



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

## 2017 Postgraduate Studies in Education Handbook



**TE KURA TOI TANGATA**  
FACULTY OF EDUCATION

# Welcome to Waikato

The University of Waikato is one of the world's leading universities, and the university of choice for more than 12,000 students each year.

Established in 1964 as a result of the demands of a local community, the University of Waikato is a world-ranked institution providing state-of-the-art facilities for staff and students. The recently completed Law Building and award-winning Student Centre provide excellent spaces for teaching and learning.

Research is the lifeblood of the University and we continue to produce research and researchers who are providing answers to some of the key problems being faced by industries, governments and nations around the world. We have six research institutes which enable our postgraduate students to contribute to regional, national and global research.

Our graduates are committed to making a real difference for their employers. Our Curriculum Enhancement Programme will see us designing and delivering a more future-focused curriculum that is responsive to changing student, employment and societal needs. This includes components that mirror real-life situations, which helps create graduates who are work-ready and attractive to employers.

Data released in early 2016 by Universities New Zealand show the value of investing in a degree; a typical graduate earns about \$1.6 million more over their working life than a non-graduate, and those with masters or honours degrees were earning about 9% more than bachelor level, and those with a PhD were earning 22% more than masters or honours level.

Whatever your journey, the University of Waikato provides an outstanding learning environment and we look forward to seeing you on campus.

**Professor Neil Quigley**

Vice-Chancellor



# Welcome to Postgraduate Study

Tēnā koutou katoa. Ngā mihi ki a koutou.

Postgraduate Studies in the broad field of education have never been more relevant. We are living in a time of rapid educational change and innovation. Significant shifts such as an increasingly diverse student population, new school designs, the development of innovative learning spaces, and technological advances all influence the ways we access and use information and challenge traditional ideas about teaching and learning. Understanding how educational change impacts in different contexts is also important. This is an exciting time and we welcome postgraduate students who want to join us to explore these contemporary challenges.

This Faculty embraces a broad definition of educational activity: if you think of education as about promoting healthy development for individuals and societies, then you might start to get close to it. In addition to the Masters of Education and Educational Leadership the Faculty offers postgraduate programmes in Counselling, Disability and Inclusion Studies, Human Development, and Sport and Leisure Studies. It is possible to incorporate postgraduate papers from most of our subjects into other qualifications.

This handbook includes information about our programmes, taught papers as well as information about student research in general. There is very little that is more professionally satisfying than to develop your own research project under the guidance of one of our well-known supervisors, and to feel the pride when you submit your work at the conclusion of your research. The quality of research completed in this Faculty is recognised throughout the world; and we especially enjoy the opportunity to support postgraduate scholars who wish to make a significant contribution through research that builds on both your taught postgraduate papers and your prior experience. Postgraduate study expands your academic, research and employment opportunities. Postgraduate students from this Faculty are future leaders of educational endeavour. You will find them all around Aotearoa New Zealand and the Pacific, and in a wide range of international locations.

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Associate Professor	Phone:	07 838 4699
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Information in this handbook is correct at the time of printing but may change subject to considerations such as staffing, viability, and other causes outside the Faculty's control. The University's official statement of degree requirements, papers offered, and managed entry criteria is the *2017 University of Waikato Calendar*, to which students should also refer.

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*Note: This handbook provides information about Te Kura Toi Tangata Faculty of Education's postgraduate qualifications and expands on the information provided in the 2017 University of Waikato Calendar ([calendar.waikato.ac.nz](http://calendar.waikato.ac.nz)). Other Te Kura Toi Tangata Faculty of Education handbooks are available for Counsellor Education, Teaching, Sport and Leisure and TEMS students. Information is correct at time of publication (2016).*

# What is Postgraduate Study?

Postgraduate Study is further study after an undergraduate degree. It is normally an opportunity for students who have done well in their major subject for their bachelor degree to take their study of that subject to a higher level. Typically Postgraduate Study begins with a postgraduate diploma or a masters degree, and it could proceed from there to doctoral study (a "higher degree").

There are also what is called "conversion masters", which are usually one or two year programmes of study, after a bachelor qualification, where a student can enter a profession which is not part of their first degree. Our Master of Teaching and Learning and Master of Counselling are such qualifications. The Master of Education, Master of Educational Leadership, and Master of Disability and Inclusion Studies, all offered in the Faculty, are research qualifications. A research masters qualifies graduates to apply an advanced body of knowledge in a range of contexts for research, a pathway for further learning, professional practice and/or scholarship. It is a pathway to doctoral study for students who excel in research. These masters degrees include a substantial element of independent research. The pathway for doctorate from MTChgLn is the Doctor of Education degree.

In the Faculty of Education we offer five masters degrees. All of these qualifications offer advanced opportunities to study specialised subjects. To qualify for a masters degree from this Faculty normally requires 180 points (equivalent of six 30-point papers), including at least 60 points from your chosen subject, an approved research methods paper, and an independent research study of at least 30 credit points. If you have a completed Postgraduate Diploma in Education in an Education-related subject, or a bachelors degree with honours in an Education-related subject, and the required level of grades, you may be permitted to complete 120 points for your masters qualification.

The Master of Education (MEd) is the usual track for practising teachers who wish to engage in advanced study of an aspect of teachers' work. The Master of Educational Leadership (MEdLeadership) is a popular track for practising and aspiring principals. The Master of Disability and Inclusion (MDInS) is a research track for those who want to specialise in this area. As mentioned above, the Master of Counselling (MCouns) is for those who wish to enter the counselling profession.

The Master of Teaching and Learning (MTChgLn) is a one-year qualification which prepares graduates for a career in teaching. It is not covered in this handbook. The research career pathway for someone taking the MTChgLn would be to teach for a time and then enrol in a Doctor of Education qualification.

Information about the Master of Sport and Leisure Studies can be found in a separate handbook.

A postgraduate diploma is a 120-point qualification which is available for those who may not be eligible for entry to a masters degree. Please see page 50.

## Higher degrees – MPhil, PhD and EdD

A doctorate involves an original research project that makes a significant contribution to knowledge and understanding or application of knowledge; it requires the preparation of a substantial thesis that presents the outcome of the research and places it in the broader framework of the discipline or field of study; and, undertaken under qualified supervision, it promotes intellectual independence and the capacity to undertake further research at an advanced level.

Admission to higher degrees (Master of Philosophy, Doctor of Philosophy and Doctor of Education) is at the discretion of the Associate Dean – Postgraduate Research and the Postgraduate Research Committee.

Normally, the following is required:

- Successful completion of a relevant masters degree with at least a B+ average, or
- A bachelor with honours degree with first class honours in a relevant subject

AND

- The student's postgraduate qualification must have included relevant research experience (normally a minimum 60-point dissertation in a masters or honours degree)
- Appropriate supervision is available
- (for EdD only) A strong record of professional experience in Education.

Please refer to the *2017 University of Waikato Calendar* online at [calendar.waikato.ac.nz](http://calendar.waikato.ac.nz) for the requirements for enrolment applications, and regulations governing higher degrees.

## Who to contact if you need help

The first "port of call" after this handbook, for all information about enrolment, choice of subjects, qualifications, timetable and pretty much everything else is the University website: in particular, you could look at the Faculty of Education website and find the information about Postgraduate Study at [education.waikato.ac.nz/qualifications/postgraduate-degrees](http://education.waikato.ac.nz/qualifications/postgraduate-degrees)

However, we also have people who will help you. If you would like to talk with someone face to face it is best to email first and make a time to meet. You may like to consider making a time for an online meeting through Skype or Appear.in.

If you want to know when or whether a particular paper is offered, you will need its alphanumeric code (eg HDCO502) and then you can find it easily at [papers.waikato.ac.nz](http://papers.waikato.ac.nz)

# The Academic and Student Administration Office

The Office situated at Reception is the place to go for all inquiries about eligibility, difficulties with enrolment, interpretation of degree regulations, general information about programmes and papers, and issues concerning the student research component of your postgraduate degree. The Office staff can help you with the following:

- Application to enrol
- Enrolment
- General programmes and papers information
- Regulatory advice
- Directed Study, Dissertation and Thesis application advice.

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## Postgraduate Administrator

Tracey Rowan

Room: Faculty of Education Reception area  
Phone: 07 838 4500  
Email: [educ\\_grad@waikato.ac.nz](mailto:educ_grad@waikato.ac.nz)

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## Postgraduate Programme Advisers

Each qualification or programme of study has a Programme Adviser. Students may consult the relevant Programme Adviser for advice on their programme of study plan and research interests.

The Programme Advisers can help you with the following:

- Programme of study planning advice and approval
- Information about your programme of study and the required papers
- Possible research topics
- Academic support and supervision
- Questions of a professional nature.

For Programme Advisers' contact details, please see the sections on Qualifications and Programmes of Study. If you are unable to contact the designated programme or subject adviser, you can contact the Academic and Student Administration Office.

## Postgraduate Leaders and academic staff

There are three schools within Te Kura Toi Tangata Faculty of Education with research and teaching expertise in a diverse range of areas. Each school has an associated Postgraduate Leader (or Leaders) with responsibility for academic and pastoral oversight of the postgraduate students studying within their school. Postgraduate Leaders can provide research advice and direct students towards Postgraduate Advisers to help them plan their study.

### Te Hononga School of Curriculum and Pedagogy

The focus of this School is curriculum and pedagogy in educational settings, encompassing teaching for learning and the principles of effective assessment. In this school creative processes and practices are explored and theorised in relation to teaching and learning.

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<b>Postgraduate Leader</b>	<b>Room:</b> WIND.V115 (Tauranga)
<b>Dr Carol Murphy</b>	<b>Phone:</b> 07 557 8947
	<b>Email:</b> carolmm@waikato.ac.nz
	<b>Note:</b> <i>Carol is on the Hamilton campus regularly and will arrange to meet you there if necessary.</i>

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## Te Oranga School of Human Development and Movement Studies

The focus of this School is enhancing well-being through educational and relational practices, and the optimising of human experience and capacities across the lifespan. This includes inclusive and relational practices, policies and pedagogies, human development, sport and leisure studies, counselling, and disability studies.

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<b>Postgraduate Leader</b>	<b>Room:</b> TT.7.01
Associate Professor	<b>Phone:</b> 07 838 4466 extn 7738
Karen Barbour	<b>Email:</b> karenb@waikato.ac.nz

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## Te Whiringa School of Educational Leadership and Policy

The focus of this School is to help educators to develop broad understandings of education to shape and enact more equitable policies and practices.

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<b>Postgraduate Leader</b>	<b>Room:</b> TL2.13
Professor Brian Findsen	<b>Phone:</b> 07 838 4466 extn 8257
	<b>Email:</b> bfindsen@waikato.ac.nz

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Academic staff can be contacted for information about papers they teach and research project supervision. Staff members' contact details are listed next to the papers they teach in the Postgraduate Papers section of this handbook, or can be found online at [education.waikato.ac.nz/about/faculty-staff](http://education.waikato.ac.nz/about/faculty-staff)

## Tauranga Campus

Te Kura Toi Tangata Faculty of Education's Tauranga Campus is based at the Windermere Campus. The Faculty Co-ordinator – Postgraduate Studies (Tauranga) and administrative staff are available to support and advise students enrolled in programmes and papers in Tauranga. Papers that are taught in Tauranga have a TGA suffix. BTG means it is a block course, and NTG means it is based in Tauranga but is fully online.

## Te Kura Toi Tangata Faculty of Education, University of Waikato at Tauranga

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### Faculty Co-ordinator – Postgraduate Studies (Tauranga)

Dr Nigel Calder	<b>Room:</b> WIND.V21
	<b>Phone:</b> 07 577 8753
	<b>Email:</b> ncalder@waikato.ac.nz

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# More about Postgraduate Study

## Eligibility

Please check degree listings later in this handbook for specific entry and programme requirements for particular qualifications. As a guideline, entry to the Master of Education and Master of Educational Leadership in the Faculty of Education normally requires:

- A completed undergraduate degree in Teaching, or a completed degree in another subject and a teaching qualification, and
- At least a B grade average in your third year papers

OR

- A Bachelor of Teaching with Honours (or equivalent) with at least second class honours (second division) with at least a B grade average

OR

- A Postgraduate Diploma in Education in a subject relevant to Education, with at least a B grade average.
- The MEdLeadership requires that you have at least two years of relevant professional experience.
- When you enrol for the first time you will be asked to upload copies of your current qualifications. You will also be asked for a Student Statement. In assessing whether a student is eligible, particularly where the criteria are not completely satisfied, we use this information, and sometimes a c-v with details of referees, to make decisions regarding entry.

If you have been told that you do not meet the entry requirements for a postgraduate qualification offered by Te Kura Toi Tangata Faculty of Education, you may approach the Associate Dean Academic. The Associate Dean is able to vary the regulations if deemed necessary, and oversees the way the regulations are being administered.

## Entry from non-degree qualifications

Applicants with the Diploma of Teaching or equivalent and at least five years of relevant work experience can apply for entry to the MDInS, MEd or MEdLeadership on the basis of their relevant professional experience. Acceptance is not automatic.

For further information please contact Te Kura Toi Tangata Faculty of Education Academic and Student Administration Office.

## Entry from other qualifications

We recommend that students who do not have any undergraduate background of study in Education complete a bridging programme of undergraduate papers (eg a graduate diploma) in an education-related subject. This will ensure you are well prepared for Postgraduate Study in Education. See page 51 for details of our graduate diplomas.

## Advice on planning your study: what you need to know

- Students starting Postgraduate Study in Te Kura Toi Tangata Faculty of Education will typically enrol in a masters degree requiring 180 points at 500 level. Almost all of our postgraduate papers carry 30 points credit.
- A masters degree qualifies graduates to apply an advanced body of knowledge in a range of contexts. It can also be a pathway for further learning, advanced professional practice, research and scholarship. All masters degrees must include a component of independent research. In the Faculty of Education, all masters degrees must include an approved research methods paper, and a piece of independent research of a minimum 30 points credit. In planning your degree, think about where you want your study to take you: do you want to be an expert in a specialist area? Do you want to be a researcher? Do you want to get promotion? The answers to these questions should inform your study plan.
- If your plan is to become a researcher and you might like to do a higher degree (doctorate) eventually, you should plan a focused programme, and include a research project of at least 60 points credit.
- If you want to be a specialist, perhaps in teaching a curriculum area or a particular area of responsibility, choose from the papers offered for that subject or specialisation.
- Generally, students should start a masters degree with subject papers, and perhaps a research methods paper at the same time.
- It is sensible to plan ahead. Check out when the papers you want are offered in a year. This can be a general guideline for future years (though paper offerings do change from year to year).
- Research methods papers are available in every semester, but in different formats.
- You must complete an approved research methods paper before you begin your independent research.
- Enrolling in an independent research paper requires a few extra steps. Guidelines for different sizes of independent research papers can be found on page 56.
- Entry into a 90-point thesis requires a B+ or higher average across your taught postgraduate papers. Entry into a 60-point dissertation requires a B average in your taught PG papers.
- Independent research papers have individual start and end dates and can begin at any time of the year. Enrolling in a research project requires a few extra steps, so students should read the guidelines on pages 56-91 carefully before applying to enrol.
- It is possible to complete a 180-point masters degree within 12 calendar months if you are prepared to work hard. Students who wish to do this should talk to their Programme Adviser and/or a Te Kura Toi Tangata Faculty of Education Postgraduate Administrator before enrolling. Although required papers are offered each year, usually in the same time slots, we cannot always guarantee you can do the option papers you might want within the calendar year timeframe.

## Masters study options degree structure (18 months, 180 points)

Option 1					
Year 1 120 points	500 level	500 level	500 level	Research methods	Focus/ compulsory paper
Year 2 60 points	500 level	Directed study		Research methods	Research
Option 2					
Year 1 120 points	500 level	500 level	500 level	Research methods	Recommended
Year 2 60 points	Dissertation				
Option 3					
Year 1 90 points		500 level	500 level	Research methods	
Year 2 90 points	Masters thesis				

## Flexibility

The regulations for our masters degrees allow students to take 30 points (one 500 level paper) from another field of study, including outside Te Kura Toi Tangata Faculty of Education (with approval from the other faculty).

## Fulltime versus part-time

Most postgraduate papers in the Faculty carry 30 points credit. 120 points over a year (60 points per semester) is considered a fulltime workload.

Students taking 90 points or fewer over a year are considered to be studying part-time.

The expected total study time for a 30-point 500-level paper is 300 hours, or approximately 20 hours per week for 15 weeks.

Students who complete their masters degree within two years of fulltime study or four years of part-time study are eligible to graduate with a class of honours.

