

Assessment Requirements

The assessment is 100% for the final submitted project and presentation.

Types of Research Projects Acceptable

A variety of different types of research projects are encouraged, subject to the availability of a supervisor. Examples include:

1. Empirical work within a particular research paradigm (e.g. content analysis of annual reports).
2. Theoretical work within a particular research paradigm (e.g. development of a key concept).
3. An in-depth review of the research literature on a particular topic (e.g. balanced scorecard).
4. An historical study on a particular topic (e.g. development of a specific accounting standard).
5. A critical comparison of different research approaches to a particular topic. E.g. TBLR, corporate governance, environmental accounting, business ethics. “Differences” explored might include differences in theories used, research methods and/or social/political philosophies.
6. Exploration of a public policy issue e.g. reviewing relevant conceptual and empirical literature and making policy recommendations.

In all cases you should demonstrate an understanding of how the methods you are using or ideas/concepts you are developing “fit” within the framework of research approaches introduced in ACCY 401 and/or ACCY 421.

General Guidelines

1. Students are responsible in the first instance for selecting a topic and approaching potential supervisors. Once agreement between a student and staff member is reached, the co-ordinator will be advised by the staff member. Should a student experience difficulty with selecting a topic and/or finding an appropriate supervisor they should advise the co-ordinator as soon as possible but certainly before the 13th July.
2. Word limit 15,000. This is a guideline only. Some types of work may be shorter or longer than this. Your supervisor will advise you on the appropriate length of your project.
3. Each student is required to adhere strictly to deadlines set. Extensions will only be granted in extenuating circumstances and can only be approved by the co-ordinator. Students must not request extensions from their supervisor.

DUE DATES

- Agreement reached on supervisor and topic area July 12
 - One page description of the project as agreed with the supervisor July 19
 - A first draft approximately 30% complete Sept 6
 - A second draft – a good draft with the project essentially complete Oct 11
 - Final version submitted for assessment Oct 31
4. Assessment. During the course of the trimester, supervisors will be in a position to provide some guidance in this area.
 5. Your supervisor will provide academic advice only. They will not edit your writing.
 6. Your supervisor will read and provide comments on your two drafts. Individual supervisors may request other written work as you proceed.
 7. You should expect to meet regularly with your supervisor, ie. at least once a fortnight. You should expect these meetings to average approximately one half hour a week (i.e. fortnightly meetings would last approximately one hour). Individual supervisors may request you to attend meetings more often if they deem it necessary.

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 (EA005) 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.

Notice of Turnitin Use

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<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.

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 or go to www.vuw.ac.nz/policy.

For information on the following topics, go to the Faculty's website www.vuw.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Academic Integrity and Plagiarism
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

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 or phone (04) 463 5233 ext. 8977. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.