



## **FACULTY OF HEALTH**

# **HONOURS PROGRAMS**

## **2011 HANDBOOK**

- ▶ **HL50 Bachelor of Nursing (Honours)**
- ▶ **HL51 Bachelor of Human Services (Honours)**
- ▶ **HL52 Bachelor of Applied Science (Honours)**
- ▶ **HL55 Bachelor of Health Science (Honours)**

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## WELCOME

Congratulations on obtaining a place in one of the honours programs in the Faculty of Health, QUT. The honours program represents an exciting opportunity for you to stimulate your research interests and increase your knowledge in a chosen area.

This handbook provides information on the honours course structure and coordination, as well as important dates for 2011. You will also find information on honours examination procedures and guidelines for the preparation of your dissertation.

Your supervisor is an important source of knowledge as you progress through the honours program and I encourage you to contact them with key questions and concerns. Additional points of contact can be found on later pages of this handbook.

I wish you all a very successful year!



Regards,

**Professor Michele Clark**

Course Coordinator

(Acting Assistant Dean – Research, and Chair, Faculty Research Committee)

## COORDINATION OF THE COURSE

The Faculty of Health has overall responsibility for the Honours program and has appointed school coordinators to provide specific support to students enrolled in the Bachelor of Applied Science (Honours), Bachelor of Nursing (Honours), Bachelor of Health Science (Honours) and the Bachelor of Human Services (Honours).

Please contact the relevant school coordinator below **or** the Research Services Team if you have specific questions about the program.

### **Course Coordinator**

Professor Michele Clark, Assistant Dean (Research) and Chair of the Faculty Research Committee

Telephone: (07) 3138 9639

Email: [mj.clark@qut.edu.au](mailto:mj.clark@qut.edu.au)

### **School Coordinators**

Dr Carol Windsor

Coordinator Bachelor of Nursing (Honours)

Telephone: (07) 3138 3837

Email: [c.windsor@qut.edu.au](mailto:c.windsor@qut.edu.au)

Dr Ian Stewart

Coordinator Bachelor of Applied Science (Honours) - Human Movement Studies

Telephone: (07) 3138 6118

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Associate Professor Adrian Barnett

Coordinator Bachelor of Health Science (Honours) – Public Health

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Dr Mark Brough

Coordinator Bachelor of Human Services (Honours) – Social Work & Human Services

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Email: [m.brough@qut.edu.au](mailto:m.brough@qut.edu.au)

### **Administration**

Research Services Team

Faculty of Health

O Block, B Wing, Level 6, Room 670

QUT - Kelvin Grove Campus

Brisbane Q 4059

Telephone: (07) 3138 4666

Email: [health.research@qut.edu.au](mailto:health.research@qut.edu.au)

### **Blackboard**

[QUT Blackboard](#) is a web-based Learning Management System that allows you to access your online learning materials for the units you are studying.

## COURSE STRUCTURE

All Honours students complete units totalling 96 credit points. The course structure may vary slightly from one student to another, depending on the program and particular units chosen. Copies of unit outlines can be found on the following website:

[https://qutvirtual.qut.edu.au/portal/pls/portal/unout\\_search\\_p.show\\_public](https://qutvirtual.qut.edu.au/portal/pls/portal/unout_search_p.show_public)

### FULL-TIME STRUCTURE (all courses)

|               | Semester 1                               | Semester 2                             |
|---------------|--|--|
| <b>Year 1</b> | HLP101 Advanced Discipline Readings 12CP | Elective OR HLP103-2 Dissertation 12CP |
|               | HLP103-1 Dissertation 12CP               | HLP103-3 Dissertation 12CP             |
|               | Research elective 12CP                   | HLP103-4 Dissertation 12CP             |
|               | Elective OR HLP103-2 Dissertation 12CP   | HLP102 Research Seminars 12CP          |

### PART-TIME STRUCTURE (all courses)

|               | Semester 1                         | Semester 2                               |
|---------------|------------------------------------|--|
| <b>Year 1</b> | HLP103-1 Dissertation 12CP         | HLP101 Advanced Discipline Readings 12CP |
|               | Research elective OR Elective 12CP | Research elective OR Elective 12CP       |
| <b>Year 2</b> | HLP103-2 Dissertation 12CP         | HLP103-4 Dissertation 12CP               |
|               | HLP103-3 Dissertation 12CP         | HLP102 Research Seminars 12CP            |

