate Studies, a third examiner or assessor may be sought.

### Marks and Grades for Masters Degrees

Having assessed a thesis, the examiners will recommend a grade and mark in accordance with the University of Waikato grading scale:

Passing Grade		Failing Grades	
<b>Grade range %</b>		<b>Grade range %</b>	
A+	85-100	D	40-49
A	80-84	E	0-39
A-	75-79	IC	Incomplete, applies if a student does not:
B+	70-74		a) submit an essential assessment item, or
B	65-69		b) sit a formal examination
B-	60-64	F	Ungraded fail
C+	55-59		
C	50-54		
RP	Restricted Pass		
P	Ungraded Pass		

## Class of Honours for Masters Degrees

Masters degrees maybe awarded with the following class of Honours:

First Class Honours	75-100%
Second Class (First Division)	68-74%
Second Class (Second Division)	60-67%
Without a class of Honours	50-59%

Where the degree also contains a paper, the average for the degree as a whole will be calculated with regard to the weightings of the paper and the thesis.

**Note(s):** *In order to be eligible for consideration for the award of Honours, the requirements of the Degree must be completed in not more than 24 consecutive months of full-time study, or, in case of part-time study, an equivalent period not exceeding four calendar years, from the date of first enrolment in the Degree. Student who fails a paper will not be eligible for the award of Honours.*

## Review of Grade

If you believe that a mistake has been made in the process of calculating or determining your final thesis grade, you may apply for a review of a grade. You must submit an application for review of grade on the prescribed form, together with the prescribed fee, to the Head of Student and Academic Services not more than 14 days after receiving notification of the grade. The application must be accompanied by all items of assessment for the thesis that have been returned to you. A review of grade involves finding an independent assessor who will assess the thesis and all items of assessment that contribute to the final grade. A review of grade results in a grade either being left unchanged, raised or lowered. The fee for a review of grade is refunded if the review results in a change of grade.

## After Examination and Masters Degree Completion

The Director of the Centre for Postgraduate Studies will notify you of your thesis result and your Masters degree completion by letter. If applicable, copies of examiners' reports with the examiners' names and recommended grades obscured, will be enclosed with the letter along with a copy of your thesis. Final result memos will also be sent to your supervisor and the Assessment and Graduation Office. If your Masters degree completion will be successful, you will be eligible to graduate at the next graduation ceremony, providing that you have applied to graduate. One fully-bound copy of your thesis will be lodged with the University Library and the digital copy of your thesis may be released to the University's Research Commons.

## Resources and Support for Masters Students

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### Academic Support

#### The Faculty and the Centre for Postgraduate Studies

The Faculty of Education's Centre for Postgraduate Studies is dedicated to providing advice and assistance to our Masters students. Your main source of academic support is your supervisor and your department. In addition to this the Centre has:

- » the Director, Postgraduate Studies Coordinator and Postgraduate Studies Administrators who together provide Masters students with both programme planning and regulatory advice and other forms of assistance or information (for instance, regarding the Faculty policy on funding student research expenses);
- » an information board in the TL Block ground floor corridor where events and activities for postgraduate level students and other information (for instance, regarding scholarships) can be found;
- » a Moodle site with Masters programmes information and resources and support available for Masters students as well as an email e-group to which Masters students are subscribed so that they can be informed of any upcoming events or other activities that may interest them.

The **Centre for Postgraduate Studies** can be found at the main Faculty of Education TC building (Gate 5, Hillcrest Road, Hamilton) or contacted at:

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#### Centre for Postgraduate Studies

Phone: 07 838 4500 extn 7725 or 7721

Email: [educ\\_grad@waikato.ac.nz](mailto:educ_grad@waikato.ac.nz)

Website: <http://education.waikato.ac.nz/qualifications/postgraduate-degrees>

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### Student Learning

Student Learning provides free and confidential academic skills development services for all students at the University. They aim to help students develop, at every level and across disciplines, the tertiary literacy skills and competencies needed to become self-directed, successful learners. Student Learning can assist students with such learning needs as interpreting assignment requirements, essay writing, exam preparation, and much more. Students can book individual appointments with a learning tutor, attend specialised learning workshops, or just drop in for quick advice on a specific learning problem. All students are welcome in Student Learning.

