

***Graduate School of Nursing, Midwifery & Health  
Course Outline***

# **NURS/MIDW 592**

**Master of Nursing  
Master of Midwifery**

**Course Co-ordinator:  
Dr Joan Skinner**

### IMPORTANT NOTICE

The Graduate School of Nursing, Midwifery & Health at Victoria University of Wellington, uses all reasonable skill and care in an effort to ensure the information and course content information contained in this outline is accurate at the time of going to print.

Students should be aware, however, that in the event course timetables and venues need to be changed, all attempts will be made to notify the students.

Produced by the Graduate School of Nursing, Midwifery & Health,  
81 Fairlie Terrace, Kelburn, Wellington 6021.

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# **STAFF TEACHING IN THIS COURSE**

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## **COURSE CO-ORDINATOR**

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## **STUDENT ADMINISTRATOR**

Abbey McDonald

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# CONTACT DETAILS

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## POSTAL ADDRESS

Graduate School of Nursing, Midwifery & Health  
Victoria University of Wellington  
P O Box 600  
Wellington 6140

## PHYSICAL ADDRESS

The Fieldhouse Centre  
Victoria University of Wellington  
81 & 83 Fairlie Terrace  
Kelburn  
Wellington 6021

Phone: (04) 463-5363 or  
0800 108-005 Freephone Graduate School Administration

Fax: (04) 463-5442

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

Web site: <http://www.victoria.ac.nz/nmh>

Office Hours: Monday to Friday 8.30am to 5.00pm

## GRADUATE SCHOOL DATES

The Graduate School office will be open on Wednesday 5 January 2009 and close on Tuesday 22 December 2009.

In keeping with the practice of other years, academic staff will not be available on Fridays, except for the times they are involved in Schools.

# **COURSE DESCRIPTION**

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The Master of Nursing or Master of Midwifery provides opportunities to pursue a research topic in considerable theoretical and practical depth. Projects commonly take the form of philosophical, historical or field studies. The report of the project is normally presented for examination in the form of a thesis. Scholarly work is carried out under the care and guidance of a supervisor (who normally will be a member of academic staff of the Graduate School of Nursing, Midwifery & Health). The thesis work will make a substantive scholarly (not necessarily original) contribution to either the discipline of nursing or midwifery. The thesis constitutes the full requirement for the MNurs or MMidw.

The MNurs/MMidw constitutes 120 points in thesis work.

Generally, our students undertake this course part-time over 2-3 years. Course enrolment is over a calendar year and enrolment may occur at any time during the year.

For part-time study, a 120 point thesis enrolment must be no less than 18 months and no more than 3 calendar years from the original enrolment.

For full-time study, a 120 point thesis enrolment must be no less than 9 months, and no more than 2 calendar years from the original enrolment.

Suspensions of candidature may be approved during this time.

The Faculty of Humanities and Social Sciences (FHSS) Guidelines for Masters Students contains details of the regulations, general expectations and practical advice for research students. This course outline should be read in conjunction with the Guidelines which can be found on the FHSS website at:

<http://www.victoria.ac.nz/fhss/degrees/docs/masters-guidelines-07.pdf>

Please read these Guidelines carefully and if necessary, discuss aspects with your supervisor for clarification.

# **COURSE AIMS**

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The aim of this course is to support students to develop an important academic/research project, implement it and evaluate the scientific/scholarly contribution which the project makes to the discipline of nursing or midwifery.

# **COURSE OBJECTIVES**

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Participants in this course will be encouraged to:

- make a scientific/scholarly contribution to the discipline of nursing or midwifery by developing, implementing and evaluating a small academic/research project,
- develop their ability to apply a chosen paradigm, perspective or methodology to a specific research topic, problem or hypothesis,
- conceive, describe and substantiate a way of undertaking scholarly/ research inquiry into a chosen topic, issue, problem or hypothesis,
- develop under supervision their skills as researchers,
- become familiar with the requirements for the preparation and presentation of a research report in the form of a thesis,
- develop insights into and an appreciation of the research process,
- participate in and contribute to a nominated research community,
- develop insights into the practicalities of a range of research practices and realities, and
- develop skills in peer support during the research process.

