

**School of Government**

**MMPM 554 / MAPP 575 / STRA 526**

**DISSERTATION**

**(60 Points)**

**Trimester F 2007**

**COURSE OUTLINE**

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**Contact Details**

Course Co-ordinator:

**Dr Amanda Wolf**

Room RH 811, Level 8, Rutherford House, Pipitea Campus

Telephone: (04) 463-5712

Fax: (04) 463-5454

Email: [amanda.wolf@vuw.ac.nz](mailto:amanda.wolf@vuw.ac.nz)

Amanda is responsible for ensuring that you get general advice and support on academic matters up to the point at which you are underway with an approved supervisor. She is also responsible for other matters associated with the Part 3 options, including trouble-shooting supervisory problems, and ensuring consistent and accurate assessment.

For specific inquiries of an administrative nature, please contact:

**Raewyn Baigent**, Senior Programme Co-ordinator

[raewyn.baigent@vuw.ac.nz](mailto:raewyn.baigent@vuw.ac.nz) (04) 463-5453

**Darren Morgan**, Masters Administrator

[darren.morgan@vuw.ac.nz](mailto:darren.morgan@vuw.ac.nz) (04) 463-5458

Raewyn and Darren look after your enrolment and fees, notify workshops, provide support materials and track your progress.

For Human Ethics Committee matters, please contact:

**Antong Victorio**, HEC representative

[antong.victorio@vuw.ac.nz](mailto:antong.victorio@vuw.ac.nz) (04) 463-5709

Antong is delegated by the Head of School to ensure that HEC standards are met, and to check all applications to the HEC from School staff and students.

## **Course Objectives**

By the end of this course, you should have:

- Demonstrated the ability, at a high academic standard, to design and conduct an investigation that contributes to public sector understanding
- Developed an in-depth understanding of a body of theoretical or conceptual material and/or its applicability in a public sector arena
- Acquired skills in the fresh and critical examination of public sector issues
- Become well-informed in the subject area(s) investigated for the paper.

## **Course Content**

This course is an independent research course.

## **Readings**

There are no specified readings.

Please refer to a separate booklet, *Part 3 Project, Essay, Dissertation: Information for Participants 2007*, available from Darren Morgan, which supplements this course outline.

## **Mandatory Course Requirements**

A formally approved proposal is required.

## **Learning Commitment**

As this is an individual course of study, and courses vary between students, it is not possible to indicate the amount of time you can expect each part to take. However, as a rough overall guide, the University considers that a 120-point Masters thesis is a full-time, full-year course of study. Thus, your 60-point dissertation is about 1/2 of a full-time year of study.

## **Communication of Additional Information**

Any additional information will be communicated by email.

## **Assessment Requirements**

### **OVERVIEW**

Your grade is based on a final dissertation. However, there are three additional requirements, which are summarised and explained in detail below.

<b>Requirements</b>	<b>Trimester 1 Enrolments Due Dates</b>	<b>Trimester 2 Enrolments Due Dates</b>	<b>Trimester 3 Enrolments Due Dates</b>
1. One-paragraph description of the intended topic	2 March 2007 **	13 July 2007 **	23 November 2007 **
2. Draft proposal for the dissertation, approx 1,000-1,250 words	14 May 2007	10 September 2007	11 January 2008
3. Final proposal, approx 1,000-1,250 words	11 June 2007	8 October 2007	8 February 2008
4. Final dissertation, 30,000-40,000 words	15 February 2008	16 June 2008	17 October 2008

\*\* Note that the final date for withdrawal with refund from this course is 9 March 2007 (trimester 1) / 20 July 2007 (trimester 2) / 30 November 2007 (trimester 3). If you do not provide a satisfactory topic description, you will be advised to withdraw and re-enrol in a later trimester.

YOU SHOULD AIM TO SUBMIT A PENULTIMATE DRAFT TO YOUR SUPERVISOR BY 25 JANUARY 2008 (trimester 1) / 26 MAY 2008 (trimester 2) / 26 SEPTEMBER 2008 (trimester 3) AT THE LATEST.