### MID-YEAR ENTRY STRUCTURE (HL51 only)

#### 1 semester part-time & 2 semesters full-time

|               | Semester 1  | Semester 2  |
|---------------|---|---|
| <b>Year 1</b> |   | HLP103-1 Dissertation 12CP  |
|               |   | HLP101 Advanced Discipline Readings OR Research Elective OR Elective 12CP |
| <b>Year 2</b> | HLP103-2 Dissertation 12CP  |   |
|               | HLP101 Advanced Discipline Readings OR Research Elective OR Elective 12CP | HLP103-3 Dissertation 12CP  |
|               | HLP101 Advanced Discipline Readings OR Research Elective OR Elective 12CP | HLP103-4 Dissertation 12CP  |
|               |   | HLP102 Research Seminars 12CP   |

### APPROVED RESEARCH ELECTIVES\*

| Unit Code- Unit Name                                    | Pre-req | CP | Sem offer |
|---|---------|----|-----------|
| HLN405 Qualitative Research                             | Nil     | 12 | 1&2       |
| HLN710 Fundamentals of Epidemiology and Research Design | Nil     | 12 | 1&2       |
| SWB401 Research Methods for Professional Practice       | SWB221  | 12 | 1         |
| SWN410 Logic of Social Inquiry                          | Nil     | 12 | 1         |
| PUN105 Health Statistics                                | Nil     | 12 | 1         |
| PYB210 Research Design and Data Analysis                | PYB110  | 12 | 1         |
| PYB401 Advanced Research Methods                        | Nil     | 12 | 1         |
| HLN706 Advanced Quantitative Research Methods           | PUN105  | 12 | 2         |
| HLN711 Advanced Qualitative Methods                     | Nil     | 12 | 2         |
| PYB350 Advanced Statistical Analysis                    | PYB210  | 12 | 2         |

\* Students wishing to select alternate elective units require the approval of the Course Coordinator.

## UNIT SYNOPSES

### **HLP101 Advanced Discipline Readings**

Students undertake a 12 credit point guided reading unit. This is a review of literature within the student's area of research interest and completion of modules in Advanced Information Retrieval Skills (registration for IFN001: AIRS; coordinated by the QUT Library). At completion of this unit students must submit a comprehensive Literature Review (as well as a Resource Log in IFN001).

### **IFN001 Advanced Information Retrieval Skills (AIRS) *(component of HLP101)***

AIRS introduces research students (including honours) and QUT Staff to the concepts of information identification, retrieval, current awareness and management with emphasis throughout on the changing information environment. Course benefits include expert guidance on the most appropriate sources (print and electronic) to use to address an information or research need; tested strategies for proficient retrieval and evaluation of information from those sources; effective strategies for ongoing updating and management of information; high quality literature review within specified time frames; contextualised within your discipline and research area. Students must register online via the QUT Library website to attend modules 1-4 of IFN001. You must register as an "on-campus" student, you are not permitted to enrol in the online offering). <http://www.library.qut.edu.au/learn/airs/index.jsp>

Students are advised to refer to the Week One Unit Information available on the unit [Blackboard](#) site.

### **HLP102 Research Seminars**

Students participate in a 12 credit point Research Seminars unit. This includes a presentation by the student detailing research in progress, or final results, to postgraduate students and staff at a school seminar. In addition, students are expected to attend at least 5 Faculty- or School-based research seminars throughout the semester. Attendance at these seminars should be documented at the back of this book. Attendance at each presentation should be verified by signature from the presenter.

Students are advised to refer to the Week One Unit Information available on the unit [Blackboard](#) site.

### **HLP103 Dissertation**

The dissertation is one unit valued at 48 credit points and represents 50 per cent of the honours course. Work on the dissertation commences during semester 1 and is completed over the course of the program. Preparation and presentation of the dissertation is completed under the guidance of a supervisor.

Students are advised to refer to the Week One Unit Information available on the unit [Blackboard](#) site.

### **Electives**

Students undertake two 12 credit point electives. At least one elective must be a Research Elective selected from the nominated list of research electives. The second elective may also be a research unit or may be selected from any honours or postgraduate program offered by the University, subject to prerequisite requirements and with the approval of the student's supervisor and the Course Coordinator. Normally the elective unit is chosen from within the student's discipline area or from an area that complements or is relevant to the student's study program. For further information on available units contact the relevant School Honours Coordinator.

