

## Sydney School of Education and Social Work

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**EDPZ6720** Dissertation (12cp)  
**EDPZ6724** Dissertation Part 1 (6cp)  
**EDPZ6725** Dissertation Part 2\* (6cp)

\*Dissertation Part 1 is a pre-requisite for Dissertation Part 2

### Notes on Dissertation

All students must consult with the appropriate Designated Degree Convenor and submit a research proposal BEFORE confirming enrolment in a Dissertation unit. This means that preparation must occur in the previous semester. General advice can also be sought from the Dissertation Coordinator (See staff list attached).

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## 1. Teaching Staff Details

### 1.1. *Unit of Study Coordinator* - Associate Professor David Hirsh

<b>Room, building</b>	Room 811, Education Building A35
<b>Phone number</b>	(02) 9351 6417
<b>Email contact</b>	<a href="mailto:david.hirsh@sydney.edu.au">david.hirsh@sydney.edu.au</a>
<b>Arrangements for student consultation</b>	An appointment may be made by telephone or e-mail.

### 1.2. *Other Teaching Staff*

Each dissertation student will consult directly with his/her supervisor.

## 2. Supervision of Dissertation

Supervision of Dissertations will consist of at least several meetings during each semester with the supervisor. The number of meetings will vary, depending on the topic and evident need for guidance. These meetings are to discuss issues that arise in the course of study and to gain feedback on early drafts of writing. The format of the completed dissertation will be determined by the type of study conducted and will conform to the standards set by the field of study. A complete final draft must be reviewed by the supervisor before submission.

## 3. What is this Unit about?

### 3.1. *Nature of the Dissertation*

The Dissertation can either be completed within one semester (Dissertation EDPZ6720) or spread over two semesters (Dissertation Part 1 EDPZ6724 and Dissertation Part 2 EDPZ6725). Note that a *fully developed* research proposal is mandatory for entry into the 12cp unit (Dissertation EDPZ6720). The topic for a Dissertation will usually emerge from some of the seminars undertaken during previous coursework. It would be difficult to get approval for a Dissertation in a topic area not studied previously, and without the research skills necessary to carry out the proposed study.

A Dissertation is a piece academic writing of approximately 12,000 words and represents a substantial original work. The Dissertation serves two different purposes in a student's progress through a Masters degree program, being a way for a student to study an area of interest in depth, or as a path to further research.

**Students seeking progress into a research higher degree**, such as a doctoral program, are required to complete an *empirical study*, drawing on primary data. Such students who elect to complete the Dissertation in only one semester will need to have developed a substantial research proposal *before* enrolling in Dissertation EDPZ6720, keeping in mind the difficulties of obtaining ethics approval and completing data collection within the time constraint. It is therefore strongly recommended that students intending to proceed to a doctoral program

include a Research Methods unit in their study prior to undertaking the Dissertation, which will support the proposal development. The unit EDPK5003 *Developing a Research Project* is recommended. In the case of MEd TESOL, the proposal is undertaken during the unit EDPJ5022 *Research Methods in Language Studies* in the previous semester. (Note that for *direct* entry into a doctoral degree, an average of at least 80% across the Masters Degree is needed).

**Students *not* intending to progress to a higher research degree** may choose from a range of types of study, for example, it may be a small-scale empirical study, a critical analysis of a professional issue, an historical study, a study of curriculum development or a rationale for a changed professional practice. The Dissertation must incorporate an appropriate form of critical analysis and have as its basis a clearly structured conceptual framework. It is recommended that students complete a Research Methods unit of study prior to undertaking the Dissertation, particularly if electing the one semester 12cp unit (Dissertation EDPZ6720), to support the development of the required research proposal before commencement of the Dissertation unit/s.

### **3.2. *Proposals for Dissertations***

Students should initially consult with the Program Coordinator (see List of Designation Convenors in this document). This should be followed by further consultation with a staff member who has expertise in the field of the proposed study (usually the intended supervisor), who will support the development of the proposal.

The proposal must then be approved by the Designated Degree Coordinator and submitted to Gilbert Cheng, Program Support Officer, [gilbert.cheng@sydney.edu.au](mailto:gilbert.cheng@sydney.edu.au) with the *Dissertation Enrolment Request form* before the start of Semester.

For entry into the one-semester 12cp unit (Dissertation EDPZ6720), it is mandatory to have first completed a fully developed research proposal of between 1500 and 2000 words. The substantial preparation required for this proposal before commencement of the unit is intended to enable the student to successfully complete the study in the short timeframe available, and to provide the Designated Degree Convenor and the proposed supervisor with sufficient evidence to judge the student capable of undertaking the challenge.