# **RECOMMENDED READING/TEXT**

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For this course you will find it helpful to read a range of textbooks and theses. Previous students in this course report that they found it helpful to explore various texts which either demonstrate or are about writing skills. These texts range from very formal approaches to academic writing through to more creative prose and novels. Texts which concern the processes of research may contribute substantive and practical advice. We encourage you to explore the thesis collection of this and other universities, to gain a sense of appreciation of some of the more general ways of approaching a thesis as well as some sense of the creative diversity which this kind of scholarship offers students of a discipline.

# **RESEARCH GRANTS & SCHOLARSHIPS**

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Research is expensive and regardless of research design you should generate a budget for your MNurs or MMidw project. Your supervisor will help you work through the central aspects of this in relation to your actual project.

Many sources of research support or research funding are available to Master's students, and you should explore options available to you. Many of our students negotiate or receive small study grants, awards or scholarships from their employers towards their research (e.g. course fees, course and research travel and other research costs). Other groups such as professional bodies and clinical groups often advertise grants, scholarships, and awards for which you may be able to apply. Please discuss correct processes with your supervisor before making any application.

The FHSS Research Committee also accepts applications for small research grants from Master's research students. These competitive and merit-based grants are limited to \$250 for research related costs. See your supervisor for details.

The Research Fellow and Postgraduate Student Policy for research grants can be found on the FHSS website at: <http://www.vuw.ac.nz/fhss/research/committees>

More information can be found on the VUW Scholarships website at:  
[http://www.vuw.ac.nz/home/studying/scholarships\\_prizes.html](http://www.vuw.ac.nz/home/studying/scholarships_prizes.html)

Any support you receive should be acknowledged in your thesis.

# RESEARCH TUITION & SCHOOLS

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## Supervision

A key form of 'tuition' in the MNurs/MMidw is provided by the process of supervision. All students enrolled in the MNurs/MMidw have a primary supervisor with whom they work as they engage in their processes of inquiry. The work of the primary supervisor is supported by a second supervisor, who provides additional expertise and advice throughout the candidature. Sometimes the primary and second supervisors work together with more of a job share arrangement, this is called co-supervision. Students and supervisors discuss and agree on their ways of working with each other and on a general timetable for work in progress. At the commencement of candidature and each year after that, the Graduate School expects supervisors and students to develop and agree on a 'contract' of work for the forthcoming year.

Each student also has a nominated administrative supervisor, who has an important role in ensuring that all aspects of candidature are in order, and that good progress and good working relationships are maintained throughout the MNurs/MMidw period.

Many students avail themselves of the opportunity to meet with their supervisor(s) prior to or directly following Research Schools.

## Research Schools

Another key aspect of tuition in MNurs/MMidw occurs through the process of the Research Schools. In the Schools we aim to provide opportunities for discussing research issues and strategies with your peers and the academic staff of this Graduate School. Research supervision provides a very specific form of supervision, in that very close attention is paid to your particular project and your ideas and skills in relation to it. The Schools provide a different form of research training as discussion supports a range of projects and the ideas surrounding them. The Schools provide opportunities for peer review of your work, and for you to peer review the work of your colleagues, all in a supportive environment. Within the MNurs/MMidw there is a general expectation that students will meet regularly with a supervisor across the period of candidature. In addition, the Graduate School expects that students will attend all research Schools offered during active candidature. Two research schools are offered each year. MNurs/MMidw research Schools in 2009 will be held on 15 - 17 April and 21 - 23 September.

An important component of each research school lies in the opportunities which exist for students to share their thinking to-date, dilemmas, issues and insights in relation to their projects with staff, special guests and peers. Most students achieve this by undertaking class presentations during the Schools. These class presentations create marvellous opportunities for all in attendance to gain deeper insights into research and inquiry processes.

There are two Schools during each year of enrolment. Students are expected to attend all Schools during their candidature. Students who interrupt their candidature (e.g. with a suspension) may require special arrangements in relation to attendance of Research Schools – these are to be discussed with the Head of the Graduate School. Many students have commented on the real benefits they have found in presenting to colleagues, particularly during refinement of their research processes, theoretical analysis, and while writing up their research. Students are also invited back to the School, to present to colleagues, after their thesis has been examined.



In addition to these two Schools, a Research Student Writing Week occurs in the middle of the year. Attendance at this, although optional is encouraged.