## **Brief summary of Research Electives**

### **HLN405 Qualitative Research** (*pre-requisite Nil*)

This unit offers the opportunity to study, explore and understand a range of qualitative methodologies and methods. The purpose of qualitative research is to study the social world and there are many different approaches to achieving this goal. The unit will enhance your knowledge and skills to critically assess research based articles and books in the Health Sciences. The unit encourages you to question and contest knowledge and to constructively defend points of view. At the end of this unit you will be familiar with the theoretical foundations of qualitative research and common methods of data collection and analysis.

### **HLN710 Fundamentals of Epidemiology and Research Design** (*pre-requisite Nil*)

Health professionals need to understand the identification, control and prevention of ill health in the community. Epidemiology can assist in determining what factors are associated with diseases (risk factors) and what factors may protect against disease (protective factors). This unit uncovers the complexities of patterns of ill health in the population, and it will demonstrate the importance of public health research and practice in the community. It will introduce you to some of the basic principles and methods of epidemiology and show you how to apply these in practice. It will also help you to develop a more critical approach to reading and interpreting the public health literature.

### **SWB401 Research Methods for Professional Practice** (*pre-requisite SWB221*)

Social service organisations are increasingly interested in methods for evaluating and authenticating outcomes. Furthermore, professionals in these organisations need processes and procedures to analyse and address practice problems and contribute to the evaluation and development of models for service delivery. This unit equips you with knowledge and skills to investigate models of service and practice questions and to develop recommendations for change. A range of methods for developing, evaluating and improving models of social service and social care delivery will be examined, mainly reflective practice, participatory action research, service evaluation and quality assurance processes, and the use of empirical research to inform practice. You will be able to apply methods learnt to a range of service delivery and practice contexts.

### **SWN410 Logic of Social Inquiry** (*pre-requisite Nil*)

This unit will enable you to apply questions relating to the nature of social explanation, types of objectivity, the relationship between theory and observation, the nature of social causation, the process of model construction and testing in the conceptualisation of your own research projects. The unit will also enable you to translate philosophies and principles of research into concrete research strategies. At this level, you will apply questions of explanatory contribution, generalisability, hypothesis formation and testing reliability, validity, triangulation to different specific research perspectives. The unit will assist you to understand and apply principles of best practice in qualitative, quantitative, comparative and mixed methods research designs.

### **PUN105 Health Statistics** (*pre-requisite Nil*)

An understanding of basic statistical concepts is a fundamental research skill in any scientific discipline. Such knowledge is mandatory for critical evaluation of the research literature, for design of efficient research studies, and to inform appropriate interpretation of research results. An understanding of descriptive statistics is required by qualitative and quantitative researchers alike, to effectively summarise and communicate important information in data. Inferential statistics, used to test scientific hypotheses and interpret results beyond the immediate data, are the hallmark of quantitative research methods. An understanding of the principles underpinning both types of statistical methods is critical to any undergraduate or postgraduate student

intending to undertake independent research, and indeed, to anyone attempting to critically evaluate the research literature.

**PYB210 Research Design and Data Analysis** (*pre-requisite PYB110*)

This unit is part of an articulated series of units on research design and data analysis taught across the whole degree. It builds on the concepts introduced in PYB110 and prepares you for the third year unit PYB350. Upon successful completion of this unit, you should be able to: design an experiment to test either a difference between means or a correlational hypothesis, select the appropriate analysis to test this hypothesis, conduct this analysis via SPSS, interpret the outcome of the analysis, and report the analysis in APA format.

**PYB401 Advanced Research Methods** (*pre-requisite Nil*)

Honours and postgraduate diploma students in psychology are required to complete a substantial research project in an area of psychological inquiry. This unit is the fourth unit in a sequence that prepares you to successfully conduct quantitative research. In particular, this unit introduces the field of multivariate statistics and demonstrates how these techniques allow the testing of complex multifactor models of human behaviour. This aim of this unit is to give you a firm understanding of a range of advanced statistical procedures as well as the skills in applying each analysis appropriately. In addition, this unit aims to prepare you to be critical consumers of psychological research.

**HLN706 Advanced Quantitative Research Methods** (*pre-requisite PUN105*)

This unit aims to provide you with an understanding and practical experience of a range of intermediate and relatively complex design concepts and statistical techniques that are commonly applied to the design or analysis of health data. Generalised linear models (GLMs) cover: simple linear regression, multiple regression, logistic regression, Poisson regression and repeated measures analysis. GLMs provide a unifying framework for many these techniques and they also illustrate the ideas of statistical modelling. Understanding GLMs therefore gives a researcher access to a powerful and varied set of statistical modelling techniques.