## **PENALTIES**

Five marks will be deducted from the final grade for late submission of the final proposal, or if a final proposal submitted by the due date is not of an approvable standard.

Five marks will be deducted for each week the dissertation is late, up to a maximum period of 4 weeks, after which the student will be awarded an E, and will need to re-enrol in the course to complete.

## **ASSESSMENT DETAILS: One-Paragraph Description of the intended topic.**

Set out in one paragraph the topic you intend to develop into your dissertation. The purposes of this paragraph are:

1. to ensure you make a timely start with proposal development
2. to assist the course convenor to identify likely supervisors for all research projects getting underway at the same time, and to achieve the best possible allocation of supervisors
3. to identify possible linkages between your research interests and that of other students and researchers in the School of Government, in order to explore possibilities for beneficial clustering of research activities.

Your paragraph should identify what “corner of the world” you are in. This corner may be substantive (child health, tax policy) or functional (consultation, decision-making). Next, you should raise a curious or puzzling feature for focused examination in that corner of the world. Third, if possible, you should convey the question(s) your research will address. The

paragraph should be about 3 or 4 sentences (a fuller version of this paragraph will become the “issue statement” in your proposal).

Please email to [amanda.wolf@vuw.ac.nz](mailto:amanda.wolf@vuw.ac.nz) by 5.00pm on the due date.

### **ASSESSMENT DETAILS: Draft Proposal and Final Proposal.**

NOTE: The above dates are the latest possible dates. Earlier submission is encouraged.

The proposal is a mandatory requirement. An acceptable proposal is needed for you to be formally allocated a supervisor and for you to proceed with the proposed research. Feedback on at least one draft of the proposal is almost always needed in order for the final proposal to be accepted.

Your proposal, which should be approximately 1,000-1,250 words, should include the following:

1. A title
2. An issue statement
3. A brief summary of the background, merit, and methodology of the proposed research
4. A section-by-section outline of the proposed research, detailing the research focus, conceptual framework, and empirical focus
5. Particular conditions
6. A statement indicating if HEC approval will be required
7. An indicative bibliography

### **Proposal Details**

#### The Title

Titles should be short and descriptive. Remember that title key words help others find your work in bibliographic searches. Journals are good sources of ideas on titles. Here are four from a recent issue of the *Journal of Policy Analysis and Management*:

- Determinants of Initial Entry onto Welfare by Young Women
- The Environmental Impact of Suburbanisation
- Values, Conflict, and Trust in Participatory Environmental Planning
- Policy Analysis in the Presence of Distorting Taxes

#### The Issue Statement

The issue statement should achieve four things. First, let the reader know what “corner of the world” you are in. This corner may be substantive (child health, tax policy) or functional (consultation, decision-making). Next, you should raise a feature for focused examination in that corner of the world. Third, you should convey the question(s) your research will address. Finally, you should convey the nature of the answer you will provide. The issue statement should be about 4 or 5 sentences.

## Summary

The summary also has three parts: the objective(s) of the research, the value expected from the results and an indication of the methodology to be used. This section can vary from one paragraph to about three or four, but should probably not exceed 150 words.

The purposes of the summary are to allow the reader to assess:

- The feasibility of the research;
- The coherence of the overall design and
- The academic merit of the proposed work.

In reaching this assessment, the reader will look at how well the indicated methodology matches the study objectives (will the methodology provide the desired type of answer?). The reader will judge feasibility mainly by looking at the stated objectives, but also by looking at the implied time and resources required for the indicated methodology. Academic merit will be established through scrutiny of all three components.

## A Note on Methodology

A perennial weakness with proposals is inadequate attention to *methodology*. In general terms, a research methodology develops the strategy with which you will test/explore the relationships among concepts in your particular study and explains how you will measure your concepts and how you will know that you have measured what you say you are measuring.

Attention must be paid to methodology in two important respects:

- What information are you going to use and how are you going to get it?
- How are you going to construct your argument? That is, how are you going to “marry” theory and evidence in a way that allows the reader to follow you and be able to judge for themselves the judgements or conclusions you have reached? It may help to think of making an argument - imagine that you must convince a boss to let you do a study. How will you go about putting together a chain of evidence and reasoning which will stand up to close scrutiny?

