

# Postgraduate Student Research Guide



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**2023**

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## 1. Introduction

Welcome to the second year of the Master of Contemporary International Studies (MCIS) programme. This guide includes information about your research course as well as practical advice. Before you begin your research journey, it is sensible to review what a Master's degree is and what is expected of you. A Master's degree is a research qualification in which you apply previous knowledge and skills to new situations. Through successfully completing this programme of study, you will know how to undertake formal academic research. Specifically, you will demonstrate a higher level of critical thinking skills through the planning, execution, and completion of a piece of original research work.

### ***Practical Tips:***

- *It is very important that you consider your commitment to research carefully before you begin, so you can complete your programme of study within 68 weeks of coursework.*
- *It is normal for the marking process to take some months. The implications in terms of time, cost, and visa requirements need to be understood and accepted from the start.*

## 2. Choosing a topic

This is an important decision because you will spend a significant amount of time on your project and will tell other people about it. Some questions to consider are: "What am I interested in?", "What will give me options in the future?", and "What topics do I already know something about that would be suitable for a master's thesis?" There is a tension here, one common error is to launch into a topic without adequate thought, but time is limited and spending too much time selecting and planning the research is another common fault. A good topic is normally a focussed one that can be undertaken in the time available. Choose a topic where the data is available and you know how to analyse that data.

There are two types of research. Primary research includes original data collection by the student. Usually, it takes the form of a questionnaire. Its prime characteristic is the collection of some sort of data to be analysed by the student, often in the form of statistics (that is, quantitative data). Primary research could involve the collection of detailed information or descriptive data from selected sources or case studies (that is, qualitative data). An example of a quantitative research study is one where a large number of tourists are given a questionnaire about the types of hotels they use when visiting Palmerston North. A qualitative study would be one that looks at a selected number of hotels in Palmerston North, perhaps involving detailed interviews with managers to look at the types of activities with which local hotels are engaged in to attract visitors to the Palmerston North area.

Secondary research may involve novel interpretation of published articles or other literature. Exceptional care must be taken to ensure originality, resulting in new ways of thinking about a particular problem or issue. An example of secondary research created from existing source materials would be a study of scientific studies of forest certification schemes from around the world, which have been published in scholarly journals, in order to derive conclusions and policy advice for a proposed forest certification scheme in New Zealand because very little has been published in this country. Another example would be a study of legal decisions from around the world that deal with intellectual property protection in order to create an original thesis respecting possible ways that indigenous peoples can protect native knowledge of the natural and physical environment.

### ***Practical Tips:***

- *Develop your ideas early and discuss your ideas with other people.*

### 3. Supervised research

Supervision will normally be provided by IPU New Zealand teaching staff, but in some cases by external supervisors. At the beginning of your student research journey, you and your supervisor will need to collaboratively make some decisions and complete some important documentation as records to support a healthy relationship and successful outcome. These documents might include the Postgraduate Research Supervision Agreement, the Postgraduate Research Supervision Guide, and the Postgraduate Research Co-Authorship Agreement. Your supervisor will give you these forms, which you can see in the appendices of this handbook.

Depending on your research proposal, some periods of time may be required for the off-campus collection of data for your research. This may raise issues regarding scholarship hour requirements or other issues such as visa requirements and insurance. Please consult with your supervisor and contact the Director-Academic if you have any concerns.

#### ***Relevant appendices:***

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### 4. Research proposal

Your first assessment is your research proposal. A good research proposal is a robust frame that can guide and direct your research as well as provide the basis for setting timelines. The purpose of presenting your research proposal, in both written and oral forms, is to clarify what is proposed and gain the benefit of suggestions, which should help refine the research. It is also an opportunity to develop your oral presentation skills. The oral presentation will be 10-12 minutes in duration, followed by a discussion. You may ask a support person to attend the seminar if you wish. There are templates and a marking guide in the appendices, but you should follow your supervisor's guidance on how to prepare your research proposal.