Student Learning can be found at ITS.G.11 (next to the Gate 1 car-park) or contacted at:

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#### Student Learning

Phone: 07 838 4657

Email: [slsadmin@waikato.ac.nz](mailto:slsadmin@waikato.ac.nz)

Website: [www.waikato.ac.nz/pathways/learningSupport](http://www.waikato.ac.nz/pathways/learningSupport)

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**Note(s):** *The Student Learning does not provide proof-reading services.*

### Library Services

The Library offers specialised study and research assistance. The University Libraries comprise not only the buildings on campus but virtual access to library resources throughout the world. Support for and library tutorials are also available. For more information, please visit the University of Waikato Library's website.

Subject Librarians at the Education Library can assist you with research and accessing resources and thesis preparation and presentation. We encourage you to make contact with your Subject Librarian upon your enrolment.

The Education Library can be found in TL block located near the main Faculty of Education building or staff contacted at:

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#### Education Library

Phone: 07 838 4530

Email: [libyeduc@waikato.ac.nz](mailto:libyeduc@waikato.ac.nz)

Website: [www.waikato.ac.nz/library/about/edu.shtml](http://www.waikato.ac.nz/library/about/edu.shtml)

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## Funding and Financial Support

### Thesis Expenses Reimbursement

Your department may reimburse you reasonable expenses incurred in the development of a thesis (up to \$150). This reimbursement would mainly be for photocopying and binding of one copy of the thesis. Please contact your department's administrator to apply for thesis reimbursement.

### Conference Travel Grant

This grant encourages and enhances the scholarly productivity and reputation of the Faculty of Education by supporting outstanding Masters, PhD and EdD students to present their research at national or international conferences. This grant is available to students enrolled in a 3- or 4-paper Masters thesis or a PhD or EdD thesis in the Faculty of Education on either a part-time or full-time basis, on the basis of merit. Students enrolled in the Faculty of Arts and Social Sciences in Education Studies or Human Development are eligible to apply.

Application forms for this grant are available on the Faculty of Education's website:

[www.waikato.ac.nz/education](http://www.waikato.ac.nz/education) (Search: Travel Grant).

### Scholarships/Study Awards

Masters students who are citizens or permanent residents of New Zealand may be eligible for a range of scholarships, including University of Waikato scholarships for postgraduate students. The main closing dates for scholarships are 30 April and 31 October annually. For more information about scholarships available, please visit the University of Waikato Scholarship Office's website:

[www.waikato.ac.nz/research/scholarships](http://www.waikato.ac.nz/research/scholarships)

Other awards include:

**Associate Teacher Postgraduate Study Award** – this study award is available to those schools or early childhood services where associate teachers are enrolled in at least one 30 point 500 level taught paper offered by the Faculty of Education. Each Study Award has a value of \$800.

**Professional Supervisor Postgraduate Study Award** – this study award is available to community agencies, supervisors in agencies, and private practitioners where professional supervisors have enrolled in at least one 30 point 500 level taught paper offered by the Faculty of Education.

**Ministry of Education/TeachNZ Study Awards** – the TeachNZ website ([www.teachnz.govt.nz](http://www.teachnz.govt.nz)) lists information about scholarships, study awards and study leave grants available to teachers, school managers and guidance counsellors in early childhood services and schools.

**Scholarships for Māori students** – the Māori Education Trust administers scholarships in education for Māori students. For more information, please visit: [www.maorieducation.org.nz](http://www.maorieducation.org.nz)

### Scholarships for International Students

**NZAid scholarships** – the Ministry of Foreign Affairs and Trade provides scholarships to citizens of some developing countries to undertake tertiary level study in New Zealand. For more information, please visit: [www.nzaid.govt.nz/scholarships](http://www.nzaid.govt.nz/scholarships)

## Student Support

### Study Space

The Faculty of Education has a shared study space available for full-time Masters thesis students enrolled in the Faculty of Education. For more information, please contact one of the Postgraduate Studies Administrators. Please note that the study space available at the Faculty is limited and that the Administrators would need advanced notification in order to arrange access to these rooms and computers.