**HLN711 Advanced Qualitative Methods** (*pre-requisite Nil*)

This unit offers you the opportunity to study, explore and understand a range of qualitative methods. The focus is on the development of rigorous qualitative research design and on planning and undertaking data collection, data analysis, interpretation and reporting of qualitative research. The aim is to advance student knowledge and skills in relation to the methods of qualitative research and to foster essential skills in collecting, coding, analysing and reporting qualitative research

**PYB350 Advanced Statistical Analysis** (*pre-requisite PYB210*)

This unit forms part of an articulated program of instruction in research design and data analysis for psychology students. Research design and data analysis skills are core skills in the discipline of psychology. They are not only essential tools for researchers in psychology: They are also integral to the scientist-practitioner model of professional psychological practice. In addition, a sound understanding of research design and statistical techniques will enable you to become critical consumers of psychological research. This unit will provide you with a thorough grounding in analysis of variance techniques and an introduction to multiple regression: data analysis tools used in a broad range of research designs in the social sciences.

## IMPORTANT DATES FOR 2011

### For Full-time Students commencing in 2011

| <b>Semester 1 2011</b> |  |                      |
|------------------------|--|----------------------|
| <i>Week</i>            | <i>Item</i>  | <i>Due Date</i>      |
| 1                      | Commencement of Semester 1   | 28 February 2011     |
| 4                      | Dissertation Proposal Seminar (Public Health)~   | 21 - 25 March 2011   |
| 6                      | Dissertation Proposal *  | 8 April 2011         |
| 7                      | Dissertation Proposal Seminar (Human Movement Studies)~                                  | 11 - 15 April 2011   |
| 11                     | Literature Review Seminar (Public Health)~   | 16 - 20 May 2011     |
| 13                     | Literature Review *  | 3 June 2011          |
| <b>Semester 2 2011</b> |  |                      |
| <i>Week</i>            | <i>Item</i>  | <i>Due Date</i>      |
| 1                      | Commencement of Semester 2   | 25 July 2011         |
| 11                     | Presentation of Research Seminar (Public Health, Nursing and Midwifery & Human Services) | 10 - 14 October 2011 |
| 13                     | Dissertation Submission *  | 28 October 2011      |
| Exam Blk               | Presentation of Research Seminar (Human Movement Studies)                                | 7 - 18 November 2011 |

### For Part-time Students commencing in 2011

| <b>Semester 1 2011</b> |  |                            |
|------------------------|--|----------------------------|
| <i>Week</i>            | <i>Item</i>  | <i>Due Date</i>            |
| 1                      | Commencement of Semester 1   | 28 February 2011           |
| 4                      | Dissertation Proposal Seminar (Public Health)                              | 21-25 March 2011           |
| 6                      | Dissertation Proposal *  | 8 April 2011               |
| 7                      | Dissertation Proposal Seminar (Human Movement Studies)                     | 11 - 15 April 2011         |
| <b>Semester 2 2011</b> |  |                            |
| <i>Week</i>            | <i>Item</i>  | <i>Due Date</i>            |
| 1                      | Commencement of Semester 2   | 25 July 2011               |
| 11                     | Literature Review Seminar (Public Health)                                  | 10 - 14 October 2011       |
| 13                     | Literature Review *  | 28 October 2011            |
| <b>Semester 1 2012</b> |  |                            |
| <i>Week</i>            | <i>Item</i>  | <i>Due Date</i>            |
| 1                      | Commencement of Semester 1, 2012   | 26 February 2012 (TBC)     |
| <b>Semester 2 2012</b> |  |                            |
| <i>Week</i>            | <i>Item</i>  | <i>Due Date</i>            |
| 1                      | Commencement of Semester 2, 2012   | 23 July 2012 (TBC)         |
| 11                     | Presentation of Research Seminar (Public Health, Nursing & Human Services) | 8 – 12 October 2012 (TBC)  |
| 13                     | Dissertation Submission *  | 26 October 2012 (TBC)      |
| Exam Blk               | Presentation of Research Seminar (Human Movement Studies)                  | 5 – 16 November 2012 (TBC) |

**NB. It is advised that students submit an Ethical Clearance Application before the end of semester 1 2011 for full-time students and before the end of semester 2 2011 for part-time students. Details are available on page 11.**

- \* All work must be submitted to the Faculty of Health Research Services Team via the Student's Supervisor and School Honours Coordinator.
- ~ HL51 students are strongly encouraged to attend the seminars presented by students from Public Health, Human Movement Studies and Nursing and Midwifery.

