



SCHOOL OF POPULATION HEALTH

Bachelor of Health Sciences (Honours)

Dissertation Handbook V1.1

2018

Acknowledgements

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

Dr Rachel Simon-Kumar
Director, Bachelor of Health Sciences Honours Programme
Section of Social and Community Health
School of Population Health, Tamaki Campus
r.simon-kumar@auckland.ac.nz
373-7599 Ext: 87645

Sharon Walker
Group Services Team Leader
School of Population Health
s.walker@auckland.ac.nz
Ext: 86836
Office: 730.204, Tamaki Campus

Honours website:

http://www.fmhs.auckland.ac.nz/soph/postgrad/bhsc_hons/default.aspx

Contents

1.0	INTRODUCTION	3
1.1	Guidelines on Scope and Conduct of a 60-point Dissertation	4
1.2	Honours Timeline – Dissertation	5
1.3	Selecting a Topic/Supervisor	5
2.0	THE RESEARCH PROPOSAL PROCESS	6
2.1	Confirming the Topic and Supervisor(s) and Indication of Resources Required ..	6
2.2	The Research Proposal and Research Proposal Meeting	6
3.0	SUPERVISION GUIDELINES	7
3.1	Role of Supervisor	7
3.2	Role of Student	8
3.3	Frequency of Meetings	8
3.4	Problems with Supervision	8
4.0	RESEARCH AND ETHICS	9
4.1	Ethics Approval	9
4.2	Personal Responsibility	9
4.3	Serious Misconduct	9
5.0	THE DISSERTATION	10
5.1	Style and Formatting	10
5.2	Dissertation Structure	10
6.0	SUBMITTING AND THE EXAMINATION PROCESS	13
6.1	General Presentation	13
6.2	Submission	14
6.3	The Examination Process	14
6.4	Copyright	15
6.5	Intellectual Property Rights/Authorship	15
	Appendix 1: Bachelor of Health Sciences (Honours) Research Brief	16
	Appendix 2: Proposal for Honours Research	17

1.0 INTRODUCTION

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

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

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

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

Within the BHSc(Hons) programme, the dissertation is conducted over one academic year and constitutes half of the Honours degree. It is expected that most dissertations will be around **15,000 – 20,000** words in length and be around 100 single-sided pages, including tables, figures and *references*. Appendices are additional to this. The length of dissertations varies considerably depending on the nature of the topic. However, the aim should always be quality (concise is best) rather than quantity.

It is preferable that the project selected is one that will not require ethical approval or that ethics approval will already have been obtained (if the project is part of an existing project). This is because obtaining ethics approval can result in serious delays which may impact on the ability of the student to complete the work on time in the second semester. A possible exception to this is when the process of gaining ethical approval is anticipated to be very straight-forward (i.e. a low-risk application) and expected to be gained *before* the end of the first semester. If this is the case, the general expectation is that the supervisor will work with the student to obtain ethical approval.

A dissertation may be limited to:

- The conceptual development of a model designed to guide research/policy development
- An analysis of data already collected (secondary data analysis).
- A feasibility study that may collect and analyse data for a relatively small sample in order to assess the appropriateness of conducting a larger study in the future
- A critical review of the literature

A high-quality dissertation will:

- Comprise a coherent and organised document that forms a conclusive piece of work
- Have a clear rationale, and have soundly constructed and clearly articulated objectives

- Critically review the relevant literature in a comprehensive but not necessarily exhaustive manner. It will state the criteria used for including literature and the search strategy utilised.
- Have methods described appropriately and data analysis and reporting of results undertaken competently and permitting exploration of the research question
- Discuss the study findings in the context of the literature; strengths and limitations of the study; and implications of the study, with recommendations, for theory, policy, practice and future research

1.2 Honours Timeline – Dissertation

February	Students seeks supervisor Supervisor agrees to oversee the research
21 Feb	Honours Orientation
26 Feb	Formal start of Honours Programme Coursework teaching commences
28 Feb	Tutorial 1
23 March	Submission of 'Research Brief' (Appendix 1)
18-20 April	Student presents research proposal to academic panel
27 April	Submission of 'Proposal for Honours Research' (Appendix 2)
May	Literature review complete
16 May	Coffee morning with Hons. Director
26 June	Tutorial 2
June	Ethics approval granted (if required)
August	Data collection complete
September	Data analysis complete
1 October	Tutorial 3
10 October	Honours Presentation
October	Final draft complete
12 November	Dissertation presented to BHSc (Hons) Administrator at Teaching Administration office by 5:00 PM
February 2019	Finalisation of assessment – final Board of Studies meeting