You can request after-hours access into the Faculty building and your room. For more information, please contact the Postgraduate Studies Administrators.

### Computer Access

The Faculty's 24-hour computer lab and the Education Library provides access to computers. These facilities are located on level 2 of the Faculty's TL block. Improper use of a University computer may lead to disciplinary action.

### Disability Support Service

The Disability Support Service works with the rest of the University to remove barriers to learning for students with disability, and to ensure students' learning requirements are being met through the provision of information, support, services and equipment. Prospective students with disability should contact the Disability Support Service well in advance of commencing their studies to ensure that the appropriate supports are able to be put in place.

The Access Room is a study place and rest area for students with disabilities. Specialised computer and other equipment to assist with study is available. The Access Room is located in the Student Services Building.

The Disability Support Service can be contacted at:

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#### Disability Support Service

Phone: 07 838 4719

Email: [disability@waikato.ac.nz](mailto:disability@waikato.ac.nz)

Website: [www.waikato.ac.nz/disability](http://www.waikato.ac.nz/disability)

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### International Student Support

The Waikato International Services Office team advises and assists international students by identifying their needs, helping them find solutions, and directing them to appropriate services on and off campus. This includes personal issues, academic support, medical and travel insurance, student visa and permit requirements, orientation, accommodation, and general concerns. Orientation programmes are run for all new international students prior to beginning their studies and regular information sessions are run throughout the academic year.

International students must have student visas and study permits and are expected to be enrolled full-time to maintain their full-time student visa status. All enquiries concerning applications for student visas and study permits should be directed to the nearest New Zealand Embassy or High Commission or the New Zealand Immigration Service.

#### Code

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

### Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at [www.immigration.govt.nz](http://www.immigration.govt.nz)

### Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at [www.moh.govt.nz](http://www.moh.govt.nz)

### Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at [www.acc.govt.nz](http://www.acc.govt.nz)

### Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

The Waikato International Services Office is located in the Student Centre (Central Library, Level 2) and can be contacted at:

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#### Waikato International Services Office

Phone: +64 7 838 4176 (or 0800 WAIKATO from within New Zealand)  
 Email: [international@waikato.ac.nz](mailto:international@waikato.ac.nz)  
 Website: [www.waikato.ac.nz/international](http://www.waikato.ac.nz/international)

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The Faculty of Education International Student Support provides pastoral and academic support for international students enrolled at the Faculty of Education. The Faculty of Education International Student Support staff are:

Rosanna Luoni	TC.2.56	<a href="mailto:luoni@waikato.ac.nz">luoni@waikato.ac.nz</a>	extn 4310
Dr Sue Dymock	TL.2.05	<a href="mailto:sdymock@waikato.ac.nz">sdymock@waikato.ac.nz</a>	extn 7717

### Māori/Pacific Student Support

Te Kura Toi Tangata mentoring unit is a roopū tautoko providing academic (eg workshops), pastoral and procedural support to Faculty of Education Māori and Pacific students. The Takawaenga Māori coordinates this roopū which includes Kaiawhina. They provide academic and course advice, help with degree planning, guidelines for writing in te reo Māori and scholarship application sign offs. They also organise hui and wānanga and provide information about university events on campus.

Mentoring Offices are located in the main Faculty of Education building in rooms TC.1.09 and TC.1.10 and can be contacted at:

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#### Mentoring Offices

Email: [maorimmentor@waikato.ac.nz](mailto:maorimmentor@waikato.ac.nz)  
 Website: <http://education.waikato.ac.nz/maori/maori-mentors>

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## Other Student Services and On-Campus Facilities

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### Student Services

#### Accommodation

The Accommodation and Conference Services Office exists to provide help in locating accommodation for students. The staff can provide lists of all available accommodation to interested parties. The Accommodation and Conference Services Office can also arrange temporary accommodation for international students upon arrival in Hamilton.

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#### Accommodation and Conference Services Office

Phone: 07 838 4084

Email: [accom@waikato.ac.nz](mailto:accom@waikato.ac.nz)

Website: [www.waikato.ac.nz/sasd/acso/accommodation.shtml](http://www.waikato.ac.nz/sasd/acso/accommodation.shtml)

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#### Careers and Employment Centre

The Careers and Employment Centre exists to discuss career prospects with students.