#### ***Practical tip:***

- *Practice giving your presentation in front of other people until you feel comfortable.*

#### ***Relevant appendices:***

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### 5. Ethical clearance

If you are planning to undertake primary research with human subjects/participants, then your proposal and research documents must be approved by your supervisor and the Research and Development Committee. The forms to apply for human ethical clearance and the deadlines for applications are available on Moodle.

#### ***Practical tip***

- *Important: **You must not** undertake any sort of interviews or surveys of subjects before you have ethical clearance from the Research and Development Committee.*

## 6. Fund application

IPU New Zealand has a Masters Research Expenses Fund that can be applied for through the Research and Development Committee. The amount of research funding is limited to \$500. After submitting the application form (available in the appendices), it will take some time for a decision to be reached. You must keep a record of all expenses to apply for reimbursement after the successful completion of the course. Reimbursement is not guaranteed.

### ***Relevant appendix:***

Appendix 7: Masters Research Expenses Fund Application .....20

## 7. Progress report

Around the halfway point in your student research journey, you and your supervisor will need to submit a progress report. This report acts as a check on the progress of your research journey and an opportunity to improve your relationship with your supervisor and progress towards a successful outcome of your course.

### ***Practical Tips:***

- *It is a very good idea to give yourself a deadline for each section of your research. This is particularly true if you are on a very tight time limit.*
- *It is very important that you keep the pressure on yourself to keep making progress.*

### ***Relevant appendix:***

Appendix 8: Postgraduate Research Progress Report .....22

## 8. Thesis/ Project report

A research thesis or report informs knowledge of the topic, is unique in its examination of the issue(s), and answers key questions and objectives. Students often ask, “How long does it have to be?” The Research Thesis is worth 90 credits and should represent substantial research. A general guide is 20,000 - 40,000 words (excluding abstract, references, footnotes, and appendices), but the actual length should be decided in consultation with your supervisor. The Research Project is worth 60 credits and therefore will be shorter in length. A general guide is 10,000 - 20,000 words (excluding abstract, references, footnotes, and appendices), but the actual length should be decided in consultation with your supervisor. A suggested structure for your research report or thesis is provided in the appendices, but remember to follow the guidance of your supervisor.

Plagiarism is not acceptable. You must not copy or paraphrase another person’s work without giving the source. Please refer to the IPU Postgraduate Study Guide for details and the Academic Honesty Policy for further clarification.

### ***Practical Tips:***

- *Research theses and reports by previous students are available in the library.*
- *For further detail, look at the assessment guide in the appendices.*

### ***Relevant appendices:***

Appendix 9: Suggested Structure for 95.995 Thesis, 95.994 Report .....26

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## 9. Final presentation

At the end of your student research journey, you will give an oral presentation of your research. This is your opportunity to share your research findings that you have discovered as the result of your hard work. You should prepare an oral presentation using the template shown in the appendices but changed to suit your own research, following the guidance of your supervisor. Your presentation should be 20-25 minutes in duration, followed by questions that you will be expected to answer. You are welcome to ask a support person to attend.

### ***Practical Tip:***

- *Practice giving your presentation in front of other people until you feel comfortable.*

### ***Relevant appendices:***

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## 10. Before graduating

After you have submitted your report or thesis and given your oral presentation of it, there are a few more things you must do before you can graduate.

- You may be required to make changes to your report or thesis, or to give some explanation in person. Therefore, you must make sure that your supervisor can contact you easily.
- A condition of your graduation is that you submit both digital and paper copies of your thesis or report to the IPU New Zealand library. Please discuss with your supervisor how the paper copy should be bound and details about other copies.
- You also need to provide a description of your research topic of about 50 words in length to your supervisor, who will send it to Academic Registry for graduation procedures.
- You may wish to discuss any planned publication of your research with your supervisor.