Credit gained remains on your record. At present there is no limit on the time you may take to completion of your qualification.

## Study workload

For one 500 level, 30-point paper, the expected total study time including class time is 300 hours, or approximately 20 hours per week for 15 weeks. Students are expected to read and work independently, with guidance from the lecturer, at this level. Face to face meetings are often student-lead, with lecturer input. The following are the minimum expectations for student workload:

- 100 level paper – 150 hours
- 200 level paper – 200 hours
- 300 level paper – 200 hours
- 500 level paper – 300 hours.

## Distance and online study

Papers are taught in a variety of formats, including NET (fully online) and BLK (partially online with some on-campus attendance). Please see the paper code key on page 69 for more details.

Find out times and dates of classes using the online timetable website: [timetable.waikato.ac.nz](http://timetable.waikato.ac.nz)

Visit the library website for information about support services for distance students:  
[waikato.ac.nz/library](http://waikato.ac.nz/library)

## Tuition fees and costs of qualifications

Tuition fees for each paper can be found in the online Catalogue of Papers: [papers.waikato.ac.nz](http://papers.waikato.ac.nz)

A full list of fees and charges is available here:  
[calendar.waikato.ac.nz/admission/tableoffeesandcharges.html](http://calendar.waikato.ac.nz/admission/tableoffeesandcharges.html)

In addition to tuition costs, all students are required to pay an annual fee for a number of university services including the Building Levy and Student Services Levy. Further charges apply to late enrolment or late payment of fees.

## Credit transfer

Transfer of credit may apply if your previous tertiary study is an incomplete graduate/postgraduate qualification from another tertiary institution. If, for example, you have passed a 500 level paper or papers worth 30 points (or a paper considered as equivalent) at another tertiary institution, you may be eligible to apply for a credit transfer of that paper or papers towards your masters degree at the University of Waikato, reducing the number of papers required to complete this qualification.

You may also ask for an internal transfer of credit if you have credit in another incomplete qualification at the same level such as a PGDip, and you wish to transfer this credit to a masters degree. Remember that you need a grade average of B to be permitted to transfer from PGDip to masters. No credit can be transferred from a completed qualification.

Please refer to the Credit Office's website: [waikato.ac.nz/sasd/enrolment/credit](http://waikato.ac.nz/sasd/enrolment/credit)

## Enrolment

To enrol you should apply online at [waikato.ac.nz/enrol](http://waikato.ac.nz/enrol) or call **0800 WAIKATO** (0800 924 528) for an application pack. Once you have submitted all of the required documents, your application and your academic qualifications will be assessed.

If successful your entry into the programme and your enrolment in your selected papers will be approved. An Enrolment Agreement letter (fees invoice) will be sent to you.

## Fees payment

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 Fees Office to finalise your enrolment. You can accept your Enrolment Agreement online or return your completed letter by post, fax, email or in person at the University's Fees 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.

## Student ID card and iWaikato

When you have signed and returned your Enrolment Agreement indicating how you will pay your fees, you will be issued with your Student ID card **provided you have submitted a photo** (see page 19). You will need your Student ID card to register your student iWaikato account as well as to access Moodle, our online teaching and learning platform.

You will be assigned an iWaikato student account [i.waikato.ac.nz](http://i.waikato.ac.nz) where you can view your personal details, your papers and your grades. You can use your iWaikato account to update your personal information as well as change your enrolment and apply to graduate.

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: [help.waikato.ac.nz](http://help.waikato.ac.nz) or contact them by phone at 07 838 4008 or email [help@waikato.ac.nz](mailto:help@waikato.ac.nz)

You will also use your Student ID card for photocopying and other services, such as issuing books at the Library; so it pays to keep your Waikato Student ID card with you at all times.

Once you are in our system and have been allocated a Student ID number, this remains with your record. So if you are a student who is returning after a long period away from study, you will still have the same Student ID number. You can then use your Student ID number to access iWaikato to update your details at any time.

## Paper outlines

For every paper there is a paper outline, which can be accessed online at [paperoutlines.waikato.ac.nz](http://paperoutlines.waikato.ac.nz). The paper outline describes the paper and details the requirements. You can access a cut down version of the paper outline without being enrolled. The full outline gives essential information for completion of the paper, including lecture times and venues, study topics, assessment requirements, assessment and/or practical due dates, attendance requirements and the basis upon which final assessments will be made. It is the student's responsibility to obtain, read and keep paper outlines. Paper outlines generally become available to enrolled students a week before the class is due to start.

## Moodle

Moodle is the University's online teaching and learning platform. You will need to be fully enrolled in order to gain access to your papers via Moodle. You will need your Student ID card to access Moodle for the first time.

Access Moodle by going to [elearn.waikato.ac.nz](http://elearn.waikato.ac.nz) or click the 'Moodle' link from the Quick Links section on your iWaikato student account page.

## Change of enrolment

Students usually have two weeks from the start date of a semester (or start date of the paper if enrolled in a paper with a non-standard start date) to change (add or drop) their papers. For Summer School papers (S Semester) and papers shorter than 17 weeks, the change of enrolment period is one week. The change of enrolment should be submitted through your iWaikato student account. You may need to consult your lecturer about a proposed change of enrolment. In some cases an approval from your lecturer or Programme Adviser may be required before your change of enrolment can be approved.

## Withdrawals

If you withdraw from a paper prior to the change of enrolment deadline, the paper will be removed from your academic record and you will receive a full refund of your tuition fees. Unless exceptional medical or compassionate circumstances apply, if you wish to withdraw from a paper after the change of enrolment deadline, you will not be entitled to a refund of your fees for the paper; if you have not yet paid your fees, you will remain liable for them. A withdrawal ('WD') will be noted on your academic record. WD annotation will not affect your eligibility to continue in your programme.

For further information about withdrawals please see the change of enrolment regulations in the *2017 University of Waikato Calendar*: [calendar.waikato.ac.nz](http://calendar.waikato.ac.nz)

You are responsible for ensuring 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 or papers in your postgraduate qualification worth more than 30 points in total, you will not normally be permitted to proceed with your programme.



# Information for International Students

## Application process

All new international students must submit their applications through the University's International Students website: [waikato.ac.nz/students/international](http://waikato.ac.nz/students/international) Each international student application is assessed on a case-by-case basis and if successful, you will be provided either an Offer of Place letter, Pathway Offer of Place or Conditional Offer of Place.

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

**Note:** *Completion of the Master of Education degree or the Postgraduate Diploma in Education does not lead to teacher registration in New Zealand as recognised by the New Zealand Teachers Council. For more information about teaching qualifications, please visit the following website: [education.waikato.ac.nz/about/faculty-centres/centre-for-teacher-education](http://education.waikato.ac.nz/about/faculty-centres/centre-for-teacher-education)*

## 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
- A paper-based TOEFL score of 600 overall including a TWE (Test of Written English) of 5.0
- A computer-based TOEFL score of 250 including a TWE of 5.0
- An internet-based TOEFL score of 90 with a writing score of 22
- Provide evidence of your English language capabilities that would satisfy the Faculty.

**Note:** *The English language requirements are subject to change. Te Kura Toi Tangata Faculty of Education reserves the right to request an IELTS, TOEFL score or equivalent.*

Candidates who have studied fulltime 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 fulltime 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: [education.waikato.ac.nz/pathways](http://education.waikato.ac.nz/pathways)

## International scholarship students

Based on the conditions of some scholarships, some international students might be required to enrol in a two-year fulltime Postgraduate Study programme. These students would normally be given a pathway offer of place for one of our Postgraduate Diploma programmes (one year). Upon successful completion of the PGDip programme, with the required grade (B average), these students would be admitted into one of our masters degree programmes, for which they would be required to complete further 120 points (one year).

## International student tuition fees and degrees cost

For tuition fees for each 30-point 500 level taught paper for international students, please see [waikato.ac.nz/students/international/apply/tuition-fees.shtml](http://waikato.ac.nz/students/international/apply/tuition-fees.shtml)

All new international PhD students, studying fulltime, may be eligible to pay domestic tuition fees. PhD fees may be subject to annual increase.

**Note:** *These costs may change without notice and may be subject to annual increase. For the current tuition fees per paper please refer to the online Catalogue of Papers: [papers.waikato.ac.nz](http://papers.waikato.ac.nz)*

In addition to tuition fees, all students are required to pay an annual fee for a number of University services (Building Levy and Student Services Levy). The actual amount each student pays depends on their enrolment, but most fulltime students will be required to pay approximately \$450 per year. This fee is paid at the time of enrolment.

## International student support

Please refer to pages 25-26.

# How to enrol

To complete an application:

- Visit the University of Waikato website. An application to enrol may be completed online at: [waikato.ac.nz/enrol](http://waikato.ac.nz/enrol) or
- Call 0800 WAIKATO (0800 924 528) for an application pack.

## New students

Once you have selected your papers you need to submit your application to enrol. Your application will be received by the Academic and Student Administration Office. Before your enrolment can be approved, you must provide the following documents to complete your registration with the University:

- Verified copy of your birth certificate, marriage certificate or passport page. It is always helpful to have a full student statement, detailing your background and your purpose for your study.
- Original or verified copy of your complete academic record (degree certificates, academic transcripts etc).

You may upload a scan of these documents at the time of applying to enrol. 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 Central Library, University of Waikato, Gate 5, Hillcrest Road, Hamilton) to have the photo taken.

It is very important that you enrol in good time, to avoid delays in access to required resources such as the library, online materials, student allowances, or course materials.

**Note:** *The Counselling programmes and the Māori Medium Teaching programmes have specific application deadlines. Please refer to Te Kura Toi Tangata Faculty of Education website.*

Usually there is no application deadline for enrolments in independent research papers (Directed Study, dissertations and masters theses). Please also see the information about supervised research papers, page 56.

# Frequently asked questions

## If I am having difficulty applying online what should I do?

Call the Student Centre team on the free (from New Zealand) phone **0800 WAIKATO** (0800 924 528) and they can talk you through the process. International students should contact [international@waikato.ac.nz](mailto:international@waikato.ac.nz)

## When can I put in the papers I wish to study?

Papers are generally available in October. You can complete your application to enrol without choosing your papers; then go back online any time after October to add in your papers. You will be asked the question 'Do you want to re-submit your application?' – Choose yes at this time, so that your application will be resubmitted.

## Do I have to send any documents?

You will need to send or bring in either your verified\* birth certificate or passport when you apply. If you have previously studied in another recognised New Zealand tertiary institution you will also need to upload your transcript. International applicants will need to send original or verified\* copies of your complete academic record, if you have not studied at the University of Waikato before.

*\*Verified means that they must be stamped and signed officially by either a Justice of the Peace (JP), Solicitor, Barrister, Court Registrar, School Principal or an authorised University staff member.*

## When/how do I know if I have been offered a place at the University?

You will be sent a letter with:

- An offer of place in your qualification; or
- A request to provide more information; or
- An offer of place in your qualification with a request to choose your papers.

You need to choose your papers before an invoice can be generated.

## How do I know how much to pay?

Fees information for papers can be found online at [papers.waikato.ac.nz](http://papers.waikato.ac.nz). You will receive an Enrolment Agreement once you have provided all requested documents and your chosen papers have been approved. The Enrolment Agreement lists the papers you have chosen to study, and the fees for each paper. It will also list the miscellaneous fees that are compulsory for every student.

## How do I apply for a student loan?

You need to contact Studylink by either calling their free (from New Zealand) phone 0800 889 900 or go online to [studylink.govt.nz](http://studylink.govt.nz)

## How do I pay and complete my enrolment?

You can accept the Enrolment Agreement online at [waikato.ac.nz](http://waikato.ac.nz) and pay by credit card or by student loan. You can also sign and date the Enrolment Agreement which has been sent to you; indicate your preferred payment option (student loan, cheque, Eftpos, credit card, direct credit or other arrangements) and then you can do one of the following:

- Post it back; or
- Deliver it to the Payments Office (in the Student Centre, Level 2, Library) Gate 5, Hillcrest Road, Hamilton or to our Tauranga Campus at Windermere; or
- Fax it to 07 838 4336; or
- Scan and email it to [fees@waikato.ac.nz](mailto:fees@waikato.ac.nz)

## When do I get my Student ID card?

Only students who have paid their fees and are fully enrolled get a Student ID card. It will be issued and posted to you if a photograph was included with your application.

## How do I send in a photo for my Student ID card?

You can email your photo to [idcards@waikato.ac.nz](mailto:idcards@waikato.ac.nz) or come into the University of Waikato Student Centre, to the Student Administration Desk (the Student Centre, Level 2, Library) Gate 5, Hillcrest Road, Hamilton to have your photo taken. If you are in the Bay of Plenty, please go to our Tauranga Campus at Windermere, where your photo can be taken. There is no charge for this service once you are enrolled.

## How can I add, change or withdraw from papers?

If you have registered your ID card, you will get access to iWaikato (Student account) where you can change your enrolment and add or drop papers. If you are not enrolled, please call **0800 WAIKATO** (0800 924 528) to change or withdraw your application or papers.

# Other important information

## Grading scale

The schedule of grades used by the University and the range of marks represented by each grade is as follows:

Passing grades	Failing grades
Grade range %	Grade range %
A+ 90-100	D 40-49
A 85-89	E 0-39
A- 80-84	IC Incomplete, applies if a student does not: a) submit an essential assessment item, or b) sit a formal examination
B+ 75-79	F Ungraded fail
B 70-74	
B- 65-69	
C+ 60-64	
C 54-59	
C- 50 -54	

Masters and honours degrees may be awarded with the following class of honours:

- First Class Honours
- Second Class (First Division)
- Second Class (Second Division)
- Without a class of honours

The Postgraduate Diploma may be awarded with Distinction.

Students who fail a paper will not be eligible for the award of honours.

## Review of grade

Students who consider that a mistake has been made in the process of determining a grade or calculating a final grade should discuss this with the paper convenor, or their nominee, in the first instance, not more than 14 days after receiving notification of the grade. If students are not satisfied with the outcome of this discussion they may contact the Head of School. Students are advised to refer to the [Assessment Regulations](#) in the *2017 University of Waikato Calendar*, which is available online.

To apply for a formal review of 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. 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.

## Complaints procedure

Where minor concerns arise, students are encouraged to take a common-sense approach and raise them directly with the relevant staff, with the aim of resolving them at the lowest possible level and without undue formality. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, a student may make a formal complaint.

For more information about the University's Student Complaints Policy, please see: [calendar.waikato.ac.nz/policies/studentcomplaints.html](http://calendar.waikato.ac.nz/policies/studentcomplaints.html)

## Academic record

Every student who has ever been enrolled at the University of Waikato will have the details of their academic achievements recorded in the University's database. The official record of these achievements is called an Academic Record or Academic Transcript. This record details your entire academic history with the University. A Completion Letter is simply an official statement confirming completion of a qualification at the University of Waikato.

For further information on how to apply for the Academic Record or Completion letter, please visit the Academic Record Office's website: [waikato.ac.nz/sasd/enrolment/records](http://waikato.ac.nz/sasd/enrolment/records)

## Graduation

On completion of a qualification, you will be presented with an official degree or diploma certificate, either at a formal graduation ceremony or if preferred, by mail.

## Applying to graduate

Once you have completed your degree or qualification, you need to apply to graduate – **this will not happen automatically**. Formal completion confirmations usually occur twice a year – at the end of A and B Semesters. For students enrolled in independent research papers with individual finish dates, their qualification completions are confirmed on an individual basis.

Once all your grades and your degree completion have been formally confirmed, you will receive an Application to Graduate Form. You can also apply to graduate online through your iWaikato student account or by completing a form available from the Graduation Office's website: [waikato.ac.nz/sasd/graduation](http://waikato.ac.nz/sasd/graduation) If you have completed all the required papers but your degree completion has not been formally confirmed you can still apply to graduate and select an option of applying to graduate 'In Anticipation'.

For the Application to Graduate closing dates please refer to Graduation Office's website: [waikato.ac.nz/sasd/graduation](http://waikato.ac.nz/sasd/graduation)

## Graduation ceremonies

You will have the option of graduating at one of the University of Waikato graduation ceremonies or you can have your qualification 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 the Graduation Office's website: [waikato.ac.nz/sasd/graduation](http://waikato.ac.nz/sasd/graduation)

Certificates are not available by application, however a replacement certificate may be sought if your original degree or diploma certificate has been damaged, destroyed, stolen, or lost. For more information please visit the following website: [waikato.ac.nz/sasd/enrolment/records/replacement.shtml](http://waikato.ac.nz/sasd/enrolment/records/replacement.shtml)

# Scholarships and Study Awards

Postgraduate students who are citizens or permanent residents of New Zealand may be eligible for a range of study awards. Further information and application forms are available from the Postgraduate Qualifications section of Te Kura Toi Tangata Faculty of Education website: [education.waikato.ac.nz](http://education.waikato.ac.nz)

Study awards offered by Te Kura Toi Tangata Faculty of Education include:

## Associate Teacher Postgraduate Study Award

This study award is available to those schools or early childhood services that are partners of the Faculty Initial Teacher Education programmes and where associate teachers enrol in at least one 30-point 500 level taught paper offered by the Faculty.

