



MONASH University
Education

MASTERS BY COURSEWORK

THESIS MANUAL

2009

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AN ORIENTATION TO RESEARCH

You may feel as apprehensive as you do excited about a research thesis as part of your coursework degree however it is certainly the intention of the staff of the faculty to support you in all aspects of your studies. Nevertheless, at the outset you may not feel supported by anyone other than your supervisor. It is very important to be aware of the wide range of material, social, academic and administrative support available to you on your request. This manual is designed to provide you with information about sources of support and about other things you need to know to complete your research thesis.

Key Information Sources

STAFF

Minor Thesis Administrative Officer

Ms Jodie Vickers
Ground Floor, Student Services Counter
Phone: 9905 8646
email: Jodie.vickers@education.monash.edu.au

Co ordinator, Coursework Programs

Ms Kerry Theodora
Ground Floor, Student Services Counter
Phone: 9905 2803
email: kerry.theodora@education.monash.edu.au

Administrative Officer Postgraduate Programs

Ms Jodie Vickers
Ground Floor, Student Services Counter
Phone: 9905 8646
email: Jodie.vickers@education.monash.edu.au

Administrative Officer Postgraduate Psychology Programs

Ms Eileen Scott Stokes
Room: G05 (Krongold Center),
Phone: 9905 2877
email: eileen.scottstokes@education.monash.edu.au

International Students Support Officer and writing support for all students

Ms Rosemary Viete
Room 130,
phone: 9905 5396
email: rosemary.viete@education.monash.edu.au

Human Ethics Officer

Lyn Johannessen
Research Grants and Ethics Branch
Building 3d, Clayton campus
ph: 9905 2052, fax: 9905 3831
email: lyn.johannessen@adm.monash.edu.au

Monash Education Research Community (MERC formerly ERCSS)

Please visit the website at
<http://www.education.monash.edu.au/research/merc/>

OR contact via email at
merc@education.monash.edu.au

Web pages

The following are some Web pages which will be useful for additional information:

Faculty of Education:
<http://www.education.monash.edu.au>

Monash Postgraduate Association (MPA):
<http://mpa.monash.edu.au/>

Research Grants and Ethics Branch:
<http://www.monash.edu.au/research/contacts/research-office/index.html>

Noticeboards

You should also look for information about activities related to your research, or to the wider academic and social life of the Faculty by consulting the various noticeboards in the Education Building.

Information about research activities, seminars and conferences appears on the research degrees notice board on the ground floor.

Social and academic activities, and important information about research students and committees appear on the Research Students' Noticeboard on the third floor (halfway down the right hand corridor). Notices and minutes of MERC meetings also appear here.

Information about specific areas of interest appears on boards on the other floors: ask your supervisor about the location of these boards.

Information about subject timetables appears on the board next to the Enquiry Office.

Facilities and services

Many services and facilities are available to students in the faculty. Further services and facilities, such as the main library and the sports centre, are provided by the wider university, but they are not described here. Pamphlets from the Information desk in the Union Building and the University diary outline university services and facilities.

FACILITIES

Library

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Computer Facilities

Computer access is provided in rooms 101 and 140 in the Education building at the Clayton campus, rooms A3.02 and A3.51 at the Peninsula campus and room 2S.109 at the Gippsland Campus (Macintosh computers only). These facilities are available 9am till 5pm Monday to Friday. Information about other computer facilities provided by the University can be found at <http://www.its.monash.edu.au/labs/>. The Faculty IT Support Service can be contacted on 9905 1777 at Clayton, or 9904 4777 at Peninsula and on 9902 6777 at Gippsland for any problems with computer hardware or software.

SERVICES AND SUPPORT

Analysis of Data and Statistical Procedures

If you need help with data analysis, statistical procedures and/or design of experiments you can seek advice initially from your supervisor who can refer you to others with appropriate expertise. You may also wish to search the Faculty website for information on academics who undertake research in the area or manner in which you are planning to undertake your own. This should be done before data is collected. Some introductory and standard reference books on statistics and computing are available for reference and or loan from the campus libraries.

The University offers a Statistical Consulting Service for students. More information can be found at <http://mrgs.monash.edu.au/scholarships/grants/statistical.html>

Searching the Literature and managing readings

The Contact Librarians from the Education Faculty Team at Monash University Library (see

<http://www.lib.monash.edu.au/contacts/faculty/education.html>) are available to help individual students offering advice and assistance with literature searches using the online databases, such as ERIC, AEI, PsycInfo, LLBA, available through MUL.

Training in managing your reading and working toward your literature review/bibliography using the bibliographic management database software 'EndNote' is also available.

For classes and Drop -in sessions see <http://www.lib.monash.edu.au/classes/>

For further information on library resources see the Education guide at

<http://www.lib.monash.edu/subjects/education/>

Materials, Equipment and Training

The theses collection will be available for review within the resource centres. The collection will eventually be shared across three campuses according to subject area as the resource centres are established.

The following texts to assist with citations will be available for your use within the Resource Centres: American Psychological Association. (2007). *APA style guide to electronic references*. Washington, D.C.: Author.

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, D.C.: Author

Media and Audio Visual equipment (e.g. video recorders, digital cameras, digital voice recorders and digital transcribers), housed in the Resource Centres, contact Clayton ext. 52882, Peninsula ext. 44620 and in the Staff Resource Room 2 S117 at Gippsland contact ext. 26395, are available for your use.

Training opportunities may be made available within the Resource Centres on a needs basis.

Equipment maintenance and repair

All faculty equipment must be repaired in the faculty and never by outside agencies. Please report any malfunction to the appropriate Resource Centre Audio Visual Officer located at your campus.

Writing Presentation Assistance

General guidance for writing of theses should be provided by your supervisor. Writing presentation workshops are run at the beginning of each semester at the Clayton campus, and advertised on the noticeboard next to the Enquiry Office in Clayton. They are scheduled during the day, but could also be made available to late afternoon groups (on a Friday). Individual consultations regarding writing, reading and speaking, and Australian educational culture are also available. Call Rosemary Viète, the International Student Support Officer, on 9905 5396, Room 130, to make an appointment. This service is available to anyone in the faculty, and is used by native speakers of English as well as by those for whom English is a second language.

Academic and social support

The Faculty and MERC arrange various social functions throughout the year which you are welcome to attend. All students at Clayton are welcome to use the Common Room (Room 224). The name 'Common Room' had been chosen quite deliberately: its use is not restricted to staff.

Monash Education Research Community (MERC formerly ERCSS)

MERC (formerly ERCSS) was established in 1992 by research students and staff. It aims to support the building of a research culture within the faculty, and is a staff-student forum to discuss issues relevant to research. It also organises seminars, conferences, social events (eg, student-supervisor lunches), and participates in orientation. Doing research can be a lonely experience at times. Come to MERC events, and get to know the people working around you. Just check on the noticeboard in the foyer, the research students' board on the third floor or the toilets for notice of such events. MERC meetings are held throughout the semester. A timetable of the year's activities is posted out each February. View the MERC homepage for more information.