Completion of a Master's degree demonstrates your ability to think for yourself, plan, and persevere. It is also clear evidence of your ability to learn a topic to a high level of expertise. These skills are marketable, especially when coupled with the international interdisciplinary ways of thought you have learned throughout your learning journey at IPU New Zealand. Your proven ability to work in an international context in English is also highly marketable. As you prepare to move into the workplace or onto further study remember these lessons and take confidence from them. Research is about exploration and discovery. This is a lifelong journey!

## **Appendix 1. Postgraduate Research Supervision Agreement**

The purpose of this agreement is to establish a strong base for a quality partnership and successful outcome. These are statements of intent only, rather than being legally binding, and the implied obligations depend on what can reasonably be expected in the circumstances.

### **THE SUPERVISOR AND THE STUDENT:**

1. Will establish agreed roles and clear processes to be maintained by both parties. In the case of joint supervision everybody's role needs to be clarified.
2. Will meet regularly and as frequently as is reasonable to ensure steady progress towards the completion of the research report or thesis. This time varies, but the normal minimum requirement for face-to-face contact is one meeting of one hour per week.
3. Will keep appointments, be punctual and respond to messages in a timely manner.
4. Will keep one another informed of any planned vacations or absences as well as changes in his or her personal circumstances that might impact on the work schedule. Unplanned absences or delays should be discussed as soon as possible and arrangements should be made.
5. Will ensure that research on human subjects is conducted according to the procedures and requirements of the IPU New Zealand Research and Development committee.
6. Will take practical steps to minimise risk to their own, and each other's, health and safety.
7. Will contact the Director-Academic if communication breaks down.

### **THE SUPERVISOR:**

1. Undertakes to provide guidance for the student's research project in relation to the design and scope of the project, the relevant literature and information sources, research methods and techniques and methods of data analysis.
2. Will expect written work as jointly agreed, and will return that work with constructive criticism within a timeframe (a suggestion is two weeks).
3. Will provide advice that can help the student to improve their writing. This may include referrals for language training and academic writing. Detailed correction of drafts and instruction in aspects of language and style are not the responsibility of the supervisor.
4. Will support the student in the production of a research report or thesis. Provision should be allowed for adequate, mutually respectful, discussion around recommendations made.
5. Will assist with the construction of a written time schedule which outlines the expected completion dates of successive stages of the work.
6. Will discuss the ownership of research conducted by the student in accordance with IPU New Zealand's guidelines and rules on intellectual property, co-authorship, and copyright.
7. Will ensure that the student is made aware in writing of the inadequacy of progress and/or of any work where the standard is below par.

## THE STUDENT:

1. Undertakes to work independently under the guidance of the supervisor. This includes reading widely to ensure that the literature pertinent to their chosen topic has been identified.
2. Will arrange meeting times to see the supervisor well in advance.
3. Will think carefully about how to get maximum benefit from these contact sessions by planning what they want in these sessions and submit written work for discussion with the supervisor well in advance of a scheduled meeting.
4. Will submit written work that is relatively free from basic spelling mistakes, incorrect punctuation, and grammatical errors. Responsibility for the accuracy of language, overall structure, and coherence of the final research report or thesis rests with the student.
5. Undertakes to heed the advice given by the supervisor and to engage in discussion around suggestions made. Ultimately the student has to take responsibility for the quality and presentation of the work.
6. Agrees to honour agreements about ownership of the research in accordance with IPU New Zealand's guidelines and rules in relation to co-authorship, copyright and intellectual property.
7. Will ensure that the work contains no instances of plagiarism and that all citations are properly referenced. The list of references must be accurate, complete, and consistent.

We confirm that we understand this agreement and agree to be guided by its principles.			
Student Name			
Signature		Date	
Supervisor Name			
Signature		Date	

*This agreement should be signed by the postgraduate student and their main supervisor. The signed document should be uploaded to the Student Assessment Folder (for Academic Registry records) and copies kept by the supervisor and the student for the course duration.*

N. B. The supervisor may request their student also completes the *Postgraduate Research Supervision Guide*. If completed, this should also be uploaded to the *Student Assessment Folder* and copies kept by the supervisor and the student for the duration of the course.