## Professional Supervisor Postgraduate Study Award

This study award is available to supervisors in supervisors in schools, community agencies and private practitioners who have supervised Faculty students and who enrol in at least one 30-point 500 level taught paper offered by Te Kura Toi Tangata Faculty of Education.

## Scholarships

The University Scholarships Office provides information, support and advice to intending and enrolled students considering applying for scholarships.

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Scholarships Office

Phone: 07 838 4489

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

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

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## Scholarships for international students

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



## Scholarships for Māori students

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

## John Allan Scholarship in Education

This scholarship is available to qualified teachers who are New Zealand citizens or permanent residents and who qualify for entry into a masters degree in Te Kura Toi Tangata Faculty of Education at the University of Waikato in the year of tenure of the Scholarship. Selection is based on the basis of applicants' academic achievement and their (proposed) research topics. Preference will be given to applicants intending to conduct research related to professional practice in education.

## University of Waikato Wilf Malcolm Institute of Educational Research (WMIER) Masters Research Scholarship

This scholarship is designed to encourage research in line with the major research programmes of the Wilf Malcolm Institute of Educational Research (WMIER). The scholarship principally assists with course related costs, and includes a contribution towards enrolment fees.

## University of Waikato Wilf Malcolm Institute of Educational Research (WMIER) Doctoral Scholarship

This scholarship is designed to encourage research in line with the major research programmes of the Wilf Malcolm Institute of Educational Research (WMIER). The scholarship provides a living allowance, fees equivalent to domestic tuition fees and a thesis preparation allowance.

## University of Waikato Masters Research scholarships

These scholarships aim to encourage research at the University of Waikato by assisting with course-related costs. The scholarships also contain a contribution towards the cost of fees.

## University of Waikato Doctoral Research scholarships

These scholarships, open to domestic and international students, are intended to assist fulltime candidates to complete a doctoral degree at the University of Waikato.

## Te Kura Toi Tangata Faculty of Education Postgraduate Research Support

Te Kura Toi Tangata Faculty of Education doctoral and masters theses students may be eligible for reimbursement of research and thesis related costs. Please talk to your adviser or school administrator for information on how to apply for this support.

### TeachNZ study awards

The TeachNZ website ([teachnz.govt.nz](http://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. For more information, please visit the TeachNZ website: [teachnz.govt.nz](http://teachnz.govt.nz)

### Māori Medium/Bilingual Teaching Study Award

This Study Award is available for students enrolling in the Postgraduate Diploma in Education with a specialisation in Māori Medium Teacher education. For more information about the Financial Support please see: [education.waikato.ac.nz/qualifications/fees-financial-support](http://education.waikato.ac.nz/qualifications/fees-financial-support)

# Student support and services

## Disability support service

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

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The Disability Support Service	Phone: 07 838 4719
	Email: <a href="mailto:disability@waikato.ac.nz">disability@waikato.ac.nz</a>
	Website: <a href="http://waikato.ac.nz/disability">waikato.ac.nz/disability</a>

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## Waikato 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 fulltime to maintain their fulltime 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 of Practice

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

## Immigration

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at [immigration.govt.nz](http://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 [moh.govt.nz](http://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 [acc.co.nz](http://acc.co.nz)

## Medical and travel insurance

International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand. For more information contact the Waikato International Services Office.

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### The Waikato International Services Office

Location: In the Student Centre (Central Library, Level 2)  
Phone: 07 838 4176  
(or 0800 WAIKATO from within New Zealand)  
Email: [international@waikato.ac.nz](mailto:international@waikato.ac.nz)  
Website: [waikato.ac.nz/international](http://waikato.ac.nz/international)

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## Faculty International Student Support

Te Kura Toi Tangata Faculty of Education International Student Support provides pastoral and academic support for international students enrolled at Te Kura Toi Tangata Faculty of Education. The Faculty of Education International Student Support Committee (ISSC) exists to ensure that international students are well supported. We arrange workshops to support academic learning, as well as regular social gatherings where international students can meet one another. Dr Sue Dymock is the Chair of this Committee, and each School in the Faculty has a representative on it. Students elect a representative each year. There is a noticeboard in the main TC corridor that can be used by international students and where notices of meetings and other matters of interest are posted. There is also a student email list. Students are welcome to approach the Postgraduate Leader in your School, or your programme adviser, if you have any concerns or ideas for enhancing your study experience here at the University of Waikato.

Te Kura Toi Tangata Faculty of Education designated International Student Support people include:

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International Students Adviser	Room: TL.2.05
Dr Sue Dymock	Phone: 07 838 4466 extn 7717
	Email: <a href="mailto:sdymock@waikato.ac.nz">sdymock@waikato.ac.nz</a>

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International Student Administrator	
Hongwei Di	Room: TC.2.33
	Phone: 07 838 4466 extn 4165
	Email: <a href="mailto:hongwei@waikato.ac.nz">hongwei@waikato.ac.nz</a>

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## Māori/Pacific student support

Te Kura Toi Tangata mentoring unit is a rōpū tautoko providing academic (eg workshops), pastoral and procedural support to Māori and Pacific students in Te Kura Toi Tangata Faculty of Education. The Takawaenga Māori co-ordinates this rōpū which includes Kaiāwhina. 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.

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Mentoring Offices	Location: In the main Faculty of Education building
	Room: TC.1.02 and TC.1.02A
	Email: <a href="mailto:maorimentor@waikato.ac.nz">maorimentor@waikato.ac.nz</a>
	Website: <a href="http://education.waikato.ac.nz/maori/maori-mentors">education.waikato.ac.nz/maori/maori-mentors</a>

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## 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. Library tutorials and support are also available. Subject Librarians 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. You should ask your lecturer for the name of your librarian.

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The Library	Phone: 07 838 4051
	Email: <a href="mailto:library@waikato.ac.nz">library@waikato.ac.nz</a>
	Website: <a href="http://waikato.ac.nz/library">waikato.ac.nz/library</a>

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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.

**Note:** *Student Learning does not provide proof-reading services.*

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Student Learning	Location: In W Block (old Law building)
	Phone: 07 838 4657
	Email: <a href="mailto:slsadmin@waikato.ac.nz">slsadmin@waikato.ac.nz</a>
	Website: <a href="http://waikato.ac.nz/students/student-learning">waikato.ac.nz/students/student-learning</a>

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# Postgraduate Student Association (PGSA)

The PGSA is an independent association that represents and supports postgraduate research 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 Research Committee. For names and contact details of Te Kura Toi Tangata Faculty of Education PGSA representatives, please visit the PGSA's website.

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The PGSA	Email: <a href="mailto:pgsa@waikato.ac.nz">pgsa@waikato.ac.nz</a>
	Website: <a href="http://waikato.ac.nz/pgsa">waikato.ac.nz/pgsa</a>

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## Study spaces

Te Kura Toi Tangata Faculty of Education has shared study space available for students enrolled in masters theses and 60-point dissertation papers on a fulltime study basis. All students enrolled in higher degree programmes are entitled to a study space. Please note that the study spaces available at the Faculty are limited and that the Office needs 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 Te Kura Toi Tangata Faculty of Education Academic and Student Administration Office, phone 0800 832 242.

## Computer facilities

The Faculty's 24-hour computer lab is located on level 2 of the Faculty's TL block. Improper use of a University computer may lead to disciplinary action. It is available via swipe card and supports both Windows and Mac OS environments.

# Masters degrees

Masters degrees are advanced qualifications at the postgraduate level. Our masters degrees are for graduates and educational practitioners interested in advancing their understanding of a subject area through a combination of taught papers and independent (supervised) papers.

The following masters qualifications are available:

- Master of Counselling (MCouns)
- Master of Disability and Inclusion Studies (MDInS)
- Master of Education (MEd)
- Master of Educational Leadership (MEdLeadership)
- Master of Teaching and Learning\* (MTchgLn)
- Master of Sport and Leisure Studies\*\* (MSpLS)

*\* The 180-point MTchgLn programme has specific requirements. It is an initial teacher education qualification and information about this qualification is available from the Academic and Student Administration Office: [education.waikato.ac.nz](http://education.waikato.ac.nz)*

*\*\* The MTchgLn is also available in Māori Medium teaching.*

*\*\* For further information on the MSpLS please ask the Office for the updated handbook.*

The requirements for completion of all masters degrees except for MCouns and MTchgLn are:

- 180 points at 500 level in the field of the degree, including
- 30 points in an approved research methods paper, and
- At least 30 points and up to 120 points independent (supervised) research
- Students may choose up the 30 points from other qualifications within the Faculty of Education or from other faculties' postgraduate programmes if you meet their requirements. It is best to consult your Programme Adviser if you would like to do this.

**Note:** *Students who have completed a postgraduate diploma or bachelor degree with honours (or equivalent), and had this conferred, are required to complete 120 points at 500 level including 30 points in an approved research methods paper (if not included in their postgraduate diploma or honours programme) and at least 30 points and up to 120 points of independent research.*

## Master of Counselling MCouns

The Master of Counselling (MCouns) is a 240-point programme, designed to offer students the opportunity to develop advanced professional counselling skills, well grounded in social constructionist theories.

The focus of the teaching is on providing experiences for students in which they can further develop professional attitudes, knowledge and competencies in counselling. Students are invited to consider their own lives, and how they are storied, both as persons and professionals. Professional practice papers offer the opportunity for students to have supported professional experience in community and/or education settings. Optional papers are available in counselling families and young people, in group leadership, and in conflict resolution.

### Required papers

- HDCO541 Counselling Skills
- HDCO542 Counselling Practicum
- HDCO544 Discourse and Counselling Psychologies
- HDCO545 Professional Practice of Counselling

### Option papers

- HDCO540 Working with Groups
- HDCO543 Counselling Young People and Families
- HDCO546 Conflict Resolution: Restorative Practices
- HDCO549 Counselling and Contexts
- HDCO551 Special Topic

### Also available

- Postgraduate Certificate in Counselling (Family Counselling)
- Postgraduate Certificate in Counselling (Counselling Supervision)

### Further information

Details about selection and the required and optional papers for the MCouns programme and the PGCert(Couns) programmes can be found in the Counsellor Education Handbook, available from the School Manager or at [waikato.ac.nz/education](http://waikato.ac.nz/education)

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#### Director of Counsellor Education

Dr Elmarie Kotzé	Room:	TT.5.10
	Phone:	07 838 4466 extn 7961
	Email:	<a href="mailto:elmariek@waikato.ac.nz">elmariek@waikato.ac.nz</a>

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#### School Manager, Te Oranga School of Human Development and Movement Studies

Karen Harris	Room:	TT.6.14
	Phone:	07 838 4466 extn 4031
	Email:	<a href="mailto:counsellor.ed@waikato.ac.nz">counsellor.ed@waikato.ac.nz</a>

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## Master of Disability and Inclusion Studies MDInS

The Master of Disability and Inclusion Studies (MDInS) is a cross-disciplinary qualification that draws on contemporary theories, methodologies and practices related to the broad field of disability and inclusion. The qualification is intended for postgraduate students who have either: a) an undergraduate teaching qualification and experience as a teacher or b) an undergraduate qualification and some experience as a practitioner in the disability field. The programme is designed for those who wish to develop an area of expertise that will provide them with a greater depth of conceptual, research and practical knowledge in this field. It is anticipated that students who have developed a high level of research expertise in the programme will align their choices of study towards an area of expertise at doctoral level.

### Required paper

**HDCO521 Contemporary Issues in Disability and Inclusion Studies**

### Option papers

**HDCO502 Educational Transitions: Changing Roles and Changing Contexts**

**HDCO504 Difference and Diversity in Human Development**

**HDCO524 Intelligence, Creativity and the Development of Talent**

**HDCO540 Working with Groups**

**HDCO546 Conflict Resolution: Restorative Approaches**

**HDCO565 Restorative Practices in Education**

**PROF513 Early Intervention for Children with Special Needs**

**PROF523 Māori Educational Policies: Their Development and Some Strategic Responses**

### Required research papers

**DSOE557 Research Methods or PCSS502 Kaupapa Māori Research**

Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

Other papers can be substituted with approval. These may include 15 and 30-point papers from other discipline areas – for example: Psychology, Sociology/Social Policy, Cultural Geography and Women's Studies. Your Programme Adviser will assist you in developing your unique study pathway.

Papers in this field are also open to students in the MEd or other masters programmes of study.

### Also available

Postgraduate Diploma in Disability and Inclusion Studies (PGDip(DInS))

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#### Programme Adviser

Dr Carol Hamilton

Room: TT.6.12

Phone: 07 838 4466 extn 8578

Email: hamiltca@waikato.ac.nz

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#### School Administrator, Te Oranga School of Human Development and Movement Studies

Courtney Kelly

Room: TT.6.13

Phone: 07 838 4466 extn 9415

Email: ckelly@waikato.ac.nz

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## Master of Education MEd

This qualification is suitable for qualified teachers and other education professionals who wish to further their career and develop leadership in curriculum, pedagogy or policy development in a particular subject area. Students may focus their degree in a subject or a named MEd specialisation. It is also possible to create your own programme of study by choosing the subject Education and taking a focused selection of papers. In effect this means that students can bring together their own selection of postgraduate papers offered in the Faculty of Education so long as the overall programme meets the general requirements for the qualification.

The general requirements for the MEd qualification are 180 points, including at least 60 points from the list for their chosen subject, and an approved research methods paper (usually DSOE557 Research Methods or PCSS502 Kaupapa Māori Research), and at least 30 points of independent (supervised) research.

The postgraduate diploma is a 120-point qualification which is a shorter programme than the full masters qualification and usually does not have so many requirements. It is often taken as a pathway by those who may not reach the required level for direct entry into a masters. Students require a B average in their PGDip(Education) papers to be eligible for entry to MEd. Students who have a completed PGDip in Education or other relevant subject will be required to do a further 120 points for the masters qualification.

## Programme and academic planning advice

Each postgraduate subject has an adviser to whom questions about that programme should be addressed. All subjects for the Master of Education require that students complete an approved research methods paper AND either a Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

## Subjects\* available for MEd

- Arts Education
- Education
- Education Studies
- Human Development
- Language and Literacy Education
- Mathematics Education
- Science, Technology and Environmental Education

\*If your programme has met the requirements for a subject or a particular specialisation, the name of the subject or specialisation will be printed on your degree certificate when you graduate. A person may graduate in only one subject, or either a subject or a specialisation, but not both.

## Specialisations available for MEd

- Global Studies in Education
- Professional Learning
- STEM Education

## Specialisations available for PGDip(Education)\*\*

- eEducation
- Guidance and Pastoral Care
- Māori Medium Teaching/Te Rōpū Tohu Paerua
- Restorative Practice

\*\*These specialisations are not available for a masters qualification.

## MEd subject: Arts Education

This subject is concerned with the study of teaching and learning art, music, dance and drama in the education sectors, as well as in the population more generally. To complete the requirements for a subject in Arts Education students must take ALED510 and at least 30 points from another arts-related paper. They may then choose to focus on a particular aspect of arts by taking a further paper from the list and a research project in the subject area. Arts Education is available as a subject for the Master of Education or Postgraduate Diploma in Education.

### Focus papers

- ALED510 Contemporary Themes in Arts Education
- ALED512 Music Education: Theory and Practice 1
- ALED513 Music Education: Theory and Practice 2
- ALED515 Drama as Pedagogy: The Mantle of the Expert

### Required research papers

- DSOE557 Research Methods or PCSS502 Kaupapa Māori Research

Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

### Also available

- Postgraduate Diploma in Education
- Graduate Diploma in Arts Education

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Programme Adviser	Room:	TC3.24A
Graham Price	Phone:	07 838 4466 extn 7925
	Email:	grahamp@waikato.ac.nz

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## MEd subject: Education

For the subject Education you need to take 180 points at 500 level from the list under Education in the online Catalogue of Papers [papers.waikato.ac.nz/subjects/edun](http://papers.waikato.ac.nz/subjects/edun) including an approved research methods paper and a supervised independent research project. You can choose your papers from any of the lists for the subjects offered for the Master of Education.

Education is an enormous field as you know, and we offer a broad range of papers at postgraduate level. So, rather than offer a long list, below we have grouped our papers so you can see how you might shape a programme for yourself. You may also choose individual papers which are listed under other subjects offered for the Master of Education.