<http://www.education.monash.edu.au/research/merc>

University groups

Two University organisations, the Monash Postgraduate Association (MPA) and the Mature-age and Part-time Students (MAPS) have offices located on the first floor of the Union Building. They run activities and provide staff and venues for discussion of issues which may concern you. Their phone numbers are: MPA - 9905 3197

<http://mpa.monash.edu.au/>

and MAPS - 9905 0554.

<http://www.msa.monash.edu.au/maps/>

Services available to International Students

If you are an international student, you may wish to meet the International Student Support Officer, Ms Rosemary Viète (Rm 130, Phone: 9905 5396, email: rosemary.viete@education.monash.edu.au), who can provide support with matters relating to English language use and managing studies in this new educational culture. A staff member from the University Language and Learning Service, Mr Steve Price, runs programs in the faculty in conjunction with Rosemary. There are also social activities for international students (and any other students who wish to attend), including monthly afternoon teas, lunches, outings and day trips. Contact Rosemary for more information.

International students give great support to each other. If you would like to meet someone to help you through your initial months, contact Rosemary. A computer laboratory for international students is located in room 304 on the Clayton campus. Computers in this room have all been set up with language support for a number of languages including Japanese, Thai, Indonesian and Chinese.

Support provided for students with special needs

Please visit the following website for information about the services provided by the Monash University Disability Liaison Unit (DLU).

<http://www.adm.monash.edu.au/sss/pc/equity/dlu/students/>

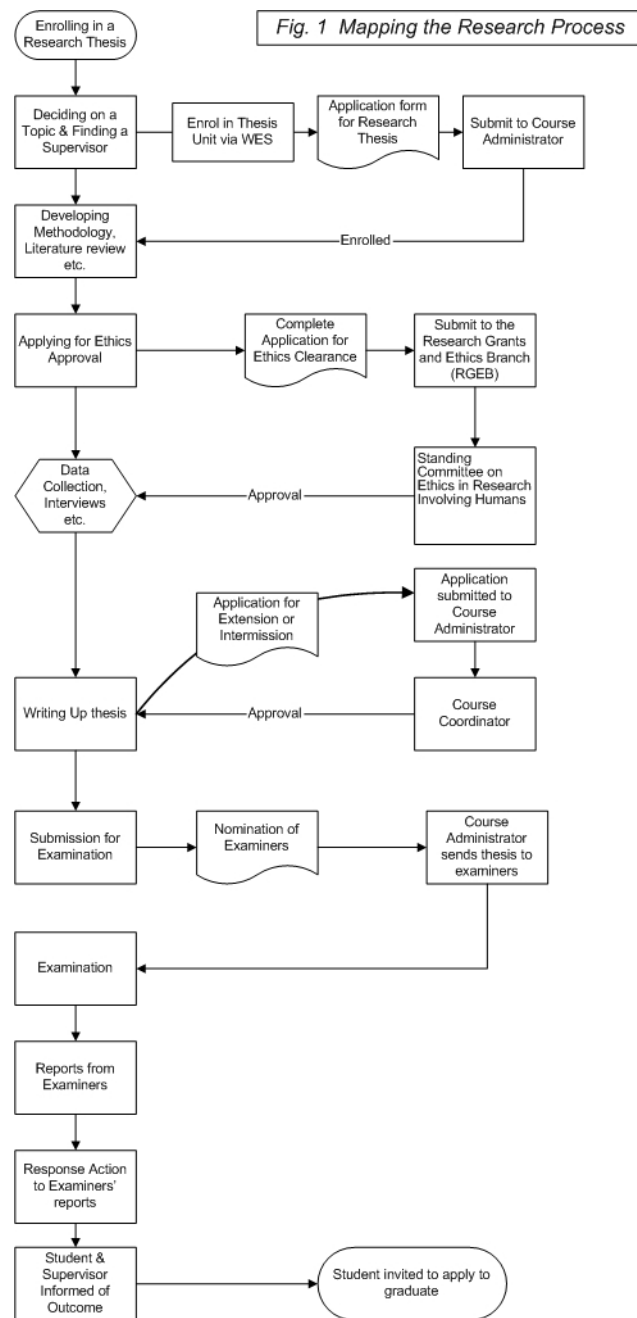
MAPPING THE RESEARCH THESIS

Characteristics of the Masters Coursework thesis

Masters Coursework theses are usually as long as Honours theses. A Masters Coursework thesis is 16,000 words in length. The period of time required to conduct the research and write the thesis also differs depending on whether you are undertaking it as a fulltime student or a part time student: A Masters coursework thesis should display competence at understanding and carrying out

research in a field of study, with less emphasis on comprehensive knowledge and originality and in this respect the nature of the research undertaken differs significantly to the type of research undertaken in a PhD or Masters Research Degree.

The basic process of the thesis component of your Masters is outlined in Figure 1, Mapping the Research Thesis Process. This figure provides a general overview of the process that is then outlined in later sections of this booklet.



ADMINISTRATIVE MATTERS

Thesis Enrolment

A thesis is usually begun after a student has completed three units and the compulsory research methodology unit as part of their course of study. The research methodology unit is a co requisite for the research thesis. It may be taken concurrently with the research thesis or completed prior to the commencement of the research thesis.

It is a Faculty expectation that students must have a Distinction average for the coursework units completed prior to enrolment in the thesis.

If you wish to undertake a thesis you should seek advice from your Course Pathway Advisor regarding your intentions approximately 6 – 12 months prior to the commencement of this aspect of your course.

Enrolment Procedure

Due to the research nature of the thesis you will undertake a slightly different process to enrol into this component of your course. The enrolment process is as follows:

- You should complete your enrolment on the Web Enrolment System (WES) indicating your enrolment in the relevant Research Unit
- Master of Education students must enrol in EDF6031 – Masters Thesis Part 1 and EDF6032 – Masters Thesis Part 2.
- You should complete a Minor Thesis Proposal Form which is available from the Faculty Office, at the back of this booklet, or download from the web at <http://education.monash.edu.au/students/current/postgrad/>
- You should submit the forms to the Thesis Administrative Officer to complete your enrolment.

Finding a supervisor

Master of Education Students - In order to complete your thesis you must have an academic supervisor from within the faculty to oversee and provide direction throughout the research process. We will help find you a supervisor. Please fill in

the Minor Thesis Proposal Form, and include a 500 word document describing your proposed topic. This form must be submitted to the Thesis Administrative Officer by 30th April if you are enrolled in thesis part 1 in 2nd semester, and by 30th September if you are enrolled in thesis part 1 for 1st semester.

Should it be necessary to change your supervisor you will need to complete a Change of Supervisor Form available from the Faculty Office and discuss this with the Course Pathway Advisor and the supervisor who has agreed to supervise your thesis.

Thesis Duration

Master of Education

Full Time: M.Ed students who are undertaking a research thesis full time must enrol in both EDF6031 (Masters Thesis Part 1) and EDF6032 (Masters Thesis Part 2), in the same semester.

Part-Time: M.Ed Students undertaking a research thesis part time must complete EDF6031 in one semester and EDF6032 the following semester.