## Section-by-section Outline

In this section, you will describe what each section of your dissertation will contain. As appropriate you will indicate the information you are going to draw on and how that information will be collected and interpreted. This section will be about two pages long.

As a general rule, most dissertations will have six chapters. However, depending on your topic or methodology, you may have anywhere from five to about nine. For instance, you may divide any of chapters 2 to 5 below into two parts. You may need to have a stand-alone chapter on methodology if your methodology is difficult or unusual. The suggested chapters are given below, with commentary on what should be in the proposal.

### *1. Introduction*

This section will typically lay out the issue and provide a reader’s guide to the paper. It is usually helpful to provide some context for the research, which serves to raise the reader’s interest and justify the study. You need not say much in the proposal.

2. *Background*

This section will provide the reader with key facts about the area of empirical investigation. It could include a summary of legislation, a brief history, a description of the state of the relevant world. If your work is comparative, you may describe aspects of the comparators here. Your proposal should indicate the content and general sources/approaches you will use.

3. *Conceptual frame*

Concepts, theories or ideas (or whatever word you prefer) provide the framework and terms for assessing your evidence. In this section, you select, summarise and justify concepts. In your proposal, you need to identify your concepts or the way in which you are going to come up with them (for instance by drawing on several different strands in the literature, or synthesising several frameworks used in other jurisdictions).

4. *Empirical focus*

In this section, you will present the results of your research. To the extent possible, you should present these results first and then (in the next chapter) tell the reader what to make of them. However, this is not a hard and fast rule. For instance, if some of your evidence is collected with a survey, you might present the statistically significant results here. However, for the most part, you should write up what information you collected, organised in some sensible way. Your proposal, therefore, needs to explain what evidence you will collect, or use, and how.

5. *Analysis and interpretation*

In this section, you interpret your evidence in light of your conceptual frame. Your proposal needs to make clear how you will analyse and interpret the evidence.

6. *Conclusions/Implications*

This final section reports your conclusion and recommendations (if any). In the proposal, you should re-iterate from your issue statement the *nature* of these conclusions. This does not mean that you will state your actual conclusions. In other words, NOT “this research will show that government should stick with the status quo”, but rather, “this research will recommend that government either stick with the status quo or do X.”

What you say here will be used to help judge the merits of the proposed research, but also serve to check that you are not overpromising.

Particular Conditions

Note any particular conditions that apply, including arrangements with a third-party mentor. A third-party mentor may be a workplace supervisor, another public sector employee, or a member of the School’s academic or research staff (other than your supervisor). If your research has workplace implications (e.g. controversy, conflicts of interests, political sensitivities), discuss how you plan to deal with these.

HEC Statement

State whether HEC approval will be required.

If your research will involve getting information from people, you may find that working through the Human Ethics Committee application at the same time as you write your proposal

will make both processes easier. Remember that HEC approval must be secured before you embark on research involving people.

### HEC Process

(Note that you do not actually begin this process until after your proposal is approved as you must develop your application with your supervisor)

Pipitea HEC guidelines and application form are **only** available at [www.vuw.ac.nz/fca/research/committees.aspx#pipiteahec](http://www.vuw.ac.nz/fca/research/committees.aspx#pipiteahec)

Full HEC requirements are at [www.vuw.ac.nz/home/research/overview.html#hec](http://www.vuw.ac.nz/home/research/overview.html#hec) this link is to be used **only** to refer to the Victoria University Policy - **NOT** to download the application form.

If approval is needed, you will need to draft an application, with advice from your supervisor.

Forward draft applications electronically to Antong Victorio ([antong.victorio@vuw.ac.nz](mailto:antong.victorio@vuw.ac.nz)). Please use a subject heading in the format: HEC SoG Application your name. Antong, with authority delegated by the Head of School, checks the application and, if amendments are required, notifies the applicant and supervisor.

Corrected applications are forwarded electronically by Antong in one rtf file to the FCA HEC secretary, Maggie Teleki-Rainey. When HEC notice of approval is received, you must forward a signed hard copy to the FCA HEC secretary. Student research requires three signatures, the student's, the supervisor's, and the Head of School's, (or delegate, Antong Victorio). When an approved signed copy is sent in, the approved research may begin.