The Graduate School has a commitment to provide a range of perspectives in the Research Schools. This is achieved primarily by a team of nominated academic staff who will be present across all days of the Schools. These colleagues will offer insights to provide continuity for your research journey and knowledge of the Graduate School and/or University's systems and processes. Where possible, supervisors will attend students' presentations.

## **WORKLOAD**

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30 point courses in the Graduate School of Nursing, Midwifery & Health have an average workload of twelve hours per week.

## **MANDATORY COURSE REQUIREMENTS**

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In order to successfully complete this course you are required to attend all Schools unless under special circumstances prior arrangements have been made with the course co-ordinator.

Students must submit and pass all pieces of assessment to satisfactorily complete the course.

# GENERAL UNIVERSITY STATUTES AND POLICIES

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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 the Academic Policy and Student Policy sections on:

<http://www.victoria.ac.nz/home/about/policy>

This website also provides information for students in a number of areas including Academic Grievances, Student and Staff conduct, Meeting the needs of students with impairments, and student support/VUWSA student advocates.

## ACADEMIC INTEGRITY AND PLAGIARISM

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Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website: <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

# USE OF TURNITIN

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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 online plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin.

Turnitin will retain a copy of submitted material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

# SCHOOL CATERING

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The Graduate School will provide tea & coffee for morning and afternoon break while students are attending Schools (**lunch is not provided**).

During the lunch breaks you may wish to investigate a variety of student cafes within walking distance on our campus and several cafes at Kelburn shops approximately 10 mins walk from the School.

All our students have access to the 'Treehouse' at the back of 83 Fairlie Tce while here at Schools where you may wish to use appliances (toaster, microwave & oven).

# COURSE TIMETABLE

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WEEK STARTING Monday	DATES	EVENT	ACTION
2 February	6 February	Waitangi Day	
9 February			
16 February			
23 February			
2 March			
9 March			
16 March			
23 March			
30 March			
6 April	10 April	Easter Friday	
13 April	13 April	Easter Monday	
	14 April	VUW Holiday	
	<b>15 - 17 April</b>	<b>1<sup>st</sup> School</b>	
20 April	25 April	ANZAC Day	
27 April			
4 May			
11 May			
18 May			
25 May	<b>25 - 29 May</b>	<b>Writing Week</b>	
1 June	1 June	Queens Birthday	
8 June			
15 June			
22 June			
29 June			
6 July			
13 July			
20 July			
27 July			
3 August			
10 August			
17 August			
24 August			
31 August			
7 September			
14 September			
21 September	<b>21 - 23 September</b>	<b>3<sup>rd</sup> School</b>	
28 September			
5 October			
12 October			
19 October			
26 October	26 October	Labour Weekend	

# SCHOOL TIMETABLE

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Detailed information outlining the content of each day's programme will be provided prior to the start of the School

## 1<sup>ST</sup> SCHOOL

Dates: Wednesday 15, Thursday 16 & Friday 17 April 2009

Times: 9.00am - 5.00pm

Venue: Meet at Room 203, 83 Fairlie Tce, Kelburn, Wellington

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## RESEARCH STUDENT WRITING WEEK

Dates: Monday 25 to Friday 29 May 2009

Times: 9.00am - 5.00pm

Main Venue: Room 203, 83 Fairlie Terrace, Kelburn, Wellington

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The writing week is an opportunity for all research students enrolled in the Graduate School of Nursing, Midwifery and Health to create a focused time of learning about writing thesis documents, and to spend time progressing their writing.

Prior to the writing week, make a time for supervision with your supervisor during the week.

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## 2<sup>ND</sup> SCHOOL

Dates: Monday 21, Tuesday 22 & Wednesday 23 September 2009

Times: 9.00am - 5.00pm

Venue: Meet at Room 203, 83 Fairlie Tce, Kelburn, Wellington

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# **REQUIREMENTS FOR THE RESEARCH THESIS**

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A NURS/MIDW 592 thesis is normally in the range of 40,000 to 50,000 words, and cannot exceed 60,000 words (including references and appendices). It is a medium sized research project that should be able to be completed within 1 year full-time or 2 years part-time. This size and scale means that the research will be limited in regards to the complexity of the topic, the number of objectives to be met, and the extent that some methodologies will be able to be fully operationalised.