Thesis Extensions

An extension for the thesis will normally only be considered where research has been delayed by circumstances beyond the student's control, for example, equipment breakdown, change in research direction, change in supervision, inadequate library or other resources, or due to illness or other personal matters.

Initially, extensions of up to one semester may be approved, with the possibility of a further semester after a second application. Extensions beyond this will not be granted.

All students will be notified in writing of the outcome of their application for extension and of any further action that might be required by you. Please note any extension approved will incur Student Tuition fees.

How do I apply for an extension?

First extension:

1. Before students complete the Minor Thesis Extension form they need to discuss their progress and reasons for extension request with their Supervisor.

2. Any extension will have to be supported by your supervisor.
3. Once the Extension form has been completed with your Supervisor's signature the enrolment will be processed by the administrator in charge of your course. The unit that MEd students will be enrolled in is EDF6033 (Masters thesis Extension 1). Please note students will be unable to enrol in the thesis extension units via WES.

Second Extension:

1. Students must complete the Minor Thesis Extension form with your Supervisor supporting your request. A timetable for completion should also be submitted with your application form.
2. A letter will be sent by the Administrator in charge of your program asking you to attend an interview with the Course Coordinator of the program. The interview is an attempt to identify and address problems you are experiencing in your research and to determine whether it is feasible that you will be completing the thesis by the period covering the second extension.
3. The Course Coordinator will determine whether a further extension will be granted.

Intermission to thesis enrolment

You may apply for an intermission to your course enrolment up to a maximum of 12 months. Please note that if you are enrolled in another unit whilst undertaking your thesis and for some reason you are unable to undertake any research in that semester then you are advised to discontinue your research thesis unit. If you are only enrolled in your thesis unit then you must intermit from the course. In order to apply for an intermission you should complete and return the Intermission application form, available from the faculty office or at:

<http://www.adm.monash.edu.au/service-centre/forms/intermission.pdf>

You are responsible for having your supervisor sign and support this application before submitting it to the Faculty Office. You will be notified in writing of the outcome of your application and of any further action that might be required by you.

Please note that whilst on intermission you do not pay fees and are not entitled to any Faculty or University support or supervision.

Changing your supervision arrangements

Your supervisor goes on leave

Generally it is the supervisor's responsibility to arrange supervision for you before leave is taken. These arrangements should be negotiated with you. You should request your supervisor's help in arranging to meet potential temporary supervisors.

Your Supervisor Resigns or Retires

Since the relationship between research and supervisor is a close one the prospect of developing a working relationship with a new supervisor can be daunting. In some cases in the past, supervisors who have retired have been willing to continue supervising, they are then appointed as associate supervisors. This is done in the same way as for temporary supervision (see above). It is important to establish regular contact with the new supervisor before your first supervisor leaves. Should problems arise with finding a suitable supervisor, you may wish to consider applying for intermission.

You become dissatisfied with your relationship with your supervisor

Although it is very rare, it may happen that you become dissatisfied with your relationship with your supervisor. This could happen for reasons related to the content of your thesis – your interests and your supervisor's may diverge during your studies to the point where you feel you are not getting sufficient help – or because of difficulties of an inter-personal kind. Whatever the cause, you should do something constructive about the problem until the matter is resolved, if possible, by frank discussions with your supervisor, or by seeing your course coordinator, or by referring the matter to the Deputy Director (Masters). Students requiring a permanent change of supervisor need to complete a Change of Supervisor form.

INFORMATION TO HELP YOU DO YOUR THESIS

What Constitutes a Research Thesis?

Because the range of topics for thesis work may be extremely diverse, it is difficult to provide a precise definition of what constitutes a thesis. Whilst some theses may involve standard research methods, others may reflect a more practical orientation, e.g. production of a video, simulation game, web based instruction, novel, literature review, clinical investigation or experimentation.

A thesis is intended to be original work carried out by the student under the guidance of a supervisor. Any work included in the presentation of a thesis that is not original or that was carried out prior to the formal commencement of the thesis must be clearly reported and identified as background material. When you submit a thesis, the supervisor provides a written statement certifying to the best of his or her knowledge the extent to which you have carried out the work. You shall not submit for examination for the degree any work that has previously been accepted for any other degree or diploma.

Master of Education Thesis Guidelines

Whilst it is difficult to be too precise about these guidelines, it needs to be recognised that a thesis should be set in a scholarly context. For example, if a curriculum or a novel is presented in a thesis report, it should also be accompanied by material that provides theoretical or practical background, and an assessment of its educational value. When a literature review is undertaken as a thesis, students should provide some evaluation or critical commentary.

Difficulties may occasionally arise in assessing the contribution of the student when the report describes a piece of work that might have involved a team, for example, in a school. Students and supervisors should bear in mind that the thesis should be formulated for the degree itself and where it involves work in an employment setting and/or involves other people, the nature of the thesis and the contribution of the student should be clearly identified.

In general, the following thesis guidelines should apply:

- The nature of the problem the thesis addresses should be clearly stated.
- Its educational importance should be described.
- A theoretical or practical rationale should be provided.
- The value or implications of the thesis should be discussed.
- The limitations and possible development of the work should be discussed.
- Presentation of the thesis should conform to a standard Publications Format (e.g. American Psychological Association Style Guide)

Recognising that several research approaches are available, a thesis about empirical research would typically include:

- A statement of the problem and related aims of the research;
- A review of the relevant literature;
- The location of the research within the literature;
- A description of the methods used for data collection and analysis;
- Presentation of results;
- Analysis of data;
- Interpretation and discussion of findings; and
- Implications for education practice and further research.

Scope of Master of Education Thesis

The following topics and approaches might be considered suitable for a 16,000-word thesis:

- A discursive, critical or reflective extended essay that focuses on a relevant educational issue.
- An extended, critical literature review relating to a particular topic.
- A small-scale case study, classroom investigation, action research or curriculum materials thesis.
- A replication of an appropriate research study.
- A portfolio of work developed during the course of study and demonstrating the student's capacity to draw on and synthesise insights gained from the coursework units by applying them to a particular issue or topic.

Ethical Approval

All students who intend to involve human subjects in their research must seek approval of the University's Standing Committee on Ethics in Research on Humans before commencing the research. Applications for ethical approval close two weeks prior to the committee meeting at which they are to be considered; applicants however are advised to lodge their application at least six weeks

before they intend to commence the thesis. This will allow time for any amendments to be made which the committee might specify.