### General Education

The following papers may complement any other programme of study, or they may be taken under the subject Education.

PCSS511	Curriculum Policy and Possibilities
PROF503	The Practices of Teaching
PROF506	Educational Assessment
PROF518	Teaching and Learning Years 7-10
PROF523	Māori Educational Policies: Their Development and Some Strategic Responses

## Early Years Education

This area of study focuses on aspects of early years from birth to the middle school period of life and learning. These papers are especially relevant for those with a background in early childhood education who wish to further/deepen their understandings of pedagogy and curriculum with young children and examine issues, policies and philosophies that impact on infants, toddlers and young children as well as teachers, parents and communities. This is a recommended programme of study in the subject Education.

### Focus papers

- HDCO502** Educational Transitions: Changing Roles and Changing Contexts
- PCSS513** Educational Thought
- PROF510** Assessment as Pedagogy in the Early Years: Narrative Approaches
- PROF513** Early Intervention for Children with Special Needs
- PROF516** ICT and Multi Literacies in the Early Years
- PROF533** Engaging Families and Communities in Early Years Programmes:  
Collaborative and Cultural Inquiry Approaches
- PROF551** Special Topic: Challenging Practice through Dialogue for 21st Century Learners

### Required research papers

- DSOE557** Research Methods or PCSS502 Kaupapa Māori Research

Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

### Also available

- Postgraduate Diploma in Education

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Programme Adviser	Room:	V 19 Windermere Campus
Associate Professor	Phone:	07 838 4466 extn 8744
Jayne White	Email:	whiteej@waikato.ac.nz

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Programme Adviser	Room:	TT.6.03a
Rosina Merry	Phone:	07 838 4466 extn 7807
	Email:	rosinam@waikato.ac.nz

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## eEducation\*

This programme is targeted at students, teachers and others involved with digital technologies at all levels of education who wish to develop their knowledge and practice of using them for teaching and learning purposes. The programme encompasses both online learning and emerging classroom and institution-based eLearning practice, and provides a sound platform for students wishing to progress to dissertation or thesis-level study in either of these areas.

eEducation is defined as "learning and teaching that is facilitated by or supported through the appropriate use of information and communication technologies (ICTs). It can cover a spectrum of activities from supporting learning to blended learning (the combination of traditional and eLearning practices), to learning that is delivered entirely online" (Ministry of Education, 2014).

This programme is fully online and combines contemporary asynchronous and synchronous online learning technologies. All papers are thematically-based and offer participants opportunities to explore areas of personal and professional interest and relevance.

### Focus papers

- PROF521 Digital Technologies in the Classroom: New Pedagogies, New Practices
- PROF522 Teaching and Learning Using the Internet
- PROF524 Learning and Leadership in the Communication Age
- PROF525 E-Learning Policy to Practice in the New Zealand Context

### Required research papers

- DSOE557 Research Methods or PCSS502 Kaupapa Māori Research

Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

### Also available

- A specialisation in eEducation is available for the PGDip(Ed)

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Programme Adviser	Room:	TL.3.13
Associate Professor	Phone:	07 838 4466 extn 6553
Garry Falloon	Email:	falloong@waikato.ac.nz

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\* eEducation is available as a specialisation for the PGDip(Ed) only. It is a recommended programme of study in the subject Education for the MED.

## Māori Medium Teaching/Te Rōpū Tohu Paerua\*

Te Rōpū Tohu Paerua is a postgraduate programme offered to teachers and graduates involved or wishing to be involved in Māori medium teaching contexts. It may be taken for a Postgraduate Diploma or Master of Education. The programme offers a critical examination of theories of first and second language acquisition, learning, teaching and assessment, indigenous theory and practice, indigenous language revival as well as leadership in the context of Māori medium education in Aotearoa New Zealand. This programme also introduces potential researchers to Kaupapa Māori research methodology. This programme is delivered through the medium of te reo Māori. Please note that at the time of writing there is no named specialisation for the MEd in this subject.

### Required papers

MBED501	Mātauranga Reo Māori
MBED502	Tirohanga Whakahaere
MBED503	Te Whakaora Reo: Mātauranga Rumaki
PCSS502	Kaupapa Māori Research

### Required for MEd

Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

### Also available

- A named specialisation in Māori Medium Teaching/Te Rōpū Tohu Paerua for the PGDip(Ed)
- A TeachNZ Study Award is available for this programme

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Programme Adviser	Room:	TT.3.06
Karaitiana Tamatea	Phone:	07 838 4466 extn 7814
	Email:	mtamatea@waikato.ac.nz

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\* This name is available as a specialisation for the PGDip(Ed) only.

**Restorative Practice\***

Restorative practice in educational contexts is an approach to relationships, pastoral care and behavioural management. It derives directly from the philosophy of restorative justice, which is based on respect and mediation with offenders and those offended against. This programme of study invites students to critically examine the theoretical ideas underpinning the practices, consider local and international research and outcomes, and it offers a ground from which practitioners can build their own practice within their institution. It offers an introduction to skills of conversation, conference facilitation, and mediations using restorative principles and processes. Please note that at the time of writing there is no named specialisation for the MEd in this subject.

**Required papers**

- HDCO565 Restorative Practices in Education
- HDCO546 Conflict Resolution: Restorative Approaches

**Option papers**

- HDCO549 Counselling in Contexts
- PROF523 Māori Educational Policies: Their Development and Some Strategic Responses

**Research papers required for MEd**

- DSOE557 Research Methods or PCSS502 Kaupapa Māori Research

Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

**Also available**

- A Postgraduate Diploma in Education with a named specialisation in Restorative Practices

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Programme Adviser	Room:	TC2.44B
Associate Professor	Phone:	07 838 4466 extn 4699
Wendy Drewery	Email:	w.drewery@waikato.ac.nz

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\* This is available as a specialisation for the PGDip(Ed) only. It is a recommended programme of study in the subject Education for the MEd.



## Guidance and Pastoral Care

This programme of study allows Education students who see their future in the pastoral network of a school to develop their skills and understanding in the practices of guidance and pastoral care.

### Focus papers

- HDCO540** Working with Groups
- HDCO546** Conflict Resolution: Restorative Approaches
- HDCO549** Counselling and Contexts
- HDCO565** Restorative Practices in Education

### Option papers

Please consult the Programme Adviser

### Required research papers

- DSOE557** Research Methods or **PCSS502** Kaupapa Māori Research

Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

### Please also see

- Postgraduate Diploma in Education with a specialisation in Guidance and Pastoral Care

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Programme Adviser	Room:	TT5.10
Dr Elmarie Kotzé	Phone:	07 838 4466 extn 7961
	Email:	elmariek@waikato.ac.nz

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### School Manager, Te Oranga School of Human Development and Movement Studies

Karen Harris	Room:	TT6.14
	Phone:	07 838 4466 extn 4031
	Email:	hum.devcg@waikato.ac.nz

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## MEd subject: Education Studies

Education Studies involves critical inquiry into the social political, cultural, economic and personal theories and practices of lifelong education. Whilst its origins are in humanities and social sciences disciplines such as History, Philosophy and Sociology, Education Studies today has close affinities with contemporary interdisciplinary fields exploring issues of social policy, culture, gender, critical pedagogy, globalisation, and curriculum. Education Studies is available as a subject for the Master of Education or Postgraduate Diploma in Education. It is also available as a subject for Social Sciences honours and masters degrees, offered in the Faculty of Arts and Social Sciences.

Students must take at least 60 points from the following list:

- PCSS503 Indigenous and Post-Colonial Global Perspectives in Education
- PCSS507 Global Citizenship and International Development Education
- PCSS508 Education Policy and Society
- PCSS511 Curriculum Policy and Possibilities
- PCSS513 Educational Thought
- PCSS530 Issues in Adult and Tertiary Education
- PCSS587 Globalisation, Cultures, Identities and Education
- PCSS588 Globalisation and Education
- PCSS589 Global Processes, Education and New Media Cultures

### Research papers required for MEd

- DSOE557 Research Methods or PCSS502 Kaupapa Māori Research

Directed study, dissertation, or masters thesis to be determined in consultation with the Programme Adviser.

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Programme Adviser  
Professor Brian Findsen

Room: TL2.13  
Phone: 07 838 4500 extn 8257  
Email: bfindsen@waikato.ac.nz

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## MEd subject: Human Development

Human Development critically examines diverse expressions of development. It explores the contextual, cultural and relational influences on individuals, families, groups and communities throughout the human lifespan. Graduates will be able to use their knowledge to enhance practice and policy imperatives in a range of careers of that involve working with or for people. Human Development is available as a subject for the Master of Education or Postgraduate Diploma in Education. It is also available as a subject for Social Sciences honours and masters degrees, offered in the Faculty of Arts and Social Sciences.

Students must take at least 60 points from the following list:

- HDCO502 Educational Transitions: Changing role, and changing contexts
- HDCO503 Development of Children and Young People: International Perspectives
- HDCO504 Difference and Diversity in Human Development
- HDCO521 Contemporary Issues in Disability and Inclusion Studies
- HDCO540 Working with Groups
- HDCO544 Discourse and Counselling Psychologies
- HDCO549 Counselling and Contexts
- HDCO565 Restorative Practices in Education

### Research papers required for MEd

**DSOE557 Research Methods or PCSS502 Kaupapa Māori Research**

Directed study, dissertation, or masters thesis to be determined in consultation with the Programme Adviser.

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#### Programme Adviser (Hamilton Campus)

Associate Professor

Room: TT5.03B

Sonja Macfarlane

Phone: 07 837 9462

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

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#### Programme Adviser (Tauranga Campus)

Dr Nadine Ballam

Room: WIND V113

Phone: 07 557 8940

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

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## MEd Subject: Language and Literacy Education

This programme of studies builds on your educational experiences and provides opportunities to explore a variety of theoretical perspectives, approaches, and issues as indicated by the papers offered. The purpose of these papers is to enable educators to deepen their knowledge of classroom practices, explore literacy acquisition in a diverse range of contexts, develop greater expertise in literacy leadership, and provide background for future literacy research interests.

### Focus papers

- ALED501 Literacy Education: Approaches and Perspectives
- ALED502 Critical Literacy in Curriculum
- ALED504 Reading Difficulties
- ALED509 Literacy and Technology: Implications for Education
- ALED522 Best Practice in the Writing Classroom
- ALED523 Using Literature in the Primary and Secondary Classroom

### Required research papers

- DSOE557 Research Methods or PCSS502 Kaupapa Māori Research

Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

### Also available

- Postgraduate Diploma in Education

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Programme Adviser	Room:	TC.3.27
Wendy Carss	Phone:	07 838 4466 extn 7862
	Email:	wcarss@waikato.ac.nz

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## MEd subject: Mathematics Education

This programme of study caters for practising teachers who wish to strengthen their pedagogical content knowledge (PCK) in mathematics, or become curriculum leaders in mathematics/numeracy within their school, newly graduated teachers who wish to strengthen their PCK in mathematics, or become curriculum leaders in mathematics/numeracy within a school in the future.

***Note:** A Ministry of Education fees subsidy may be available for some papers in this programme of study. Please check [nzmaths.co.nz](http://nzmaths.co.nz) for updated information.*

### Required papers

At least 60 points from the following papers:

- MSTE501** Mathematics Education
- MSTE502** Acquiring Numeracy: How Thinking Develops
- MSTE503** Numeracy in the Classroom: Issues and Practice
- MSTE504** Numeracy Difficulties: Issues and Practice

### Option papers

Please consult the Programme Adviser.

### Required research papers

- DSOE557** Research Methods or **PCSS502** Kaupapa Māori Research

Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

### Also available

- Postgraduate Diploma in Mathematics Education

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<b>Programme Adviser</b>	<b>Room:</b>	TL4.05
Associate Professor	<b>Phone:</b>	07 838 4466 extn 6971
Brenda Bicknell	<b>Email:</b>	<a href="mailto:bicknell@waikato.ac.nz">bicknell@waikato.ac.nz</a>

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# MEd Subject: Science, Technology and Environmental Education

This subject offers professional development for teachers of these curriculum subjects. An integrated approach is taken to Education across Science, Technology, and Environmental Education. Students will develop their own approach to teaching their specialist subject(s). Students will be supported to complete an evidence-based inquiry on a teaching-related topic of their own choosing. Please note that a specialisation for the MEd is available in STEM Education. Students can take papers from across all four contributing subjects, including Mathematics Education.

## Required papers

At least 60 points from the following papers:

- STER508    Science Education
- STER511    Technology Education
- STER512    Innovations in Science, Technology or Environmental Education
- STER513    Environmental and Sustainability Education

## Required research papers

- DSOE557    Research Methods or PCSS502 Kaupapa Māori Research

Directed study, dissertation or masters thesis to be determined in consultation with the Programme Adviser.

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Programme Adviser	Room:	TC4.05
Dr Louise Milne	Phone:	07 838 4466 extn 4680
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## Master of Education with a Specialisation in Global Studies in Education MEd(GSE)

The Global Studies in Education specialisation is located in Te Whiringa School of Educational Leadership and Policy, with expert staff who teach the courses associated with the Centre for Global Studies in Education (CGSE). The CGSE website will provide you with more information about us ([waikato.ac.nz/globalstudies/home](http://waikato.ac.nz/globalstudies/home)).

Global Studies in Education builds upon the traditions of comparative and international education as well as philosophy and sociology of education to explore and research the global dimensions of education. Our courses address globalisation, internationalization and interconnectivity; bicultural, multicultural and intercultural education and dialogue; education policy, politics and governance; global youth cultures and identities; new media and popular cultures; gender, class and racial inequalities; the political economy of knowledge production and knowledge management; education and development; the new global ecologies of learning; open education; and global citizenship.

The challenges presented by the complex, globalised world in which youth cultures are often ahead of teacher knowledge and skills especially with respect to new media and technologies mean that educators need to help their students to navigate this challenging world; to internationalise their curriculum and pedagogy; and help their students to reflect and critically understand what it means to be globally informed, aware and compassionate human beings – “citizens of the world”.

Our courses are suitable for educators in all sectors of the community.

### Required papers

**PCSS587 Globalisation, Cultures, Identities and Education**

And at least 60 points from the following papers:

**PCSS507 Global Citizenship and International Development Education**

**PCSS588 Globalisation and Education**

**PCSS589 Global Processes, Education and New Media Cultures**

### Required research papers

**DSOE557 Research Methods or PCSS502 Kaupapa Māori Research**

Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

### Also available

- Postgraduate Diploma in Education with a specialisation in Global Studies in Education.

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Programme Adviser	Room:	TL2.12
Professor Tina Besley	Phone:	07 838 4466 extn 6246
	Email:	<a href="mailto:t.besley@waikato.ac.nz">t.besley@waikato.ac.nz</a>

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# Master of Education with a Specialisation in Professional Learning MEd(ProfLearning)

This programme is offered for mid-career educators and professional learning facilitators, who work as leaders of professional learning initiatives with colleagues in schools and other communities of practice, where professional learning is an on-going expectation. The programme aims to support the development of practice of these professionals so that they are recognised as excellent practitioners of in-service professional learning.

Students must have at least five years’ experience in a relevant professional context, and be currently employed in a relevant professional context.

## Required papers

**PROF540 Professional Learning and Development**

**PROF541 Using Evidence for Effective Practice**

## Option papers

You may choose further papers from any subject listing offered for the Master of Education or Educational Leadership.

## Required research papers

**DSOE557 Research Methods or PCSS502 Kaupapa Māori Research**

Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

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<b>Programme Adviser</b>	<b>Room:</b>	TC.2.60
Frances Edwards	<b>Phone:</b>	07 838 4466 extn 6170
	<b>Email:</b>	francese@waikato.ac.nz

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<b>Programme Adviser</b>	<b>Room:</b>	TT2.07
Anthony Fisher	<b>Phone:</b>	07 838 4466 extn 7836
	<b>Email:</b>	afish@waikato.ac.nz

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## Master of Education with a Specialisation in STEM Education

### MEd(STEMEducation)

This specialisation offers professional development for teachers of specific curriculum subjects. An integrated approach is taken to Education across all the STEM (Science, Technology, Engineering and Mathematics) subjects. Students will develop their own approach to teaching their specialist subject(s). Students will be supported to complete an evidence-based inquiry on a teaching-related topic of their own choosing.

#### Required papers

At least 60 points from the following papers:

STER508	Science Education
STER511	Technology Education
STER512	Innovations in Science, Technology or Environmental Education
STER513	Environmental and Sustainability Education
MSTE501	Mathematics Education
MSTE502	Acquiring Numeracy: How Thinking Develops
MSTE503	Numeracy in the Classroom: Issues and Practice
MSTE504	Numeracy Difficulties: Issues and Practice

#### Required research papers

DSOE557 Research Methods or PCSS502 Kaupapa Māori Research

Directed study, dissertation or masters thesis to be determined in consultation with the Programme Adviser.