### Indicative Bibliography

The last required part of the proposal is an indicative bibliography, which will probably contain at least 10 items. The bibliography will show that you have undertaken sufficient preliminary investigation to have identified the key sources of facts, concepts, methodology, comparisons or whatever else is relevant for your study. As you compile the bibliography – which should be presented in correct format – check that you have at least one reference for each type of published information that you have described.

When submitting your proposal, use the following standard conventions:

### Front page

Include a front page with the following details (centred):

- Course code and name
- Assessment item descriptor (e.g. draft or final proposal)
- Due date (and date submitted, if different)
- Name of candidate
- Candidate Student ID number

Please email your proposal in an attachment to [amanda.wolf@vuw.ac.nz](mailto:amanda.wolf@vuw.ac.nz).

## **Approval**

Approval of dissertation proposals is a collective responsibility of the School. While Bill Ryan and Amanda Wolf have distinct responsibilities regarding programmes and research, each six months a group of staff is designated as a Research Committee. The Research Committee may make one of three recommendations:

1. Approve, with the student and supervisor invited to consider the Research Committee comments
2. Conditionally approve, with the student to address issues or make changes as indicated by the Research Committee, to the satisfaction of the supervisor before proceeding to undertake further work
3. Not approve. This option requires the student to submit a new proposal, taking into account the comments of the Research Committee, and incurs a penalty (see section on penalties below)

Comments and suggestions on the research are referred to the student and supervisor for their further consideration. This approval process is used in order to ensure that you pursue research that meets programme standards and to ensure that your proposal gets careful scrutiny from a range of perspectives/disciplines. This process also ensures that the best possible student-supervisor arrangements are made (supervisors are assigned on the basis of knowledge of the topic and workload balances, including leaves of absence. Because we do not restrict the topics you may choose to study, and because staff are broadly trained and experienced, occasionally supervisors will be matched to a topic which is not among their main interests or areas of expertise).

### **ASSESSMENT DETAILS: Final Dissertation.**

The final report, of 30,000 to 40,000 words, is worth 100% of your grade for this course. It should be completed in accordance with your approved proposal and with the advice of your supervisor.

The course co-ordinator will contact you and your supervisor about two months before the deadline in order to check that you are making satisfactory progress.

No major changes can be made to an approved proposal without speaking to Amanda Wolf. However, it is recognized that as information becomes available during the research process, the original proposal may need to be modified. Modest modifications can usually be approved by your supervisor.

### **Format and Procedures for Submission of the Research Essay**

#### **Abstract**

Include an abstract of no more than 200 words, written for a wide audience without specialized knowledge. Avoid acronyms. State the research issue, the conceptual framework or theory and empirical content used, and indicate the main conclusions. The abstract should follow the title page, and precede other front matter.



### Other front matters

In addition to a required Table of Contents, you may wish to provide acknowledgements, and lists of tables and figures.

### Style of Presentation

The dissertation is a piece of academic writing and so differs from the formats used in government reports. The ideas and information presented in the dissertation should be understandable to a wide audience and prior detailed knowledge of institutional arrangements or terminology specific to a particular discipline should not be presumed.

Be sure to:

- Appropriately document reference material, using a consistent style of your choice
- Provide a full bibliography
- Devise a consistent system of headings
- Use 1 ½ line spacing
- Print single sided

### Submission

Submit one clean copy to Raewyn Baigent by the due date. Raewyn will forward a copy to your supervisor and a second examiner for assessment. The second examiner may be someone from another university or institution or may be from Victoria University. The second examiner must not have had any direct involvement in the supervision of the work.

After the paper has been assessed, you will need to supply a corrected copy (as needed, see Library copies below).

Include a title page, with title, your FULL name, degree and date. Special covers and binding instructions are available from Raewyn Baigent.