Applications should be forwarded, through the thesis supervisor, to the Secretary, Standing Committee for Ethics in Research on Humans, Clayton Campus Phone: 9905 2052
<http://www.monash.edu.au/research/ethics/human/>

Plagiarism, cheating and collusion

The University regards most seriously any acts of dishonesty in assessment such as plagiarism, collusion, re-submission of previously marked work in different units, examination misconduct and theft of other students' work. Monash University statements on plagiarism are contained in the University Discipline Statute 4.1 at:

<http://www.monash.edu.au/pubs/calendar/statutes/statutes04.html>

and accompanying guidelines at:

<http://www.adm.monash.edu.au/unisec/academicpolicies/policy/plagiarism.html>

For a description of what is considered to constitute dishonesty in assessment please refer to Section 17 of the Faculty of Education Assessment Policy. The Faculty of Education Assessment Policy at:
<http://www.edu.monash.edu.au/students/current/admin/policies/assesspolicy.html>

IN SHORT:

Cheating and plagiarism

The thesis submission must be a student's own work. This does not mean that students may not make use of the work of others. When quoting or paraphrasing material from other sources, those sources must however be acknowledged in full. It may be useful to seek the help of a tutor in preparing the piece of work and to enlist the help of fellow students in sorting out ideas, for example, but the final product must be written by the student in his or her own words. Monash University statements on plagiarism are contained in the University Discipline Statute 4.1 at website:
<http://www.monash.edu.au/pubs/calendar/statutes/statutes04.html> and accompanying guidelines at:
<http://www.adm.monash.edu.au/unisec/pol/acad27.html>.

Definitions and Examples of plagiarism

17.1. "Plagiarism" means to take and use another person's ideas or work and pass these off as one's own by failing to give appropriate

acknowledgement. (Discipline Guidelines 3.3.1). "Cheating" means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment. (Statute 4.1 Interpretations).

Hence if the passing off was:

- Done intentionally, the student has cheated;
- Not intentional, the only offence the student has committed is the academic misdemeanour of failing to reference a source correctly.

The following are examples of cheating:

- Copying assignments from other students
- Submitting assessable work which was written in conjunction with another student or students;
- Submitting a piece of work, which has already been submitted for assessment in another unit or at another university.

The following are examples of plagiarism:

- Phrases, passages or materials copied verbatim without quotation marks and without reference to the author
- Paraphrasing an author's ideas, arguments or work without reference to the author, or using the ideas of another person without acknowledgment and without provision of a complete reference
- Using materials from the Internet without full acknowledgment and proper referencing

Acts of dishonesty in assessment could result in penalties including failure of the unit (thesis) and possible exclusion from the University. For further details please refer to the University's discipline statute (Statute 4.1).

References & Guides

The APA referencing style is the one often called for in the field of Education. You should familiarise yourself with this style. The two websites below will help you to do this:

APA Frequently Asked Questions (FAQs) at:
<http://www.apastyle.org/faqs.html>

This style is also known as Author/Date/Page.

APA style guide for electronic references (which we should emphasise also need referencing):
<http://www.apastyle.org/eleceref.html>

The site below also gives more info as to why referencing is important as well as providing

examples of correct APA referencing. There are also many links to other similar sites:
<http://www.newcastle.edu.au/services/library/info1010>

There are different reference styles used in academic referencing. The following site allows you to just click on a reference style (APA, Harvard, Chicago, etc), type in a reference with which you are familiar you have and the program will provide you with a worked example of the referencing style you have nominated (APA, Harvard, etc)

1. APA:

<http://www.sun.ac.za/library/help/Infolit2002/biblapa.html>

2. Harvard style (the same site has multiple styles available):

<http://www.sun.ac.za/library/help/Infolit2002/bibharvard.htm>

Expectations of a thesis supervisor

A thesis supervisor has the following responsibilities:

- To assist students in the formulation of thesis topics;
- To consult with students and monitor the progress of their thesis;
- Where relevant, to advise students regarding correct professional and ethical procedures in clinical work, fieldwork and case studies, and in the proper use of data about people and institutions;
- To advise on the final preparation of thesis, e.g. reading drafts in progress and suggesting appropriate improvements;
- To nominate two appropriate examiners for each thesis;
- To inform the Deputy Director Masters of any serious breakdown of communications with a student.

Expectations of the student

Students are expected to:

- Maintain regular and effective contact with their supervisor(s) during the course of the Thesis work
- To take responsibility for the progress of the thesis, communicating problems they are having to their supervisor and seeking assistance in overcoming problems earlier rather than later.

Should problems not be able to be resolved to the satisfaction of either the student or the supervisor, then further advice should be sought from the Deputy Director Masters.

Preparation of the thesis

Responsibility for the layout of the thesis and selection of the title rests with you and should be guided by discussion with your supervisor.

You are required to state unambiguously the sources of your information and the extent to which the work of others has been used. In support of your thesis, you may also submit any relevant publication(s) of which you are the sole or joint author. However, you may not present as the thesis any work which has been presented for any other degree at Monash or another university, unless this work has been published and is merely in support of the thesis.

If the proper presentation of the thesis requires some major departure from the recommendations (eg. variation in page size from A4, a need to present large section of hand-written symbols or foreign language script, special types of large diagrams or maps) you should discuss this with your supervisor. A statement from your supervisor should support this request and then considered by the Deputy Director Masters.

Presentation and Structure of the Thesis

The following are requirements when presenting thesis:

- The thesis must be word-processed, double spaced and printed on A4 paper on one side of the paper only.
- The left-hand margins of all pages should be no less than 4 cm and no more than 5 cm, while the right hand margin should be 2 cm.
- The thesis should be carefully proof read before you submit it. Careful attention must be given to expression, spelling, grammar, citation details and correct presentation of references.
- Diagrams, figures and/or tables should be inserted in an appropriate place in the text of the thesis. Only very lengthy tables (more than three pages long) should be placed in an appendix rather than in the text.
- All pages except the title page and the declaration page should be numbered.

The thesis report should incorporate the following pages and statements in the following order.

1. A title page giving the title in full, names and qualifications of the student and the statement indicating the degree you are submitting the thesis for. The wording and layout of the submission statement is shown in the sample below.

<p style="text-align: center;">A focus on fluency: Testing spoken interaction in a secondary school in Korea</p> <p style="text-align: center;">Kim Young Hee</p> <p style="text-align: center;">Bachelor of Arts (Seoul National University); Graduate Diploma in TESL (Bristol University)</p> <p style="text-align: center;">Submitted in partial fulfilment of the requirements for the degree of Master of Education (TEFL), Monash University June 2001</p>

2. Declaration and Ethics Approval (*can be on the same page*).

Declaration: a signed declaration about the work and material in the thesis (see below)

<p>This thesis contains no material that has been accepted for the award of any other degree or diploma in any educational institution and, to the best of my knowledge and belief, it contains no material previously published or written by another person, except where due reference is made in the text of the thesis.</p> <p>Signed: Date:</p>

Ethics Approval: A signed statement about the approval from the University's Ethics Committee (see below).

<p>The research for this thesis received the approval of the Monash University Standing Committee for Ethical Research on Humans (Group approval reference: _____).</p>

If your thesis did not require ethics approval, you will still need to submit the following statement.

<p>The research for this thesis did not require approval of the Monash University Standing Committee for Ethical Research on Humans (Group approval reference: _____).</p>

3. An acknowledgement of any assistance given or work carried out by another person or organisation.
4. An abstract of about 300 words, summarising the aims, methods and findings of the research
5. A table of contents plus separate lists of tables, figures and appendices
6. The main text or body of the work
7. References and/or Bibliography
8. Appendices
9. Glossary of terms and acronyms (if necessary)

Functions of the components of the thesis

The sections of the thesis outlined above are explained a little more in the following table, which refers to the functions that each component performs. Although these components appear approximately in the order in which they are presented in a conventional thesis, they may appear in a slightly different order (especially the section of

the body of the thesis). You are very likely to compose them in a completely different order. The introduction is often written late, and the abstract should be written last. You may also wish to give the chapters titles that are more descriptive of their contents 'Spoken discourse and culture' rather than 'Literature Review'. This table should be treated as a guide to the development of your Thesis.