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#### Careers and Employment Centre

Phone: 07 856 2889 extn 6264

Email: [careers@waikato.ac.nz](mailto:careers@waikato.ac.nz)

Website: [www.waikato.ac.nz/sasd/careers](http://www.waikato.ac.nz/sasd/careers)

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#### Chaplain

The University's ecumenical chaplain is available to all students, providing a listening ear and a point of contact for anyone wanting to explore issues related to faith or spirituality.

A Catholic priest also works at the University part-time, and conducts Mass at regular intervals throughout the academic year.

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#### Chaplain

Phone: 07 838 4466 extn 8576

Email: [chaplain@waikato.ac.nz](mailto:chaplain@waikato.ac.nz)

Website: [www.waikato.ac.nz/go/chaplaincy](http://www.waikato.ac.nz/go/chaplaincy)

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#### Childcare

Campus Crèche was established in 1973 as a parent co-operative and over the years the crèche has grown from a small centre to a large organisation with four centres that cater for children from 3 months to 5 years. The crèche is open from 7.30am to 5.30pm Monday to Friday.

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#### Campus Crèche

Phone: 07 838 4034

Email: [creche@waikato.ac.nz](mailto:creche@waikato.ac.nz)

Website: <http://creche.waikato.ac.nz>

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## Postgraduate Student Association (PGSA)

The PGSA is an independent association that represents and supports postgraduate students at the University of Waikato. The association works with the University to consider a range of issues pertaining to postgraduate studies and is represented on the Postgraduate Studies Committee.

For names and contact details of the Faculty of Education PGSA representatives, please visit the PGSA's website.

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### Postgraduate Student Association (PGSA)

Email: [pgsa@waikato.ac.nz](mailto:pgsa@waikato.ac.nz)  
 Website: [www.waikato.ac.nz/pgsa](http://www.waikato.ac.nz/pgsa)

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## Recreational Services

One of the great things about studying and working at the University of Waikato is the unique campus lifestyle, where sport, recreation and having fun is encouraged. There are a large number of recreational opportunities on the campus such as the fitness trail, orienteering, tennis/netball courts, sports fields, and the Don Llewellyn Pavilion. The best way to find out about the Recreational Services is the website: [www.waikato.ac.nz/living/sports\\_rec.shtml](http://www.waikato.ac.nz/living/sports_rec.shtml)

The University's Recreation Centre (The Rec Centre) is your campus gym and caters for all fitness requirements with cardio and weights rooms, aerobics classes, squash courts and gym space for social sports.

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### Rec Centre

Phone: 07 838 4177  
 Email: [unirec@waikato.ac.nz](mailto:unirec@waikato.ac.nz)  
 Website: [www.unirec.co.nz](http://www.unirec.co.nz)

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## Student and Academic Services Division (SASD)

The SASD provides a central service for student welfare, support and accommodation, and policies, information, advice and services relating to student administration and academic matters.

Offices such as the Academic Records, Credit Office and the Assessment and Graduation Office are part of the SASD.

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### Student and Academic Services Division (SASD)

Phone: 07 838 4176 or 0800 WAIKATO (0800 924 528)  
 Email: [info@waikato.ac.nz](mailto:info@waikato.ac.nz)  
 Website: [www.waikato.ac.nz/sasd](http://www.waikato.ac.nz/sasd)

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## Student Counselling Service

Counsellors can help with a range of problems by helping you find solutions that suit you. This can be done by talking, or by the use of art or action methods. In all cases you are entitled to be treated with respect. We have four trained counsellors, including a full-time Māori Counsellor, to help you whenever something is interfering with your ability to study.

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### Student Counselling Service

Phone: 07 838 4201

Email: [student\\_services@waikato.ac.nz](mailto:student_services@waikato.ac.nz)

Website: [www.waikato.ac.nz/sasd/health/counselling.shtml](http://www.waikato.ac.nz/sasd/health/counselling.shtml)

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## Student Health Service

The Student Health Service is located in the Student Services building (adjacent to the main carpark at Gate 1, Knighton Road) and is staffed by four medical practitioners, four nurses and a Practice Manager. The Student Health Service is open between 8.30am and 5.00pm on weekdays throughout the year. During examination periods the Student Health Service is open until 6.00pm on weekdays and from 8.30am to 5.30pm on Saturdays for examination-related issues only.