## **Thesis Work In The MNurs/MMidw**

The Graduate School of Nursing, Midwifery & Health supports a number of approaches to the thesis work in the MNurs/MMidw. A large number of our current students are undertaking thesis work that makes a substantive contribution to the disciplines of nursing or midwifery using classic and contemporary approaches to social science research such as:

- 'qualitative' research methodologies (e.g. action research approaches; ecological approaches; ethnographic approaches; feminist approaches; grounded theory approaches; historical approaches; phenomenological approaches and practice-based narrative approaches)
- 'quantitative' research designs/methods (e.g. randomised control trial; quasi-experimental research; social survey; evaluation research; multi-method research; case-study)
- 'post-modern' and 'post-structural' approaches (e.g. discourse analysis, semiotics, critical social science)

In contrast to field-based/social science approaches to research, a number of philosophical, theoretical and creative approaches may be adopted for scholarly thesis work by MNurs/MMidw students in the discipline of nursing or midwifery. These may include but are not limited to:

- the explication of a philosophical idea or argument/s
- the development of conceptual modelling
- the application and development of critical/analytical argument in relation to published literature or practice arenas
- the undertaking of a meta-analysis
- the articulation and development of 'best practice'
- exploratory case-study
- synthetic/integrative approaches to scholarly work
- creative expression/works.

## **Supervision**

As we select appropriate supervisors for your project, we try to take into account a number of factors such as knowledge and skills with the proposed content and methods, teaching-learning styles, and thinking and personality compatibility. Despite these considerations sometimes supervision arrangements do not work out. If there are issues we suggest that in the first instance you talk with your supervisor about them. If the issues cannot be agreed to your mutual satisfaction, then it is important to consult with the Administrative Supervisor.

The statement of student and supervisor responsibilities is contained in the attached Memorandum of Understanding for Research Supervision of Postgraduate Students. Please take time to read it carefully. The primary responsibility of the supervisor is to assist you to complete the research and submit the thesis within an agreed timeframe. You are expected to take responsibility for independently pursuing research under the guidance of your supervisor in a manner that develops your own intellectual independence.

## **Guidance On Sources And Methods**

A good research thesis relies on primary source material when it is available, though both primary and secondary sources are admissible. However, your thesis is likely to lose credibility if it relies exclusively on secondary sources for information.

## **Possible Sources**

The GSNMH Liaison Librarian is available to help you with searches for source material. Libraries are a good source of information. As well as looking through the books and periodicals available there, you should also consult indexes and computerised databases, such as CINAHL, which contain a wealth of relevant entries. In addition, most libraries have a range of computer search facilities. Consult the reference librarians at the library to find out how you can fully utilise library services. Audio-visual materials, interviews, old newspapers, Hansards, magazines, letters and biographies can be obtained through most libraries. A good research thesis relies on original source material when it is available, though both original sources and sources quoted by others are admissible.

## **Literature Review**

A substantial review of the relevant literature on the research topic or problem is likely to form a major part of your project. A literature review describes the state of play in the area selected for study. In this case, it describes the point reached by the discipline of nursing or midwifery with respect to the topic you have chosen. An effective literature review is not merely a summary of research studies and their findings. Rather, it represents a "distillation" of the essential issues and inter-relationships associated with the knowledge, arguments, and themes that have been explored in the area.

A literature review commonly seeks to address the following issues:

1. What is the purpose of the literature review? (For example: What is the relationship between the literature review and the research questions that are considered to be important in the area that has been selected for study?)
2. Who has written about the area? (For example: What do the practitioners, administrators, researchers, governments, community, media, etc. have to say about the area?)
3. What has been written about the area? (For example: What key propositions have been made? Do these propositions fall into a few key areas? What has been seen as problematic? Have solutions and/or actions been proposed and/or tested in response to perceived difficulties?)
4. How has this material been received by other scholars? (For example: Has this material been accommodated within existing paradigms? Has this material challenged existing knowledge and theory, or does it serve to reinforce current conceptions?)
5. What types of research studies have been carried out in the area? (For example: What research methods have been employed in these studies? Have these research methods been appropriate in terms of the research questions that have been investigated?)
6. What are the major findings associated with these studies?
7. Are the research findings across the various studies consistent, or conflicting, or both?