Component	Function	Characteristics
Cover page	Identifies topic, write, institution, degree & date (month and year)	Title, student's name, and qualifications, degree aimed at, faculty, university, month and year presented.
Table of Contents	Lists all major divisions and subdivisions marked by numbers and indicates pages.	The titles and subtitles of sections should appear in a style and size consistent with their position in the hierarchy (see style manuals for help in selecting your system)
Lists of Tables/ Figures/ Illustrations/ Appendices	Lists all of these and the pages on which they appear.	A separate section is used for each of these categories. (it is often useful to number such items using the chapter number first eg Fig 1.1, Fig 2.1, Fig 2.2, etc)
Declaration	Constitutes the writer's confirmation that the work is his/her own.	States that the material presented has not been used for any other award, and that all sources are acknowledged.
Acknowledgments	To thank anyone whose support has been important for your work	The supervisor generally receives the first vote of thanks. Participants should also be acknowledged. This section is the least bound by convention. You may speak in the first person and as informally as you wish.
Abstract	Orients readers, providing them with an outline of the context, aims, and focus, underpinning theory/research, methods and with a statement of major findings of the thesis	Maximum of 300 words Includes context, aims/focus, focus of literature review, methods of research and analysis, findings and final statement of application/implication for research context.
Introduction (may be given a more descriptive name)	Provides background information and rationale for the research, so that the reader is persuaded that it will be useful/interesting. It usually also serves as a frame within which the reader reads the rest of the thesis.	Provides background information related to the need for the research Builds an argument for the research and its significance and presents aims May present theoretical starting point Gives an outline of subsequent chapters Introduces the researcher

Component	Function	Characteristics
Literature Review	Shows the reader/examiner that you are familiar with issues and debates in the field. You need to explain these and discuss the main players' ideas. Shows the reader that there is an area in this field to which you can contribute (thus, the review must be critically analytical)	This is the section where you cite the most and where your use of verb tense becomes most important in conveying subtle meanings. Beware of unwarranted repetition. This is where plagiarism becomes an issue. You must remember to discuss theory, which is directly relevant to your research. In thesis, this may be incorporated into other parts of the piece presented (eg in the introduction, throughout a video, in a discussion). Alternatively a literature review may be the main source of data, and fulfil the aims of the Thesis, in which case it may need to consist of one or more large chapters.
Methodology	Presents a rationale for the methods of research and analysis. Describes the methods of research and analysis. Reveals the boundaries of the research (this may occur instead in the introduction). Shows you are a serious researcher who takes account of how research may affect subjects.	This is a review of the literature written about methods and of methods used in other research. It may include illustrations (eg a timeline depicting stages/steps in the research). This section often appears in the introduction section. Describes steps taken to ensure ethical research practices
Results	Presents the data and findings, ordered/analysed in ways justified earlier (methodology)	Past tense is a feature here (usually) Data in tables should be carefully set out, checked and discussed.
Discussion	Discussed findings, drawing out main achievements and explaining results.	Makes links between aims and findings (and the literature)
Conclusion	Draws all arguments and findings together. Leaves the reader with a strong sense that the work set out to be completed is worthwhile.	Summarises major findings Presents limitations Presents implications Suggests directions for future research Ends on a strong note
Appendices	Provides a place for important information, which, if placed in the main text, would distract the reader from the flow of the argument.	Appendices may be named, lettered or numbered.
References/ Bibliography	Shows the reader which texts/materials you have consulted	May be annotated. Should include only works of use to the study.
Glossary/Index	Helps reader where the context or content of the research may be unfamiliar	A list of key terms/topics

Writing the thesis

Apart from ensuring that you have regular meetings with your supervisor, and that you know about all your responsibilities and the services available, you may wish to read the following words of advice on writing about your research.

Get to know the software available to help you

For most students, it will be very important to know how to use a computer for writing the thesis or project. Courses are available at the Short Course Centre, online through the Portal at <http://my.monash.edu.au> and often also in the Faculty at Clayton Campus. Find out how the software can help you to do tasks like fill in citations, maintain a consistent style, create a Table of Contents, and import work done on other software. This can be done using Word or using Endnote (both available on the Faculty computers).

You must also get to know how to use the systems in the library and the Faculty (on-line on students' computers) and the various CD-Roms which provide information needed to find publications. Courses are available for these. Ask the staff in the Faculty at Clayton or the Education Librarian in the main library.

Follow the writing conventions you have been advised to follow

Conventions are the rules you need to follow in writing regarding citations, bibliographies, style (eg, language free of gender bias), page setup, punctuation, spelling, figures and tables, and the presentation of graphics. Note that computer programs such as Endnote are available on Faculty computers, so you may like to find out which systems of conventions it employs and choose accordingly. Programs such as Word for Windows include templates for dissertations (and other kinds of writing); these may, like Endnote, help you to maintain a consistent use of conventions throughout your thesis.

You should discuss conventions with your supervisor at the beginning stages. If you need any help understanding how the conventions work, you may consult Rosemary Viète (9905 5396). Please see section of Presentation and Structure of the Thesis in this manual for the writing conventions you are expected to adhere to.

Look at other theses in the field

Hundreds of theses are available for your perusal in the centre for Library and Media Resources in the

Education Building (First Floor) at Clayton. They can be searched by keyword in the catalogue and are differentiated from other publications in that an author's name appears in the Call Number column (instead of a call number). Look at ones in your field to get ideas about the main features of their:

- Organisation
- Language use
- Use of subsections and styles for the hierarchy of headings/subheadings
- Page numbering and font

Decide on and use the conventions consistently from the outset.

Remember that writing is a thinking process

When we write, we often change or considerably develop what we think. Writing is not just translating into words the images of our thoughts; it is not as simple as that. In writing, we may transform our thoughts, redefine them or give shape to our ideas. Thus, it is important to give ourselves time to write. Many students find it helpful to begin writing early in the process of doing their research. With the time constraints on writers, an early start is imperative. Remember, what you write is not necessarily what you will print in the final draft (though in some parts it may be). It is not often impossible to do all the thinking and then 'write it up'.

It is also important to remember that different people experience writing differently, and the processes they prefer are also different. Chandler (1994) categorises writers as: Architects (those who consciously pre-plan and organise and do little revision); Watercolour artists (who try to write a final draft on the first attempt - little revision); Bricklayers (who revise at sentence and paragraph level as they proceed), and Oil painters (who pre-plan little but rework text repeatedly). Into (or in between) which category(ies) do you think you fall? It is useful to know how you prefer to go about writing academic pieces, but you may actually find it useful to try out other ways with a thesis, since this is probably a considerably longer piece of work than any you have undertaken before.