For entry into the first of the two 6 cp units (EDPZ6724 Dissertation Part 1) a brief research proposal is required (750 to 1000 words). This proposal will provide the framework for the more substantial research plan to be developed during Dissertation Part 1.

The research proposal (both full and short) is expected to contain the following (as relevant for the type of research):

- A working title for the study;
- A statement of the research topic, the aim of the study and a rationale for its relevance/significance;
- Review of some key literature, with appropriate referencing;
- Research questions or hypotheses arising from the rationale and review;
- A list of the data to be collected or an overview of the material to be critically reviewed, and a rationale linking the data/material in some purposeful way to the research questions;
- Outline of the proposed methodology or approach, with appropriate referencing;
- Timetable for the project, reflecting either the one semester or two semester plan as appropriate;

- Anticipated problems and limitations and/or ethical considerations;
- Significant resources required for the project (if any);
- Other information as relevant to the particular type of study;
- Reference list.

### **3.2.1 Approval of Proposals**

The Office will send formal notification to the student that the research topic is approved, the enrolment is confirmed and the supervisor is confirmed. Any concerns should be immediately brought to the attention of Gilbert Cheng, Program Support Officer, gilbert.cheng@sydney.edu.au, the Designated Degree Coordinator or the Dissertation Coordinator.

## **4. Assessment**

### **4.1. Assessment policies in Education and Social Work**

All assessment in this Unit of Study occurs in conformity with the policies of the Sydney School of Education and Social Work, which is outlined on the website of the Sydney School of Education and Social Work.

Please refer to these policies for such matters as:

- Marking and grading
- Questioning a mark
- Submitting an Assignment
- Exams
- Seeking an extension
- Penalties for late submission of work
- Plagiarism and academic honesty
- Seeking special consideration
- Seeking leave of absence
- Student appeals process

All students enrolled in this unit of study are expected, without exception, to make themselves familiar with these policies. They are available at the following website:

[http://sydney.edu.au/education\\_social\\_work/current\\_students/assistance\\_forms/policies.shtml](http://sydney.edu.au/education_social_work/current_students/assistance_forms/policies.shtml)

The University has adopted severe but fair procedures for dealing with plagiarism. It is imperative that students understand what constitutes plagiarism. The threat of being accused of plagiarism is generally relieved by expert referencing of your assignments. If you are unsure on how to reference well, please refer to the publications of the School mentioned above, and also the following website:

[http://www.usyd.edu.au/ab/policies/Academic\\_Honesty\\_Cwk.pdf](http://www.usyd.edu.au/ab/policies/Academic_Honesty_Cwk.pdf)

### **4.2. Progression from Dissertation Part 1 to Dissertation Part 2**

Satisfactory completion of Dissertation Part 1 is a prerequisite for entry into Dissertation Part 2. The work done in Dissertation Part 1 should represent substantial progress towards the Dissertation's completion. Supervisors are required to complete a checklist indicating

satisfactory progress (or otherwise) at the end of Dissertation Part 1 and inform the Dissertation Coordinator who will then submit an appropriate grade (usually UC – Unit of Study Continuing). Note that an actual mark and grade are not available until completion of Dissertation Part 2.

The two checklists included below provide the standard expectations for Dissertation Part 1, although supervisors may vary the checklist to reflect the nature of a particular dissertation. However, the work described by the checklist should always represent the equivalent of 6,000 words.

#### Progress Checklist A – Empirical studies

- Substantial reading and completion of the literature review or other piece of sustained writing;
- Expansion of the conceptual framework
- Completion of the research design and methodology ‘chapter’
- Refining of data collection methods or instruments
- Preparation and submission of the Ethics application
- Other ....

#### Progress Checklist B – other types of study

- Substantial reading and completion of the literature review
- Expansion of the conceptual framework for the critical inquiry
- Completion of the introduction and research approach ‘chapter’
- Completion of identification and justification of source material, including primary sources
- Articulation of proposed analysis procedures
- Other .....

### **4.3. Submission of Dissertations**

One month prior to the due date a *Notice of Submission of Dissertation* form must be completed, signed by the Designated Course Coordinator/Supervisor and submitted to Gilbert Cheng, Program Support Officer, gilbert.cheng@sydney.edu.au. This is to allow time for the examination process to be organised. You will be notified of the final due date well in advance.

If needed, discuss the possibility of variation of the Dissertation submission date or leave of absence as soon as possible, first with your supervisor/Course Coordinator and afterwards with Dissertation Coordinator.