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### Student Health Service

Phone: 07 838 4037

Email: [medcent@waikato.ac.nz](mailto:medcent@waikato.ac.nz)

Website: [www.waikato.ac.nz/sasd/health](http://www.waikato.ac.nz/sasd/health)

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**Tauranga University Campus** – a Health Centre is situated at both Windermere Campus (in L4) and the Bongard Centre (Level 1). Information is available from Health Services at 07 544 0920 extn 6883.

## Waikato Students' Union

The Waikato Students' Union (WSU) is an incorporated society and a member of the New Zealand University Students' Association (NZUSA). It is governed by an elected executive, who take care of the day-to-day business of representing its members' interests to the University and the wider community and promoting educational, social, cultural, and sporting life on campus. The WSU is situated in the Student Union Building (SUB). Office hours are 8.30am to 4.30pm Monday to Friday.

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### Waikato Students' Union (WSU)

Phone: 07 856 9139

Email: [wsu@wsu.org.nz](mailto:wsu@wsu.org.nz)

Website: [www.wsu.org.nz](http://www.wsu.org.nz)

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## Other On-Campus Facilities

### Alumni Association

The Alumni Association offers a life-long link to the University for all graduates, staff and friends of the University. Membership to the Association is open to graduates of the University of Waikato for a one-off life-long membership fee of \$150. You are automatically a Waikato Alumnus when you graduate. The University will keep in touch with you by sending you the Off Campus magazine twice a year and by email. The Alumni Office also sells University of Waikato clothing and memorabilia which can be purchased from the office in the B Block Annex on Hillcrest Road, Gate 5.

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#### Alumni Association

Phone: 07 838 4575  
 Email: [alumni@waikato.ac.nz](mailto:alumni@waikato.ac.nz)  
 Website: [www.waikato.ac.nz/alumni](http://www.waikato.ac.nz/alumni)

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### Banking

The National Bank and ASB Bank both have branches on campus, located in the shopping complex by the Village Green. There are three automatic teller machines (ATMs) located on Campus. The National Bank and ASB Bank have ATMs located outside the shopping complex, and Westpac have an ATM located immediately outside L-Block, roughly in between the building and Bennetts Bookshop.

### Bookshops

The University Bookshop (Bennett's) is where you can buy your University text books and all your stationery requirements. It is located inside the Library.

A Plus Textbooks is located on Knighton Road, opposite Student Village and just a short walk from the middle of the University. They are specialists in new and secondhand textbooks. If you require any information, please call 07 856 1077 or email [aplus@aplustextbooks.co.nz](mailto:aplus@aplustextbooks.co.nz)

### Campus Pharmacy

The Campus Pharmacy is located in the shopping complex by the Village Green. It also provides postal services, sells stamps, post bags and envelopes.

### Citizens Advice Bureau

There is a Citizens Advice Bureau branch available on campus in the cowshed for any problems you may have or for any information you may need. The Citizens Advice Bureau (CAB) is a fully-voluntary organisation which has a proud history of guiding people to a satisfactory conclusion over their troubles. The University of Waikato is the first University in New Zealand to have a CAB chapter based on the University. The CAB offers free and confidential advice to assist all students on almost any issue including; consumer rights, insurance, car repairs, tenancy, legal advice and much more.

For free and confidential advice for all students visit the Citizens Advice Bureau in the Cowshed Building between 11.00am and 2.00pm Monday to Friday during semester, Phone: 07 838 4466 extn 6622.

## Food Retailers

There are a number of food outlets available on campus, including cafeterias located at the campus shopping complex, the Oranga Centre, the School of Management, the Faculty of Education, and on Hillcrest Road.

## Gallagher Academy of Performing Arts

The Gallagher Academy of Performing Arts hosts music concerts, theatre and dance performances, art and photography exhibitions, festivals, and balls.