8. What debates have there been in the area with respect to both substantive and methodological aspects?
9. What have been the main issues involved in these debates?
10. What important issues appear to have been overlooked in the area? (For example: Are there any gaps, omissions, or "silences" in the literature?)
11. Taking an overview of points 1 to 10 above, what "common threads" emerge in terms of issues, debates, research findings, and themes?
12. How can these "common threads" guide an evaluation of the knowledge that has been gathered to date, and how can they be employed to propose important and potentially fruitful areas for further enquiry?

## **ETHICAL ISSUES IN FIELD RESEARCH**

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Research raises questions about ethics, such as securing genuinely informed consent, and the confidentiality of the material you obtain and finally include in your research project. If you are a 'participant observer', for example, you may find yourself in the position of having access to information which, if released, may be embarrassing or detrimental to the interests of certain people in the organisation you study. You should, therefore, adopt adequate ethical measures in your research processes and in the writing of your thesis.

You are required to gain approval from the appropriate ethics committee before commencing field research, especially if it involves human participants. The committee you are most likely to require approval from is either the Victoria University Human Ethics Committee (HEC) or a Health Research Council Regional or National Ethics Committee. You may also require ethical approval from your employing organisation and/or health provider institutional ethics committee. Each of these committees uses its own format which is reviewed regularly.

### **Guidelines For Ethics Approval**

Please be guided by your supervisor regarding ethical approval processes. Also ensure you acquire the most recently issued format for your application.

All research involving users of health services or health records requires a Health and Disability ethics application which can be accessed from the Health and Disability Ethics website at: <http://www.ethicscommittees.health.govt.nz/>

NB: There are a number of different application forms. All applications require a Locality Agreement.

VUW Human Ethics Committee applications are required for all other research that uses human participants. Form and guidelines can be accessed from the My Victoria Portal 'Research' tab.

### **The Ethics Process**

- The Student establishes with supervisor the appropriate ethics committee(s) and drafts application in consultation with supervisor. Forms available from above websites or other organisations e.g. Plunket.
- Once final version ready, a full copy is forwarded to the Supervisor and Head of School for signing. Amendments may be necessary. The signed copy is returned to the student.
- The student submits the ethics application(s) to appropriate ethics committee(s)
- The Student sends two copies of all correspondence (e.g. approval letter; any changes required by committee and response by student to these) to the Student Administrator for forwarding to the appropriate ethics committee(s).



- Ethics approval requires that a report be forwarded annually and at the completion of research. Following lodgement of thesis, the student sends a written report to the appropriate ethics committee(s) and two copies to the Student Administrator.

## **AUTHORSHIP AND ACKNOWLEDGEMENT**

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The University has a clear position in relation authorship, acknowledgement of support, and academic misconduct. The relevant statements are offered below.

### **Authorship and Acknowledgement**

It must be clearly understood that:

- (a) The thesis presented for the MNurs or MMidw degree must be the candidate's own work and must have been prepared for this degree. It must not contain work extracted from a thesis, dissertation or research paper already presented by the author for another degree or diploma at this or any other University.
- (b) Any material quoted from another author's work (published or unpublished) must be clearly referenced and acknowledged in the main text of the thesis.

All candidates will be asked to sign a statement to this effect when the thesis is submitted.

It is important that all assistance which candidates have received in their research be clearly acknowledged in the thesis. It is the principal supervisor's responsibility to ensure that the thesis as presented is the candidate's own work, and that candidates make it clear what, if any, assistance they have received from other persons. This will ensure that external examiners are in no doubt as to the fact that the work they are assessing is that of the candidate. It is necessary that a statement about any assistance of the kind envisaged is included in the certificate which the supervisor provides when the thesis is submitted.

### **Academic Misconduct**

Academic/research misconduct is unacceptable within the university environment and the wider New Zealand and international research community. MNurs/MMidw candidates are advised that the University has made provision for dealing with cases of academic misconduct, which is defined in the Statute on Student Conduct <http://policy.vuw.ac.nz/>

# **PRESENTATION OF THE RESEARCH THESIS**

This section contains information on the presentation, binding, and availability of the thesis.