### Library Copies

Dissertations are lodged in the VUW library after completion, and are therefore available to all browsers and borrowers. Obviously, it is everyone's interest that these copies be error-free to have the best possible copies available to the public. If you provide your penultimate draft to your supervisor at least one month before the due date, you will have plenty of time to correct any errors of fact, referencing, etc, noted by your supervisor, as well as plenty of time to thoroughly proofread your final version. If your final version nevertheless contains numerous typos or related errors, you will be required to supply corrected copies. In addition, errors in the final version can affect your grade. As a courtesy, you might ask your supervisor if they would like a final copy for their own bookshelves. The library will, on request, seek permission from the Head of School to photocopy your entire work to meet a request of a person not able to visit the library.

**IF YOU DO NOT WISH THE HEAD OF SCHOOL TO APPROVE SUCH REQUESTS, YOU MUST MAKE THIS KNOWN WHEN YOU SUBMIT YOUR PAPER.**

### Assessment

Assessment of post-graduate research is not a formulaic process. There is no "right" or "wrong". The professional judgement of the examiner plays a significant role. Because students have a right to know the assessment considerations, a number of points are given

below. In general, one may assume that a “passing” competence must be demonstrated on *each* point. That is, a brilliant insight in a conclusion cannot be used to cancel shocking grammar, spelling, and documentation of sources. It is also assumed in what follows that the student prepared and kept to an approved research design (which means that many assessment criteria for the research design carry through to the finished project). The main criteria are:

- Completion of intended objectives (as set out in the research proposal, or as modified with approval)
- Coverage of theory
- Depth of understanding and analysis
- Adequate and proper use of resources
- Logical coherence of arguments
- Structure and expression
- Technical aspects of production
- Difficulty and originality
- Recommendations and conclusions follow from theory and analysis of issue
- Adherence to acceptable research methods.

## **Faculty of Commerce and Administration Offices**

### Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty’s Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours, call the Student and Academic Services Office on (04) 463 5376.

### Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA 005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours, call the Student and Academic Services Office on (04) 463 5376.

## **General University Policies and Statutes**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied. See the Victoria University Calendar available in hard copy or under ‘About Victoria’ on the VUW home page at [www.vuw.ac.nz](http://www.vuw.ac.nz).

## **Student and Staff Conduct**

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at [www.vuw.ac.nz/policy/studentconduct](http://www.vuw.ac.nz/policy/studentconduct). The Policy on Staff Conduct can be found on the VUW website at [www.vuw.ac.nz/policy/staffconduct](http://www.vuw.ac.nz/policy/staffconduct).

## **Academic Grievances**

If you have any academic problems with your course, you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean. VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website at [www.vuw.ac.nz/policy/academicgrievances](http://www.vuw.ac.nz/policy/academicgrievances).

## **Academic Integrity and Plagiarism**

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

*The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other student or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

*Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.*

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

- An oral or written warning
- Cancellation of your mark for an assessment or a fail grade for the course
- Suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website at [www.vuw.ac.nz/home/studying/plagiarism.html](http://www.vuw.ac.nz/home/studying/plagiarism.html).

## **Notice of Turnitin Use**

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine Turnitin ([www.turnitin.com](http://www.turnitin.com)). Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. At the discretion of the Head of School, handwritten work may be copy typed by the School and subject to checking by Turnitin. You are strongly advised to check with your tutor or the Course Coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

## **Students with Impairments**

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building (telephone (04) 463 6070, email [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz)). The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

## **Student Support**

Staff at Victoria want students to have positive learning experiences at the University. Each Faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz)) is available to provide a variety of support and services. Find out more at [www.vuw.ac.nz/st\\_services/](http://www.vuw.ac.nz/st_services/).

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and Faculty delegates. The Education Office (telephone (04) 463 6983 or (04) 463 6984, email [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz)) is located on the ground floor, Student Union Building.

## **Manaaki Pihipihinga Programme**

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email [manaaki-pihipihinga-programme@vuw.ac.nz](mailto:manaaki-pihipihinga-programme@vuw.ac.nz) or telephone (04) 463 5233 extension 8977. To contact the Pacific Support Coordinator, email [pacific-support-coord@vuw.ac.nz](mailto:pacific-support-coord@vuw.ac.nz) or telephone (04) 463 5842.