1.3 Selecting a Topic/Supervisor

By the time you receive this 'Dissertation Handbook' you should have organised a supervisor and be well on the way to determining your research topic. If you have not already selected a research topic and dissertation supervisor, you need to, as matter of urgency, make some time to see the Director of the Honours Programme and discuss your options. Each project/student needs a Primary Supervisor who must be a School of Population Health, University of Auckland Academic member of staff (Lecturer, Senior Lecturer, Associate Professor or Professor). The Primary Supervisor will be responsible for liaising with the Programme Director and the Programme Administrator with any issues pertaining to the project/student, including the nomination of an Examiner for the dissertation. PhD candidates who are not academic staff members may be co-opted as Dissertation Advisors. A list of possible supervisors and projects will be provided for those who have not secured a project at the Faculty postgraduate research projects website (choose 'honours' as the project type):

<http://www.fmhs.auckland.ac.nz/faculty/research/pgprojects/>

2.0 THE RESEARCH PROPOSAL PROCESS

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

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

Note: the research brief will be circulated to members of the Honours Board of Studies. It is to be forwarded to the BHSc (Hons) Director no later than Friday 24th March (see Appendix 1: Research Brief).

2.2 The Research Proposal and Research Proposal Meeting

Each Honours student is required to organise a research proposal meeting no later than the end of April. A research proposal committee will be formed, which will ordinarily consist of the student, their Primary Supervisor and at least two other members, usually the Director of the Honours programme and one other member of academic staff from the SoPH or FMHS. A typed copy of the proposal should be submitted to the Primary Supervisor and committee members at least 5 working days prior to the meeting. **The student should take responsibility for the distribution of the proposal to the other members of the committee, and for the booking of a room for the meeting. Please follow the instructions and fill in the online room booking form available from the link below at least 2 working days before your meeting date:**

<https://www.fmhs.auckland.ac.nz/en/soph/for/current-students/bhsc-hons/research-proposal-meeting-procedure.html>

If a co-supervisor is involved, they should be invited to attend the committee meeting also. The purpose of the proposal meeting is to assist the student in the refinement of the project. The student will normally deliver a 5-minute informal presentation about their proposed study by way of an introduction. This will be followed by a group discussion. If a project is considered in need of modification, a second meeting may be convened. Once there is agreement, the project proposal can be finalised and the 'Proposal for Honours Research' form completed (see Appendix 2). This form requires you to add brief details concerning:

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

A signed copy of the completed 'Proposal for Honours Research' form is to be submitted to the BHSc (Hons) Director by close of day on the last day of April.

3.0 SUPERVISION GUIDELINES

Supervision is a close working relationship with an experienced researcher, who guides you through the research process and the writing of a dissertation. Good supervision is important for making steady progress with your research and ensuring that you are able to finish on time. Dissertation supervisors are academic members of staff who have made a commitment to guiding you through the research process. However, like any relationship, there are expectations from both parties. Primary Supervisors have to be SoPH academic staff (Lecturers, Senior Lecturers, Associate Professors and Professors) but UniServices-funded staff, Research Fellows, Senior Research Fellows, or academic staff from any other Faculty at the University of Auckland can be secondary supervisors.

3.1 Role of Supervisor

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

- a) give guidance about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, resources and their availability, and about requisite techniques (including arranging for instruction where necessary)
- b) discuss with the student the level of contact needed, for example through meetings, and ensure as far as possible that this contact be maintained
- c) be accessible to the student at other appropriate times when he or she may need advice
- d) inform the student, in advance, of any proposed periods of absence, either due to research and/or study leave or any extended leave of more than 2 weeks, and in these periods of absence, either make alternative arrangements for another staff member to take up temporary supervisory duties or provide contact details so that supervisory contact may be maintained with the student
- e) give advice on the necessary completion dates of successive stages of the work to ensure the dissertation is completed on time
- f) request written work as appropriate, and return that work with constructive criticism and in a reasonable timeframe (discuss with your supervisor what they deem to be "a reasonable timeframe")
- g) draw the student's attention to any courses or workshops that are offered which will help the student overcome problems identified in written expression or other aspects of the dissertation
- h) draw the student's attention to any important new results or concepts that may have come from the supervisor's contacts with other professionals and researchers
- i) provide guidance in fieldwork in the case of field-based research
- j) direct the student to other experts in the field of research, if appropriate
- k) arrange (as appropriate) for the student to talk about his or her work to individual staff or in seminars and to have practice in oral presentation of the research subject
- l) ensure that the student is made aware of any inadequacy of progress or of standards of work which fall below general expectations
- m) direct the student to appropriate sources of information on "administrative" matters, e.g., the length of the dissertation, the recommended style and layout, the number of copies required, regulations regarding extensions, possible sources of research funding
- n) establish early on the style and layout to be used in the written work