Nearly all candidates find that the actual writing of a thesis takes much longer than expected. The preparation of a first draft may be the most difficult part of the work, but its transformation into the final draft for submission usually takes much longer than planned.

The University does not provide finance for the production of theses.

Candidates are responsible for ensuring compliance with this guide which is best consulted at an early stage of the candidature. Candidates should check details of presentation and production with the principal supervisor before final preparation of the thesis.

## **Layout**

It is recommended that the contents of the thesis be presented in the following order:

- Title page: A specimen page is provided on the next page.
- Abstract: The regulations require that the thesis should include a short abstract, providing a summary of the methods of investigation and conclusions reached in a form suitable for publication. The abstract must not exceed 500 words. A length of about 300 words is recommended.
- Key words: Four key words should be listed below your abstract.
- Preface: A preface may not be necessary as the abstract can state the scope of the study.
- Acknowledgements: The candidate is required to acknowledge all assistance that has been received with the research and production of the thesis.
- Table of contents: Candidates should list chapters with relevant page numbers. If the thesis consists of more than one volume candidates should show the contents of all volumes on the contents page of the first volume. Separate contents pages should also be included in subsequent volumes.
- List of illustrations, etc: All illustrations should be numbered and page references given. If your thesis contains a large quantity of folded material it may be advisable to contain it in a special folder or pocket at the end of the volume, or in a separate companion volume or box.
- Body of the text: Relevant advice is provided below in the section headed "Format".
- Appendices (if applicable): Candidates may wish to include here any material that does not fit conveniently into the body of the text.
- References and/or Bibliography (APA style).

**THIS REPRESENTS THE FULL TITLE OF THE THESIS**

**by**

**Candidate's Full Name**

**A thesis submitted to the Victoria University of Wellington**

**in fulfilment of the**

**requirements for the degree of**

**Master of Nursing\***

**Master of Midwifery\***

*\*Delete which does not apply*

**Victoria University of Wellington**

**2009**

## **Citation Style**

Particular disciplines often have individual citation conventions. Be sure to conform consistently to the standards considered appropriate for the relevant discipline; in cases of doubt the full form should be used rather than the abbreviations. The Graduate School of Nursing, Midwifery & Health uses APA 5th edition style for referencing.

## **Format**

1. Microsoft Word, printed in 12 point font is recommended.
2. The thesis should be printed single-sided. Lines should be double spaced or at least one and a half spaces apart. Leave a margin of at least 4 cm on the left or binding side of the page, uniform on all pages, including diagrams and charts. On the other three sides of the page the margins should be not less than 1.5 cm as the edges will be trimmed by the binders and there must be no danger of losing part of the text, especially the footnotes.
3. Candidates may also wish to distinguish quotations from the main text by using single spacing, or a different font or style.

## **Pagination**

1. Pages must be numbered consecutively and page numbers should appear on every page in a consistent position, except the title page which is normally counted but not numbered.
2. The main body of the text should be numbered in Arabic numerals but it is acceptable to assign Roman numerals in lower-case to preliminary pages (title page, abstract, table of contents etc.).
3. Interpolated leaves - illustrations, maps or charts - should be included in the main numbering sequence.
4. Avoid, if possible, sub-numbering of pages/leaves (e.g.. 115 (a), 115 (b) etc.)

## **Paper**

1. The physical appearance of the thesis is very important. The paper used should be A4 size and of good quality. It is essential that all pages be of the same size so that they may be readily bound together.
2. Larger material such as charts, diagrams and maps may be folded to conform to A4 size.

## **Photographic and Colour Copy Illustrations**

1. Photographs should be inserted into the electronic copy of your thesis in JPEG (.jpg) format. In the hard copy they should be dry mounted, or mounted on guard sheets. Sellotape or photographic mounts should never be used. It is recommended that photographs be mounted on heavier paper than that used for the main text.
2. Fuji-Xerox (Easterfield Building) provides a full range of copy services including colour copying, suitable for graphics and colour photograph reproduction.

## **Binding**

1. Soft-bound/Thermal Binding For Examination
  - The Faculty Office requires candidates to submit the three copies of their thesis for examination in soft/thermal binding, to facilitate any revisions or corrections. The binding must be in the approved format set by the University Library.
  - Candidates must find out the specifications from Abbey McDonald to ensure that the thesis binding conforms with the Library requirements.

## 2. Hard Binding of the Thesis

- The candidate is solely responsible for having the thesis bound after the examination to the satisfaction of the University Librarian, for deposit in the University Library. The degree will not be awarded until this has been done.
- The thesis must be fully bound, never stapled, and cased in cloth or buckram, preferably purple. The author's name and initials and the short title must be on the spine. The author's full name and the full title must on the front cover. A letter will be sent from the Graduate School outlining the requirements.

## Availability

### 1. Public Availability of Theses

- The University HEC guidelines require that research results must be disseminated and not kept secret. It is an important component of the university tradition that knowledge is openly available for examination and criticism by peers.
- The University is now compiling a Digital Research Repository. The primary purpose of the repository is to provide open, web-based, long term access to University research such as theses and academic papers. In doing so the project aims to increase both the visibility and the impact of research produced by staff and postgraduates of VUW. By giving permission for your thesis to be added to the repository, the full text of your work will become easily accessible to the world-wide research community. It is expected that all Graduate School theses will be added to the repository, and therefore you should complete the declaration form and return it with your hard bound thesis.

### 2. Deposit

- Completed theses are deposited in the University Library on the understanding that completed work becomes an important part of the Library resources and may be consulted by other researchers. It is desirable that research by one person should be available to other scholars working in the field
- A minimum of **three** bound copies are required upon receipt of advice from the Faculty Office that the degree is to be awarded. The first copy is lodged in the library; the second copy in the Graduate School; and the third bound copy is retained by the candidate.
- An electronic copy on CD is required to be lodged at the Graduate School. The thesis should be in one file – Microsoft Word format, with all graphics, photographs, illustrations and appendices scanned as a JPEG file and inserted into the Word document.

### 3. Copyright

- This still belongs to the author following deposit, and redress for plagiarism can be sought under the laws protecting copyright.

### 4. Withholding Access To Theses

- Sometimes there may be a potentially "good reason" why a thesis should be not available for consultation for a given limited period.
- In such cases, candidates should apply for withholding of access for a given period at the outset of research, or as soon as the need for an embargo becomes apparent, to the Academic Committee. If application is delayed there could be a difficulty if the Academic Committee subsequently declines the application after the research has been completed. The application must also be supported by the Head of the Graduate School.

# **SUBMISSION AND EXAMINATION OF THE RESEARCH THESIS**

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MNurs/MMidw theses will be assessed by two examiners, one of whom will normally be an academic staff member within the Graduate School. This will not be the supervisor. The second examiner will be from another institution either within New Zealand or from overseas. These examiners will be appointed by the Graduate School's Research and Ethics Committee in light of recommendations received from the supervisor(s) (in consultation with the Head of the Graduate School). You may request that a particular examiner not be appointed, before, but not after, the Committee makes its decision. Your supervisor will discuss this matter with you as your work progresses towards submission.

You must ensure that you submit the final draft to your allocated supervisor to ensure that they recommend that the work is ready for submission and your work conforms to all relevant regulations and guidelines.

Three copies of your thesis should be submitted for examination, bound according to the University's guidelines for temporary binding (see previous section). The Graduate School will advise where these are to be sent.

Each examiner will recommend the awarding of a grade according to quality of the work undertaken and submitted by you.

The University requires examiners to submit a written report which includes their opinion, supported by adequate comment, on the quality of the thesis. They are also required to give a clear recommendation as to whether the thesis should be accepted unconditionally or subject to amendments, or whether it should be returned to the candidate for revision and re-submission at a later date, or whether it should be rejected as unsatisfactory and the candidate be advised that revision and re-submission will not be permitted. Examination reports are moderated within the School by an examination committee.

The examination process can take up to 3 months and you would not normally have contact with your supervisor about the examination process during this time.

# POST EXAMINATION

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Party and celebrations are appropriate at this point.

Most students are required to make some changes to their thesis post examination, and before lodging the thesis. A request is made that these changes be completed within a one-month period.

Reports promised and required as part of the research are to be sent. Reports can include those to participants, advisors, funders, employers, ethics committees and relevant agencies.