The structure of your thesis

The structure of your thesis will depend very much on many different factors: the discipline(s) within which you are working; the purposes of your research; your own and your supervisor's preferences, and the research methods you use. Nevertheless, the wide variety of thesis structures all serve similar functions. These are set out in a

booklet available from Rosemary Viete (see p. 9 for contact details).

You are very likely to compose the various sections of your thesis in a completely different order from that in which they will appear in your final copy. The introduction is often written late, or rewritten substantially, and the abstract is most likely to be written last. The literature review chapters may be worked on continually: there are no rules!!!

Writing Assistance

The following publications provide guidance on the presentation of theses. They are categorised according to the kind of help they provide. Advice should be sought from the supervisor as to which publication is the most relevant to a given discipline. Information is also available from the International Students Support Officer (ISSO), who is located on the Clayton campus, on writing analytically and on approaches to writing for writers of both non-English speaking and English speaking backgrounds. Workshops on thesis and project writing are offered at the beginning of each semester and one-to-one consultations are also available. Contact the ISSO for further information.

General writing guides

Process

Bailey, R. F. A. (1984) *Survival kit for writing in English*, Longman Cheshire, Melbourne.

Lester, J. (1993) *Writing research papers*. Harper Collins, London.

Phillips, E. M. & Pugh, D. S. (2000) *How to get a PhD: A handbook for students and their supervisors*, 3rd ed. Open University Press, Buckingham.

Taylor, G. (1989) *The student's writing guide for the arts and social sciences*, Cambridge University Press, Cambridge.

Expression

Hashimoto, I. R. (1992) *Strategies for academic writing: A guide for college students*, University of Michigan Press, Ann Arbor.

Peters, P. (1996) *The Cambridge Australian English style guide*, Cambridge University Press, Melbourne.

Peters, P. (1985) *Strategies for student writers*, John Wiley & Sons, Brisbane.

Strunk, W. & White, E. B. (2000) *The elements of style*, 4th ed. Allyn & Bacon, Boston.

Swales, J. M. & Feak, C. B. (1994) *Academic writing for graduate students*, University of Michigan Press, Ann Arbor.

Construction of the thesis

Anderson, J. & Poole, M. (2001) *Thesis and assignment writing*, 4th ed. John Wiley & Sons, Milton, Qld.

Bell, J. (1999) *Doing your research project: A guide for first-time researchers in education and social science*, 3rd ed. Open University Press, Buckingham.

Sharp, J. A. & Howard, K. (1993) *The management of a student research project*, 2nd ed. Gower Publishing, Aldershot, Hampshire.

Phillips, E. M. & Pugh, D. S. (2000) *How to get a PhD: A handbook for students and their supervisors*, Open University Press, Buckingham.

Rudestam, K. E. & Newton, R. R. (2001) *Surviving your dissertation: A comprehensive guide to content and process*, 2nd ed. Sage Publishers, Thousand Oaks, CA.

Style and conventions

Publication manual of the American Psychological Association, (2001) 5th ed. APA, Washington.

Style manual for authors, editors and printers, (2002) 6th ed. John Wiley & Sons, Milton, Qld.

THESIS SUBMISSION AND EXAMINATION

Thesis submission

Submission Dates

Thesis Due	Submission Date	Grace Period
Semester 1	30 June	Up to beginning of semester 2
Semester 2	31 Dec	31 Jan (following year)

In order to meet Faculty of Education requirements a thesis must be submitted using the following procedure:

1. Students must ensure that their supervisor has seen and approved the submission of the thesis.
2. Students will complete the Minor Thesis Submission Form signed by their supervisor and a Library Release Form.
3. Students will submit 3 glue bound (see Binding) copies of their thesis and the completed Thesis Submission Form to the Thesis Administrative Officer.

The Minor Thesis Submission Form and Library Release Form are available from the Faculty of Education Enquiries Office, at the back of this booklet, or from the web.

<http://education.monash.edu.au/students/current/postgrad/>

Binding for submission

The three copies of your thesis submitted for examination must be submitted in non-permanent binding. The non-permanent binding must be perfect binding or similar glue binding process. The Faculty can glue bind your copies. If it is convenient, you may contact the Library and Media Resources Centre on 9905 2816.

Examination of thesis

Selection of Examiners

The selection of examiners is the responsibility of the supervisor, however some supervisors elect to discuss the selection with the student and come to mutual agreement. About four weeks before the

thesis is due to be submitted the supervisor should inform the student of, or discuss with the student the names of the proposed examiners. Students have the right to object if they have firm reasons to the appointment of proposed examiners. Students are not to contact their examiners during the examination period.

Examination Process

Once the copies of the thesis have been received, the date of submission is entered into the University student database and the examination process commences. Theses are sent out to the named examiners together with an Evaluation Sheet and Guidelines for Assessment. The examiners are also asked to provide a written report on their assessment of the thesis. Students will be sent a letter confirming receipt of the thesis and stating the names of the examiners.

Time taken to examine the thesis

Examiners are asked to complete their examination of your thesis within 6-8 weeks of receiving it, but for many reasons, this is not always possible. Other events can also prolong the examination process. If examiners' reports conflict, this invariably causes delays while decisions are made about adjudication and subsequent additional examining. While such delays can cause understandable anxiety for candidates, it is important to recognise that the university is committed to ensuring that careful procedures are used which uphold standards of scholarship and are at the same time fair to candidates. Please note you may contact the Administrative Officer during that time to seek advice but you are not permitted to contact the examiners.

Thesis Examination and Grading

Examiners will be required to grade the thesis using the guidelines provided by the Faculty of Education. When both examiners' reports are returned the student's grade is determined. The simplest outcome is if both examiners require no changes to be made. This outcome, although desirable, is rare. Most often one or both examiners require that some minor corrections be attended to; and the examiners may differ in the grade they award the thesis.

Minor Corrections

Often the examiners request that the student attends to some minor corrections before submitting the final version of their thesis. The student is obliged to consult with their supervisor as to the nature of these corrections, and they will be given up to three months to complete these corrections. Supervisor's are asked to sign off on the Supervisor's Report for

Revised Minor Thesis, to confirm that the revisions have been made. Once the revisions have been attended to the thesis is now ready for hard binding.

Result Notification

All students will be notified of the outcome of the examination process in writing as soon as it has been finalised. Examiners' reports and the final grade for the thesis are given to the candidate in writing. At this stage students will need to collect two copies of the thesis and have one of them bound in permanent (stitched) binding, and one of them glue bound (see Final Binding section below).

Re-submission of Thesis

You may be required by examiners to revise and resubmit your thesis. You are normally allowed 6 months to revise and resubmit and during this period you will be required to enrol and pay standard fees. The final grade can only be a pass upon re-submission.

Final Binding

Once the examination process is completed and the result has been finalised you will need to submit two final copies of your thesis to the Administrative Officer. One copy is to be hard bound, and one is to be soft bound. The hard bound copy must have stiff cloth covers (your choice of colour) with your surname, title of the thesis and year of submission printed on the spine. In some cases the title may need to be abbreviated. This copy will be sent to the Library and Media Resources Library. The other copy is to be perfect (glue) bound, and this will be sent to the student's supervisor.