Was the <i>Postgraduate Research Supervision Guide</i> also completed?			
Yes		No	



**Appendix 2. Postgraduate Research Supervision Guide**

**EXPECTATIONS OF THE SUPERVISION PROCESS**

**1.1. Meetings and Communication Strategies**

Issues to discuss might include:

- Expectations of meetings
- Frequency, duration and location of meetings
- Any other commitments each party has and any anticipated absences.
- Access to and availability of the supervisor outside scheduled meeting times
- Who has responsibility to initiate meetings (if not scheduled regularly)?
- Protocol for when one person can't make a scheduled meeting
- Should meeting decisions be noted? By whom?

Meetings: 

**1.2. Advice and Support**

Issues to discuss might include:

- Development of the research proposals (initial proposal, ethics proposal): how much input from supervisor, how will this proceed?
- Expectations of feedback: how much, how often, in what form?
- Support with theoretical content, e.g. resources, contacts: how much can be expected, given the supervisor's knowledge of the area?
- What other kinds of knowledge are needed, e.g. the research process, academic writing, literature, data storage and retrieval, statistical treatment, etc.? What resources does the supervisor know of; how much help can they give?

Advice and Support: 

**1.3. Time Management**

Issues to discuss might include:


- What are the different stages in the research process and how long should each one take to complete?
- What would be a realistic completion date in view of our separate commitments and IPU policy?
- Timeframe and deadlines

Time Frame: 

#### 1.4. Co-supervision

Issues to discuss might include:

- What roles will be taken by each supervisor (primary, secondary and/or mentor), what inputs will each have and what kind of feedback will each have?
- How often are meetings with both supervisors required? Every meeting? Sometimes?
- How will each party be kept informed with decisions and updates?
- If there is disagreement about methods, content etc., between joint supervisors, how is this to be resolved?
- Any other issues relating to supervisor/student understanding?

Co-Supervisors (for thesis students) 

# RESOURCES

## 1.5. Resources

Issues to discuss might include:


- What documents are relevant for postgraduate students?
- What web URLs are useful?
- What access does the student have to:
  - A study place?
  - Computer, data storage, e-mail, internet access, interloans?
  - Funding/research grants/scholarships? If available, what are the application processes and deadlines? Who can be contacted for more information?
  - Support services, e.g. technical, thesis/report writing, library?

Resources: 

## 1.6. Monitoring supervision, resolving conflict

Issues to discuss might include:

- How will we monitor that supervision is working well?
- What to do in the event that one party is not happy with its progress or if problems can't be resolved?

Monitoring supervision, resolving conflict: 

# ASSESSMENT, EXTENSION, DEFERMENT

## 1.7. IPU guidelines/regulations

Issues to discuss might include:


- What documents are available on postgraduate supervision?
- What web URLs are useful?

IPU guidelines/regulations: 

## 1.8. Clarification of thesis/report assessment

Issues to discuss might include:


- How is the assessment of the thesis or report conducted?
- Will there be an external assessor? When is this decided? Can I have a say?
- How does the thesis/report grade contribute to the overall grade?

Clarification of thesis/dissertation assessment: 

## 1.9. Extensions and deferment

Issues to discuss might include:

- What are the protocols for extensions and deferment?


Extensions and deferment: 

# ETHICAL CONDUCT

## 1.10. Ethics

Issues to discuss might include:

- What ethical issues need to be considered in the research project?
- Do I need to apply for consent from the Research and Development committee?
- How do I apply for ethical approval? Deadlines?