**For HL51 with mid-year entry, please refer to your School Honours Coordinator for critical dates.**

### **Workload and Attendance**

Full-time students are expected to devote at least 30 hours per week to course-related work; part-time students should anticipate half that load. For this reason, it is recommended that, wherever possible, you strictly limit your employment commitments during your Honours year if you are undertaking Honours full-time. Likewise, concurrent enrolment in other tertiary (or equivalent) courses is not permitted without the permission of the Course Coordinator. Employment or study obligations outside the course will not be accepted as reasons for any applications for extensions. If, at any stage, you feel unable to continue with a unit or the course, or feel that you need to alter your mode of study (from full-time to part-time) you must speak with the Course Coordinator and advise the Research Services Team of any change, as this could affect your scholarship.

### **Submission of Dissertations**

Submission dates for dissertations are:

- Friday 28<sup>th</sup> October 2011 for full-time students commencing in sem 1 2011;
- Friday 28<sup>th</sup> October 2011 for part-time students who commenced in sem 1 2010; and
- Friday 26<sup>th</sup> October 2012 for part-time students commencing in sem 1 2011.

### **Extensions**

Extensions may be granted by the Course Coordinator on the basis of medical grounds or extenuating circumstances. Such requests must be submitted on the Faculty Application for Extension Form, must be supported by medical or other appropriate evidence and must be submitted to the School Honours Coordinator. This form is located on the Faculty website:

<http://www.hlth.qut.edu.au/study/forcurrentstudents/formspoliciesprocedures/>

### **Withdrawal from Units Without Penalty**

It is important to familiarise yourself with the key dates for withdrawing from units without academic and financial penalty. A list of key administrative dates can be found at <http://www.studentservices.qut.edu.au/info/dates/key/>

### **Leave of Absence**

Leave of absence is subject to the approval of the Course Coordinator. Students seeking leave of absence should apply through the official University online form detailing the reasons for their request.

<http://www.studentservices.qut.edu.au/enrol/interrupt/form/loa.jsp>

Students receiving a scholarship should immediately advise the Research Services Team of any changes to enrolment as funding for scholarship students will be affected by leave of absence.

## **Academic Dishonesty**

Plagiarism is a serious breach of academic honesty and integrity, and QUT has strict guidelines regarding the identification and application of penalties where plagiarism has been detected.

Plagiarism is representing another person's ideas or work (including the ideas or work of another student) as one's own, by copying or reproducing without appropriate acknowledgment of the source. Plagiarism may take the form of direct copying without acknowledgment, summarising without acknowledgment, or developing an idea or thesis from another's work without acknowledging the source. Acknowledgment should take the form usually used in the discipline. Plagiarism includes paraphrasing another's work, with minor changes but with the essential meaning, form and/or progression of ideas maintained, piecing together sections of the work of others into a new whole, or copying non-word based materials such as musical scores, audiovisual material, art or industrial plans of others. Plagiarism may also extend to using experimental results obtained by another person and representing these as the student's own work. You are urged to make yourself familiar with your responsibilities in regard to academic dishonesty and to access the [Academic Integrity Kit](#).

You should also read the MOPP carefully, so that you are clear on what is plagiarism <http://www.mopp.qut.edu.au/Appendix/append01cst.jsp>

## **Grievance Procedures**

Should you have an issue/concern that is impacting on your progress, in the first instance, attempts should be made by the supervisor and the student to resolve the matter. Where this is not possible, the school coordinator (or a delegate agreeable to both parties) should be contacted. Please also read the QUT Policy on Student Grievances: <http://www.mopp.qut.edu.au/E/>

## RESEARCH ETHICS APPROVAL

Research projects and student projects involving animal/human experimentation and some research relating to human behaviour must be approved by the University Human Research Ethics Committee and the University Animal Research Committee.

The policy on human/animal experimentation is outlined in the QUT Manual of Policies and Procedures, Chapter D/6. <http://www.mopp.qut.edu.au/D/>

Copies of the application forms, guidelines, check lists and closing dates for submission of applications can be downloaded via the QUT Office of Research website: <http://www.research.qut.edu.au/ethics/humans/applications.jsp>

Application forms must be typewritten and an outline of the research, consent forms and plain language statement must be attached to the application. Applications should be submitted to:

Research Ethics Unit  
Office of Research  
Level 4, 88 Musk Ave  
QUT Kelvin Grove

Ph. 07 3138 2091

### Faculty and School Research Ethics Advisers:

UHREC Faculty Representative  
Human Movement Studies  
Nursing & Midwifery  
Public Health  
Social Work & Human Services  
Animal Ethics & Biosafety

A/Prof Renata Meuter  
Prof Graham Kerr  
Ms Carol Windsor  
Prof Shilu Tong, Dr Margo Sendall  
Dr Mark Brough  
A/Prof Katrina Schmid

### Health and Safety Risk Assessment:

Students in the Faculty of Health are also required to submit a Health and Safety Risk Assessment in conjunction with their ethics application. Details can be found on the Faculty website and should be discussed with your supervisor at the time of ethics submission.

<http://www.hlth.qut.edu.au/study/forcurrentstudents/healthandsafety/>

## SUGGESTED TIMELINE OF ACTIVITIES FOR FULL-TIME STUDENTS

### Semester 1

|                              |  |
|------------------------------|--|
| Week 1                       | Finalise supervisory arrangements<br>Finalise research topic and define study<br>Commence Dissertation Proposal (research plan)<br>Begin preparation of ethics application |
| Week 2                       | Commence Literature Review   |
| Weeks 3-6                    | Prepare Ethical Clearance application ( <i>where applicable</i> )<br>Dissertation proposal seminar ( <i>In Wk 4 for Public Health</i> )                                    |
| Week 6                       | Submit Research Plan (Dissertation Proposal)<br>Dissertation proposal seminar ( <i>In Wk 7 for Human Movement Studies</i> )  |
| Weeks 6-13                   | Finalise Literature Review<br>Present Literature review seminar ( <i>In Wk 11 for Public Health</i> )  |
| Week 13                      | Submit Literature Review   |
| Before the end of Semester 1 | Ethical clearance application submission   |

### Semester 2

|   |  |
|---|--|
| Week 1<br><i>(Could commence in Semester 1)</i> | Collection of data<br>Data analysis<br>Compiling of thesis   |
| Week 11   | Presentation of Research Seminar ( <i>Public Health, Nursing and Midwifery, and Human Services</i> ) |
| Week 12 (advised)                               | Submission of final completed draft of the thesis  |
| Week 13   | Thesis submission  |
| Exam Block                                      | Presentation of Research Seminar ( <i>Human Movement Studies</i> )                                   |

Regular meetings between student and supervisor are important in order to maintain progress towards the final dissertation submission.

## DISSERTATION PROPOSAL

The Dissertation Proposal (Research Plan) must describe and critically assess the relevant literature in the field, present a research question or testable hypothesis (or hypotheses) based on this evidence, and must present a research design in the form of a Method Section. The Method Section should include at least the following subsections:

- Participants
- Data collection instruments/Apparatus and/or Materials (*if applicable*)
- Procedure
- Design and Analysis
- Ethical issues

In summary, the Dissertation Proposal (Research Plan) allows you to present your research proposal regarding the study that you plan to undertake within the area agreed on by you and your supervisor. It must not exceed 4,000 words in length (excluding references and any tables or figures). Two copies of the thesis (temporary binding) are to be submitted to the Research Services Team via your supervisor and school coordinator.

The most important aspects of the research plan are:

- the relevance of the material presented;
- the depth and rigour of critical analysis;
- the extent to which the research question/hypothesis is clearly developed from the available evidence; and
- the robustness of the proposed study design and procedure.

## FINAL THESIS PRESENTATION

Thesis: The body of the thesis document (ie. Introduction, Method, Results and Discussion) must not exceed 20,000 words in length (excluding title page, acknowledgements, abstract, tables and figures, references and appendices).

Style: The thesis must be written in APA format, with the following exception:

1. Figures and tables should be placed in the body of the work, as close as possible to where you are talking about the data contained therein. You can either place figures and tables on pages separate from the text or run the text around them. How you choose to do it depends entirely on what technology you have available to you.

The work should be typed, double spaced in Times 12-pt or equivalent font, with margins as follows:

|              |               |
|--------------|---------------|
| Left: 3.5cm  | Top: 2.5cm    |
| Right: 2.0cm | Bottom: 2.5cm |

Word Length: length is not necessarily an indicator of quality. Works below the specified word limits are acceptable, provided the quality of the content does not suffer.

## **HONOURS EXAMINATION PROCEDURES**

In preparation for the examination of the dissertation the supervisor should discuss with the school coordinator, names of potential examiners.

The supervisor submits the names and contact details of at least three potential examiners, one of who must be external, to the school honours coordinator who forwards names in preferential order to the course coordinator. The supervisor is required to informally consult with each potential examiner regarding their availability and willingness to examine prior to putting their name forward.

Potential examiners must be informed of the anticipated submission date and that the dissertation must be assessed within two weeks of receipt. Supervisors and/or associate supervisors cannot be appointed as examiners.

Two examiners, one of who will be external to the University, will then be appointed by the course coordinator following consultation with the supervisor. The identity of examiners will remain confidential until after the examination process.

Candidates are required to submit to their honours supervisor three copies of the thesis bound in temporary form. These are sent to the school coordinator before forwarding to the Research Services Team in the Faculty Office for distribution to examiners.

Examiners reports are considered by the Chair, Faculty Research Committee before a final recommendation on the level of honours to be awarded is made to the Faculty Academic Board.

If there is substantial disagreement between examiners reports the course coordinator may appoint a further examiner.

After the examination process is complete examiners reports will be made available to the candidate through their supervisor.

The submission date for the dissertation will be the Friday of week 13, semester 2 of the candidate's final year (for mid-year entry candidates the deadline will be the Friday of week 13, semester 1). Extensions may be granted by the course coordinator on the basis of medical grounds or extenuating circumstances. Such requests must be supported by medical or other appropriate evidence prior to the submission date.

### **Assessment of Dissertations**

The dissertation component is presented in partial fulfillment of the Honours program and carries 48 credit points toward the 96 credit points required for the degree.

The length of the dissertation shall normally be in the region of 15,000 to 20,000 words. The assessment of the work shall be according to the first, second and third class ranking system normally employed in the assessment of Honours Dissertations by Australian Universities. Details of the grading scale and criteria are given in the QUT University Handbook and summarised below.

The Faculty Academic Board, on advice from the school and Chair, Faculty Research Committee, determines the level of honours to be awarded.

## **Advice to Supervisors**

It is the responsibility of the candidate's Supervisor, the School and the Academic Board of the Faculty to ensure that:

- it is the candidate's own account of the work.
- the dissertation does not contain as its main content any work or material which the student has previously submitted for another degree or similar award.
- supporting documents such as published papers are only submitted with the dissertation when they are directly relevant.

## **Advice to Examiners**

When assigning marks, examiners:

- should keep in mind that the dissertation has been produced within strict time limits, frequently with limited resources and that it represents an introduction to the research process.
- are reminded that there are legitimate differences in opinion about methodologies, techniques and analyses.
- are asked to consider the contribution of the student to the conceptualising of the work and whether the quality of the work is consistent with publication, not whether it is publishable per se.

## **Standards**

As a general guide to the setting of standards for the comparison and assessment of Honours dissertations examiners should consider that the awarding of First Class or Second Class Honours, Division A would indicate that the candidate has the ability to successfully complete a PhD.

QUT recommends that the dissertation be assessed using criterion based methods. In order to assist the examiner the following criteria have been drawn up.

- Appropriate organisation and layout with clear and concise presentation (exemplary presentations of text and documentation).
- Correct usage of the English language.
- Demonstration of a good working knowledge and critique of the relevant literature (breadth, depth and currency of the reading which underpins the dissertation and thus demonstrates a strong grasp of where the dissertation fits within the defined field of knowledge).
- Conceptual understanding of the problem, hypotheses or research question at a critical and intellectual level.
- Soundness of the experimental design and judicious selection of techniques (quantitative research).

OR

- Strong evidence of reflective discrimination in selecting the scope, emphasis and defence of the study's thesis, and confidence in the use of methodologies or approaches adopted (qualitative research).

- Mastery of relevant practical experimental skills, techniques and procedures (qualitative and quantitative as appropriate to the study and discipline).
- Appropriate data collection and statistical analysis.
- Level of interpretation of the results demonstrating insight and competence in their evaluation.
- Evidence of new and relevant information.

While the final grade awarded to students will be determined by a weighted grade point average based on all coursework and dissertation components, examiners are asked to indicate a mark out of 100 for the dissertation only.

### **Level of Honours**

The level of honours awarded is determined by a student's overall grade point average (GPA). A student's performance in both coursework and the dissertation component contribute to the calculation of the final GPA. The weighting of each component is determined by the Faculty of Health.