A bookbinder will be able to permanently bind the thesis and the cost will be approximately \$35-\$40. The Administrative Officer will be able to supply a list of binding companies.

Student Appeals Final Grade

Any student wishing to appeal their final grade will need to put the appeal in writing and address their concerns to the Director Masters. The DM will convene a sub-committee comprising the Director of Post-graduate progress (or deputy) and up to 2 co-opted members to consider the appeal.

Graduation

Once the final hard bound copy of the thesis has been submitted, the Administrative Officer will course complete the student, as long as the required credit points have been achieved. Students will receive a letter to indicate that they have successfully completed the thesis and have met the requirements for the degree. They will then be invited to apply to graduate.

Students must submit an Application to Graduate form before the closing date. Masters students have up to one month prior to the graduation ceremony to apply to graduate. Graduation ceremonies are held twice a year, usually in April and October.

Information on applying to graduate is available at <http://www.monash.edu.au/graduations/apply.html>

PLEASE NOTE: Thesis examination usually takes 6-8 weeks. Students who make use the grace period for thesis submission in second semester, (ie. the beginning of first semester the following year), should not expect to graduate in the April graduation ceremony.

APPENDICES

- **GUIDELINES FOR ASSESSMENT**

- **THESIS FORMS**

These forms are also available on the web at

<http://education.monash.edu.au/students/current/postgrad/>

Minor Thesis Proposal Form

Minor Thesis Application Form

Minor Thesis Submission Form

Library Release Authorisation

Minor Thesis Extension Form

Minor Thesis Change of Supervisor Form

Information included in the booklet was correct at the time of printing but is subject to change without notice.(updated on 9/04/09)

GUIDELINES FOR ASSESSMENT

Definition and clarification of a worthwhile problem

- Clarity of definition of the issue being investigated
- Theoretical orientation: if there are several theoretical positions in relation to the topic, which one(s) are used and is there a sound rationale for this choice?
- Are any fresh suggestions of an explanatory or interpretative kind offered?
- The thesis demonstrates the candidate's capacity to carry out independent research.

Appropriateness and quality of the literature review

The form of the literature review may well vary according to the nature of the field (experimental, philosophical, theoretical, comparative, etc), but its purpose is the same in all fields. It should place the research topic clearly in its relevant research context and demonstrate awareness of significant similar or related research. This section should summarize salient findings, arguments, theories and other developments. Gaps in the literature base and problems left unanswered should also be identified providing a rationale for the current study. This should not be an attempt to review all the literature in a particular field, but be selectively focused, where selection relates directly to specific aspects of the topic as outlined in the thesis aims. Some dimensions to evaluate here are:

- Logical development of arguments: including critical, interpretative commentary which relates the study to other work in the field.
- Interpretation: of previous and current research literature findings in relation to relevant theory.
- Thoroughness of critique: on clearly stated criteria and sound argument based on clearly presented evidence.
- Integration: consistency of focus on issues that directly relate to the specific research task being undertaken, coherence and flow of writing, assembly of sections into a 'whole' review, cross-referencing of themes and conclusions of prior research.
- Rationale for the current study: significance of reviewed research findings and arguments for research questions to be investigated in the thesis.

Suitability of design of the inquiry, and use of data gathering techniques

- Rationale for the research methodology adopted including selection, analysis and interpretation of data presented in the study.
- Coherence between research questions proposed, methods of data gathering and proposed analyses. Do the data yielded address the questions being asked (a validity issue)?
- Appropriateness of design (e.g., sampling, instrumentation). If generalizations to a population are made, are the participants representative of this population?
- If individual cases are sampled, does the method of sampling (e.g., purposive, criterion-based) enable the central research questions to be adequately addressed? Are the outcome measures clearly related to the factors with which the investigation is concerned?
- Description and justification of instrumentation (e.g., questionnaires, interview protocols, observation schedules, etc). Choices must be based on logical consideration of relevant literature, discussed in relation to the specific research and indicating the distinctive contribution and advantages of the method(s) chosen.

Analysis of data

- Appropriateness of analyses to data and research questions.
- Competence and accuracy in use of relevant techniques.
- Rigour of procedures (e.g., attention to ethics, standardization, definition of coding processes, etc where relevant).
- Clear presentation of findings using Tables and Figures as appropriate, indicating bearing on hypotheses where relevant.
- Assessment of validity and reliability of evidence gathered.

Interpretation of data and validity of conclusions

- Clear and critical interpretation of findings.
- Location of interpretations in relevant research literature context.
- Adequacy of evidence to support the conclusions drawn.
- Alternative interpretations and issues and further research questions.
- Recognition of unresolved issues, study limitations and weaknesses where relevant.
- Relevance of the conclusions to educational theory, policy or practice and to the development of further research.

Quality and appropriateness of presentation

Criteria that apply are organization, expression, grammar, typography, referencing and physical layout. Effective communication should be the major driver here rather than sentence level accuracy.

**Minor Thesis Proposal form
Coursework Masters programs**

If you plan to do a minor thesis (EDF 6031 and EDF 6032), you will need a staff member to agree to supervise your research and help you with your Ethics application (if needed). To facilitate the process of finding a supervisor, you should fill out this form and return it as soon as possible to the Course Advisor, Master of Education (Course 2500), via Robina Sharp, Student Services Office, Faculty of Education, Building 6, Clayton Campus.

(jodie.vickers@education.monash.edu.au). If you already have a supervisor, please fill in the form and indicate that he/she has agreed to supervise you.

PART 1: Your Details

Name: _____

Student ID: _____ Course name: _____

Specialism: (eg, Leadership, policy and change) _____

Units completed and grade received. If you have not completed the unit, please state that you are currently enrolled.

Unit number	Unit name	Result

Email address: _____

Proposed Topic: _____

Please attach a 500 word (approximately) summary of your research interest.

PART 2: Possible supervisor

If you have a person in mind as a possible supervisor, please state their name:

Name: _____

PART 3: Supervisor

If you already have a supervisor, please provide his/her name, and indicate whether the arrangement has been formalised by filling out the Minor Thesis Application Form and submitting it to Robina Sharp at the Student Services Office.