Ethics: 

## 1.11. Intellectual Property

Issues to discuss might include:

- Who owns the intellectual property that I produce?
  - IPU's background intellectual property remains IPU's
- Are there any documents outlining my rights and responsibilities with respect to the Institution and any third parties?
- What publications might be planned?
- How will authorship be managed?
- Seek permission before use of IPU brand

Intellectual Property: 


### 1.12. Conflict of Interest

Issues to discuss might include:

- What rights and responsibilities does the student and the supervisor have?
- Who to contact if you cannot or do not want to contact your supervisor

Conflicts of interest? 

### ANYTHING ELSE?

Anything else not already covered? 

### Appendix 3. Postgraduate Research Co-Authorship Agreement

This document sets out an agreement between a supervisor and supervisee on the use of research data and co-authorship of publications arising from a postgraduate research project.

With regard to postgraduate research, the student will be primarily responsible for developing the research questions, collecting the data, analysing it, and drawing conclusions from it. Therefore, the student should be the first author of any publication arising from this research.

The data and information in the thesis or report is the student's Intellectual Property. The supervisor may not use any of the data collected by the student without the student's permission. If the student allows their supervisor (or another researcher) to use the data obtained in their research in a publication, the student's contribution should be recognised in an appropriate manner. Depending on the specific circumstances, this may be as a co-author, a reference in the appropriate section, or stated in the acknowledgements section.

If the supervisor has contributed significant intellectual input into an aspect of the research, they may suggest to co-author a publication. If the supervisor (or another researcher) makes a significant contribution to a publication, the supervisor's contribution should be recognised in an appropriate manner. Depending on the specific circumstances, this may be as a co-author, a reference in the appropriate section, or stated in the acknowledgements section.

We confirm that we understand and agree with the above statements.			
Student Name			
Signature		Date	
Supervisor Name			
Signature		Date	

*This agreement should be signed by the postgraduate student and their main supervisor. The signed document should be uploaded to the Student Assessment Folder (for Academic Registry records) and copies provided to the supervisor and the student.*

**Appendix 4. Written Research Proposal Template**



**Research ..... 95.99...**

**(Your Research Title)**

**Supervisor: Dr. ....**

**Research Proposal Presentation Written Component  
..... 2023**

**(Your Name)  
(Student ID)**



## **1. Introduction**

Clarify the purpose, scope/coverage, and background of your research. Why is it relevant and important? Why did you choose this topic?

## **2. Research Questions**

List your research questions. Define terminology.

## **3. Research Gap**

Where will your research fit in the world of knowledge? What makes your research unique?

## **4. Literature Review**

Briefly describe the most relevant research that has been done by other researchers on topics relevant to your own.

## **5. Theoretical Framework**

Introduce the theoretical model(s) or framework you will use.

## **6. Methods – Data Collection**

Explain how you will get access to the data. Why did you choose this data collection method? Who will you interview? How will you get access to your respondents? OR Where is the secondary data located?

Show how the data you will collect will answer your research questions. Highlight which questions your questionnaire will provide answers to your research questions OR Show a sample of the secondary data you will collect.

## **7. Ethical considerations**

Explain how you will get access to the data. Are there ethical and/or cultural considerations and have you applied for ethical clearance?

## **8. Methods – Data Analysis**

Put details of how will analyze your data. Why did you choose this data analysis method?

## **9. References and Bibliography**

List references that are relevant to your research, including those mentioned above. This should be a short list of key references on the topic, including books, journal articles, and internet sources to demonstrate that you have identified ten or more relevant, recent, peer-reviewed, reliable and credible sources of information.

## **10. Appendices**

Include relevant appendices, such as your full questionnaire.