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Programme Adviser	Room:	TC4.05
Dr Louise Milne	Phone:	07 838 4466 extn 4680
	Email:	<a href="mailto:louisem@waikato.ac.nz">louisem@waikato.ac.nz</a>

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## Master of Educational Leadership MEdLeadership

The intention of the educational leadership programme is to promote and engender a critical emancipatory stance and inquiry that provokes individual and collective praxis for the common good. In this way, the research and practice of educational leadership involves a grounded activism that shows concern for our shared humanity and the socio-cultural and political contexts where leadership manifests. While substantive bodies of literature exist on educational leadership, we value the creation of new understandings and ways-of-being that critically explore the experiential and contextual nature of educational leadership, in Aotearoa New Zealand and elsewhere.

In this programme Educational Leadership is viewed as a relational phenomenon. Learning is underpinned by the assumption that all professional educators are potential education leaders. Consequently the papers are intended for current and aspiring leaders. The papers in the educational leadership programme are underpinned by a holistic concern to release critical learning in learners and staff alike, that is, ako in action. Papers offer a combination of theory and practical application, supported by literature and research-based learning opportunities that are relevant to current educational leaders. In addition to papers offering prescribed content it is possible to undertake directed studies and theses that focus on areas specific to the interests of participants. This gives current and aspiring leaders an opportunity to tailor their learning programme to meet their specific contextual needs.

### Required papers

**PROF500 Educational Leadership: Organisational Development**

**PROF502 Educational Leadership: Issues and Perspectives**

### Option papers

**PROF504 Educational Leadership: Inquiry in Organisations and Communities**

**PROF505 Educational Leadership for Social Justice**

**PROF507 Developing Educational Leadership: Coaching and Mentoring**

**PROF508 Developing Effective Principalship**

**PROF509 Educational Leadership: Advanced Skills for Coaching and Mentoring**

**PROF580 Professional Education Seminar**

Students may take up to 30 points from the listings for other subjects. Please consult the Programme Adviser if you wish to vary your programme beyond one paper.

### Required research papers

**DSOE557 Research Methods or PCSS502 Kaupapa Māori Research**

Directed study, dissertation or masters thesis – to be determined in consultation with the Programme Adviser.

### Also available

- Postgraduate Diploma in Educational Leadership
- Postgraduate Certificate in School Principalship

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**Programme Adviser**

Associate Professor

Rachel McNae

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**Phone:** 07 838 4466 extn 7731

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

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# Honours degrees

This qualification is for high performing graduates interested in advancing their understanding of the subject studied at undergraduate level. The honours degrees require completion of 120 points at 500 level (equivalent to four papers) and are one year fulltime (or part-time equivalent) programmes.

## Bachelor of Teaching with Honours

The Bachelor of Teaching with Honours (BTchg(Hons)) postgraduate degree is for high achieving graduates of the BTchg. It prepares a candidate for research and scholarship at the Master of Education degree level and beyond.

### Admission requirements

- BTchg from the University of Waikato, with at least B+ grade average in the third year, or
- A qualification and performance that is considered equivalent

### Required papers

#### DSOE556 Research Methods for Teachers

Directed study or dissertation – to be determined in consultation with the Programme Adviser  
Choose remaining points from 500 level Education papers

### Programme Adviser

Please ask at the Academic and Student Administration Office, see page 6.

## Postgraduate diplomas

The Postgraduate Diplomas are for graduates who wish to broaden and develop their knowledge and understanding in the subject they studied at undergraduate level. The PGDips require completion of 120 points at 500 level (equivalent to four papers). Students may include an approved 30 points paper from another area of study in place of those prescribed. Students who take out their PGDip must complete a further 120 points to gain a masters degree.

## Postgraduate certificates

Postgraduate Certificate (PGCert) programmes are often recommended to students who have not had recent and/or sustained experience of academic work. Some PGCerts are vocationally-oriented, such as in Counselling, offering a short course professional development option for professionals who are not seeking an additional degree. The PGCerts require completion of 60 points at 500 level (equivalent to two papers).

### Postgraduate Certificate in Tertiary Teaching

This programme offers tertiary teachers the opportunity to develop their own teaching, and gain a formal qualification in tertiary teaching. It is normally completed over two years of part-time study. It is open to students who currently hold a tertiary teaching position, have a bachelor degree or other qualification considered equivalent, and who have at least two years' fulltime equivalent experience in tertiary teaching. Students participate in professional development workshops, as well as in supervised reflection on aspects of their own teaching.

#### Required papers

Include PROF531 and PROF532

# Bridging qualifications

Students who do not have a substantial component of a particular subject in their undergraduate degree can enrol in a bridging qualification to prepare them for future Postgraduate Study in the new subject. Students wishing to use a bridging qualification as a pathway to Postgraduate Study should consult the relevant Programme Adviser before enrolling.

## Graduate diplomas

Graduate Diplomas are intended to provide the equivalent of a major in a subject other than that in which the student has majored for their undergraduate degree. The GradDips require completion of 120 points at 100 level or above including at least 80 points at 300 level or above in an approved subject. These programmes are one-year fulltime study (or part-time equivalent).

### Named programmes available

- Graduate Diploma in Adult Education and Training
- Graduate Diploma in Education
- Graduate Diploma in Education with a specialisation in Arts Education

For more information about the GradDips please visit our website:  
[education.waikato.ac.nz/qualifications/graduate-diplomas](http://education.waikato.ac.nz/qualifications/graduate-diplomas)

## Graduate certificates

Graduate Certificates are perfect if you want to quickly gain a few papers in a specific subject area. These usually take one semester of fulltime study (or one year part-time) and you need to have either a bachelors degree or significant relevant work experience to be admitted.

The GradCerts require completion of 60 points at 100 level or above including 40 points at 300 level or above in an approved subject.

## Individual Paper Credit (IPC)

Students may be permitted to enrol in a paper without enrolling for a particular qualification. This may be because they have no intention of completing a full qualification, or because the paper is being taken for the purposes of qualifying for admission to a specific qualification. Alternatively, the student may be taking the paper for credit towards a qualification at another institution. Enrolments of this nature are recorded as Individual Paper Credit (IPC) enrolments. Papers that are labelled IPC on your record can be transferred to a relevant qualification but you will need to request this. It does not occur automatically.

# Teaching and assessment periods 2017

NZ Secondary School Dates	Week	Starting	University Teaching Periods	Holidays and Other Important Dates	
	1	2-Jan-17	Summer School (S)	2-3 January	New Year's Day (Observed)
	2	9-Jan-17			
	3	16-Jan-17			
	4	23-Jan-17			
Term 1 starts	5	30-Jan-17		30 January	Auckland Anniversary Day (Observed)
	6	6-Feb-17		6 February	Waitangi Day (Observed)
	7	13-Feb-17	Examinations		
	8	20-Feb-17	Enrolment		
	9	27-Feb-17	A Semester starts		
	10	6-Mar-17			
	11	13-Mar-17			
	12	20-Mar-17			
	13	27-Mar-17			
	14	3-Apr-17			
Term 1 ends (13/14)	15	10-Apr-17	Teaching Recess	14 April	Good Friday
	16	17-Apr-17	Teaching Recess	17-18 April	Easter Monday, University Holiday
	17	24-Apr-17	A Semester cont.	25 April	ANZAC Day
Term 2 starts	18	1-May-17			
	19	8-May-17			
	20	15-May-17			
	21	22-May-17			
	22	29-May-17			
	23	5-Jun-17	Study Week	5 June	Queen's Birthday
	24	12-Jun-17	Examinations		
	25	19-Jun-17	Examinations		
	26	26-Jun-17	Teaching Recess		
Term 2 ends (07/07)	27	3-Jul-17	Enrolment		
	28	10-Jul-17	B Semester starts		
	29	17-Jul-17			
Term 3 starts	30	24-Jul-17			
	31	31-Jul-17			
	32	7-Aug-17			
	33	14-Aug-17			
	34	21-Aug-17	Teaching Recess		
	35	28-Aug-17	B Semester cont.		
	36	4-Sep-17			
	37	11-Sep-17		14 September	Kingitanga Day
	38	18-Sep-17			
Term 3 ends (29/09)	39	25-Sep-17			
	40	2-Oct-17			
	41	9-Oct-17	Study Week		
Term 4 starts (16/10)	42	16-Oct-17	Examinations		
	43	23-Oct-17	Examinations	23 October	Labour Day
	44	30-Oct-17	Teaching Recess		
	45	6-Nov-17	Summer School (T)		
	46	13-Nov-17			
	47	20-Nov-17			
	48	27-Nov-17			
	49	4-Dec-17			
	50	11-Dec-17			
Term 4 ends (20/12)	51	18-Dec-17	Teaching Recess		
	52	25-Dec-17		25-26 December	Christmas Day/Boxing Day
	53	1-Jan-18			

## Further details for postgraduate papers

Postgraduate papers offered in Te Kura Toi Tangata Faculty of Education are listed under each subject heading. Please see the previous sections of this handbook for information on the papers required for the specific programmes. For further details please search the online Catalogue of Papers: [papers.waikato.ac.nz](http://papers.waikato.ac.nz)

### Credit points

Except where specifically stated, papers at postgraduate level in Te Kura Toi Tangata Faculty of Education are worth 30 points.

### Understanding paper codes

The code for each paper contains information about the subject, level, year, the period of teaching, and the general location.

Example: PROF500-17B (HAM)

<u>Subject</u>	<u>Level</u>	<u>Year</u>	<u>Semester</u>	<u>Location</u>
PROF	500	2017	B	(HAM)

# Research papers

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# Research Methods taught papers

## DSOE556-17A (HAM) – Research Methods for Teachers (BTchg(Hons) students only)

Students will explore what it means to do research and scrutinise the merits and limitations of various types of research. This paper also focuses on how research findings can improve teaching and learning.

*Weeks taught:* 9-26

*Lecturer:* TBA

## DSOE557-17A (HAM); 17A (TGA); 17B (NET) & 17S (HAM) – 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 consideration of ethical issues in research.

*Weeks taught:* 17A(HAM) & 17A(TGA) – weeks: 9-26

17B(NET) – weeks: 29-44

17S(HAM) – weeks: 2-7

*Co-ordinator:* Associate Professor Linda Mitchell 07 838 4466 extn 7734  
(A Semester)

*Email:* lindamit@waikato.ac.nz

*Note:* Co-taught with Dr Carol Hamilton.

*Co-ordinator:* Associate Professor Linda Mitchell 07 838 4466 extn 7734  
(A Semester – Tauranga)

*Email:* lindamit@waikato.ac.nz

*Note:* Co-taught with Dr Nigel Calder.

*Co-ordinator:* Dr Dianne Forbes 07 838 4466 extn 7844  
(B Semester)

*Email:* diforbes@waikato.ac.nz

*Co-ordinator:* Associate Professor Garry Falloon 07 838 4466 extn 6553  
(S Summer School)

*Email:* falloong@waikato.ac.nz

*Note:* Co-taught with Associate Professor Linda Mitchell.

## PCSS502-17B (HAM) & 17B (BTG) – Kaupapa Māori Research

Emphasis in this paper is on the student under-taking research within a supportive, critical whānau of interest that will examine how issues of initiation, benefits, representation, legitimisation, and accountability can be addressed when researching in Māori contexts.

*Note:* The 17B(HAM) occurrence is taught through the medium of te reo Māori and is mainly for the PGDipEd (Te Rōpū Tohu Paerua) students. The 17B(BTG) occurrence is taught in English.

*Weeks taught:* 17B(HAM) & 17B(BTG) – weeks: 29-44

*Co-ordinator:* Associate Professor Margie Hohepa 07 838 4466 extn 7874  
(B Semester – Hamilton)

*Email:* mkhohepa@waikato.ac.nz

*Co-ordinator:* Associate Professor Mere Berryman 07 838 4466 extn 5330  
(B Semester – Tauranga)

*Email:* mere@waikato.ac.nz

# Supervised research papers

## Research at Te Kura Toi Tangata Faculty of Education at the University of Waikato

Te Kura Toi Tangata Faculty of Education at the University of Waikato is one of the largest Faculties of Education in New Zealand. We have a large number of academic staff with doctorates teaching a variety of topics and supervising research work across a range of methodological approaches. Te Kura Toi Tangata 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. When you are thinking about doing your own research project, you have the opportunity to be supervised by one of our staff. Most staff are keen to have students who share their interests, and will help you to shape your project. If you have not found a staff member whose work you admire already, you can search the Faculty and staff research interests, at the Faculty website: [waikato.ac.nz/education](http://waikato.ac.nz/education)

### Research definition

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".

If you are proceeding to do such research, we strongly recommend that you familiarise yourself with the Student Research Regulations outlined in the *2017 University of Waikato Calendar*: [calendar.waikato.ac.nz/assessment/studentresearch.html](http://calendar.waikato.ac.nz/assessment/studentresearch.html)

Masters research papers offered by Te Kura Toi Tangata Faculty of Education are listed below. For more information about higher degrees (MPhil, EdD and PhD), please refer to the PGSO website: [waikato.ac.nz/sasd/postgraduate](http://waikato.ac.nz/sasd/postgraduate) Initial enquiries from prospective students interested in enrolling in a PhD should be made to the Associate Dean – Postgraduate Research or the FEDU Postgraduate Office (domestic students), or to [international@waikato.ac.nz](mailto:international@waikato.ac.nz) (international students).

## Supervised research papers overview

	Directed Study (30 points)	Dissertation (60 points)	Masters thesis (90 points)	Masters thesis (120 points)
Numerical code	590	592	593	594
School codes available	THED, TOED, TWED	THED, TOED, TWED	THED, TOED, TWED	THED, TOED, TWED
Application and start date	Enrolments in supervised research papers can commence at any time during the academic year and these papers usually have individual start and finish dates (with exception of Summer School and cohort-based Directed Study papers). There is no application deadline for enrolments in these papers, but we strongly recommend that formal applications are submitted at least two to four weeks prior to the intended start date.			
Enrolment duration	One semester (17 weeks) or six months (26 weeks)	Fulltime: six months (26 weeks) Part-time: 12 months (52 weeks)	Fulltime: 39 or 52 weeks Part-time: 18 months or 24 months	Fulltime: 12 months Part-time: 24 months
Word limit	7,000-10,000	15,000-20,000	Approx. 30,000	Approx. 40,000
Nature of research	A small scale piece of research	A small scale original piece of research	A larger scale original piece of research	A larger scale original piece of research
Research ethics approval	Not usually required	Usually required	Usually required	Usually required
Format for submission	Electronic and one soft-bound copy	Electronic and two soft-bound copies	Electronic and two softbound copies (initial submission)  Two hardbound copies (final submission)	Electronic and two softbound copies (initial submission)  Two hardbound copies (final submission)
Submission location	Submit directly to supervisor	Submit to Faculty Academic and Student Administration Office at Reception.	Student Centre, Hamilton Campus	Student Centre, Hamilton Campus
Examination	Supervisor and moderator	Supervisor and internal examiner	Internal examiner and external examiner	Internal examiner and external examiner
Changes permitted after examination	None	None	Minor editorial changes, approved by supervisor	Minor editorial changes, approved by supervisor
Submission forms required	None	None	Deposit of Thesis Form, Masters Thesis Submission Form (initial submission); Declaration Form (final submission)	Deposit of Thesis Form, Masters Thesis Submission Form (initial submission); Declaration Form (final submission)

# Directed Study

## Outline

A Directed Study allows students to pursue a specific interest under the guidance of a supervisor. Because of the limited time of a Directed Study, we strongly recommended that it does not involve research that requires ethical approval.

Students are advised to engage in:

- A theoretical project, or
- A project that examines data/material already in the public domain.

A Directed Study is normally 7,000-10,000 words and takes six months or one semester of study.

## Cohort – based Directed Study

Generally students work independently, but a cohort-based Directed Study is offered in B semester. For more information about this please contact the Faculty Postgraduate Office.

## First steps

Students should begin by contacting a proposed supervisor – normally a lecturer from one of their taught postgraduate papers. Academic staff employed in an ongoing position are eligible to supervise a Directed Study.

If a student is unable to find a supervisor they can approach the relevant Programme Adviser, or staff in the Faculty Academic and Student Administration Office at Reception. Finding a supervisor can take time, so students are encouraged to start this process at least a month before their intended Directed Study start date.

## Enrolment

Entry into a Directed Study paper requires approval by:

- The proposed supervisor
- The Postgraduate Leader for the school in which the Directed Study will be based.