### **QUT – Grading Scale**

Honours degrees are awarded at the following levels after account is taken of the candidate's performance in all units and appropriate weight applied to the dissertation. The Faculty Academic Board, on advice from the school and the Chair, Faculty Research Committee, will determine the level of honours to be awarded as follows:

|              |                                  |
|--------------|----------------------------------|
| Honours I:   | First Class Honours              |
| Honours IIA: | Second Class Honours, Division A |
| Honours IIB: | Second Class Honours, Division B |
| Honours III: | Third Class Honours              |

The level of honours awarded is to be determined by the scale and guidelines as follows:

|                     |  |
|---------------------|--|
| <b>Honours I:</b>   | grade point average of 6.50 - 7.00, or equivalent  |
| <b>Honours IIA:</b> | grade point average of 5.50 - 6.49, or equivalent  |
| <b>Honours IIB:</b> | grade point average of 4.50 - 5.49, or equivalent  |
| <b>Honours III:</b> | grade point average of 4.00 - 4.49, or equivalent. |

A candidate who does not reach the standard required for Honours III remains with a pass degree.

The Faculty of Health has established policy and procedures for the award of honours degrees. Copies of these policies are distributed to students upon admission to the program. Students are expected to read the policy and follow procedures established by the Faculty and the School through which they are enrolled.

**In particular students should be aware of the deadlines set for submission of the dissertation and of their school guidelines in relation to late submission.**

## PROVISION OF STUDENT SUPPORT

### General Facilities

Students should be entitled to:

- Shared accommodation (office or laboratory) equipped with necessary furniture and general amenities. Space should be allocated on a needs basis.
- Some limited access to telephone and mail facilities. Specific project requirements with respect to telephone, postage, stationary, photocopying and library costs should be considered separately in the initial budget planning phase of such projects.
- After hours access to appropriate buildings, laboratories and other facilities.

### Computer Facilities

Students should be entitled to:

- Reasonable access at no cost to general computing and printing facilities.
- Word processing and data processing software, eg statistical analysis, spreadsheet and graphics software should be available for student use.
- General network access, eg to library, AARNET and Internet.

### Scholarship Support

- In conjunction with their supervisors students should be encouraged to seek additional funding to support their research (for example within existing funded projects).
- Details of scholarship support should be made available in individual school publications.

### Other Student Financial Support

- Priority should be given to postgraduate and honours students in filling tutoring and clinical teaching positions with due consideration to the QUT and scholarship guidelines with respect to contact hours.

### Project Support

- Project approval should be subject to appropriate planning and approval of budgets covering specific project-related telephone, postage, stationary, photocopying and library/inter-library loan costs as well as other maintenance costs. Supervisors should ensure that project resources are in place prior to the student's commencement, and where appropriate, support students in seeking additional funding for their research through their school.
- Funding implications for large equipment items should be considered in initial planning and prior to approval of programs.
- Inter-library loan costs will be borne by the student unless otherwise negotiated and approved within the relevant School.
- An avenue should be provided for submission of library purchase requests (for example new journals or monographs) to the appropriate School Library Committee for consideration. Such requests would be subject to prior approval of the student's supervisors.

## HLP102 RESEARCH SEMINARS - ATTENDANCE SHEET

Students are required to attend at least 5 faculty or school-based seminars during their enrolment in HLP102 (Table 1).

In addition, students must also present a seminar of their own research in progress, or final results, to postgraduate students and staff at a school seminar (Table 2).

Attendance and presentation are required to be verified by the Presenter or Seminar Chair by way of signature in the box below. At the end of the semester, please submit this information to the School honours coordinator.

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

**Table 1. Faculty or School-based seminars:**

|    | <b>Seminar Title</b> | <b>Date</b> | <b>Presenter/Chair<br/>Signature</b> | <b>Learning Outcomes</b> |
|----|----------------------|-------------|--------------------------------------|--------------------------|
| 1. |                      |             |                                      |                          |
| 2. |                      |             |                                      |                          |
| 3. |                      |             |                                      |                          |
| 4. |                      |             |                                      |                          |
| 5. |                      |             |                                      |                          |

**Student Presentation:**

|    | <b>Seminar Title</b> | <b>Date</b> | <b>Supervisor's Signature</b> | <b>Learning Outcomes</b> |
|----|----------------------|-------------|-------------------------------|--------------------------|
| 1. |                      |             |                               |                          |

**School Honours Coordinator Verification:**

I verify that student (*student name*) \_\_\_\_\_, enrolled in course (*course code*) \_\_\_\_\_ has attended at least 5 Faculty or School-based research seminars during semester 1 / 2 (*please circle one*), 2011 as detailed above.

I therefore recommend their grade be recorded as Satisfactory for enrolment in HLP102 Research Seminars.

\_\_\_\_\_  
**School Honours Coordinator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Course Coordinator**

\_\_\_\_\_  
**Date**