- o) identify an examiner for the work (usually internal to the University) – complete the AS-512t form with their details. This form is sent to the primary supervisor in September.
- p) ensure that, in the final stages of the dissertation preparation, they are available to read drafts and provide prompt and appropriate written comments on those drafts

The Primary Supervisor is also required to attend the Research Proposal Meeting, choose an appropriate reviewer for the proposal and recommend an examiner of the dissertation.

3.2 Role of Student

The responsibilities of the **student** include:

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

Students are reminded that compliance with the programme regulations and the quality of their work is ultimately their responsibility. The role of the supervisor is to assist them to achieve the best result of which they are capable. The student's co-operation is essential.

3.3 Frequency of Meetings

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

3.4 Issues with Supervision

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

4.0 RESEARCH AND ETHICS

4.1 Ethics Approval

An important part of the research process is the adherence to certain ethical protocols and guidelines. Most projects will involve some use of, or access to, data either primary or secondary. Except where such data are in the public domain - such as historical sources or official statistics - students should consider whether ethical approval will be required.

It is preferable that the project selected is one that will not require ethical approval or that ethical approval will already have been obtained (if the project is part of an existing project). See Section 1.1.

If ethics approval is required, it will be requested from *either* The University of Auckland Human Participants Ethics Committee (UAHPEC) *or* the New Zealand Health and Disability Ethics Committee for Clinical Studies (if access to patient or health staff data is required). All ethics applications are processed through The Faculty of Medical and Health Sciences Research Office. All application forms, cover sheets, and closing dates are available from the Research Office website:

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

4.2 Personal Responsibility

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

<https://www.auckland.ac.nz/en/about/teaching-learning/academic-integrity.html>

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

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

4.3 Serious Misconduct

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

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

5.0 THE DISSERTATION

5.1 Style and Formatting

5.1.1 Word Length

It is expected that most dissertations will be around **15,000 – 20,000** words in length and be around 100 single sided pages (1½ spacing), including tables, figures, and *references*. Appendices are additional to this.

5.1.2 Text

The text must be typed. Lines should be at least 1.5 spaces apart (maximum double spaced). One side of the paper is used. Use a clear typeface – usually a clear readable, standard True Type Font should be used. The recommended font styles are 12 point Times New Roman or 10 point Arial in black. Footnotes may be of a smaller font size.

5.1.3 Reference Style

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

http://www.cite.auckland.ac.nz/index.php?p=faculty_styles

5.1.4 Page Numbers

Page numbers must also be within the specified margins. The preliminary pages (title-page, abstract, preface, table of contents, list of tables, etc) are usually numbered in lower-case roman numerals (i, ii, iii, etc.) – the first page counted, but not numbered, being the title-page. Page numbers for the text and through to the end should be in Arabic numerals (1, 2, 3, etc). Separate photographs, diagrams, charts, etc should be included in the pagination. Page numbers should be located in a consistent position throughout the dissertation. Normally they are centred at the bottom of the page, but may instead be centred at the top, or be in the top right corner for odd numbered pages, top left corner for even numbers. It is common to have headers for each chapter, with the name of the chapter either at the left margin or in the centre. A font smaller than that for the main text is used for headers, table and figure captions. Headers must be within the specified margins. You will find it useful to view previous years' dissertations. These are kept in the Teaching Administration office in Room 730.201 (not the library). Please find the list below and contact Sharon Walker (s.walker@auckland.ac.nz) about viewing these theses.