Plan the publication and dissemination process with your supervisor. The Graduate School encourages joint publication with supervisors. In any presentation or publication on the research the Graduate School should be formally acknowledged for the assistance provided during the completion of the research.

Information on presentations and publications from the thesis should be provided to your supervisor or the Course Co-ordinator for inclusion in the University research reporting.

Discuss with your supervisor future research projects that you might like to undertake in association with the Graduate School.

# CONFERENCE & SCHOOL PRESENTATIONS

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Students of the Graduate School of Nursing, Midwifery & Health are encouraged to present their work at professional conferences and as papers for publication. Students should discuss this with the course co-ordinator in the first instance. Dissemination of findings from academic work is a very important part of graduate education and assists clinical teams and professional groups to access up-to-date and new knowledge. Course co-ordinators will provide academic guidance in relation to the targeted activities, and also in relation to the proper academic processes of authorship and acknowledgement.

For all conference, professional and workplace presentations our VUW Power Point template should be used. You are also required to use this template for all school presentations as part of your assignment requirements. This template is available and can be accessed by those students using Blackboard or you can email: [abbey.mcdonald@vuw.ac.nz](mailto:abbey.mcdonald@vuw.ac.nz) for a copy of the template to be sent to you.

As a general rule, presentations and papers should cite yourselves as post-graduate students, and name the Graduate School of Nursing, Midwifery & Health as the organisation. In keeping with academic conventions course co-ordinators and teaching associates who help with the ideas and preparation of the paper/presentation should be directly acknowledged or named as co-authors.

# REPORTING STUDENT ACHIEVEMENTS AND AWARDS

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At the end of each year the Graduate School reports to the University details of student special achievements (such as awards, grants, presentations, and publications).

You are required to complete and submit this form Record of Special Achievements related to Study at Victoria (attached to back of outline) using the following as a guideline:

**March 2009 intake please present this report by 1 April 2010**

**August 2009 intake please present this report by 1 September 2010**

If you would prefer to complete and submit this form electronically, a copy of the form can be located on Blackboard, our website <http://www.victoria.ac.nz/nsemid/research/student-achievements.aspx> or you could contact [Abbey.mcdonald@vuw.ac.nz](mailto:Abbey.mcdonald@vuw.ac.nz) to request a copy.




**GRADUATE SCHOOL OF NURSING, MIDWIFERY & HEALTH**
**Record of Special Achievements related to Study at Victoria**

At the end of each year the Graduate School reports to the University details of student special achievements (such as awards, grants, presentations, and publications). Please complete this form and **submit with your final assignment for the course**. If you would prefer to complete and submit this form electronically, a copy of the form can be located on Blackboard, our website <http://www.victoria.ac.nz/nsemid/research/student-achievements.aspx> or you could contact [Abbey.mcdonald@vuw.ac.nz](mailto:Abbey.mcdonald@vuw.ac.nz) to request a copy.

**Student Name:** \_\_\_\_\_

**Course Code:** \_\_\_\_\_

**Industry sponsorship**

Name of Sponsor	Notes in relation to the conditions of sponsorship	Value	Year
eg, C&C DHB	50% Student fees paid on successful completion of the course of study	\$	2008

**Special awards, Prizes & Scholarships**

Name of Award/ Prize/ Scholarship	Source/Provider	Notes in relation to the prize/award/scholarship	Value/ Form	Year
eg 'Best clinical innovation'	Mental Health College of Nurses	A project that I developed while doing my practicum course resulted in our clinical team changing the way in which we met with and involved families in patient care	\$500 Award Certificate	2008

**Professional presentations / Seminars /Conferences**

If you gave any professional presentations, seminars or conference papers during the year please provide the details below use APA style for referencing these

*Example:* Student, A. (2008). New models of nursing documentation and their relevance to orthopaedic practice. Paper presented at the Orthopaedic Nurses study day 'Stepping towards the future' held in Wellington, 14 August 2008.

**Publications (Book reviews, editorials, journal articles, chapters, monographs, books etc)**

*Example:* Student, A & Teacher, B. (2008). Mental Health Consumers speak about their Health Education Needs. *Contemporary Nurse*, 5(4), 114-126.

**Other Special Achievements**

If you have had any other special achievements during the year please provide the details.

**Attach and submit with your final assignment thank you**