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### Gallagher Academy of Performing Arts

Phone: 07 858 5105

Email: [academy@waikato.ac.nz](mailto:academy@waikato.ac.nz)

Website: [www.waikato.ac.nz/academy](http://www.waikato.ac.nz/academy)

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## Security Services

The University Security Services Centre is located in B Block Annex (between B Block and the Faculty of Law). The Centre is responsible for ensuring that all campus users are provided with a safe and secure environment. Unisafe staff patrol the campus 24 hours a day, seven days a week, and can be contacted on 07 838 4444 or by using one of the emergency/helpline telephones on campus.

## Transport

There are many transport options for getting to University and getting around Hamilton. Most students live within 15 minutes walk of campus, but others require forms of transport such as buses or cars. You'll need to take your budget into account when making transport choices and you might also want to think about the environmental impact. There are a few way of how to get around such as by car, bus, walking, cycling or carpooling.

**Parking** – there are approximately 1,500 parking spaces on campus. The largest car parks are accessed through Gate 1, Gate 2B and Gate 10. Parking is at a premium so it pays to arrive early if you want to secure a space. Most car parks are well over 90% full just after 9.00am during weekdays. There are 52 car spaces for people with mobility-related disabilities. To park in these spaces, you must display a current CCS Operation Mobility card. A temporary permit can be arranged through the Disability Support Service if you experience a temporary disability while studying. For more information, visit:

[www.waikato.ac.nz/fmd/services/studentpark.shtml](http://www.waikato.ac.nz/fmd/services/studentpark.shtml)

**Buses** – several buses stop on or near campus. The main bus terminal is behind the shops and another is located near Gate 9. You can purchase and charge up a Busit card with cash or EFTPOS at the Hamilton City Transport Centre (corner of Bryce and Anglesea Streets) or from the bus driver (cash only). There are a number of bus services that run to and from the university. Check out route maps and timetable information at: [www.busit.co.nz](http://www.busit.co.nz) or call 0800 4 BUSLINE.

## Travel

STA Travel offers great savings for any travel students may wish to embark on, both domestically and internationally. To qualify for the discounted airfares, you must apply for an International Student Identity Card (ISIC). Application forms for this may be picked up from STA Travel. You must have the completed form and a passport-sized photo stamped by the University of Waikato. Then take the form, photo and fee to STA Travel to receive your discount card.

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### STA Travel

Phone: 07 856 1300  
Email: [waikatouni@branch.statravel.co.nz](mailto:waikatouni@branch.statravel.co.nz)  
Website: [www.statravel.com](http://www.statravel.com)

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## Waikato Print

Waikato Print shop is where you go to purchase course readings. They also offer photocopying, laminating, binding, large banner printing and fax services. They sell CDs, stationery, phone cards, handmade paper, and other paper/card and art work done by local students. The central Waikato Print is located in the basement of the Student Union Building.

Waikato Print at the Faculty of Education is located on the ground floor of the TC building next to the student cafeteria.



## Doctoral Degrees

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Following successful completion of your Masters degree with First Class or Second Class (First Division) Honours, you may apply for admission into one of our doctoral programmes. The Faculty of Education offers the following doctoral programmes:

- » Master of Philosophy (MPhil)
- » Doctor of Philosophy (PhD)
- » Doctor of Education (EdD)

Entry requirements also include research experience and an academic background in the field, in which the research is proposed. For the EdD programme a strong record of professional experience in Education is required.

Doctoral degrees are research degrees and the highest possible qualifications available. Students are expected to make an original contribution to knowledge while extending their research skills under supervision of academic staff members.

The Faculty of Education's Centre for Postgraduate Studies and the University's Postgraduate Studies Office provide support and advice to all students and staff involved in doctoral degrees. The staff of the Centre for Postgraduate Studies welcomes the opportunity to discuss academic and administrative processes on an individual basis with prospective students.