http://www.fmhs.auckland.ac.nz/soph/postgrad/bhsc_hons/projects.aspx

5.2 Dissertation Structure

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

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

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

The University of Auckland, 2018

2. A short **Abstract** is obligatory – it should be a succinct summary (not more than 350 words) of the aim, methods, findings and conclusion of your research.
3. **Acknowledgements** – acknowledge those people or institutions that have contributed to the content of your work. Be sure to acknowledge your supervisors here!
4. **Table of Contents** – list any chapter titles, normally in upper case, preceded by their numbers in Roman or Arabic numerals; any subheadings should be in lower case except as required for initial letters. It is recommended that no more than four levels of subheadings are included. Subsections of chapters may be numbered with Arabic numerals, or with letters in either upper or lower case.
5. **Lists** of tables, figures, photographs, maps and illustrations should be numbered in Arabic numerals.
6. **Main text**
 - a. **Introduction:** The introduction should consist of a brief review of the most relevant literature. More than just describing previous research, a good literature review is evaluative and analytical. There should be a clear and concise statement of the aims, rationale and hypotheses of the study.
 - b. **Method:** The methodology section of your dissertation gives detailed explanations of how you have designed your study, selected and recruited participants, and collected and analysed your research data. Your methodology should be described clearly so that it could be replicated accurately – it is important to be concise, but thorough. This section should include details concerning, *wherever appropriate*: subject selection and allocation to groups, likely source of subjects, experimental procedures to be implemented, measurement devices, apparatus, the sequence of experimental procedures, timing of measurements, etc. If the study is a literature review, indicate the search strategy used; if it is conceptual in nature, then the logical sequence of events followed needs to be outlined, e.g., toward the development of a model.
 - i. **Design:** If the study is experimental or quasi-experimental in nature, there needs to be a clear statement of the independent variables (and their various levels), dependent variables, and occasions of measurement. Such information can usually be best presented diagrammatically.
 - ii. **Statistical Analysis/data analysis:** This section should include a summary of the methods of statistical analysis in relation to the hypotheses/study question.
 - c. **Results:** This section will present the results of your data analyses – how it is structured will be determined by the type of research you have undertaken, e.g., quantitative, qualitative or mixed methods. Your supervisor will also provide you with some guidance as to how to lay out your results. The results section may start with a description of the participants who took part in your research. The use of tables or figures to summarise data is recommended, however ensure that you refer to such data in the text, i.e., do not leave tables/ figures as isolated islands

in a sea of text. Wherever possible, attempt to integrate your results so that this section does not read like a list of all the analyses you have performed.

- d. Discussion** –The discussion section usually starts with an overview/summary of the main findings of your work. You then need to interpret accurately your findings in the light of the existing literature (much of which you reviewed as part of your literature review). Identify strengths and limitations of your study. Make some suggestions for future research and, perhaps, for policy and practice – i.e., based on your findings what else can and should be undertaken to elucidate further the research question you addressed? End with a concluding section.
- e. List of References** – citations must be consistent in style and listed alphabetically by author. It is highly recommended that you use referencing software (such as RefWorks or EndNote) to compile this section. Assistance with referencing software can be obtained from the Tamaki Library.

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

- 1. Introduction and development of research aims:**
 - Appropriateness and relevance of the literature which has been cited and the logical flow of the arguments which are used to justify the study
 - An appropriate level of critical analysis of the literature and the issues which are involved in the area of investigation
- 2. Design of the study:**
 - Soundness of design and appropriateness to testing the predictions or resolving the issues which are outlined in the Introduction to the Research Project
 - Appropriate choice of methodology
- 3. Conduct of the study:**
 - Appropriateness of the sample and materials
 - Specification of exclusion/inclusion criteria, measurement devices, experimental procedures
- 4. Data analyses:**
 - Appropriateness of the data analytic procedures for the questions posed and the types of data that were obtained
- 5. Discussion:**
 - Accurate interpretation of results and their implications
 - Placement of results within the theoretical and empirical context
 - Identification of any limitations of the study
 - Suggestions for future research directions
- 6. Quality of presentation:**
 - Clarity of reporting, quality of written expression
 - Care in presentation
 - Use of correct format of tables and figures
 - Adherence to stylistic conventions

6.0 SUBMITTING AND THE EXAMINATION PROCESS

Due date: the dissertation is to be submitted by 5 pm on the last day of Semester 2 – Monday 12th November

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

6.1 General Presentation

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

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

6.1.1. Paper and Size

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

6.1.2 Binding

We recommend spiral or soft binding for a dissertation. Adequate binding margins must be allowed (19mm left margin, 15mm margin on the other three sides). Soft binding of dissertations can be done by the University Bindery (<http://www.library.auckland.ac.nz/bindery/>) this costs around \$10 per copy and can be done within 24 hours (but check before submitting as you may need to allow more time). Spiral binding can be done at the Warehouse.

You can apply to the Postgraduate Students Association for assistance with binding costs for your dissertation (<https://www.fmhs.auckland.ac.nz/en/faculty/pgsa/pgsa-grants.html>)

6.1.3 Photographs

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

6.1.4 Folded Material

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

6.2 Submission

6.2.1 Number of Copies/Submission

Two soft bound copies (not spiral bound) and one electronic copy are to be submitted.