A Directed Study paper has individual start and finish dates and students may enrol at any time during the year. It is a 30-point paper and should normally be completed within one semester (17 weeks) or six months.

**Note:** A Te Kura Toi Tangata Faculty of Education Directed Study/Dissertation Application Form and proposal need to be submitted to your proposed supervisor at least two weeks before the intended start date for the Directed Study to allow time for processing.

## Enrolment process

The potential supervisor and student correspond or meet:

- The student submits a one-page proposal (see below) to the potential supervisor AND completes Te Kura Toi Tangata Faculty of Education Dissertation/Directed Study Application Form found at [education.waikato.ac.nz/qualifications/postgraduate-degrees](http://education.waikato.ac.nz/qualifications/postgraduate-degrees)
- The supervisor agrees to supervise the student and signs the Dissertation/Directed Study Application Form found at [education.waikato.ac.nz/qualifications/postgraduate-degrees](http://education.waikato.ac.nz/qualifications/postgraduate-degrees)
- This form and a copy of the proposal are given to the school Postgraduate Leader
- The form and proposal are given to the Faculty Academic and Student Administration Office at Reception for processing
- Both the supervisor and student are advised when formal approval for enrolment has been granted.

## The form of a Directed Study

The Directed Study provides an opportunity for students to pursue a specific interest under the guidance of a suitable supervisor. The recommended text forms for a Directed Study could include, but are not restricted to:

- A literature review
- A report
- A reflective journal
- A position paper
- An oral presentation (note for some departments this is a requirement)
- A performance.

The Directed Study can also be a combination of the above, as long as it falls within guidelines for time and/or length.

## The proposal (one page)

The proposal should contain:

- A working title
- Statement providing the reason why a Directed Study is appropriate
- Statement of issue, problem, or topic area
- Brief list of literature consulted to indicate some familiarity with the topic
- Brief description of the scope of the Directed Study
- Directed Studies involving a performance will still require a brief proposal to indicate to a potential supervisor how the study will be undertaken.

## Marking of a Directed Study

Directed studies are marked by the supervisor and are moderated by a member of staff with appropriate expertise. Marking criteria should be clearly articulated to the student at the commencement of the paper and should be included in the Directed Study paper outline.

The moderator's role is to ensure that the supervisor has marked fairly and that the grade awarded is reasonable. If there is a significant disagreement between the supervisor's grade and the moderator's assessment, the moderator will provide a report to the Associate Dean Academic, whose decision is final.

A hard copy of the Directed Study will be retained by the supervisor. An electronic copy should also be submitted to the supervisor. With the permission of the student and the supervisor, a Directed Study may be published online if it is of excellent quality.

## Advice for supervisors and students

### Starting out

Beginning researchers often only have a vague idea of their research topic. It is important that a supervisor:

- Emphasises the creation of a realistic time line and scope for the Directed Study
- Clearly articulates marking criteria to the student at the commencement of the paper
- Helps the student to finish a good quality project in the required time.

At the start of the Directed Study, the student and supervisor should:

- Work together to negotiate a timetable and assessment schedule. The supervisor may require a number of different outcomes for assessment, or may require drafts to be presented
- Establish expectations around the frequency, mode, duration and content of meetings.

### Meetings between the supervisor and the student

It is important that the supervisor and student keep in contact regularly to ensure the progression of the Directed Study. Students should aim to keep a written summary of these meetings and email a copy to the supervisor. This ensures that:

- The student has understood the supervisor's guidance
- The student and supervisor are both monitoring progress.

For more information about establishing a successful supervision relationship and maintaining contact, please refer to pages 78-81.

## Reading drafts

An important part of any research process is writing. Often undergraduate students write their assignments only once before handing them in. At the postgraduate level, however, it is important to emphasise that part of any research process is to write several drafts before the research is ready to be presented.

While a supervisor should guide students and assist them to structure their research in a coherent manner, it is not the supervisor's responsibility to write it for them. Supervising postgraduate students is only one part of a supervisor's workload and therefore, students should provide, as far as possible, well organised, grammatically correct written drafts, with correct referencing. This way, supervisors can comment on content which is their major area of expertise.

It is important for students to be aware of how much time is required to comment on a draft, and to take this into account when submitting drafts and waiting for feedback. Students may point out specific aspects that they would like supervisors to comment on with their drafts. Drafts should normally be presented at least seven days before a meeting.

## Writing drafts

Students may find it demanding to write a longer and more sustained argument than in their previous papers. They may also find that the Directed Study requires a greater level of information literacy skills. Supervisors should direct students to the support of subject librarians and to Student Learning Support for additional help.

## Socialisation into the research culture

The Directed Study is very much a bridge into the research environment. Students are encouraged to take every opportunity to participate in the wider intellectual life of the university. Supervisors will encourage you to attend seminars and conferences, present aspects of your work if there is an opportunity, attend workshops that help you to develop necessary research skills, introduce you to visiting scholars, and where applicable encourage you to publish in appropriate journals.

For further details including application forms please see the Directed Study Guidelines available from Te Kura Toi Tangata Faculty of Education's website: [education.waikato.ac.nz/postgraduate](http://education.waikato.ac.nz/postgraduate)

## Submission for marking

Students should submit the final version of the Directed Study to their supervisor for marking within the time allocated.

## Oral presentation

Investigations in Sport and Leisure Studies student require an oral presentation in addition to written assignments. This would normally consist of a 20-25 minute presentation with the requirement to respond to questions raised during the presentation. The supervisor must include this oral presentation as a part of the marking schedule for the paper. The oral presentation should be marked by the supervisor and one other Sport and Leisure Studies staff member. The presentation should account for between 20-30% of the final mark.

For further details, including application forms, please see the Directed Study Guidelines, available from Te Kura Toi Tangata Faculty of Education's website: [education.waikato.ac.nz/postgraduate](http://education.waikato.ac.nz/postgraduate)

## Directed Study paper codes

### **THED590-17C (HAM); 17C (TGA); 17C (NET); 17C (NTG) – Directed Study 30 points**

This is a Directed Study paper for students based in Te Hononga School of Curriculum and Pedagogy.

*Weeks taught: Self-paced*

*Contact: Your Programme Adviser or Postgraduate Leader*

### **TOED590-17C (HAM); 17C (TGA); 17C (NET); 17C (NTG) – Directed Study 30 points**

This is a Directed Study paper for students based in Te Oranga School of Human Development and Movement Studies.

*Weeks taught: Self-paced*

*Contact: Your Programme Adviser or Postgraduate Leader*

### **TWED590-17C (HAM); 17C (TGA); 17C (NET); 17C (NTG) – Directed Study 30 points**

This is a Directed Study paper for students based in Te Whiringa School of Educational Leadership and Policy.

*Weeks taught: Self-paced*

*Contact: Your Programme Adviser or Postgraduate Leader*



# Dissertation

## Outline

A dissertation consists of a small piece of original research completed under the guidance of an academic supervisor. The purpose is for the student to display:

- Understanding of a particular research question
- The competent application of an appropriate research methodology.

A two-paper dissertation is normally 15,000-20,000 words (approximately 50 pages).

## The processes for enrolment and the requirements to complete a dissertation

### First steps

Students should begin by contacting a proposed supervisor – normally a lecturer from one of their taught postgraduate papers. Academic staff with a masters degree are eligible to supervise a dissertation. A supervisor is entitled to establish whether a student is adequately prepared for independent research before agreeing to supervise.

If a student is unable to find a supervisor they can approach the School Postgraduate Leader, or the staff in the Faculty Academic and Student Administration Office at Reception. Finding a supervisor can take time, so students are encouraged to start this process a few months before their intended dissertation start date.

### Enrolment

Entry into the dissertation normally requires:

- A B average or higher across a student's taught postgraduate focus and option papers
- Completion of a research methods paper (typically DSOE557 or PCSS502)
- Approval by the proposed supervisor
- Approval by the School Postgraduate Leader.

A dissertation paper has individual start and finish dates and students may enrol at any time during the year. It is a 60-point paper and should normally be completed within six months fulltime, or 12 months part-time.

**Note:** A Te Kura Toi Tangata Faculty of Education Directed Study/Dissertation Application Form and initial research proposal need to be submitted to your proposed supervisor at least two weeks before the intended start date for the dissertation.

## Enrolment process

- The potential supervisor and student correspond or meet
- The student submits a completed Te Kura Toi Tangata Faculty of Education Dissertation/Directed Study Application Form (found at [education.waikato.ac.nz/qualifications/postgraduate-degrees](http://education.waikato.ac.nz/qualifications/postgraduate-degrees)) AND a two page proposal (see below) to the potential supervisor
- The supervisor agrees to supervise the student and signs the Dissertation/Directed Study Application Form
- This form and a copy of the proposal are given to the school Postgraduate Leader
- The form and proposal are given to the Faculty Academic and Student Administration Office at Reception for processing
- Both the supervisor and student are advised when formal approval for enrolment has been granted.

## The proposal (two pages)

The proposal should contain:

- A working title
- Research question(s)
- Brief overview of literature regarding the topic
- Brief description of the methodology and methods
- Consideration of ethical issues
- Timeline
- Reference list.

## Advice for supervisors and students

### Starting out

When designing the research project it is important keep in mind the time and length limitations. For example, it might not be appropriate for a student to design her/his own questionnaire or other instrument or interview more than two or three people.

This is a small-scale research project and the student should be required to display competence in conceiving and conducting a clearly defined study. It is important that both the supervisor and student do not become overly ambitious and exceed the boundaries of the dissertation. For example, this study may replicate an existing study in a new context rather than being new or innovative.

### Research ethics approval

Research projects that involve human participants need to have ethical approval. This means that if the student intends to send out questionnaires, interview, observe or otherwise obtain personal information about other people, they need to obtain ethical approval. To obtain approval for their research projects, the student needs to fill out an application for ethical approval of supervised postgraduate research projects. With the support of their supervisor, a student should complete the application and submit it to the Faculty's Ethics Committee.

Please also see pages 75-77.

## Meetings between the supervisor and the student

It is important that the supervisor and student keep in contact regularly to ensure the progression of the dissertation. Students should aim to keep a written summary of these meetings and email a copy to the supervisor. This ensures that:

- The student has understood the supervisor's guidance
- The student and supervisor are both monitoring progress.

For more information about establishing a successful supervision relationship and maintaining contact, please refer to pages 78-81.

## Weekly workload

The anticipated workload for a fulltime postgraduate student is 40 hours a week and a part-time postgraduate student 20 hours a week. This means that students can be expected to devote a considerable amount of time for their dissertation.

## Reading drafts

An important part of any research process is writing. Often undergraduate students write their assignments only once before handing them in. At the postgraduate level, however, it is important to emphasise that part of any research process is to write several drafts before the research is ready to be presented.

While a supervisor should guide students and assist them to structure their research in a coherent manner, it is not the supervisor's responsibility to write it for them. Supervising postgraduate students is only one part of a supervisor's workload and therefore, students should provide, as far as possible, well organised, grammatically correct written drafts, with correct referencing. This way supervisors can comment on content which is their major area of expertise.

It is important for students to be aware of how much time is required to comment on a draft, and for students to take this into account when submitting drafts and waiting for feedback. Students may point out specific aspects that they would like supervisors to comment on with their drafts.

## Writing drafts

Students may find it demanding writing a longer and more sustained argument than in their previous papers.

They may also find that the dissertation requires a greater level of information literacy skills. Supervisors should direct students to the support of subject librarians in the Education Library, and to Student Learning for additional help.

The dissertation is very much a bridge into the research environment. Students are encouraged to take every opportunity to participate in the wider intellectual life of the university. Supervisors will encourage you to attend seminars and conferences, present aspects of your work if there is an opportunity, attend workshops that help you to develop necessary research skills, introduce you to visiting scholars, and where applicable encourage you to publish in appropriate journals.

For further details including application forms please see the Directed Study Guidelines available from Te Kura Toi Tangata Faculty of Education's website: [education.waikato.ac.nz/postgraduate](http://education.waikato.ac.nz/postgraduate)

## Submission for marking

Students should submit two copies of their dissertation to the Faculty Academic and Student Administration Office at Reception no later than 4pm on their submission due date (or on the preceding Friday, if the due date falls during a weekend). Dissertations can be softbound or spiral bound. An electronic copy of the dissertation should also be submitted to the supervisor.

## Extensions

A student who expects their dissertation will not be ready for submission by the due date needs to apply for an extension of the submission time. Suspensions of enrolment are not possible.

Extensions of 21 days or fewer do not require re-enrolment or payment of additional fees.

To request a 21-day extension a student should:

- Contact the Faculty Academic and Student Administration Office at Reception in writing at least one month prior to the submission deadline
- Provide a reason for their extension request
- Ask their supervisor to contact Te Kura Toi Tangata Faculty of Education Postgraduate office in support of the dissertation extension.

The Faculty Academic and Student Administration Office at Reception will notify the student when their extension request has been granted.

Extensions of over 21 days require re-enrolment and incur additional fees. To apply for an extension of longer than 21 days, students should complete the Application for Change of Conditions of Enrolment Form available from Te Kura Toi Tangata Faculty of Education website: [waikato.ac.nz/education](http://waikato.ac.nz/education)

## Marking of a Dissertation

The Faculty Academic and Student Administration Office at Reception oversees administration of the examination process. Dissertations are marked by both the supervisor and an examiner. The examiner is an internal staff member who is nominated by the supervisor. The Faculty Academic and Student Administration Office at Reception will send out copies of the dissertation to both the supervisor and examiner and ensure these are returned in a timely manner.

Both the supervisor and examiner submit a report and recommended grade to the Faculty Academic and Student Administration Office at Reception. These grade recommendations are then moderated by the relevant school Postgraduate Leader. Where there is a discrepancy between the two grades, the examiner's grade will take priority.

Markers' reports will generally comment on the following areas (where appropriate):

- Abstract
- Introduction and literature review
- Exposition of the research goals or questions, and significance of the research
- Methodology and appropriate use of methods
- Presentation of findings
- Discussion, interpretation of findings, and implications
- Academic conventions of the dissertation: reference, grammar, clarity of writing.

Once a final mark has been confirmed, the Faculty Academic and Student Administration Office at Reception will:

- Return a copy of the dissertation to the student
- Inform the student of their final mark and grade
- Provide the student with copies of the markers' reports (with grade recommendations and identifying comments removed to preserve the anonymity of the markers).

For further details, including application forms, please see the Dissertation Guidelines, available from Te Kura Toi Tangata Faculty of Education's website: [education.waikato.ac.nz/postgraduate](http://education.waikato.ac.nz/postgraduate)

## Dissertation paper codes

### **THED592-17C (HAM); 17C (TGA); 17C (NET); 17C (NTG) – Dissertation 60 points**

This is a dissertation paper for students based in Te Hononga School of Curriculum and Pedagogy.

*Weeks taught: Self-paced*

*Contact: Your Programme Adviser or Postgraduate Leader*

### **TOED592-17C (HAM); 17C (TGA); 17C (NET); 17C (NTG) – Dissertation 60 points**

This is a dissertation paper for students based in Te Oranga School of Human Development and Movement Studies.

*Weeks taught: Self-paced*

*Contact: Your Programme Adviser or Postgraduate Leader*

### **TWED592-17C (HAM); 17C (TGA); 17C (NET); 17C (NTG) – Dissertation 60 points**

This is a dissertation paper for students based in Te Whiringa School of Educational Leadership and Policy.

*Weeks taught: Self-paced*

*Contact: Your Programme Adviser or Postgraduate Leader*

# Masters thesis

A Masters thesis provides students with the opportunity to develop and undertake a significant research project under the guidance of a suitable academic supervisor.

As part of the Masters thesis, students will:

- Define a research topic or problem
- Plan a research programme
- Select and use appropriate methodologies to collect and analyse data.

In the process, students learn much about the research process, including:

- How to undertake research in a specific area of study
- How to deal with the information collected, and
- How to write this up into a final thesis that reports on the results and sets out a thesis or argument based on these results.

## Three-paper vs four-paper theses

The difference between a three-paper thesis and a four-paper thesis is solely in the size and scope of the research.

	Three-paper thesis	Four-paper thesis
Points value	90 points	120 points
Duration (part-time)	18 months or 24 months	24 months
Duration (fulltime)	39 or 52 weeks	52 weeks
Word limit	30,000 words	40,000 words*

***Note:** In some areas of research it is appropriate for the word count to be much lower than this. Students should consult with their supervisors as to an appropriate word count.*

## Eligibility

Entry into the masters thesis normally requires:

- A B+ average or higher across a student's taught postgraduate focus and option papers
- Completion of a research methods paper (typically DSOE557 or PCSS502)
- Approval by the proposed supervisor
- Approval by the department Chairperson or Programme Adviser
- Approval by the Associate Dean – Postgraduate Research.