For more information about our doctoral degrees, please refer to the Faculty of Education's website: <http://education.waikato.ac.nz/qualifications/postgraduate-degrees/doctoral-degrees>

Further information about entry requirements and application forms for doctoral degrees are available from the Postgraduate Studies Office's website: [www.waikato.ac.nz/sasd/postgraduate](http://www.waikato.ac.nz/sasd/postgraduate)

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### The Postgraduate Studies Office

Phone: 07 838 4466 extn 6337  
Email: [postgrad@waikato.ac.nz](mailto:postgrad@waikato.ac.nz)  
Website: [www.waikato.ac.nz/sasd/postgraduate](http://www.waikato.ac.nz/sasd/postgraduate)

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## Appendix 1: Forms and Handbooks

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### Masters Degrees Forms and Guidelines

The following forms and guidelines can be viewed and downloaded from the Faculty of Education's website: <http://education.waikato.ac.nz/masters-degrees>

- » Application for Change of Conditions (Masters)
- » Directed Study Guidelines
- » Dissertation/Directed Study Application Form
- » Dissertation Guidelines
- » Ethics Application Form
- » Masters Thesis Application Form
- » Masters by Coursework Waiver Form
- » Postgraduate Conference Travel Grant Application Form.

The following forms and guides can be viewed and downloaded from the Assessment and Graduation Office's website: [www.waikato.ac.nz/sasd/examinations/exams6.shtml](http://www.waikato.ac.nz/sasd/examinations/exams6.shtml)

- » Library Deposit Form (Depositing your digital thesis)
- » Masters Thesis Submission Form
- » Writing and submitting a dissertation or thesis guide

### Postgraduate Handbooks

The following handbooks can be viewed and downloaded from the Faculty of Education's website: <http://education.waikato.ac.nz/masters-degrees>

- » Counsellor Education Handbook
- » Masters Handbook
- » Postgraduate Studies in Education Handbook
- » Sport and Leisure Studies Handbook

## Appendix 2: Policies and Regulations

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### University Policies and Regulations

The Faculty of Education policies should always be in accord with the overarching University of Waikato policies. All policies and regulations are outlined in the *University of Waikato Calendar* which is available to view on the following website: <http://calendar.waikato.ac.nz>

### Research, Assessment and Graduation

- » Assessment Regulations
- » Dissertations and Theses Regulations
- » Graduation
- » Masters Degree Regulations
- » Policy on the Use of Māori for Assessment
- » Regulations Ethical Conduct in Human Research and Related Activities Regulations
- » Student Research Regulations

### General Regulations

- » Change of Enrolment Regulations
- » Computer Systems Regulations
- » Environmental Policy
- » Library Regulations
- » Miscellaneous Regulations
- » Parking and Traffic Regulations
- » Student Discipline Regulations
- » Student Complaints Policy



## Appendix 3: Masters Thesis Title Page Format

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### TITLE OF THESIS

A thesis  
submitted in (partial) fulfilment  
of the requirements for the degree

of

**Master of Education**

at

**The University of Waikato**

by

**STUDENT'S NAME**



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

The University of Waikato  
2012

**Note(s):** The title page should be formatted to fill the entire page and the page should not be numbered. You should check with your supervisor whether 'partial fulfilment' applies. You can use the University of Waikato's coat of arms on your title page but it is not necessary. You can obtain a copy of the coat of arms from your supervisor.

## Centre for Postgraduate Studies

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### Faculty of Education

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#### Centre for Postgraduate Studies

Freephone: 0800 83 22 42 extn 7725 or 7721  
Phone: +64 7 838 4500 extn 7725 or 7721  
Fax: +64 7 838 4555  
Email: [educ\\_grad@waikato.ac.nz](mailto:educ_grad@waikato.ac.nz)  
Website: [www.waikato.ac.nz/education](http://www.waikato.ac.nz/education)