**Appendix 5. Oral Research Proposal Presentation Template**



## Appendix 6. Research Proposal Marking Guide

Proposed Research Title:		Mark	Comments
<p>Student name:</p> <p>Student ID:</p> <p>Supervisor name:</p>			
<p><b>Oral Presentation (10)</b></p> <ul style="list-style-type: none"> <li>• Good audience engagement</li> <li>• Well-spoken with appropriate volume and speed</li> <li>• Appropriate use of English grammar, pronunciation, and vocabulary</li> <li>• Clear and appropriate visual communication</li> <li>• Good introduction to the research topic and background</li> <li>• Well-communicated topic, research gap, and questions/ hypotheses/ objectives</li> <li>• Clearly explained research methods and ethical issues</li> <li>• Good responses to advice and/or questions</li> </ul>			
<p><b>Written Proposal Summary (10)</b></p> <ul style="list-style-type: none"> <li>• Is the topic clear, the audience identified, and the importance/significance stated?</li> <li>• Have the research questions/hypotheses/objectives and the research gap been clearly identified and the research well-positioned in the context of international interdisciplinary studies?</li> <li>• Have important theories and/or frameworks been sufficiently introduced and justified?</li> <li>• Has the methodological approach and the choice of research design been justified?</li> <li>• Have ethical, cultural, and practical considerations been identified and addressed?</li> <li>• Does the report use accurate APA 7<sup>th</sup> format in-text and list referencing?</li> <li>• Is the report written in fluent, polished English without noticeable errors?</li> <li>• Has all relevant information been presented or included in the appendices?</li> </ul>			

Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

Total mark: \_\_\_\_\_

## Appendix 7. Masters Research Expenses Fund Application

*\*Attach any quotes or other evidence of your estimated costs, as well as your research proposal.*

*\*Submit form to Research and Development Committee, then to Academic Board for approval.*

**Purpose:** Support for specific expenses of students undertaking Masters research.

**Date of submission:** \_\_\_\_\_

**Name of researcher:** \_\_\_\_\_

**Name of supervisor:** \_\_\_\_\_

**Project Title:**

**Objectives:**

**Methodology:**

**Outputs:** *(Normally a Thesis or a Report)*

**Funding requested for:** *(List all expenses, reasons for them, and \$NZ calculations)*

**Timeline:** *(To show when research expenses will be incurred)*

**Outside Funding Applied for or Received:** *(If none, write “None”)*

**Supervisor comment:**

**NOTE:** *If approved by the Academic Board, payment is only made after submission of satisfactory proof of expenses (e.g. receipts with GST numbers) that have been signed by your supervisor, and successful completion of the research course.*

**Appendix 8. Postgraduate Research Progress Report**

**Purpose:** This form represents a report of the postgraduate student’s research progress around the halfway point of their research course. It also acts as a record of the progress planned until the completion of their research report/thesis. It consists of three sections: A, B, C.

**Completion of Form:** The student is required to complete section A. Their main (or principal) supervisor completes section B in consultation with the student. Section C is completed by the supervisor. The supervisor and the student both read the report and sign that they agree with it.

**Records:** Copies of the completed and signed document should be kept by the student and the supervisor. The supervisor should also upload the signed document to the Student Assessment Folder (for Academic Registry records).

**Unsatisfactory Progress:** In the case of unsatisfactory progress, including not being able to complete this document due to communication issues, the supervisor should inform the Head of Research and the Director-Academic. The Head of Research and/or Director-Academic may request meetings with the supervisor, the student, and/or other staff in order to clarify that appropriate steps have been or will be taken to rectify any concerns or to initiate such steps.

**Concerns:** If students have concerns they wish to discuss confidentially with someone other than their supervisor, they should contact the Director-Academic or the Student Support Office.

**SECTION A: TO BE COMPLETED BY STUDENT**

Student Number		Course Number	
Student Name		Course Start Date	
Research topic			

Summary of Progress

Comment on how the research plan has been fulfilled so far.

Outline any difficulties that may have affected your progress.

Give an outline of your research plan for the rest of the course.

Outline any difficulties that may affect your progress.

**SECTION B: TO BE COMPLETED BY STUDENT AND SUPERVISOR**

Comments, issues or concerns.

Agreed action to address concerns.



# SECTION C: TO BE COMPLETED BY MAIN SUPERVISOR

## Main supervisor’s report on progress

Comment on how the student’s research plan has been fulfilled so far.

Comment on the student’s research plan for the rest of the course.

Please summarise the student’s progress since the beginning of the course.

Excellent       Regular       Irregular       Not progressing

We confirm that we have read and understood this report and that we agree with it.			
Student Name			
Signature		Date	
Supervisor Name			
Signature		Date	

**Appendix 9. Suggested Structure for 95.995 Thesis, 95.994 Report**



**(Your Research Title)**

**by  
(Your Name)**

**Submitted (Month), 2023**

A (thesis/report) submitted in partial fulfilment of the requirements of the Master of Contemporary International Studies, Institute of Pacific United New Zealand Tertiary Institute

### **Abstract and Keywords**

A summary of the project of 150-300 words in length, followed by 5 keywords

### **Acknowledgments**

A brief summary of assistance received in your research project

### **Table of Contents**

A list of headings and subheadings with page numbers

### **List of Figures**

A list of figures and maps with page numbers

### **List of Tables**

A list of tables with page numbers

## **CHAPTER 1 (INTRODUCTION)**

Introduction to the chapter

- 1.1 Research background, international interdisciplinary context
- 1.2 Research statement, Objectives, Research gap, Significance/Importance
- 1.3 Research questions/ Hypotheses

Chapter Summary

## **CHAPTER 2 (LITERATURE REVIEW)**

Introduction to the chapter

- 2.1 Previous research from an international interdisciplinary perspective
- 2.2 Previous research closely related to current study
- 2.3 Theoretical Framework/Model

Chapter Summary

## **CHAPTER 3 (METHODOLOGY)**

Introduction to the chapter

3.1 Research Design

3.2 Data Collection Procedures (Discussion to include population, sampling, tools, and procedures to use in collecting data, time frame for data collection)

3.3 Data Analysis Procedures (Discussion to include data analysis techniques, software used, data cleaning, coding, and themes development)

3.4 Ethical Considerations (Ethical considerations may relate to participants, information collection, information storage, information use, validity, reliability, bias, and plagiarism)

Chapter Summary

## **CHAPTER 4 (RESEARCH FINDINGS & DISCUSSION)**

Introduction to the chapter

4.1 Research Question 1

4.2 Research Question 2

4.3 Research Question 3

Chapter Summary

## **CHAPTER 5 (CONCLUSIONS & RECOMMENDATIONS)**

Introduction to the chapter

5.1 Conclusions (answer research questions/hypotheses)

5.2 Recommendations for future research

5.3 Limitations of the study

## **Reference List**

APA 7<sup>th</sup> style (available from Moodle and the Library)

## **Appendices**

Include any material that does not fit conveniently into the body of the text, including any information sheet, consent form, questionnaire, interview script, large tables, or data sets

## Appendix 10. Research Thesis/Report Marking Guide

Thesis/Report Title:		Mark	Comments
Student name:			
Student ID:			
Supervisor name:			
<b>Introduction (10)</b>	<ul style="list-style-type: none"> <li>Is the topic clear, the audience identified, and the importance/significance stated?</li> <li>Has the research gap been clearly identified and the research well-positioned in the context of international interdisciplinary studies?</li> <li>Have the research questions/hypotheses/objectives been clearly stated and justified?</li> </ul>		
<b>Literature Review (20)</b>	<ul style="list-style-type: none"> <li>Does the literature review explain and support the topic, aims, and research questions/hypotheses/objectives?</li> <li>Is a review of the current state of knowledge presented through an analysis of relevant and recent research studies and other literature?</li> <li>Have the strengths and weaknesses of previous studies been identified?</li> <li>Have important theories and/or frameworks been sufficiently introduced and justified?</li> <li>Does the review of previous studies demonstrate a high level of critical analysis?</li> </ul>		
<b>Methodology (20)</b>	<ul style="list-style-type: none"> <li>Has the methodological approach and the choice of research design been justified?</li> <li>Have the research instrument or model and data collection methods been designed or applied to answer the research questions/hypotheses/objectives?</li> <li>Have ethical, cultural, and practical considerations been identified and addressed?</li> <li>Are the data analysis procedures appropriate, reliable, and consistent with best practices?</li> <li>Have the research methods been explained in enough detail to allow replication?</li> </ul>		