Entry is subject to the Faculty's ability to provide appropriate supervision for the student's proposed research project.

## Masters thesis paper codes

### THED593-17C (HAM); 17C (TGA); 17C (NET); 17C (NTG) – Thesis 90 points

A 90-point thesis paper for students based in Te Hononga School of Curriculum and Pedagogy.

*Weeks taught:* Self-paced

*Contact:* Your Programme Adviser or Postgraduate Leader

### TOED593-17C (HAM); 17C (TGA); 17C (NET); 17C (NTG) – Thesis 90 points

A 90-point thesis paper for students based in Te Oranga School of Human Development and Movement Studies.

*Weeks taught:* Self-paced

*Contact:* Your Programme Adviser or Postgraduate Leader

### TWED593-17C (HAM); 17C (TGA); 17C (NET); 17C (NTG) – Thesis 90 points

A 90-point thesis paper for students based in Te Whiringa School of Educational Leadership and Policy.

*Weeks taught:* Self-paced

*Contact:* Your Programme Adviser or Postgraduate Leader

### THED594-17C (HAM); 17C (TGA); 17C (NET); 17C (NTG) – Thesis 120 points

A 120-point thesis paper for students based in Te Hononga School of Curriculum and Pedagogy.

*Weeks taught:* Self-paced

*Contact:* Your Programme Adviser or Postgraduate Leader

### TOED594-17C (HAM); 17C (TGA); 17C (NET); 17C (NTG) – Thesis 120 points

A 120-point thesis paper for students based in Te Oranga School of Human Development and Movement Studies.

*Weeks taught:* Self-paced

*Contact:* Your Programme Adviser or Postgraduate Leader

### TWED594-17C (HAM); 17C (TGA); 17C (NET); 17C (NTG) – Thesis 120 points

A 120-point thesis paper for students based in Te Whiringa School of Educational Leadership and Policy.

*Weeks taught:* Self-paced

*Contact:* Your Programme Adviser or Postgraduate Leader

## Summary of steps for masters thesis enrolment

### Application and enrolment

- Student initiates discussions with a potential supervisor or the Programme Adviser (see 'Finding a Supervisor')
- Student draws up an initial draft proposal (see 'Draft Research Proposal')
- Student submits online application to enrol (ATE) via [i.waikato.ac.nz](http://i.waikato.ac.nz)\*
- Student submits the completed Masters Thesis Application Form (please ask at the Office) and a copy of the research proposal to supervisor
- Application approved by supervisor, department chair and Associate Dean – Postgraduate Research
- Applicant notified by email about the decision by the Faculty Academic and Student Administration Office at Reception and receives Enrolment Agreement letter
- Student completes the Enrolment Agreement letter and returns it to the Fees Office.

*\* If studying part-time, the student will need to repeat this step one month prior to his/her enrolment end date (see 'Re-Enrolment').*

## Getting started

- Student meets with the supervisor to discuss the research plan and timeline for completion (see 'Undertaking Research and Ethics Review Process')
- Student submits an Ethics application (see 'Undertaking Research and Ethics Review Process')
- Student begins process of data collection, analysis and writing.

## Initial submission of thesis

- Student arranges printing and soft-binding of the thesis (see 'Presentation and Binding of the Thesis')
- Student submits digital copies of his/her thesis to the University's Research Commons (see 'Submission of the Thesis')
- Student submits two softbound copies of the thesis to Student Centre with Masters Thesis Submission form and Library Deposit Form
- Student applies to graduate 'In Anticipation' via [waikato.ac.nz/sasd/graduation/apply.shtml](http://waikato.ac.nz/sasd/graduation/apply.shtml)

## Examination

- Supervisor nominates external and internal examiners
- Nomination is approved by the Associate Dean – Postgraduate Research
- Thesis is forwarded to the internal and external examiners for marking
- Examiners write examination reports and make grade recommendations
- Associate Dean – Postgraduate Research makes final grade recommendation.

## After examination

- Assessment and Graduation Office advises student of final grade
- Student is given three week deadline for submitting hardbound copies of thesis
- (Optional): Student makes minor editorial changes before submitting hard-bound copies of thesis
- Changes checked by supervisor before final submission.

## Final submission for thesis

- Student submits two hardbound copies of the thesis to Student Centre with Declaration Form (see 'Presentation and Binding of the Thesis' and 'Submission of the Thesis').

## Completion and graduation

- Student is officially informed about the final grade and masters degree completion
- Student is eligible to graduate at the next available graduate ceremony.



# Masters thesis application and enrolment

## Preliminary considerations before applying

Undertaking research for submission in a thesis is a demanding activity, requiring high-level academic skills, commitment and stamina. As such, potential research students should ensure they are well-prepared for research and have an interest in their proposed research topic.

Students wishing to undertake a masters thesis should start thinking about potential research topics whilst completing their first postgraduate papers. This gives students the opportunity to have preliminary discussions with their lecturers regarding potential research topics. It is the student's responsibility to find and approach a potential thesis supervisor.

Students should discuss possible areas of masters thesis research and study options with their Programme Adviser or the Associate Dean – Postgraduate Research, who can direct students to the relevant school or a potential supervisor. The University Experts File ([waikato.ac.nz/research/expertise](http://waikato.ac.nz/research/expertise)) lists staff research interests, and is another good starting point for finding a 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 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 a formal application for admission into a masters thesis paper, students should carry out a preliminary literature review and prepare a draft thesis proposal. Both the draft proposal and research plan for the thesis should be developed in collaboration with the student's supervisor.

Writing a proposal helps students 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.

Students should begin by searching the literature to see what has been written about their topic and how it has been researched in the past. They should then identify a suitably weighty research question, ensuring it is not a question to which the answer is already known.

The research proposal should include:

Component	Explanation
Working title	
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?
Methodology	What type of research methods will you use?
Forms of analysis proposed	
Significance of the research	Who would be interested in the outcome of the study?
References or bibliography	A list of literature referred to in the study

## Formal application process

Once you 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 student 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): [waikato.ac.nz/study/enrol](http://waikato.ac.nz/study/enrol)

You must also complete and submit the Masters Thesis Application Form available from Te Kura Toi Tangata Faculty of Education's website: [waikato.ac.nz/education](http://waikato.ac.nz/education) (search Masters Degrees). Or contact Te Kura Toi Tangata Faculty of Education's Postgraduate Administrator 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.

**Note:** *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 masters thesis. However, your masters thesis application should be submitted to Te Kura Toi Tangata Faculty of Education's Postgraduate Office 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 school and the Associate Dean – Postgraduate Research. Once your academic qualifications and results have been assessed and the availability of suitable supervision is established, your application to enrol will be formally approved and you will receive an Enrolment Agreement letter with fees invoice for your masters thesis enrolment.

### Moodle and e-group

Moodle is the University's online learning and content management system. You will be given access to Te Kura Toi Tangata Faculty of Education's Moodle site for masters thesis students with resources and support available for masters thesis students.

You will also be subscribed to our mailing 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 thesis paper 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: [waikato.ac.nz/study/enrol](http://waikato.ac.nz/study/enrol)

**Note:** *Masters thesis students are required to be enrolled continuously for the entire period of their masters degree up to the submission of their thesis.*

## Changes of enrolment and withdrawals

### Changing from fulltime to part-time or vice-versa

If you are enrolled fulltime 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 Te Kura Toi Tangata Faculty of Education's website: [waikato.ac.nz/education](http://waikato.ac.nz/education)

### Thesis enrolment extensions

A student who expects their thesis will not be ready for submission by the due date needs to apply for an extension of the submission time. Suspensions of enrolment are not possible.

Extensions of 21 days or fewer do not require re-enrolment and payment of additional fees.

To request a 21-day extension a student should:

- Contact Te Kura Toi Tangata Faculty of Education Postgraduate Administrator in writing at least one month prior to the submission deadline
- Provide a reason for their extension request
- Ask their supervisor to contact Te Kura Toi Tangata Faculty of Education Postgraduate Administrator in support of the thesis extension.

Te Kura Toi Tangata Faculty of Education Postgraduate Administrator will notify the student when their extension request has been granted.

Extensions of over 21 days require re-enrolment and incur additional fees. To apply for an extension of longer than 21 days, students should complete the Application for Change of Conditions of Enrolment Form available from Te Kura Toi Tangata Faculty of Education website: [waikato.ac.nz/education](http://waikato.ac.nz/education)

For further details regarding thesis enrolment extensions, please refer to the *2017 University of Waikato Calendar*.

## Withdrawals and termination of thesis enrolment

A student wishing to withdraw from his/her thesis paper should do so prior to the end of the enrolment period by:

- Consulting with their supervisor
- Making a formal request in writing to the Associate Dean – Postgraduate Research, detailing their reasons for wishing to withdraw.
- Completing a change of enrolment through [i.waikato.ac.nz](http://i.waikato.ac.nz)

Students are responsible for ensuring that their withdrawal from a paper is registered. Failure to do so can result in an 'Incomplete' grade (IC=fail) on the student's academic record once the enrolment period is complete. This prevents the student from re-enrolling in their degree.

For more information about the regulations governing withdrawals and failed papers, please refer to the *2017 University of Waikato Calendar*.

## Medical or compassionate withdrawals and extensions

If exceptional circumstances outside of your control mean that you feel unable to complete your thesis, please contact Te Kura Toi Tangata Faculty of Education Academic and Student Administration Office for advice. Requests for full or partial fee refunds for withdrawals made on exceptional medical or compassionate grounds should be submitted in writing to the Head of Student and Academic Services. You will need to provide a full account of the circumstances that have led to your need to withdraw, and supporting documents such as a medical certificate. Staff in Te Kura Toi Tangata Faculty of Education Academic and Student Administration Office can assist you with this process.

If you require additional time to complete your thesis due to exceptional medical or compassionate reasons you must follow the thesis enrolment extension steps outlined on page 73. Thesis extensions involve re-enrolling in the thesis, and this incurs additional fees. The process to request a refund of these fees is an additional process – approval of an extension by the Faculty does not entail that your fees are waived for the approved period of extension. If you wish to apply for a full or partial fees refund for the additional fees incurred by re-enrolling in your thesis you will need to apply in writing to the Head of Student and Academic Services and provide supporting documents such as a medical certificate. Staff in Te Kura Toi Tangata Faculty of Education Academic and Student Administration Office can assist you with this process.

# Undertaking research and ethics review process

## 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 students familiarise themselves with the Student Research Regulations outlined in the *2017 University of Waikato Calendar*: [calendar.waikato.ac.nz/assessment/studentresearch.html](http://calendar.waikato.ac.nz/assessment/studentresearch.html)

## Preparation of a research plan

As part of the thesis process, a student may need to refine his/her topic and the focus of his/her research in consultation with their supervisor. The thesis research plan (including timeline for completion) should also be prepared in consultation with the supervisor, as this is a document that both student and supervisor will need to refer to often.

A masters thesis research plan normally includes the following components:

- Title of the study
- Statement of the research topic/problem and the over-arching question that will guide the 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 the research question within a context
- The methods that will be used to investigate the research question
- A statement of any ethical issues that can be identified
- A timeline for completion.

Once a student has finalised his/her research plan, he/she will be in a position to apply to Te Kura Toi Tangata Faculty of Education's Research Ethics Committee for a research ethics review.

## 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 a project requires the collection of data from people, it will require prior approval from Te Kura Toi Tangata Faculty of Education Research Ethics Committee. Proceeding ethically is an integral component of research design, so students must keep ethical considerations in mind from the very start of their project planning.

## Ethics application forms

Each masters thesis student is responsible for completing the formal application for ethical review of their project in consultation with their supervisor, then forwarding this to the Research Ethics Committee.

The Ethics Application Form is available for downloading from Te Kura Toi Tangata Faculty of Education's website: [education.waikato.ac.nz/qualifications/postgraduate-degrees/ethics-review-process](http://education.waikato.ac.nz/qualifications/postgraduate-degrees/ethics-review-process)

Applications are considered by the full Committee, in the first instance, and then followed up by individual Committee members. The Committee will send written confirmation of their decision to each student once this has been made.

## Ethics application dates

Applications for research ethics approval may be submitted to Te Kura Toi Tangata Faculty of Education Ethics Committee at any time. Please apply using the online application system, which can be accessed at [edlinked.waikato.ac.nz/ethics](http://edlinked.waikato.ac.nz/ethics) Applications will be responded to within three weeks of the application date. For any queries about this system email [fedu.ethics@waikato.ac.nz](mailto:fedu.ethics@waikato.ac.nz)

The *2017 University of Waikato Calendar* details the University of Waikato Human Research Ethics Regulations, which students should consult when preparing ethics applications: [calendar.waikato.ac.nz/assessment/ethicalconduct.html](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.

Students should participate only in work which conforms to agreed ethical standards and which they 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 Te Kura Toi Tangata Faculty of Education's Research Ethics Committee (see also Student Research Regulations in the *2017 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:

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

## Data storage

If data or materials of a confidential nature are obtained by a student in the course of their 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.

A student should consult his/her supervisor about any specific requirements for data storage for research involving humans. Students are required to retain all records of their research, including field and laboratory notebooks.

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 *2017 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, students should store data on individuals and data sets in the original form as set out in the thesis until the University informs the student about the outcome of the examination of their thesis, and for the duration of any appeal procedure against the student's examination results. Supervisors are responsible for checking that students are aware of these requirements.

## Supervision

Te Kura Toi Tangata Faculty of Education is 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.

There are a number of ways students can make an initial enquiry about supervision. Students may choose to:

- Make an appointment with a Postgraduate Leader (see pages 7-8)
- Contact the Faculty Academic and Student Administration Office at Reception for advice
- Contact the Associate Dean – Academic (for directed studies or dissertations) or the Associate Dean – Postgraduate Research (for theses)
- Approach a potential supervisor directly.

## 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 *2017 University of Waikato Calendar* and Faculty information.
- To apply for ethical approval for the research once fully enrolled and working with their 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 their Head of School, or the Manager of the Academic and Student Administration Office.
- To present work or findings from time to time as agreed with the supervisor.
- To consult in confidence with the Head of School or the relevant Associate Dean 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 school 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 School Postgraduate Leader or the relevant Associate Dean 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 School Postgraduate Leader or the relevant Associate Dean 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 School Postgraduate Leader) 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 School Postgraduate Leader or the relevant Associate Dean, 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. A successful relationship between supervisor and student rests on professionalism, mutual respect, consideration, courtesy and trust.

Thesis students should expect to work independently and take responsibility for making the best use of available resources, including time with their supervisor. It is important that from the beginning of the thesis, students and their supervisors work together to establish an understanding about:

- Availability of the supervisor
- How and when to contact one another
- Whether the student and supervisor will normally discuss the student's 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 an audio or video recording of the meetings will be made
- The process for submitting draft writing and receiving feedback
- Generally, how the student and supervisor will work together.

### Supervisory contract

The most central aspect of being a masters research student is the quality of relationship that is built up between student and supervisor. It is a good idea for both parties to use some form of 'contract' to cover the different aspects of supervision agreed upon at the start of the research.

## Maintaining contact

It is essential that a student takes responsibility to:

- Maintain contact with the supervisor
- Be clear about what has to be done and why
- Do his or her best to meet deadlines
- Keep the supervisor informed about problems, such as ill health, which may interfere with progress.

Students may find it useful to write a brief summary of each supervision meeting and share this with their supervisor via email to maintain an ongoing written record of the supervision process.

### Distance students

Distance students may set up supervision arrangements that do not require face-to-face meetings. These might include the use of:

- Phone
- Email
- Video/voice-over-IP services (such as Skype or Appear.in).

Supervisors of distance students should ensure their students have access to all the resources they require, and should monitor student progress carefully. Where possible, it is advantageous for a distance student to meet in person with their supervisor in the early stages of their enrolment to discuss the research plan in detail.

Both supervisor and student should keep a written record of important matters and decisions covered during phone, email or video/voice-over-IP discussions.

## Receiving feedback

Students should:

- Avoid, where possible, handing in very rough work, or material in the form of notes
- Present work in as well-presented a format as possible
- Bear in mind that too much time crafting very early writing could be counterproductive, given that much of this could change at a later stage of research
- Ensure the supervisor is given sufficient notice about a request for feedback on written work.

Students may wish to give suggestions about the type of feedback required (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 might relate to:

- Academic issues (eg a fundamental disagreement over methodology or content)
- Conflicts in teaching or learning styles
- Conflicts in personality.