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#### Postal Address

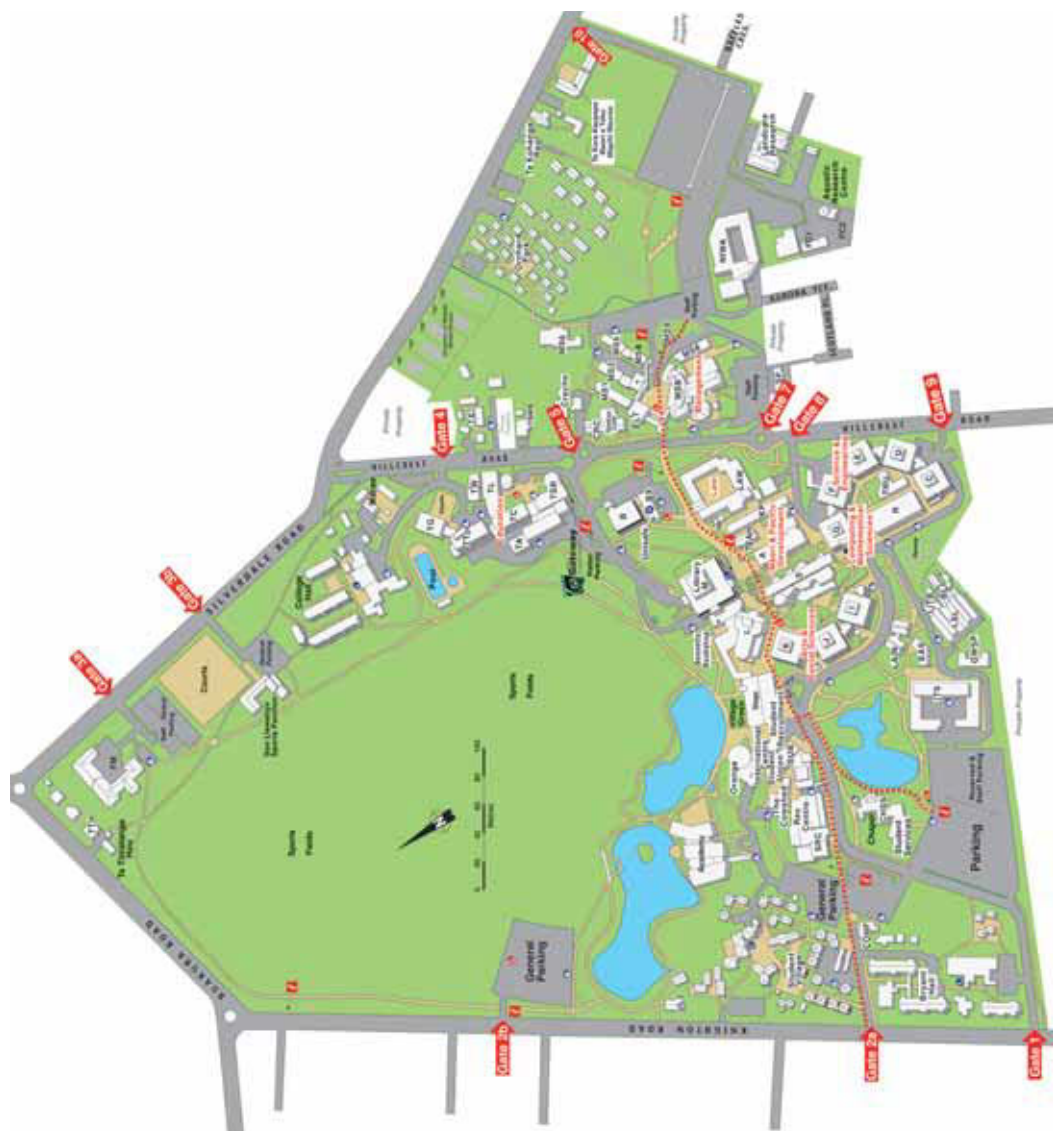
Centre for Postgraduate Studies  
Faculty of Education  
University of Waikato  
Private Bag 3105  
Hamilton 3240  
New Zealand

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#### Physical Address

Faculty of Education  
University of Waikato  
Gate 5, Hillcrest Road  
Hillcrest, Hamilton 3216  
New Zealand

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THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

**THINK OUTSIDE THE SQUARE**  
TIROHIA KI UTA, TIROHIA KI TAI,  
WHANAKE TE MAHARA KOIA

The University of Waikato  
Private Bag 3105  
Hamilton 3240  
New Zealand

Toll Free: 0800 WAIKATO  
Website: [waikato.ac.nz](http://waikato.ac.nz)

Faculty of Education

Phone: +64 7 838 4500 extn 7725  
Fax: +64 7 838 4555  
Email: [educ\\_grad@waikato.ac.nz](mailto:educ_grad@waikato.ac.nz)

Toll Free: 0800 83 22 42  
Website: [www.waikato.ac.nz/education](http://www.waikato.ac.nz/education)