	Mark	Comments
<b>Research findings and Discussion (20)</b> <ul style="list-style-type: none"> <li>• How much detail has been provided and how clearly have the results been presented?</li> <li>• Have tables, diagrams, and other forms of data presentation been appropriately used to categorize the results?</li> <li>• Is the written explanation of the results comprehensive, with sufficient detail?</li> <li>• Does the analysis and interpretation link to appropriate theories/frameworks?</li> <li>• Is every research question/hypothesis/objective systematically and critically discussed?</li> </ul>		
<b>Conclusions and recommendations (10)</b> <ul style="list-style-type: none"> <li>• Do the conclusions answer the research questions/hypotheses?</li> <li>• Are the recommendations valid and appropriately specific?</li> <li>• Have the limitations been identified and well-articulated?</li> </ul>		
<b>Presentation (20)</b> <ul style="list-style-type: none"> <li>• Is the report well-structured, according to instructions/guidelines?</li> <li>• Does the report use accurate APA 7<sup>th</sup> format in-text and list referencing?</li> <li>• Is the report written in fluent, polished English without noticeable errors?</li> <li>• Has all relevant information been presented or included in the appendices?</li> <li>• Has the editing process removed unnecessary content and words?</li> </ul>		
























Total mark: \_\_\_\_\_ Grade: \_\_\_\_\_

90-100%	A+
85-89%	A
80-84%	A-
75-79%	B+
70-74%	B
65-69%	B-
56-64%	C+
50-55%	C
40-49%	D
30-39%	E

Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 11. Suggested Structure for Final Presentation**



<p>Introduction to my research</p> <hr/>  	<p>Research questions</p> <hr/>  	<p>Relevant literature</p> <hr/>  
1	2	3
<p>Theoretical framework</p> <hr/>  	<p>Methodology</p> <hr/>  	<p>Data collection instrument</p> <hr/>  
4	5	6
<p>Ethical issues and limitations</p> <hr/>  	<p>Results</p> <hr/>  	<p>Discussion</p> <hr/>  
7	8	9
<p>Limitations</p> <hr/>  	<p>Conclusions &amp; recommendations</p> <hr/>  	<p>References &amp; bibliography</p> <hr/>  

**Appendix 12. Final Presentation Marking Guide**

<p><b>Student name:</b></p> <p><b>Student ID:</b></p> <p><b>Supervisor name:</b></p>	<p><b>Thesis/Report Title:</b></p>
<p><b>Presentation</b></p> <ul style="list-style-type: none"> <li>• Good audience engagement</li> <li>• Well-spoken with appropriate volume and speed</li> <li>• Appropriate use of English grammar, pronunciation, and vocabulary</li> <li>• Clear and appropriate visual communication</li> <li>• Good responses to advice and/or questions</li> </ul>	<p style="text-align: center;"><b>Mark</b></p>
<p><b>Content</b></p> <ul style="list-style-type: none"> <li>• Good introduction to the research topic and background</li> <li>• Well-communicated topic, research gap, and questions/ hypotheses/ objectives</li> <li>• Clearly explained research methods and ethical issues</li> <li>• Appropriately detailed and discussed results</li> <li>• Critically thought-out limitations, conclusions, and recommendations</li> </ul>	<p style="text-align: center;"><b>Comments</b></p>

Total mark: \_\_\_\_\_

Examiner: \_\_\_\_\_ Date: \_\_\_\_\_