The **copies are to be submitted to:**

Sharon Walker
Level 2 Room 730.204
Undergraduate Teaching Office
School of Population Health
Gate 1, Tamaki Campus
261 Morrin Road
Glen Innes, 1072

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

6.2.2 Extension of Time

In exceptional circumstances, the student will be granted an extension to the deadline for the submission of their dissertation. Regular commitments (e.g., family, work) or poor planning (running out of time) are not regarded as exceptional. Where a medical condition has restricted the student's performance, a medical certificate is required. Short extensions (of up to about one week) are considered by the Programme Director on a case-by-case basis after taking into account evidence provided by the supervisor and student.

Longer extensions of up to 2 months require the completion of form AS-503 *Application for Senate Approval of Extension of Time*, with School sign-off from both the Supervisor and the BHSc (Hons) Programme Director (their signature goes in the HoD section of the form), before obtaining Faculty sign-off from the Associate Dean, Education. The AS-503 form is available from: <https://cdn.auckland.ac.nz/assets/central/for/current-students/academic-information/forms-for-students/documents/as-503.pdf>. Students can expect to **pay an additional fee** for a formal extension. It is the student's responsibility to initiate any application for an extension through the Primary supervisor – it is recommended that this be done as early as possible so the application may be processed well before the dissertation due date. In the first instance, students should meet with their Primary Supervisor to discuss the need for the extension. The Supervisor will then need to submit a formal written request from the student to the BHSc (Hons) Programme Director, setting out the circumstances that have led to the need for an extension.

Students wishing to apply for entry into the University of Auckland Medical Programme in the following intake, need to ensure their dissertation is submitted by the due date (last day of Semester Two). This is to ensure that the tight timeline for the programme's final grade submission is able to be met.

6.3 The Examination Process

Dissertations are evaluated by examiners and assessors who are nominated by the Primary Supervisor and approved by the BHSc (Hons) Programme Director upon recommendation of the BHSc Honours Committee.

The process is:

- An internal (occasionally external) examiner is appointed for each student. This person must not have contributed to the original review of the Dissertation proposal.

- The examiner provides a written report on the quality of the dissertation, and recommends a grade
- An appointed external assessor, common to all the dissertations, reviews the reports from each examiner and primary supervisor; and has access to the dissertations themselves
- The assessor recommends a final grade for approval by the BHSc Honours Committee, and the Head of School.
- The final grade is forwarded to the Registry, which then advises the student

This examination process usually takes four weeks to complete. The final grade for Honours reflects the students' academic performance in all components (coursework and dissertation) of the Honours degree.

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

Letter Grade	GPA	Class of Honours
A- and above	7.0 – 9.0	First Class Honours
B/B+	5.5 – 6.9	Second Class, First Division
B	4.0 – 5.4	Second Class, Second Division

Please note that as per the University of Auckland Calendar (pp. 40-41) – general regulations for Bachelors Honours Postgraduate degrees:

“6c Where a students' average grade is insufficiently high to be eligible for the award of Honours, Senate or its representative may approve the reassignment of points to the relevant Postgraduate Diploma.” (p. 41).

6.4 Copyright

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

6.5 Intellectual Property Rights/Authorship

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

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

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

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

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

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

Complete this this page, scan, and send (or post) to the BHSc(Hons)
Programme Director, School of Population Health by Friday 24th March, 2016

Your Name:

Student ID:

Primary Supervisor:.....

Secondary Supervisor (if applicable):.....

Working Title:

Rationale:

Research Question/s:

Anticipated Resources

Student Signature:

Date:

Primary Supervisor's Signature:

Date:

Appendix 2: Proposal for Honours Research



Notes for Students

- This form should be completed in consultation with your supervisor
- The proposal should be 4-6 pages long.

Name of Student:

Student ID#:

Supervisors:

Primary supervisor:

Secondary supervisor:

Proposed Title of Dissertation:

Introduction / Background

Please summarise current research/current thinking in your area of interest/ the most relevant previous findings in this area: reference to key literature

Aims and Objectives of the Research

Consider:

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

Research Design

Consider

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

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

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

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

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

Describe your research plan (phases of research etc)

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

Timeline

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

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

Resources

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

Signatures

This proposal was prepared by:

Signature:

Student's name:

In Consultation With:

Signature:

Primary Supervisor's Name:

Signature:

Secondary Supervisor's Name: