



Guidelines for students undertaking research

School of Nursing and Midwifery





MONASH University

Faculty of Medicine, Nursing and Health Sciences

School of Nursing and Midwifery

**GUIDELINES for STUDENTS UNDERTAKING
RESEARCH**

Master of Nursing

Master of Clinical Midwifery

Honours Degree of Bachelor of Nursing

Honours Degree of Bachelor of Midwifery

Monash University

Faculty of Medicine, Nursing and Health Sciences

School of Nursing and Midwifery

Information for
Master of Nursing
Master of Clinical Midwifery
Honours Degree of Bachelor of Nursing
Honours Degree of Bachelor of Midwifery

Students Undertaking Research

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Table of Contents

1. Introduction	5
2. Procedures – Admission to Completion	5
2.1 Admission and enrolment	5
2.2 Appointment of supervisors	5
2.3 Research proposals	5
2.3.1 Master of Nursing/Clinical Midwifery	5
2.3.2 Honours Degree of the Bachelor of Nursing/Midwifery	6
2.3.3 Other Courses or Pathways	6
2.4 Ethics approval.....	6
2.5 Maintaining candidature and Re-enrolment	6
2.6 Expectations/Requirements for Research Projects/Theses/ Portfolio.....	7
2.6.1 Length of Projects/Theses/Portfolio	7
2.6.2 Specifications for Projects/Theses/Portfolio.....	7
2.6.3 Contents of Research Project/Thesis/Portfolio	8
2.6.3.1 Honours Portfolio	9
2.6.4 Format.....	9
2.6.4.1 Typeface and printing	9
2.6.4.2 Paper	9
2.6.4.3 Margins and spacing.....	9
2.6.4.4 Numbering	10
2.6.4.5 Diagrams and figures.....	10
2.7 Reference List.....	10
2.8 Completing the Thesis/Project/Portfolio.....	11
2.8.1 Oral Presentation	11
2.8.2 Writing-up-away	11
2.8.3 Extensions.....	11
2.9 Examination of the Project/Thesis/Portfolio.....	11
2.9.1 Examination results.....	12
2.10 Final Submission of Project/Thesis/Portfolio.....	13
2.10.1 Binding	13
2.10.2 Data Storage	14
2.11 Graduation	14
2.12 Grievances.....	14
3. Supervision.....	14
4. Sources of Assistance.....	15
4.1 Supervisor.....	15
4.2 Course coordinator	15
4.3 Faculty administration.....	15
4.3.1 School of Nursing and Midwifery.....	15
4.3.2 Faculty of Medicine, Nursing and Health Sciences.....	16
5. Scholarships and grants	16
5.1 Statistical advice	17
5.2 Library services.....	17
5.3 Counselling.....	18
5.4 Language and learning services.....	18
5.5 Monash University World Wide Web pages.....	19
6. Course regulations.....	19
List of Appendices	20
Appendix 1 – Student-Supervisor Agreement Form	21

<i>Appendix 2 – Progress Report for Students Undertaking Project/Minor Thesis/Portfolio</i>	23
<i>Appendix 3 – Expectations/Requirements for Research Projects/Theses/Portfolio</i> ...	26
<i>Appendix 4 – Title Page</i>	27
<i>Appendix 5 – Table of Contents</i>	28
<i>Appendix 5a – Table of Contents for Honours Portfolio</i>	28
<i>Appendix 6 – Declaration</i>	29
<i>Appendix 7 – Statement of Supervisor on Submission of Project/Thesis/Portfolio</i> ...	30
<i>Appendix 8 – Summary of Project/Thesis/Portfolio for the Information of Prospective Examiner</i>	31
<i>Appendix 9 – Form for Nomination of Project/Thesis/Portfolio Examiners</i>	32
<i>Appendix 10 – Examination Guidelines</i>	35
<i>Appendix 11 – Examiner’s Report</i>	37
<i>Appendix 12 – Project/Thesis/Portfolio Library Release Authorisation</i>	39
<i>Appendix 13 – Monash University Authorship Form C</i>	40
<i>Appendix 14 – Moses Role Perception Rating Scale (RPRS) (2001)</i>	41
<i>Appendix 15 – Honours, Masters and PhD Student Application for Research Funds</i>	42
<i>Appendix 15 – Authorship declaration for research articles written for Honours portfolio</i>	46
<i>Inquiries</i>	47

1. Introduction

This booklet provides general information about the processes and procedures involved in the production of a project/minor thesis/portfolio. Specific information is also included on the function of the supervisor and how to prepare and present the project or thesis.

Documents and resources that may assist you in your research are also included in this booklet. Of particular use to students undertaking a Master of Nursing by Research, will be the Handbook for Doctoral and Master of Philosophy Degrees, produced by the Monash University Graduate School:

<http://www.monash.edu.au/phdschol/docprog/handbook/content.html>

2. Procedures – Admission to Completion

2.1 Admission and enrolment

Students wishing to undertake research should first discuss their enrolment with their course coordinator. Entry to the research component of the Master of Nursing and Master of Clinical Midwifery courses is restricted to students who have achieved a Credit grade or greater on completion of GHS9841 Research Methods and Issues. The unit coordinator for GHS9841 may make a recommendation to the course coordinator that students undertake research based on the quality and feasibility of their research proposal completed as part of the assessment for GHS9841.

2.2 Appointment of supervisor/s

The unit coordinator for GHS9841 Research Methods and Issues along with the Masters and/or Honours Course Coordinator/s will negotiate with School based research leaders a potential supervisor. At this stage of the research development, the role of the supervisor is to:

- discuss the proposed research plan;
- have some input into the development of the proposal;
- advise the researcher on statistical and other specialist assistance.

The student and supervisor/s make a supervision agreement using the Student Supervisor Agreement form (refer Appendix 1).

2.3 Research proposals

The development of a full written proposal is an essential component of the research process. It assists supervisors and students in ensuring that there is a full plan of the process and an understanding of both the implications, quality and the possible outcomes of the research.

The student works with the supervisor on the development of a proposal and ethics committee applications where appropriate.

2.3.1 Master of Nursing/Clinical Midwifery

If, at the completion of the research unit (GHS9841), the research proposal is satisfactory (including the draft ethics application), the student is permitted to enrol in the project/ thesis. If the proposal is not satisfactory, the Master of Nursing/Clinical Midwifery student will be advised to enrol in another coursework unit and to work concurrently on their proposal and ethics application. When the proposal is satisfactory, the student can then enrol in the research project/thesis.

2.3.2 Honours Degree of the Bachelor of Nursing/Midwifery

Students in the Honours Degree of Bachelor of Nursing/Midwifery course will be advised on their enrolment by the Honours course coordinator.

2.3.3 Other Courses or Pathways

Where the student is not enrolled in GHS9841 Research Methods and Issues, the supervisor will arrange for the proposal to be reviewed by at least two independent experts. The supervisor and student will take the advice of this review into consideration in the finalisation of the proposal.

The course coordinator notifies the School of Nursing and Midwifery Research Committee of the research title, student and supervisor/s names.

The following texts give a substantial outline of a research proposal and are recommended to students:

Brink, P & Wood, M (2001) Basic steps in Planning Nursing Research: from Question to Proposal (5th edition). Boston: Jones & Bartlett.

Polit, D F & Beck, C T, (2004) Nursing research: Principles and methods (7th ed). Philadelphia: Lippincott, Williams and Wilkins, pp.631-652.

2.4 Ethics approval

Ethical approval is required for all research that involves human subjects. This includes research in which information is obtained from human subjects or their health records, as well as research in which humans are the subjects of experimental testing. In these cases, the research must conform to NH&MRC guidelines. Approval must be sought, (prior to the commencement of the research) from the Standing Committee on Ethics in Research on Humans (SCERH), Monash University.

Where the research is also conducted in another organisation(s), further ethics permission must also be sought as appropriate. Please refer to the SCERH website for further information regarding the appropriate application forms and procedures or guidelines: <http://www.monash.edu.au/research/ethics/human/researchers/steps.html>

Please consult your supervisor regarding ethics applications. The supervisor's name should appear as Chief Investigator. It should be clear that the student will actually undertake the project/thesis, and that the supervisor accepts the responsibility for ensuring that the project/thesis is conducted ethically. Supervisors should expect to attend ethics committee hearings with students when an interview is required by a committee.

2.5 Maintaining candidature and Re-enrolment

The student will ensure their enrolment in the project/thesis component is accurate and updated each semester. Master of Nursing/Clinical Midwifery students should contact the Postgraduate Administrative Officer to complete re-enrolment each semester.

Students will also complete and discuss a Progress Report with their supervisor each semester (refer Appendix 2).

On the basis of Progress Reports from the student, supervisor and course coordinator, the School of Nursing and Midwifery Board of Examiners and the Research Committee, monitor the progress of the project/thesis. Failure to submit regular progress reports each semester may result in unsatisfactory academic progress.

2.6 Expectations/Requirements for Research Projects/Theses/Portfolio

There are different entry requirements, pre-requisites, research training, objectives and expectations for the following courses:

- Honours Degree of the Bachelor of Nursing/Bachelor of Midwifery;
- Master of Nursing/Clinical Midwifery 24 credit point project
- Master of Nursing/Clinical Midwifery 36 credit point minor thesis
- Master of Nursing (Research)
- Doctor of Philosophy (PhD)

These differences are detailed in Appendix 3.

2.6.1 Length of Projects/Theses/Portfolio

The quality of a project/thesis/portfolio, regarding both the project and its execution, should be given paramount consideration at all levels. Nevertheless, some attention needs to be given to the matter of length.

Faculty of Medicine, Nursing and Health Sciences Faculty Board has approved the following guidelines for the maximum length of projects/theses:

- Project – (24 credit points) maximum of 15,000 words;
- Minor thesis – (36 credit points) maximum of 25,000 words;
- Major thesis – (96 credit points) maximum of 70,000 words; and
- Honours Portfolio (24 credit points) contains two distinct but related items namely, a research article(s) of 5,000-7,000 words ready for submission to a refereed journal and a literature review 4,000-5,000 words that details the review of the literature associated with the research study completed.

It is assumed that such items as acknowledgments, tables, charts, maps, diagrams, reference list and notes which merely indicate sources are not included in the word count.

2.6.2 Specifications for Projects/Theses/Portfolio

Careful attention to matters of presentation of a project/thesis is considered to be most important. The method of citation within the body of the project/thesis is not something that the School wishes to prescribe. Conventions differ from discipline to discipline, and even within disciplines there may be alternative, acceptable conventions. The major requirements are that they be intelligible and consistently applied. Students may wish to follow the School's preferred system of referencing, the American Psychological Association (APA). Please refer to the latest edition of the School's Referencing Guidelines. This document may be obtained from the School of Nursing and Midwifery home page underneath the heading 'student policy and forms' at: <http://www.med.monash.edu.au/nursing/current.html>

The final choice of a particular style manual to be followed in the project/thesis/portfolio should be decided in consultation with the student's supervisor/s.

For the research portfolio, the information regarding referencing (above) refers to the literature review only. The research article(s) **must** carry the referencing format required by the journal(s) to which it/they are being submitted.

The student must state in the project/thesis/portfolio, generally in a preface and specifically in notes, the sources from which his or her information was derived, the extent to which the student has availed himself/herself of the work of others, and the portion of the project/thesis which he or she claims is original and carried out at the School, or within another institution approved for the purpose by the Faculty Board.

Guidelines on the nature of intellectual property and the ownership of copyright form important principles on which to base decisions about what and how to give appropriate recognition to the work of others. Students are directed to the Intellectual Property discussion in the Doctoral Information Handbook under Doctoral Programs at the website:

<http://www.mrgs.monash.edu.au/research/doctoral/index.html>

If some or all of the work submitted for the degree has been carried out in collaboration with another person, a statement signed by the supervisor and collaborator, indicating the relative contribution made by the collaborator shall accompany the project/thesis.

The form to be submitted with the article(s) for publication should be signed by both the candidate and other contributors and can be found at Appendix 2.12. The usual form of authorship sequencing for papers is the person who has made the greatest contribution and is the nominated first author. Subsequent authors are nominated according to their contribution input percentage.

The project/thesis/portfolio should be prepared and submitted within the specified duration of candidature. For example:

24 credit point project – 2 part time or 1 full time semester;
36 credit point minor thesis – 3 part time or 1.5 full time semesters; and
96 credit point major thesis – 8 part time or 4 full time semesters.

2.6.3 Contents of Research Project/Thesis/Portfolio

The contents of the project/thesis/portfolio should be ordered as follows:

- (i) a title page (refer Appendix 4), stating the title of the thesis in full, the names and degrees of the student, the name of the academic unit of the University associated with the work and the date when submitted for the degree;
- (ii) a summary (abstract) of not more than 250 words;
- (iii) a table of contents (refer Appendix 5); and for the Honours Portfolio refer to Appendix 5a;
- (iv) signed statement to the effect that the project/thesis contains no material which has been accepted for the award of any other degree or diploma in any university and that, to the best of the student's knowledge and belief, the project/thesis contains no material previously published or written by another person, except where due reference is made in the text of the project/thesis. This statement includes reference to the ethical approval of the project/thesis (refer Appendix 6);

- (v) acknowledgment of any help given or work carried out by another person or organisation (refer Appendix 7);
- (vi) the main text/ literature review/ article(s);
- (vii) reference list for the literature review /separate reference list(s) for article(s); and
- (viii) appendices, if any.

2.6.3.1 Honours Portfolio

The article(s) for publication need to be prepared in accordance with the targeted journal(s) requirements. The literature review is to be prepared in accordance with the School of Nursing and Midwifery referencing guidelines <http://www.med.monash.edu.au/nursing/current.html>

2.6.4 Format

Projects/theses/portfolios are to be typed in English and presented in a format acceptable to supervisors.

The final typing and binding of a project/thesis/portfolio is the responsibility of the student. Students may make private arrangements to have their projects/theses typed.

The University, at the discretion of the Head of School, may give assistance with preliminary work leading to the final draft. The School may admit departures from the standard pattern if the nature of the project/thesis warrants it. In all such instances prior permission of the School of Nursing and Midwifery Research Committee must be sought. The required format is outlined in more detail in the Doctoral Information Handbook located under Doctoral Programs at the following web site: <http://www.monash.edu.au/phdschol/docprog/handbook/content.html>

2.6.4.1 Typeface and printing

A project/thesis should be typed in a clear, legible typeface, at least 11 size font, acceptable to the student and supervisor. Both sides of the paper may be used provided the result is clear, legible and tidy. Laser printing is recommended for the completed portfolio/project/thesis. Photocopying may provide additional copies of the portfolio/project/thesis.

2.6.4.2 Paper

The paper normally used is A4 bond, 80 gsm.

2.6.4.3 Margins and spacing

Either 1.5 spacing or double spacing may be used, and the margins should be not less than 40 mm on the left-hand side and 15 mm on the right hand side to allow for binding and trimming.

2.6.4.4 Numbering

There are two commonly used systems for numbering pages. The first numbers pages consecutively in Arabic numerals (1, 2, 3, 4, 5 etc) from the title page through to the end of the work, including references and appendices. The second method numbers the introductory pages after the title page in lowercase Roman numerals (i, ii, iii etc); and the main body of text in consecutive Arabic numerals commencing with 1, including the references and appendices. In the portfolio, each item should be numbered separately.

2.6.4.5 Diagrams and figures

The following are general suggestions for normal practice:

- (i) Diagrams and figures should preferably be word processed, drawn or photographed on A4 paper and bound in the appropriate place in the text.
- (ii) All figures should form a right-hand page with the legend either at the bottom or, if necessary, on the page facing the figures.
- (iii) Tables should be inserted in the appropriate place in the text, except lengthy or bulky tables, which should appear as an appendix.
- (iv) Diagrams, maps, tables exceeding A4 size should be folded so as to read as a right-hand page when open.
- (v) Assistance in the preparation of diagrams, charts and photographs may be given by the University at the discretion of the School of Nursing and Midwifery Research Committee.
- (vi) For the Honours portfolio, figures and diagrams for each article need to comply with the requirements of the selected journal(s).

2.7 Reference List

The reference list is one of the most important parts of a project/thesis/portfolio and considerable care must be taken in its preparation.

In the first place the reference list presents a record of the student's research into their subject, and it should be possible to regard it as a form of guarantee that they are fully acquainted with all significant earlier contributions to scholarship in the chosen field.

It follows, therefore, that a reference list should be (a) complete, (b) scrupulously accurate, conforming to an agreed referencing convention such as APA, and (c) presented in a readily useable form. Incomplete coverage of a subject, inaccuracy in bibliographical details (eg. authors' names, titles of books or articles, dates and places of publication, etc.), and disorderly presentation of material not only are a source of irritation to a reader but can be positively misleading.

The actual form in which a reference list is presented may vary in some ways, depending upon the nature of the subject under discussion. In some cases, for example, it may be desirable to list books and articles alphabetically by authors' names; in other cases a chronological listing may be more appropriate. This is a matter which should be discussed and decided upon as early as possible, in consultation with the student's

supervisor, and the method adopted should then be followed rigidly. Inconsistency in this matter is a common source of confusion.

All books and articles mentioned in the body of the project/thesis should, without exception, appear in their appropriate places in the reference list. For this reason it is extremely unwise to postpone its compilation, since this will almost inevitably lead to omissions. Ideally, the reference list should be a 'continuous exercise' beginning with the student's first thoughts about the project/thesis, and being brought strictly up to date at regular and frequent intervals as the work progresses. This is best done by the use of some form of computer based system (i.e. Refman or Endnote) or card-index based on either an alphabetical or a chronological sequence. Although this may produce, in many cases, a rather frightening bulk of material, it should be remembered that it is much easier at a later stage to reject irrelevant material than it is to ensure that a relevant item has not been overlooked.

A separate reference list needs to be constructed for each part of the Honours portfolio and should follow the requirements of the School of Nursing and Midwifery referencing guidelines for the literature review and the required guidelines of the journal(s) for the research article(s).

2.8 Completing the Thesis/Project/Portfolio

2.8.1 Oral Presentation

Students are expected to present their research to a forum of their peers and nurse academics at least once during their candidature, usually towards the completion of the research. The feedback provided during this presentation can be invaluable in the writing up of the research. Students are also encouraged to attend regular research forums conducted by the School to contribute to their research development.

2.8.2 Writing-up-away

The course coordinator may recommend a student writing-up away status for a period of not more than six months, where the student's supervisor has certified that a satisfactory first draft of the project/thesis has been completed. Following this, if the project/thesis is not ready for examination, the student must re-enrol.

2.8.3 Extensions

Extensions to the project/ thesis will only be granted by the course coordinator on the advice of the student's supervisor.

2.9 Examination of the Project/Thesis/Portfolio

When the project/thesis/portfolio is ready for examination, as approved by the supervisor, three copies of the project/thesis shall be spiral bound by the student and the appropriate forms completed for its submission:

- Statement of supervisor on submission of project/thesis (refer Appendix 7). This statement certifies (i) the extent to which the work was carried out by the student; (ii) whether the project/thesis is properly presented and prima facie worthy of examination. In certifying that the project/thesis/portfolio is properly presented and prima facie worthy of examination, supervisors are not forecasting the result of the examination. They are stating that, in their opinion, an examiner who recommends the award of the degree would not necessarily be acting unreasonably. A project/thesis/portfolio, thus certified, would be expected to be reasonably free from

typographical and grammatical errors and contain a properly presented reference list. Supervisors should impress upon students the necessity of proof-reading the typescript of the project/thesis/portfolio very carefully before it is presented for examination, so as to reduce the need for minor amendments later. If a supervisor does not certify that the project/thesis/portfolio is properly presented and prima facie worthy of examination, the School of Nursing and Midwifery Research Committee shall recommend to Faculty Board whether or not the project/thesis/portfolio should be examined. The options open to the student are as follows:

- to request the committee to accept the project/thesis/portfolio for examination forthwith;
- to withdraw from candidature.
- Summary of project/thesis/portfolio for the information of prospective examiner (refer Appendix 8)
- Nomination of project/thesis/portfolio examiners (refer Appendix 9)

The project/thesis/portfolio and forms should be submitted to the appropriate Administrative Officer and forwarded to the Chair, School of Nursing and Midwifery Research Committee for approval.

On receipt of the project/thesis/portfolio, the Chair of the School of Nursing and Midwifery Research Committee, will oversee the examination process. In the event of an examiner being unable to complete the examination, an alternate examiner will be appointed. The summary of the project/thesis/portfolio (refer Appendix 8) is provided for prospective examiners when they are formally invited to accept appointment.

No more than one examiner may be a member of the School of Nursing and Midwifery academic staff of Monash University. The candidate's project/thesis/portfolio supervisor shall not act as an examiner nor may he or she confer with any examiner during the examination process. Normally at least one of the examiners would be external to the University.

Examiners may confer with other experts in the field as they deem necessary. The examiners, in their report to the School of Nursing and Midwifery Research Committee, shall note such consultation. For information about what is required of an examiner, refer to the Examination Guidelines (refer Appendix 10) and Examiner's Report for project/thesis/portfolio (refer Appendix 11).

An Ad Hoc Examinations Committee may be constituted by the members of the School of Nursing and Midwifery Research Committee and may advise such Committee on any matter related to examination of projects/theses/portfolio.

2.9.1 Examination results

When the examiners' reports are received by the School, the Chair of the School of Nursing and Midwifery Research Committee makes a decision as to whether to accept the examiners' reports and the final grade to be awarded.

In the event of a major difference of opinion between examiners, the Chair and another member of the School of Nursing and Midwifery Research Examination Committee utilise the Schools Honours and Masters, Project, Portfolio and Thesis Examination Policy to make a decision.

The Monash University Information Doctoral Handbook (Chapter 7) Advisory panels for Doctoral Examinations is utilised to make a decision for PhD examinations
<http://www.monash.edu.au/phdschol/docprog/handbook/content.html>

The Chair of the School of Nursing and Midwifery Research Committee monitors the outcome of the decision until there is a clear recommendation of a pass or otherwise and is responsible for the resolution of disputes according to the guidelines. The supervisor is notified of the outcome of the Chair's decision and the Chair of the School of Nursing and Midwifery Research Committee notifies the student in writing.

The examiners' reports are treated as confidential (notwithstanding these processes). If the examiners consent, the reports of one examiner may be sent to the other for purposes of the development of research examination skills. The postgraduate administrators in the School of Nursing and Midwifery also ensure payment of examiners.

In the case of revisions of a project/thesis/portfolio once it has been submitted and examined, a student will normally be given no more than three months to undertake the amendments.

2.10 Final Submission of Project/Thesis/Portfolio

2.10.1 Binding

Once the project/thesis/portfolio has been successfully examined and on the advice of the Chair of the School of Nursing and Midwifery Research Committee, 3 copies must be sewn and bound in boards covered with dark cloth and submitted to the School of Nursing and Midwifery.

During binding, the edges should be trimmed. On the spine the following should appear in gold lettering: reading from top to bottom, the surname and initials of the student, qualifications (optional), the title of the project/thesis/portfolio, abbreviated if necessary, and the year of submission. Students should check the bound copies to ascertain that pages were not lost during binding. This service is not provided by the University and the cost is the responsibility of the student. The permanently bound copies of the project/thesis/portfolio are distributed as follows:

- one copy to the School of Nursing and Midwifery;
- one copy to the Library at the campus on which the student was enrolled; and
- one copy to the Main Supervisor.

The copy lodged in the University library may be made available by the University to any person for consultation, provided that for a period of three years after the project/thesis/portfolio is lodged, at the request of the author, access to and copying of the project/thesis/portfolio may be restricted. In exceptional circumstances the Faculty of Medicine, Nursing and Health Sciences reserves the right to restrict access to the project/thesis for a specific period. Accordingly, when submitting the project/thesis the student is asked to sign a certificate of consent - Project/Thesis/Portfolio Library Release Authorisation (refer Appendix 12). The Monash University Authorship Form C (refer Appendix 13) should also be signed by the student and included with the project/thesis/portfolio.

2.10.2 Data Storage

On submission of final bound copies of their project/thesis/portfolio, students must also submit all original data in a box file for storage according to the guidelines of the Standing Committee on Ethics in Research on Humans (SCEHR), Monash University. Alternatively if data is to be stored elsewhere, students must advise the location of the data to the Head of the School and the Secretary of the Research Committee.

2.11 Graduation

The student makes application to graduate. Forms are available on the Monash graduations website at: <http://www.monash.edu.au/graduations/>

On instruction of the School of Nursing and Midwifery Board of Examiners, the course administrative officer will ensure the student's result is keyed and notice of the student's completion is forwarded to the Faculty of Medicine, Nursing and Health Sciences.

2.12 Grievances

Students with grievances should, in the first instance, consult their supervisor in an attempt to resolve the issue. Should they not be satisfied, the course coordinator may be approached. If this consultation is unsuccessful in resolving the problem, the student may approach the Head, School of Nursing and Midwifery concerning the grievance. If the student is unable to resolve the grievance by these means, the Associate Dean (Research Degrees) of the Faculty of Medicine, Nursing and Health Sciences may be approached to mediate the issue. The Student Academic Grievance Policy <http://www.adm.monash.edu.au/unisec/academicpolicies/policy/acadgrievance.html>

covers complaints about aspects of courses, assessment and other matters which are the responsibility of the academic staff of the Faculty of Medicine, Nursing and Health Sciences. Further details on grievance procedures are available from the Faculty of Medicine, Nursing and Health Sciences.

3. Supervision

Research students pursue research under the direction of a supervisor, who will report on their work and progress to the course coordinator who will report on progress to the Research Committee of the School of Nursing and Midwifery Board of Examiners. Progress Reports (Appendix 3) will be called for each semester. Supervisors shall also report whenever students are not making satisfactory progress in their work, or otherwise not fulfilling the conditions laid down for them, or appear unlikely to reach the standard of the degree for which they are enrolled.

The degree of supervisor direction and, conversely, the degree of student autonomy will depend upon the working relationship that the supervisor and student negotiate. The School recommends that early in the working relationship the supervisor and the student discuss their respective expectations and assumptions prior to formulating a contract - Student Supervisor Agreement Form (Appendix 1). Factors recommended for discussion include the meeting schedule, a time line, responsibility for details of the selected topic, the degree of supervisor direction in the development of the research, the degree of supervisor direction in the writing of the project/thesis, responsibility for the standard of the thesis, and responsibility for finishing within the **minimum** time period. Students could use Moses' Role Perception Rating Scale (RPRS) (1981) to assist with this discussion (refer

Appendix 14). While all of these factors need to be clarified and negotiated on an individual basis, there are written guidelines and responsibilities for supervisors and students. Students should read *Chapter 5: Supervision Doctoral Information Handbook* located in the Doctoral Information Handbook which may be obtained at the following Web address: <http://www.monash.edu.au/phdschol/docprog/handbook/content.html>

If more than one supervisor is appointed, students shall consult their main supervisor on all matters of general concern to their work and project/thesis, who will ensure other supervisors are appraised accordingly. Other supervisors should be consulted on specific matters as agreed to by the main supervisor. Some regular meetings should be scheduled, involving all supervisors and the student.

If students are of the opinion that the appointment of a particular supervisor is inappropriate, it is their right and duty to consult the appropriate Course Coordinator in the first instance, or if the matter is not resolved it should be referred to the Chair of the School of Nursing and Midwifery Research Committee.

4. Sources of Assistance

4.1 Supervisor

Your supervisor is your main source of assistance. If you have any questions, problems or concerns about any aspect of your research, your supervisor will be able to help you or refer you to someone else who can assist. Your supervisor will offer support, such as student support networks and newsletters.

4.2 Course coordinator

Your course coordinator is a further resource for academic guidance or if you have unresolved issues regarding your studies or supervision.

4.3 Faculty administration

4.3.1 School of Nursing and Midwifery

At the School level the committees responsible for the Masters degrees are the Research Committee, Postgraduate Course Management and Education Committee. The Committees responsible for the Honours Degrees are the Research Committee and the Education Committee.

The School of Nursing and Midwifery Research Committee advises the Faculty Board via the School Academic Executive on matters such as:

- approval of supervision arrangements;
- monitoring of student progress;
- examination of the project/thesis/portfolio;
- allocation of university and other scholarships; and
- results of project/thesis/portfolio examinations.

The Postgraduate Course Management and Education Committee via the School Academic Executive advises the Faculty Board on matters such as:

- entry requirements and academic demands;
- award regulations; and
- assessment of progress (via Board of Examiners).

The administration office on each campus will:

- process scholarship and candidature applications;
- assist with the implementation of procedural matters;
- enrol students; and
- advise students on regulations, policy, and appeals.

Appropriate forms for amendments to personal details or enrolment are available at the School Administrative Office at each campus. Students who wish to withdraw or seek an intermission after the Commonwealth Supported Places census dates will not be entitled to a refund of fees. Students seeking intermission are able to do so for no more than two semesters.

Further information on the administrative details for each campus and on accessing the School of Nursing and Midwifery Research and Education committees, may be obtained by phoning the Postgraduate Administrative Officers of the Research or Postgraduate Course Management committees as follows:

☎: (03) 9902 6441 or (03) 9904 4156

4.3.2 Faculty of Medicine, Nursing and Health Sciences

At the Faculty level, the committees responsible for monitoring the conduct of the Master of Nursing and Master of Clinical Midwifery are the Postgraduate Coursework Degrees Committee and the Research Degrees Committee, under the direction of the Faculty Board. At the Faculty level, the committees responsible for the conduct of the Honours Degree of the Bachelor of Nursing are the Undergraduate Education Committee and the Research Degrees Committee, under the direction of the Faculty Board.

5. Scholarships and grants

The University Research Graduate School maintains a national database, Joint Academic Scholarships On-line Network (JASON) of postgraduate scholarships for Australia regarding relevant scholarships at:

<http://www.monash.edu.au/phdschol/schols/jason.html>

Some of this information is distributed to the School of Nursing and Midwifery, and subsequently to supervisors and course coordinators. To access information about scholarships, please visit the Monash Research Graduate School web site at:

<http://www.monash.edu.au/phdschol/schols/>

The School of Nursing and Midwifery Research Committee administers a small research support grant available to all students undertaking a research project/thesis. Students may claim assistance towards expenses relating to consumables, services, and travel that have been incurred directly and solely in the course of research. An Application for Research Funds (refer Appendix 15) should be completed by the student and supervisor and submitted to the Secretary of the School of Nursing and Midwifery Research Committee. Inquiries should be directed to the Secretary of the School of Nursing and Midwifery Research Committee:

☎: (03) 9902 6441 or (03) 51 226441

5.1 Statistical advice

The School of Nursing and Midwifery Research Committee supports students in seeking statistical advice in the preparation of their proposal and during analysis of data. Supervisors will direct students to suitable statistical advisors.

5.2 Library services

Monash University Library has a wide range of services and resources specifically suited to the needs of research students. Full details of these services can be found at: <http://www.lib.monash.edu/services/research.html>

There are eight branches of Monash University Library located on the six Victorian campuses. Branches on the Gippsland and Peninsula campuses house extensive collections of materials relating to nursing and midwifery. These include books, journals and medical models.

Other branches of particular interest to nursing and midwifery students include the Hargrave-Andrew Library on the Clayton campus (housing medical books and journals), and CL Butchers Pharmacy Library on the Parkville campus (housing pharmaceutical sciences and drug technology books and journals).

The Monash University Library's medical collection is also distributed throughout affiliated teaching hospital libraries including Alfred Hospital (Monash Medical School), Southern Health, and the Box Hill and Latrobe Regional Hospitals. Postgraduate and honours nursing students have access to collections at all branches of the Monash University Library and affiliated hospital libraries. For more information on all of these libraries, including affiliated teaching hospital libraries go to: <http://www.lib.monash.edu/libraries/>

On these pages you will also find details of what study facilities are available at each branch. All branches provide computer terminals, areas for group and individual study and wireless access to the Monash network for laptops. Some also provide discussion rooms, group listening/viewing rooms, lockers, and power points for laptops.