Ideally a student will be able to work through these matters with their supervisor. If the student cannot, they should:

- Talk to a member of staff they are comfortable approaching in confidence about acting as an advocate for the student
- Arrange a meeting with the supervisor's Head of School or Postgraduate Leader
- See the Associate Dean – Postgraduate Research.

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 Associate Dean – Postgraduate Research.

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

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 a clear outline of the research to be addressed and the theoretical, contextual or disciplinary basis of your research
- Provide an overview of the rest of the thesis
- Include discussion of the methodology (although structures, methods and formats may differ between and within disciplines).

The thesis should develop arguments in a sustained and coherent manner and bring these arguments 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 fulltime study. A 90-point thesis is the equivalent of three-quarters of a year's fulltime study.

The regulations regarding theses are outlined in the *2017 University of Waikato Calendar* [calendar.waikato.ac.nz/assessment/dissertations.html](http://calendar.waikato.ac.nz/assessment/dissertations.html). We recommend students familiarise themselves with these.

For further information, please also refer to the University's webpage: [waikato.ac.nz/sasd/info-current/exams6.shtml](http://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: [adt.caul.edu.au](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 students may request permission to submit a thesis written in te reo Māori. Students wishing to do so must give notice of their intention in writing to the Associate Dean – Postgraduate Research. This notice of intention will allow the Faculty the time and opportunity to make appropriate arrangements for internal and external examination.

For further details about the use of te reo Māori, please refer to the *2017 University of Waikato Calendar*: [calendar.waikato.ac.nz/assessment](http://calendar.waikato.ac.nz/assessment)

## Format of the thesis

Both the student and 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, students 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: [waikato.ac.nz/library/study/guides/thesis-writing](http://waikato.ac.nz/library/study/guides/thesis-writing) 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 Te Kura Toi Tangata Faculty of Education is that used by the American Psychological Association (APA). A student should consult their supervisor as to the method favoured in their subject area. There are particular rules for each and it is important to be consistent in the application of the method decided 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, but consistency is key: one style should be used throughout. Students should check with their supervisors regarding any preferred method(s) within the specific subject area.

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." For more information please see the 2017 *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 Head of the School in which a student is enrolled has the discretion (except where the HOS 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. The HOS should confirm in writing to the Associate Dean Postgraduate Research and the Assessment and Graduation Office that such permission has been granted, specifying the maximum word length approved.

In some areas of research it is appropriate for the word count to be much lower than the maximum word count. Consult your supervisor about an appropriate word count for your thesis.

## 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 takes time to become an efficient researcher. Thesis students should not be surprised if it takes them more time than their supervisor to:

- Locate materials
- Decide what is relevant
- Rank the significance of what is relevant
- Develop an appropriate methodology
- Organise a division of research results into effective chapters
- Write/rewrite results of the research into an acceptable and accessible form.

Editing and proofreading a thesis can often take more time than expected. Students should also allow sufficient time for printing and binding of the thesis. Contact the printer in advance to find out how long this will take.

## Thesis quality

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

- The introduction gives an overview of both the research project and the structure of the thesis.
- The literature review demonstrates the student's knowledge of existing research and locates the student's research within the context of this research. All sources must be referenced in the most current APA style.
- The methodology section explains the method of research and the methodological theory that underpins this choice. This section should also specify why this method of research is suited to the specific piece of research.
- Results should be explained and linked to existing research. Students should demonstrate how their research makes a contribution to the literature through observations and insights about the significance of their results to existing knowledge in the field of research. Doctoral students should aim to demonstrate innovation in this discussion.
- Students should demonstrate how their research addresses the research question initially posed.
- In addition to detail, students should be able to draw back and address wider issues about the context and purpose of the research and where related research might go in the future. The limitations of the study and the implications of these should be acknowledged as part of this process.
- Throughout the thesis, students should link ideas and arguments across chapters, summarising what has gone before and indicating connections with what is to follow.

A good thesis has a strong critical edge. In addition to description of the relevant literature, research project, method and results, student should continually engage in critique. This requires asking questions of themselves, their material and writing:

- Why is this so?
- Where is the evidence in the literature or data to support this?
- How is this assertion supported?
- What connections can be claimed?

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 with the grammar, syntax, spelling and punctuation of formal academic writing
- Full attention to all relevant academic conventions, especially 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. The student and 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 the student and his or her supervisor which is endorsed by the relevant department and the Dean of Te Kura Toi Tangata Faculty of Education (or nominee):

- 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 the student 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 a student applies for enrolment in the thesis paper. If a student is receiving support from a commercial or government establishment for whom they 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.

There are circumstances where 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 until the time of submission of the thesis for examination. Applications will not be accepted after the thesis is submitted.

When the need for an embargo of a thesis has been identified, the Deputy Vice-Chancellor (through the Faculty Academic and Student Administration Office at Reception) 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.

We recommend that any student interested in presenting a paper at a conference or publishing research in a journal should discuss this with their supervisor, who is likely to be experienced in presenting and publishing research. The University Library holds a range of books related to academic publishing.

## Submission of the thesis

A student should normally be in agreement with the supervisor about when their thesis is ready for submission and formal examination. If a supervisor still has significant reservations about the thesis when the student is ready to submit, these reservations should be fully explained to the student in writing. The student 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 students should heed their supervisors recommendations.

## Proof-reading

It is important to pay close attention to spelling and grammar. It is also important to allow adequate time to edit and proofread a thesis to get it to a publishable standard, as this is a criterion for writing at this level.

## Presentation and binding of the thesis

In 2015 the University of Waikato thesis submission regulations changed to allow students to initially submit a masters thesis in softbound format. Once the thesis has been examined, small editorial changes are permitted to the thesis before the student submits two final hardbound copies of the thesis. These changes are checked by the supervisor prior to final submission.

A thesis must be submitted in the form set out in the *Theses and Dissertations Regulations in the 2017 University of Waikato Calendar*. 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 Appendix 1 on page 92. A downloadable title template can be found in the University of Waikato Library thesis guide, available at: [waikato.ac.nz/library/study/guides/thesis-writing](http://waikato.ac.nz/library/study/guides/thesis-writing) This guide provides full details on the requirements for presenting and binding your thesis.

Please refer to the following page for more information.

## Printing and binding

Students are advised to allow sufficient time (around five working days) for thesis binding when planning to submit. To ensure that the submission date is met, students should take this binding time into account when planning ahead. We advise that students contact Waikato Print or an appropriate binder early to check how much time should be allowed for binding.

Waikato Print offers thesis printing and binding services. Waikato Print is located in the basement of the Student Union Building. For more information please see: [waikato-print.co.nz](http://waikato-print.co.nz)

## Submission

### Submission due date

Your thesis must be submitted by 4pm on the last Friday of your masters thesis enrolment. Log into [i.waikato.ac.nz](http://i.waikato.ac.nz) to check the dates of your thesis enrolment. Contact the Faculty Academic and Student Administration Office at Reception if you have any questions about your submission due date.

### Initial thesis submission

By 4pm on the required thesis submission due date, you must:

- Submit a digital copy of the thesis to the University Research Commons (see "Digital Thesis Submission")
- Submit two softbound copies of the thesis to the Student Administration Counter in the University's Student Centre, the Library, along with the following:
  - A completed Deposit of Masters Thesis, Doctoral or MPhil Thesis in the University of Waikato Library Form
  - A Masters Thesis Submission Form (this includes a Supervisor Declaration and an Ethics Declaration)
  - For theses submitted in te reo Māori: A separate thesis abstract in English, including your name, full thesis title, name of degree for which the thesis is being submitted and year of submission.

Once your thesis has been submitted, the Assessment and Graduation Office will forward it to Te Kura Toi Tangata Faculty of Education for examination processing.

Please apply to graduate 'In Anticipation' once you have submitted your thesis (see page 21).

### Editorial changes after examination

After examination the Assessment and Graduation Office will notify you of your final submission deadline, which is normally three weeks after they receive confirmation of your final grade from the FEDU Postgraduate Office. You may choose to make minor editorial changes before submitting the final, hardbound copies of your thesis.

Your supervisor will check the changes you make to your thesis before final submission to verify that these are only minor editorial changes. Ensure you factor in enough time for having the thesis bound, and checked by your supervisor, prior to submitting the final copy.

### Final submission

By 4pm on your final submission deadline you must:

- Submit two hardbound copies of the thesis to the Assessment and Graduation Office, along with the following:
  - A Declaration Form signed by both you and your supervisor, stating that ALL versions of the thesis (softbound, hardbound and digital) are identical, with the exception of minor spelling, typographical and/or formatting errors.

### Digital thesis submission

Prior to submitting the thesis, students are required to submit an electronic (digital) copy of their thesis to the University of Waikato Library. Digital copies of thesis completed at the University of Waikato must be deposited directly into the University's Research Commons. Instructions on how to deposit a digital thesis can be found on the Research Commons' website:

[researchcommons.waikato.ac.nz](http://researchcommons.waikato.ac.nz) The Library website provides students with specific instructions regarding the digital thesis copies.

## Examination of the thesis

The process of examination of Te Kura Toi Tangata Faculty of Education's masters theses is overseen by the Faculty Academic and Student Administration Office at Reception. Once a thesis is initially submitted, the Assessment and Graduation Office sends two copies to the Faculty Academic and Student Administration Office at Reception for examination processing.

Masters theses are examined by two examiners, who examine the thesis independently: an internal examiner, and an examiner who is external to the University.

## Nomination of examiners

Close to the completion of the thesis, the supervisor will nominate:

- One internal examiner (a staff member from Te Kura Toi Tangata Faculty of Education or another part of the University)
- One external examiner (generally a staff member from another academic institution with research expertise in a discipline relevant to the research).

Examiners normally hold at least a masters degree or have equivalent qualifications or experience.

Persons nominated as examiners for a thesis should not normally be:

- Directly connected with the thesis student or their research
- Associated with any organisation contractually involved with the research covered by the thesis
- Inactive in the field of study covered by the thesis.

It is the supervisor's responsibility to make an initial contact with potential examiners to establish whether they are willing and available to mark the student's thesis. Once an agreement has been received, the supervisor must fill out a Nomination of Examiners Form, available from the Faculty Academic and Student Administration Office at Reception.

The Associate Dean – Postgraduate Research assesses and makes the final decision on the nominated examiner's suitability.

## Examination process

Once the nomination of examiners is received and approved:

- Both examiners are sent a copy of the thesis, along with a letter outlining the marking criteria and grading scale
- The examiners independently mark the thesis
- The examiners submit their individual examination reports and provide grade recommendations (no conferring between examiners can take place).

Approximately three-four months can be expected to elapse between the submission and a decision on thesis examination results. External examiners are given six to eight weeks to mark a thesis and examination processing and masters degree completion may take additional two to three weeks. Sometimes 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. It is inappropriate to expect the examiner to put off everything else he or she is doing to mark a thesis, therefore delays in the examination process might be expected.

## 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 and supervisor 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 Faculty Academic and Student Administration Office at Reception who then notifies the Associate Dean – Postgraduate Research that the reports have been submitted.

## Final grade and graduation

Once the examination reports have been received, the Associate Dean – Postgraduate Research 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 Associate Dean – Postgraduate Research, a third examiner or assessor may be sought.

## Review of grade

Students believing that a mistake has been made in the process of calculating their final thesis grade may apply for a review of grade. This must be submitted on the prescribed form, together with the prescribed fee, to the Head of Student and Academic Services within 14 days of receiving notification of the grade. The application must be accompanied by all items of assessment for the thesis that have been returned to the student. 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.

## After examination and masters degree completion

- The Associate Dean – Postgraduate Research notifies the student of their thesis result and masters degree completion by letter
- Copies of examiners' reports with examiners names and recommended grades obscured are returned to the student
- Assessment and Graduation Office notifies student of final submission deadline
- Optional: Student makes minor editorial changes to the thesis
- Student arranges for two hardbound copies of the thesis to be printed
- Supervisor checks hardbound copies of thesis. Both student and supervisor sign Declaration Form
- Final submission of two hardbound copies of thesis to Student Centre, Hamilton Campus or Maharia at Windermere in Tauranga
- Where masters degree completion is confirmed the student will be eligible to graduate at the next graduation ceremony, provided the student has applied to graduate.

## Graduation

Please refer to page 21.

# Appendix 1

Title of Thesis:  
Subtitle

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

of

Name of degree

at

The University of Waikato

by

NAME OF CANDIDATE

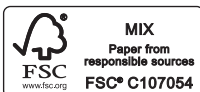
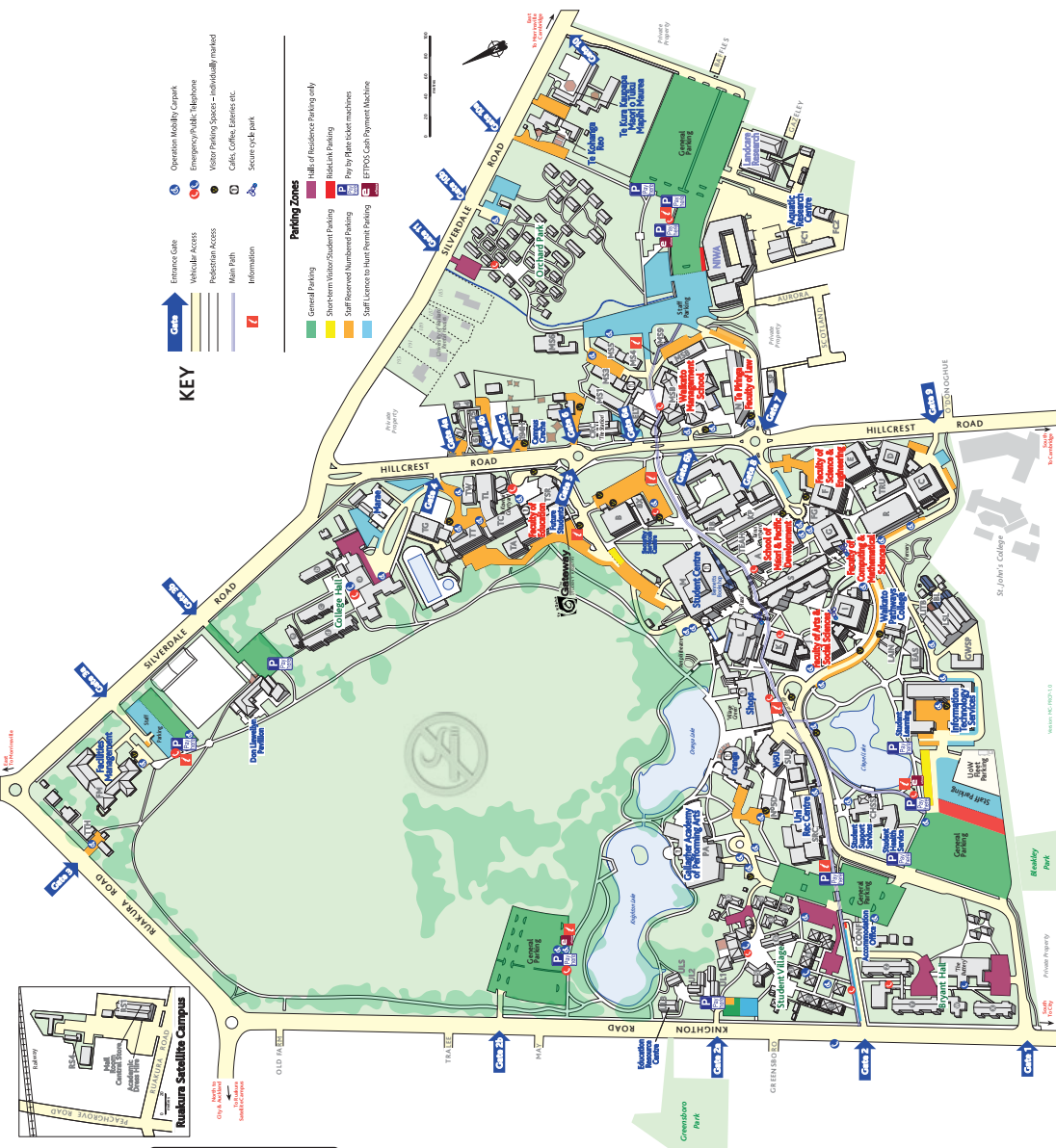


THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

Year of submission

**Note:** The title page should be formatted to fill the entire page and the page should not be numbered. Use the wording 'partial fulfillment of the requirements for the degree' for masters degrees where the degree is a combination of thesis and taught papers. Use the wording 'fulfillment of the requirements for the degree' where the masters degree comprises of a thesis only.

## Campus Map





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

WHERE THE WORLD IS GOING  
TE AHUNGA O TE AO

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New Zealand

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

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