Name of supervisor: _____

Paperwork has been completed: Yes ____ No ____

Minor Thesis Application Form

Personal Details

Student ID	<input style="width: 100%;" type="text"/>	Date of Birth DD/MM/YY	<input style="width: 100%;" type="text"/>
Family Name			
Given Names			
Are you an International Student? (<i>Australian Campuses Only</i>) Yes <input type="checkbox"/> No <input type="checkbox"/>			

Course Details

Course Title	
Course Code	Campus

Postal Address	Is this a change of address? Yes <input type="checkbox"/> No <input type="checkbox"/>
Number & Street	
Suburb	Phone (AH)
State	Phone (BH)
Postcode	Facsimile
Country	Email:

Thesis Title

Semester Commencing Thesis (*Please tick appropriate box*):

<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2	Year _____
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Thesis Enrolment (*Please tick the thesis units you will be enrolling in*)

M. Ed Students		
<input type="checkbox"/> EDF6031	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2
<input type="checkbox"/> EDF6032	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2
M. Psych Students		
<input type="checkbox"/> EDF6535	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2
<input type="checkbox"/> EDF6536	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2

Other Unit Enrolment (*If applicable, please indicate other units you will be enrolling in whilst undertaking the minor thesis*)

M. Ed Students		
<input type="checkbox"/> EDF _____	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2
M. Psych Students		
<input type="checkbox"/> EDF _____	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2

Candidate's Declaration	
<i>I declare that the information on this form is correct and complete.</i>	
Candidate's Signature:	Date:

Supervisor's Details		
Title:	Given Name:	Family Name:
Supervisor's Signature:		Date:

Office Use Only		
<input type="checkbox"/> Units enrolled on Callista	<input type="checkbox"/> Supervision details entered on Callista	<input type="checkbox"/> Supervision details entered on Excel Spreadsheet
Signature of Administrative Officer:		Date:

The information on this form is collected for the primary purpose of assessing your Minor Thesis application. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Education to assess your application. Personal information may also be disclosed to the education institutions or your employer(s) to make an informed decision about the application or matters that concern the student's enrolment at Monash. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

Minor Thesis Submission Form

Personal Details

Student ID	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Family Name			
Given Names			
Are you an International Student? (<i>Australian Campuses Only</i>) Yes <input type="checkbox"/> No <input type="checkbox"/>			

Course Details

Course Title	
Course Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Campus	

Postal Address	Is this a change of address? Yes <input type="checkbox"/> No <input type="checkbox"/>
Number & Street	
Suburb	Phone (AH)
State	Phone (BH)
Postcode	Facsimile
Country	Email:

Thesis Title

Thesis Includes:
Please note that the following must be submitted with your thesis.

- A signed statement of authenticity.
- An abstract (approx 300 words).
- A statement that the thesis did or did not require ethical approval.

Candidate's Signature:	Date:
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Supervisor to approve submission of thesis (to be completed by the supervisor)
Students' submitting their thesis must ensure their supervisor has seen the document before submission.

The thesis is ready for submission and examination: Yes No

Supervisor's Name:	Signature:	Date:
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Office Use Only

<input type="checkbox"/> Acknowledgment of 3 copies submitted	<input type="checkbox"/> Submission Entered on Callista	<input type="checkbox"/> Submission Entered on Excel Spreadsheet
Signature of Administrative Officer:		Date:

The information on this form is collected for the primary purpose of facilitating the submission and examination of minor theses. Other purposes of collection include attending to administrative purposes, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Education to accept submission of your thesis. Personal information may also be disclosed to an external examiner for assessment. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011

Master of Psychology / Master of Education

Minor Thesis

Library Release Authorisation

Candidate's Name: _____

Candidate's ID Number: _____

Thesis Title: _____

Please circle as appropriate

1. *I agree / do not agree that this thesis may be made available for consultation within the library.*
2. *I agree / do not agree that this thesis may be available for photocopying.*
3. *I note that in any case, my consent is required only for the three years following acceptance of my thesis.*

Candidate's signature: _____ Date: _____

FACULTY'S RATIFICATION

This is to ascertain that the Faculty has no objection to the candidate's options regarding access to the Library thesis copy. If so, please sign below and return the completed form to the student, to submit with the thesis.

Supervisor's signature: _____ Date: _____

Minor Thesis Extension Form

Personal Details

Student ID	<input style="width: 100%;" type="text"/>	Date of Birth DD/MM/YY	<input style="width: 100%;" type="text"/>
Family Name			
Given Names			
Are you an International Student? (<i>Australian Campuses Only</i>) Yes <input type="checkbox"/> No <input type="checkbox"/>			

Course Details

Course Title	
Course Code	Campus

Postal Address	Is this a change of address? Yes <input type="checkbox"/> No <input type="checkbox"/>
Number & Street	
Suburb	Phone (AH)
State	Phone (BH)
Postcode	Facsimile
Country	Email:

Thesis Title (*if your thesis title has changed since your original application please indicate the new title of your thesis*)

Thesis Extension Details::

Semester seeking thesis extension for (please tick appropriate box)

Semester 1 Semester 2 Year _____

Reason for Extension:

.....

.....

.....

Candidate's Signature:	Date:
------------------------	-------

Supervisor's Support (to be completed by the supervisor)

Students applying for extensions are required to seek a statement in support of the extension from their supervisor.

Supervisor's statement of support for the extension

.....

.....

.....

Supervisor's Name:	Signature:	Date:
--------------------	------------	-------

Thesis Enrolment <i>(Please tick the thesis units you will be enrolling in)</i>		
M. Ed Students		
<input type="checkbox"/> EDF6033 (1 st Extension)	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2
<input type="checkbox"/> EDF6034 (2 nd Extension)	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2
M. Psych Students		
<input type="checkbox"/> EDF6537 (1 st Extension)	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2
<input type="checkbox"/> EDF6538 (2 nd Extension)	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2

Other Unit Enrolment <i>(If applicable, please indicate other units you will be enrolling in whilst undertaking the minor thesis)</i>		
M. Ed Students		
<input type="checkbox"/> EDF _ _ _ _	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2
M. Psych Students		
<input type="checkbox"/> EDF _ _ _ _	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2

Office Use Only	
<input type="checkbox"/> Unit enrolled on Callista	
Signature of Administrative Officer:	Date:

The information on this form is collected for the primary purpose of assessing your application for extension of your minor thesis. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Education to assess your application. Personal information may also be disclosed to the education institutions or your employer(s) to make an informed decision about the application or matters that concern the student's enrolment at Monash. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

MASTER OF EDUCATION / MASTER OF PSYCHOLOGY
Minor Thesis Change of Supervisor Form
Personal Details

Student ID	<input type="text"/>	Date of Birth	<input type="text"/>
Family Name			
Given Names			
Are you an International Student? (<i>Australian Campuses Only</i>) Yes <input type="checkbox"/> No <input type="checkbox"/>			

Course Details

Course Title			
Course Code	<input type="text"/>	Campus	<input type="text"/>

New Supervisor's Details

Family Name	
Given Names	
Supervision Percentage	

Supervisor Type

Main <input type="checkbox"/>	Joint Supervisor <input type="checkbox"/>	Temporary <input type="checkbox"/>	Associate <input type="checkbox"/>
If an Associate of Joint Supervisor has been arranged, please provide details			
Family Name			
Given Names			
Supervision Percentage			

Signatures

Main Supervisor's Signature:	Date:
Associate Supervisor's Signature (if appropriate):	Date:
Student's Signature:	Date:

Office Use Only

<input type="checkbox"/> Entered on Callista	<input type="checkbox"/> Entered on Excel Spreadsheet
Signature of Administrative Officer:	Date:

The information on this form is collected for the primary purpose of assessing your Change of Supervisor application. Other purposes of collection include attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Education to assess your application. Personal information may also be disclosed to the relevant bodies for verification of your qualifications. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011