Many of the library's services and resources are available electronically and can be accessed from home and from computer labs on campus. You can access electronic resources including databases and websites at any branch or from any computer with internet access using your Authcate user name and password. Electronic and print material held by the library can be found through the catalogue at: <http://library.monash.edu.au>

Borrowing privileges at other academic libraries can also be arranged through the CAVAL reciprocal borrowing scheme. In addition, material not held locally can be obtained from libraries world wide through the document delivery service. For more information on borrowing from the library see: <http://www.lib.monash.edu/services/loans/>

Special services are offered for students studying off-campus and for students with a disability. For more information see: <http://www.lib.monash.edu/services/>

Monash University Library also provides a wide range of reference and research help services. Librarians at the information desk can assist students to find information and instruct them in the use of the library's services and resources.

The library has an education program that includes introductory library tours, orientation sessions and research skills workshops. Online tutorials about finding and using information are also provided electronically at: <http://www.lib.monash.edu.au/vl/>

In addition, nursing and midwifery subject librarians can provide specialist advice in all areas relating to nursing and midwifery studies. Postgraduate and honours nursing and midwifery students are invited to make an appointment with the relevant librarian to discuss their particular research needs.

Myles Strous
Gippsland Library
☎: +61 3 5122 6483 or 9902 6483 (metropolitan area)
Email: Myles.Strous@lib.monash.edu.au

Paula Todd
Peninsula Library
☎ : +61 3 990 44303
Email: Paula.Todd@lib.monash.edu.au

5.3 Counselling

Students facing difficulties should discuss them with their supervisors or a counsellor available through the University's Community Services. The Counselling Service provides a professional and confidential counselling service to students and staff. They offer individual counselling on academic and personal matters. Group programs are run in areas of stress management, motivation, self-esteem, time management, exam skills and English conversation. For further information on these services, visit the Community Services Website at: <http://www.monash.edu.au/commser/>

☎: Gippsland Campus (03) 9902 6425

☎: Peninsula Campus (03) 9904 4223

☎: Or freecall for off-campus flexible delivery students 1800 657 134.

5.4 Language and learning services

The Language and Learning Services Unit (LLS) offers programs free of charge to students wishing to improve the quality of their writing. Teaching is available for undergraduate and postgraduate students for both native and non-native speakers of English. Assistance is offered in the areas of written and oral expression, reading, giving

oral presentations, listening to lectures and taking notes, and approaches to study. A number of programs are designed specifically for students whose first language is not English. Individual appointments can be made to assist students with specific needs. Classes and workshops are run on general topics for both undergraduates and postgraduates (such as Aspects of Thesis Writing, Grammar, Oral Presentations, Writing Assignments, Reading and Notetaking).

For further information on how to contact a staff member at Language and Learning Services, visit their website at: <http://www.celts.monash.edu.au/>

5.5 Monash University World Wide Web pages

The Monash University World Wide Web pages are a source of information for honours and postgraduate students. By following the links from the Monash Home Page the latest on-line information can be obtained: <http://www.monash.edu.au/>

6. Course regulations

Course regulations are the guidelines that govern the entry and structure of courses. They are prepared by the Faculty of Medicine, Nursing and Health Sciences and promulgated by the University Council. The course regulations for nursing and midwifery courses may be located at the following Web address:

<http://www.monash.edu.au/pubs/calendar/facultyregs/regs-med.html>

List of Appendices

Appendix 1	Student-Supervisor Agreement Form
Appendix 2	Progress Report for Students Undertaking Project/Minor Thesis
Appendix 3	Expectations/Requirements for Research Projects/Theses
Appendix 4	Sample Title of Project/Thesis/Portfolio
Appendix 5	Sample Table of Contents
Appendix 5a	Table of Contents – for Honours Portfolio
Appendix 6	Sample Declaration
Appendix 7	Statement of Supervisor on Submission of Project/Thesis
Appendix 8	Summary of Project/Thesis for the Information of Prospective Examiner
Appendix 9	Form for Nomination of Project/Thesis Examiners
Appendix 10	Examination Guidelines
Appendix 11	Examiner's Report
Appendix 12	Project /Thesis/Portfolio Library Release Authorisation
Appendix 13	Monash University Authorship Form C
Appendix 14	Moses Role Perception Rating Scale (RPRS) (2001)
Appendix 15	Honours, Masters and PhD Student Application for Research Funds
Appendix 16	Authorship Declaration for Research Articles written for Honours Portfolio

Appendix 1 – Student-Supervisor Agreement Form

MONASH UNIVERSITY
FACULTY OF MEDICINE, NURSING & HEALTH SCIENCES
SCHOOL OF NURSING AND MIDWIFERY

Agreement between _____ (Student's Name)
_____ (Student's ID No) and _____ (Supervisor)
regarding arrangements for the project or minor/major thesis requirement of the
_____ (course).

1. We agree that the aim of the research inquiry is:

2. We agree that we should meet:
(please insert frequency of proposed meetings at no less than monthly intervals) for a
period of about _____ minutes

3. We agree that students may contact the supervisor by telephone/fax/e-mail as
needed.

4. We agree to the following time lines:

- (i) research proposal to be in final written form by _____ (date)
- (ii) a working draft of the introduction (and relevant literature review where this is
appropriate) to be completed by _____ (date)
- (iii) an outline of the method to be completed by _____ (date)
- (iv) the data group (or materials for analysis) to be collected by _____
(date)
- (v) a draft of the results and conclusions to be completed by _____
(date)

- (vi) a final draft of the project/thesis in the format required by University regulations to be submitted by _____ (date)

Note: Students are expected to present a research colloquium/seminar.

(student) _____ (date) _____
Signature

(supervisor) _____ (date) _____
Signature

The student is responsible for having this agreement completed. One copy is to be forwarded to the Chair, Research Committee, School of Nursing and Midwifery. A copy of the agreement should be kept for the student's own records.

Appendix 2 – Progress Report for Students Undertaking Project/Minor Thesis/Portfolio

MONASH UNIVERSITY
FACULTY OF MEDICINE, NURSING & HEALTH SCIENCES
SCHOOL OF NURSING AND MIDWIFERY

Student name: _____ ID Number: _____

Project/thesis Title: _____

Principal Supervisor: _____ Associate Supervisor: _____

Honours Portfolio [] 24 credit point project [] 36 credit point minor thesis []

Are you currently enrolled in this semester?	YES	NO
Are you currently on leave of absence or intermission?	YES	NO
When did you first enroll in the research component of your course?	SEM	YR
How many semesters have you been enrolled in the project or thesis?		

SECTION A: TO BE COMPLETED BY THE STUDENT PRIOR TO THE END OF SEMESTER

1. Progress Report
Please include:
- Stage now reached in relation to your overall plan of research/course of study.
 - Any personal, supervisory, technical difficulties or shortages of facilities/resources etc. relevant to the progress of your work.
 - List of publications, if any.

(iv) shown the ability to complete the research program/course by the due date? **YES NO**

If no, what is recommended:

Extension for completion: New Date: ____/____/____

Intermission From: _____ to _____

3. Do you recommend the student's re-enrollment in a project/thesis. **YES NO**

Please note that the relevant Postgraduate Administration Officer must be informed of any changes to candidature.

4. (i) Briefly evaluate the candidate's progress, and indicate any personal, technical, supervisory difficulties or shortage of resources facilities etc. which have arisen and which may impede the candidate's research.

Please note that it is the responsibility of the Supervisor and the Course Coordinator to keep the candidate informed of their assessment of the candidate's progress. If progress is judged to have been unsatisfactory, please indicate how this has been conveyed to the candidate. Attach additional documentation, if necessary.

This report has been read by and discussed with the candidate.

Signature of Supervisor: _____ Date _____

Signature of Candidate: _____ Date _____

SECTION C: TO BE COMPLETED BY THE COURSE COORDINATOR

I have read Sections A & B of this report and comment as follows:

Office Use Only: Master Supervision List Updated Signature: _____/____/____

Appendix 3 – Expectations/Requirements for Research Projects/Theses/Portfolio

Award	Entry Requirements	Prerequisites Research Training	Objectives	Expectations	Maximum word length
Honours Mark as % and Graded as H1, H2A, H2B, H3,	<ul style="list-style-type: none"> • BNurs or equivalent • 70% average for first 2 years 	Completed introduction to research/ research methods unit at U/G level	Commence an “apprenticeship” as a researcher. Ability to plan, implement and write up a small scale study/clinical project under supervision. Need not be original research or make a significant contribution to the field. Achieve potential to progress to a PhD.	Coherent definition of topic /problem Appropriate design and methodology Scholarly review of literature Appropriate decision trail re design and analyses. Well organized and presented	15,000 words Or Portfolio (manuscripts up to 8,000 words and literature review of 5,000 words) 24cps
Master of Nursing (with project or minor thesis) Marked and Graded as for Honours	<ul style="list-style-type: none"> • BNurs or Equivalent with high level of achievement • 2 years clinical experience post registration 	Completed introduction to research/ research methods subjects at U/G or P/G level and recommendation based on quality of research proposal	Extend knowledge of research methods As for Honours Produce a project/thesis that could lead to publication	As for an honours thesis but study for a minor thesis should be slightly more extensive in scope.	15,000 words for 24cp unit 25,000 for 36cp unit
Master of Nursing (Research)	<ul style="list-style-type: none"> • BNurs or equivalent with • Honours (H1 or H2A) • 5 years clinical experience post registration 	As above plus conducted a research study	Research Training Original and significant contribution to field. Scope of study less comprehensive than a PhD	Command of existing knowledge of field. Original contribution to field e.g. original approach, produce new facts Thorough grasp of methodology and limitations High level of academic /scholarly writing	70,000 words 96cps
PhD	<ul style="list-style-type: none"> • Honours (H2B or better) • Masters with research component • (H2B or better or equivalent) 	Completed introduction to research/ research methods and advanced research methods subjects at U/G or P/G level Completed a research proposal/ethics application /conducted a study/written a small thesis and/or publication.	Completion of “research apprenticeship” Independently conceptualise, plan conduct and report a piece of original research Ability to independently initiated and conduct research	As MN (research) but expectations greater in regard to scope of the study.	100,000 words

Appendix 4 – Sample Title Page

TITLE OF PROJECT/THESIS

Submitted by

Name of the student and degree/s held

A project/thesis submitted in (total or partial)

fulfilment of the requirements for the degree of:

School of Nursing and Midwifery (_____ Campus)
Faculty of Medicine, Nursing and Health Sciences
Monash University

Month _____ Year _____

Appendix 5 – Sample Table of Contents

Table of Contents

1. Introduction
2. Background
3. Literature Review
4. Methodology
5. Results
6. Discussion (and implications)
7. Limitations of the study
8. Conclusion (and recommendations)
9. Reference List
10. Appendices
11. List of Tables
12. List of Figures

Appendix 5a – Table of Contents for Honours Portfolio

1. Literature review (including references)
2. Article 1 (including references)
3. Article 2 (if applicable – including references)

Appendix 6 – Sample Declaration

DECLARATION

This project/thesis/portfolio doesn't contain any material which has been accepted for the award of any other degree or diploma in any university and that, to the best of the candidate's knowledge and belief, the project/thesis contains no material previously published or written by another person except when due reference is made in the text of the project/thesis/portfolio.

Signed: _____

Date: ____/____/____

Ethical approval for this research was granted by the Standing Committee on Ethics in Research Involving Humans (SCERH) from Monash University on (date), Project (number).

Appendix 7 – Statement of Supervisor on Submission of Project/Thesis/Portfolio

MONASH UNIVERSITY
FACULTY OF MEDICINE, NURSING & HEALTH SCIENCES
SCHOOL OF NURSING AND MIDWIFERY

At the time a student submits a project/thesis/portfolio for examination the supervisor is required to certify to the School of Nursing and Midwifery Research Committee that, to the best of the supervisor's knowledge, the work embodied in the project/thesis/portfolio was carried out by the student (except where otherwise acknowledged in the project/thesis/portfolio), and that in the supervisor's opinion, the project/thesis/portfolio is properly presented and is prima facie worthy of examination.

The supervisor is also required to provide a brief summary of approximately 40-50 words dealing with the subject matter and thrust of the project/thesis/portfolio.

Student's name: _____

Project/thesis/portfolio title (To be typed):

This is a [] 24 credit point honours portfolio or a [] 24 credit point Masters project or a [] 36 credit point Masters minor thesis.

Abstract of project/thesis/portfolio attached:

- I hereby certify that to the best of my knowledge, the work embodied in the project/thesis/portfolio is that of the student except where otherwise acknowledged in the project/thesis/portfolio.
- In my opinion the project/thesis/portfolio is properly presented and is prima facie worthy of examination.

Supervisor's Signature: _____

Date: _____/_____/_____

(Please PRINT name): _____

Appendix 8 – Summary of Project/Thesis/Portfolio for the Information of Prospective Examiner

**MONASH UNIVERSITY
FACULTY OF MEDICINE, NURSING & HEALTH SCIENCES
SCHOOL OF NURSING AND MIDWIFERY**

Please type on this form, a summary of your project/thesis/portfolio using not more than 300 words. This summary need not be identical with the abstract to be included in your project/thesis/portfolio. It is required for sending to prospective examiners when they are formally invited to accept appointment.

Your summary may not be glued or taped on this form.

Signatures: _____ (Student) _____ (Supervisor)

Date: ____/____/____

Appendix 9 – Form for Nomination of Project/Thesis/Portfolio Examiners

MONASH UNIVERSITY
FACULTY OF MEDICINE, NURSING & HEALTH SCIENCES
SCHOOL OF NURSING AND MIDWIFERY

Please type or print the information requested below.

SECTION 1: *Candidate's Details*

FAMILY NAME:
GIVEN NAME/S:
STUDENT ID NO:

SECTION 2: Details about nominated examiners

The following persons are recommended as examiners of the candidate's project/thesis/portfolio. Examiner **A** and **B** have been contacted and have informally agreed to act as an examiner.

EXAMINER A	EXAMINER B
Initials & Surname:	Initials & Surname:
Title :	Title:
Qualifications:	Qualifications
Postal address:	Postal address:
Facsimile No: email:	Facsimile No.: email:

EXAMINER C – not to be contacted
Initials & Surname:
Title :
Qualifications:
Postal address:
Facsimile No: email:

* Accurate and complete postal addresses should be provided, in order to avoid project/portfolios/ thesis copies going astray when sent to examiners.

** Facsimile number and email address should also be given where available as this will facilitate communication with our office.

EXAMINER A

Has this examiner previously examined a Monash Honours/Master of Nursing thesis/portfolio/project **YES/NO**

If not, please answer i) and ii) below.

i) Detail previous experience in examining Honours / Masters thesis/portfolio/project:

ii) Reasons for selection (eg. research/academic experience, current involvement in research (if retired), publications record, etc):

EXAMINER B

Has this examiner previously examined a Monash Honours/Master of Nursing thesis/portfolio/project **YES/NO**

If not, answer i) and ii) below.

i) Detail previous experience in examining project/thesis/portfolio and level eg. PhD, Masters, Honours, etc:

ii) Reasons for selection (eg. research/academic experience, current involvement in research (if retired), publications record, etc.):

EXAMINER C – not to be contacted by the supervisor

Has this examiner previously examined a Monash Honours/Master of Nursing thesis/portfolio/project **YES/NO**

If not, answer i) and ii) below.

i) Detail previous experience in examining project/thesis/portfolio and level eg. PhD, Masters, Honours, etc:

ii) Reasons for selection (eg. research/academic experience, current involvement in research (if retired), publications record, etc.):

Can the examiners meet the deadline for completion of report (4 weeks)?

EXAMINER A	EXAMINER B
YES:	YES:
NO: Expected time frame:	NO Expected time frame:

Are there any specified preconditions by examiners for examining the project/thesis/portfolio?

EXAMINER A	EXAMINER B
YES: State the precondition(s)	YES: State the precondition(s)
NO:	NO:

SECTION 3: Approval and Ratification

APPROVED BY CHAIR OF THE SCHOOL OF NURSING AND MIDWIFERY RESEARCH COMMITTEE	RATIFIED BY MEMBER OF THE SCHOOL OF NURSING AND MIDWIFERY RESEARCH COMMITTEE
Name: (Print) Signature	Name: (Print) Signature
Date:	Date:

SECTION 4: Length of research

- Please tick
- 24 credit point, 15,000 word Honours Portfolio or Masters project
 - 36 credit point, 25,000 word Masters minor thesis
 - 96 credit point, 70,000 word Masters major thesis

Appendix 10 – Examination Guidelines

MONASH UNIVERSITY
FACULTY OF MEDICINE, NURSING & HEALTH SCIENCES
SCHOOL OF NURSING AND MIDWIFERY

Examination guidelines

The aim of a project/thesis/portfolio is to demonstrate an understanding of the research process and the chosen methodology. The student must develop an argument logically and present in a clear, cohesive and critical way.

Minor project/thesis (eg: 24 to 36 credit points) should still provide students with an opportunity to demonstrate their understanding of the topic and methodology chosen as stated above even though the size and scope of the research may be limited.

In the Master of Nursing (coursework), Master of Clinical Midwifery, Honours Degree of Bachelor of Nursing/Bachelor Midwifery, the project/thesis/portfolio may be 24 or 36 credit points in size.

This equates to:

24 credit point Masters project/thesis maximum 15,000 words

36 credit point Masters thesis maximum 25,000 words

In the Master of Nursing (Research) the thesis is 96 credit points in size.

This equates to: maximum 70,000 words

In the Honours Degree of the Bachelor of Nursing/Midwifery the 24 credit point portfolio will consist of:

A literature review of 4,000-5,000 words

1 or 2 research articles – a total of 5,000 – 7,000 words – ready for submission to relevant journal(s)

At least one examiner appointed, will be external to the University.

Examination Criteria

Examiners will be asked to assess the project/thesis/portfolio according to the following criteria:

1. How and to what extent the portfolio/project/thesis contributes to the knowledge of the subject with which it deals;
2. The student's ability to critically review the literature;
3. The ability of the student to state their aims clearly, pursue them methodically and to argue clearly and critically; and
4. The ability of the student to present the project/thesis/portfolio to a satisfactory scholarly standard.

Level of Achievement

To assist examiners decide on the mark and grade to be awarded, the following levels of achievement may be used as a guide:

- | | | |
|-----|----------|--|
| H1 | (80%+) | demonstrated research skills at a very high level showing the potential to undertake future doctoral level research |
| H2A | (70-79%) | demonstrated research skills at a high level showing the potential to undertake a masters or doctoral level research with a reasonably high level of supervision |
| H2B | (60-69%) | shows some potential for masters and/or doctoral level research, but should only be attempted if the person is very highly motivated and has additional evidence of having achieved the required level of research skills. |
| HB3 | (50-59%) | may be suitable for a professional master's program but is not likely to reach PhD standard |

Examiners are requested to provide a numerical assessment consistent with the recommended class. In the Honours Degree of the Bachelor of Nursing, this numerical assessment (out of 100) will be used together with the numerical assessments requested in the coursework component of the program in order to calculate the final class of honours awarded.

Appendix 11 – Examiner’s Report

MONASH UNIVERSITY
FACULTY OF MEDICINE, NURSING & HEALTH SCIENCES
SCHOOL OF NURSING AND MIDWIFERY

Examiners report for project/thesis/portfolio

Name of Student: _____

Title of project/portfolio/thesis: _____

This is a [] 24 cp 15,000 word honours/masters project/thesis/portfolio or a [] 36 cp 25,000 word Masters Minor thesis.

Name of Examiner: _____

Signature of Examiner: _____

Do you consent to your report being sent to the other examiner of this project/minor thesis/portfolio? The purpose of this is to assist examiners in the development of project/thesis/portfolio examination skills.

Yes []

No []

Examiners are asked to assess the project/thesis/portfolio according to the following criteria:

- 1 How and to what extent the project/thesis/portfolio contributes to the knowledge of the subject with which it deals;
- 2 The student’s ability to critically review the literature;
- 3 The ability of the student to state their aims clearly, pursue them methodically and to argue clearly and critically; and
- 4 The ability of the student to present the project/thesis/portfolio to a satisfactory scholarly standard. If examiners wish to make any comments which should not be passed on to the student would they please enter them on a separate sheet and indicate their reason for doing so.

After examination of the project/thesis/portfolio, I recommend that: (choose one of the following)

1. The project/thesis/portfolio should be passed.

OR

2. The project/thesis/portfolio requires minor revisions and/or corrections detailed in the comments section of the examiner's report.

After these have been completed to the satisfaction of the School of Nursing and Midwifery the project/thesis/portfolio may be passed.

OR

3. The project/thesis/portfolio requires major revisions and/or corrections detailed in the comments section of the examiner's report.
After these have been completed to the satisfaction of the School of Nursing and Midwifery the project/thesis/portfolio may be passed.

OR

4. The project/thesis/portfolio should not be passed, but the student should be permitted to resubmit it in a revised form, which addresses the major revisions and corrections suggested in the comments section of the examiners report, to the satisfaction of the School of Nursing and Midwifery.

OR

5. The project/thesis/portfolio should not be passed, but the student should be permitted to resubmit in a revised form, which addresses the major revisions and corrections suggested in the comments section of the examiners report, to the satisfaction of the examiners.

OR

6. The project/thesis/portfolio should be failed.

After examination of the project/thesis/portfolio, I recommend that the following mark and grade be awarded:

High Distinction (H1) (80+)

Distinction (H2A) (70–79)

Mark: _____

Credit (H2B) (60–69)

Grade: _____

Pass (H3) (50-59)

Examiners are asked to provide a statement supporting their recommendation. If necessary attach separate pages to elaborate on these comments and to make specific suggestions.

Appendix 12 – Project/Thesis/Portfolio Library Release Authorisation

MONASH UNIVERSITY
FACULTY OF MEDICINE, NURSING & HEALTH SCIENCES

Surname: _____

Other names: _____

Address: _____

_____ Post code: _____

Title of project/thesis/portfolio: _____

1. I **agree/do not agree** that this project/thesis/portfolio may be made available for consultation within the Library.
2. I **agree/do not agree** that this project/thesis/portfolio 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 project/thesis/portfolio.

The Library, when supplying information to the national bibliographic database, often needs to distinguish between two or more authors of similar name. Your help, through providing the following additional details, would be appreciated.

Date of birth: ____/____/____

Other publications: (Title of book, publisher and date of publication)

Student's signature: _____ Date: ____/____/____

School ratification

This is to ascertain that the School has no objection to the student's options regarding access to the Library project/thesis/portfolio copy. If so, please sign below and return the completed form to the Secretary, Research Committee, School of Nursing and Midwifery.

Supervisor's signature: _____ Date: ____/____/____

(Please print name): _____

Appendix 13 – Monash University Authorship Form C



MONASH University

Monash University Authorship Form C

Authorship declaration

School/Centre:

In accordance with the NH&MRC/AVCC Guidelines for Responsible Practices in Research and Problems of Research Misconduct,

I,hereby accept responsibility for all publications listed in the Monash University Research Report for which I am named as author, and I accept overall responsibility for those articles for which I am first-named author.

I hereby certify that:

1. All authors of the works referred to above meet the criteria for authorship in that they have participated in the conception, execution, or interpretation, of at least that part of the publication in their field of expertise;
2. They take public responsibility for their part of the publication, except for the Responsible Author who accepts overall responsibility for the publication;
3. There are no other authors of the publication according to these criteria;
4. The original data is stored at the following location(s) and will be held for at least five years from the date indicated below; and

Location 1:

Location 2:

N.B. Location must be institutional in nature, and should be indicated here as a School, Centre, or Institute, with specific campus identification where relevant.

5. Potential conflicts of interest have been disclosed to (a) granting bodies, (b) editor or publisher of journal or other publications, and (c) the Head of School or Director of Centre.

Name:

Signature: Date:/...../.....

N.B. If one or more co-authors are unavailable or otherwise unable to sign, Head of School, or Director of Centre may sign the form, noting the reason.

Appendix 14 – Moses Role Perception Rating Scale (RPRS) (2001)

Moses Role Perception Rating Scale (RPRS) (2001)

Role Perception Rating Scale (RPRS)

Read each pair of statements listed on this sheet. You may not agree fully with either of the statements. Therefore, please estimate your position and mark it on the scale. For example, if you believe very strongly that supervisors should select the research topic you'd circle (1) on scale 1.

Topic/course of study	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	
1. It is the supervisor's responsibility to select a promising topic	1	2	3	4	5	It is the student's responsibility to select a promising topic
2. In the end, it is up to the supervisor to decide which theoretical frame of reference is most appropriate	1	2	3	4	5	Students have a right to choose their own theoretical standpoint even if it conflicts with the supervisor's
3. The supervisor should direct the student in the development of an appropriate programme of research and study	1	2	3	4	5	The supervisor should act mainly as a sounding board for the student's ideas and give advice
Contact/Involvement						
4. Staff-student relationships are purely professional and personal matters should not intrude	1	2	3	4	5	Close personal relationships are essential for successful supervision
5. The supervisor should initiate frequent meetings with the student	1	2	3	4	5	It is up to the student to decide when s/he wants meetings with the supervisor
6. The supervisor should know at all times at which problems the student is working	1	2	3	4	5	Students should have the opportunity to find their own way without having to account for how they spend their time
7. The supervisor should terminate supervision if s/he thinks the project is beyond the student	1	2	3	4	5	The supervisor should support the student right through until the thesis has been submitted, regardless of his/her opinion of the work
The Thesis						
8. The supervisor should ensure that the thesis is finished not much later than the minimum period	1	2	3	4	5	As long as the student works steadily s/he can take as long as s/he needs to finish the work
9. The supervisor has direct responsibility for the standard of the thesis	1	2	3	4	5	The supervisor advises only and leaves all decisions concerning content, format and standards to the student
10. The supervisor should insist on seeing drafts of every section of the thesis in order to review them	1	2	3	4	5	It is up to the student to ask for constructive criticism from the supervisor
11. The supervisor should assist in the actual writing of the thesis if the student has difficulties	1	2	3	4	5	The supervisor should be very wary of contributing too much to the thesis

Moses, I. (1981). Postgraduate study: Supervisors, supervision and information for students. Queensland: University of Queensland, Tertiary Education Institute.

Appendix 15 – Honours, Masters and PhD Student Application for Research Funds

MONASH UNIVERSITY
FACULTY OF MEDICINE, NURSING & HEALTH SCIENCES
SCHOOL OF NURSING AND MIDWIFERY

Honours, Masters and PhD Student Application for Research Funds

1. a. **Name of applicant** _____
(Family name first in block letters)
Student ID No. _____
- b. **Address of Applicant**

- c. **Contact Numbers:** (BH) _____ (AH) _____
2. **Total sum requested** \$ _____ (Up to **\$1,000** available for Honours, **\$1,200** available for Masters and up to **\$1,500** available for PhD)
3. **Status of enrolment**
Full-time [] Part-time []
Specify Degree enrolled for _____ (A supporting statement from your supervisor must be included (see page 4))
4. **Nature of Research**
Title of research

5. **Names of Co-researchers if joint research**

6. **Current Stage of development** New [] Continuing []
(if continuing research give details of current stage of investigations)

7. **Estimated date for completion of research** _____

8. **Previous funding for this research**
 from all sources, (specify) School \$ _____
 Other Funding \$ _____

9. **Anticipated research outcomes**
 What do you see as the major educational outcomes of this research?

10. **Ethical Aspects**
(please circle)

Does your research involve gathering of information from human subjects? Yes No

Have you sought ethical approval from the SCERH (Attach details)? Yes No

Have you sought ethical approval from any other Ethics Committee? (Attach details) Yes No

11. **Final Report**
In what form will the findings or outcomes of your research be disseminated?

Are there any particular people or groups whose attention should be drawn to your study and/or its outcomes? What actions will you take in this respect?

DETAILED COSTING OF APPLICATION

In light of your previous comments, try to give a realistic estimate of the major items of expenditure likely to be involved in your planned research under the sub-headings provided.

Item	\$	Explanation of expenditure estimates
Consumable- Postage, phone, fax, printing Materials- stationery, tapes, tests (specify)		
Equipment- computer software, other equipment (specify)		

Services (include on-costs): payment of subjects/units, data entry, data processing, translation, transcription.		
Travel, state/Australia/overseas data gathering, conference attendance, accommodation		
Other(please specify)		

Please provide a brief description of the research including details of research procedures to be followed.

Signature of applicant

_____/_____/_____
Date

Supervisor's statement (confidential)

Comment upon the current state of candidature, the progress of the candidate, and the practical worth of this application with respect to the candidate's completion of his/her research.

Name of Supervisor (Print)

Signature of supervisor

_____/_____/_____
Date

(The supervisor should forward the research to the School Research Committee).

The School Research Committee has developed a set of guidelines, which are summarised below. Numbers in parenthesis refer to notes following the Table B.

Table A

CATEGORY	ITEM	Availability
Consumable	Postage(3) Telephone/Fax	Yes
	Photocopying & printing (4)	Yes
	Consumable materials (tests, stationery, tapes etc)	Yes
Equipment	Computer software	Yes
	Other equipment (5)(6)	Yes
Services (must include on-costs)	Payment of subjects	Yes
	Data entry	Yes
	Data Processing	Yes
	Language translation	Yes
	Transcription	Yes
Travel	Data gathering within Victoria (7)	Yes
	Data gathering within Australia	Yes
	Data gathering overseas	Yes
	Conference attendance (9)	Yes
Publication	Journal article (10)	Yes

Table B

Funding Guidelines

1. Availability may vary from time to time. The School may not always have enough funds available to cover this funding.
2. Eligible students are those enrolled for the research component of the Honours, Masters or PhD degree. An application for funds requires endorsement by the student's supervisor.
3. The Research Committee will consider funding "reply paid mail" facilities for research when required. Funds will not be provided for self-addressed envelopes.
4. Amounts of photocopying above that are normally available through the School's Resources must be applied for through the Committee. Printing rather than photocopying is encouraged for large volumes.
5. Equipment applications should take note of existing School based equipment.
6. Equipment remains the property of the School and is available to the applicant for the duration of the grant. Equipment usually remains on campus.
7. Maximum allowable for Victorian travel is \$250 per research.
8. Travel assistance may be given to students presenting papers at conferences.
9. Funding may be provided to subsidise articles in periodicals, which require part of the production costs to be borne by the author. However the University Publications Committee should initially be considered as a source of funds for such an item.
10. Mechanism for getting monies requires original tax invoice receipts.
11. No funds can be made available until ethical approval has been obtained.

Appendix 15 – Authorship declaration for research articles written for Honours portfolio

Monash University

Declaration for Article(s)

Declaration by candidate

In the case of the article entitled the nature and extent of my contribution to the work was the following:

Nature of contribution	Extent of contribution (%)

The following co-authors contributed to the work.

Name	Nature of contribution	Extent of contribution (%)
[name 1]		
[name 2]		
[name 3] *		

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

Declaration by co-authors

The undersigned hereby certify that:

- (1) the above declaration correctly reflects the nature and extent of the candidate's contribution to this work, and the nature of the contribution of each of the co-authors.
- (2) they meet the criteria for authorship in that they have participated in the conception, execution, or interpretation, of at least that part of the publication in their field of expertise;
- (3) they take public responsibility for their part of the publication, except for the responsible author who accepts overall responsibility for the publication;
- (4) there are no other authors of the publication according to these criteria;
- (5) potential conflicts of interest have been disclosed to (a) granting bodies, (b) the editor or publisher of journals or other publications, and (c) the head of the responsible academic unit; and
- (6) the original data are stored at the following location(s) and will be held for at least five years from the date indicated below:

Location(s)	
-------------	--

[Please note that the location(s) must be institutional in nature, and should be indicated here as a department, centre or institute, with specific campus identification where relevant.]

Signature 1		Date
Signature 2		
Signature 3		

[* Please insert additional rows if there is insufficient space.]

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Web page and email

For further information please contact Monash University on either of the following:

Web page www.med.monash.edu.au/nursing

Email nursing.pg@med.monash.edu.au