Submit your Dissertation to Turnitin.

In addition, submit *three* complete soft-bound copies to Gilbert Cheng, Program Support Officer, gilbert.cheng@sydney.edu.au., together with an *Abstract*, an *Author Declaration*, and a *Compliance Statement*. All forms are attached to this document. One copy of the Dissertation will remain in the School, and one will be sent to each of the two examiners.

### **4.4. Assessment of Dissertations**

In order to reach a satisfactory standard, Dissertation students should show evidence of ability to use sources critically and to make interpretations that are balanced and well substantiated. There should also be evidence of skill in the use of research conventions regarding presentation

and documentation. The critical review of literature in the dissertation should include current research in the field. Conclusions should flow coherently from the material presented.

Assessment of the dissertation is carried out by two examiners, neither of them will be the supervisor. The Dissertation Coordinator will appoint examiners in consultation with the supervisor/ Designated Course Coordinator

*Sample of Examiners Guidelines*

Examiners will assess, through the Dissertation document, the extent to which the student has demonstrated:

- Understanding and critical appraisal of the relevant literature;
- Communication of the purpose and scope of the study;
- Articulation of the conceptual framework;
- Application of appropriate research methodologies, including data collection and analysis if relevant;
- Clarity of expression of findings;
- Academic literacy;
- Development of a coherent argument and/or expression of appropriate conclusions and implications;
- Contribution to the knowledge and/or application of knowledge in the chosen field.
- Quality of artefacts produced (if applicable).

After the examination process, the overall grade will be indicated according to the following scale:

High Distinction	(85-100%)
Distinction	(75-84%)
Credit	(65-74%)
Pass	(50-64%)
Fail	(0-49%)

Examiners' reports will be made available to the student via the supervisor.

Once the student's Dissertation has been passed, the third copy will be kept in the School. It is also a courtesy to provide a bound copy of the dissertation to your supervisor.

**5. Other notes on this unit of study**

<b>Coordinator Designation</b>	<b>Name</b>	<b>OFFICE DETAILS</b>	<b>TELEPHONE</b>	<b>E-MAIL</b>
Dissertation Coordinator	Associate Professor David Hirsh	Room 811, Education Building A35	9351 6417	david.hirsh@sydney.edu.au

**For further information** and advice regarding Dissertations, candidates are advised to contact the Postgraduate Coursework Coordinator or the Designated Course Convenor from your designated course.

<b>DESIGNATION</b>	<b>COORDINATOR</b>	<b>OFFICE DETAILS</b>	<b>TELEPHONE</b>	<b>E-MAIL</b>
Educational Management & Leadership	Dr Rachel Wilson	Room 526, Education Building A35	9351 6390	rachel.wilson@sydney.edu.au
Educational Psychology	Associate Professor Paul Ginns	Room 914, Education Building A35	9351 2611	paul.ginns@sydney.edu.au
International Education	Associate Professor Nigel Bagnall	Room 528, Education Building A35	9351 6356	nigel.bagnall@sydney.edu.au
Higher Education	Dr Amani Bell	Level 2 South, Fisher Library F03	9351 5815	amani.bell@sydney.edu.au
Special & Inclusive Education	Associate Professor David Evans	Room 707, Education Building A35	9351 8463	david.evans@sydney.edu.au
Sports Coaching	Associate Professor Donna O'Connor	Room 447, Education Building A35	9351 6343	donna.oconnor@sydney.edu.au
TESOL	Dr Marie Stevenson	Room 814, Education Building A35	9351 3684	marie.stevenson@sydney.edu.au
Learning Sciences & Technology	Professor Peter Reimann	Room 439, Education Building A35	9351 6365	peter.reimann@sydney.edu.au
Social Work/Policy Studies	Dr Margaret Spencer	Room 729, Education Building A35	9351 1930	margaret.spencer@sydney.edu.au
General	Associate Professor David Hirsh	Room 811, Education Building A35	9351 6417	david.hirsh@sydney.edu.au



Sydney School of Education and Social Work

**Notice of Submission of Dissertation**

**Candidates are required to give 1 month's notice of the expected dissertation submission date, to allow the School adequate time to make arrangements for the timely appointment of their examiners.**

**SECTION A: (To be completed by the candidate and forwarded to your Supervisor)**

NAME: \_\_\_\_\_ SID: \_\_\_\_\_

DEGREE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE APPOINTED: \_\_\_\_\_

DESIGNATION (eg. TESOL): \_\_\_\_\_

DESIGNATED COURSE COORDINATOR: \_\_\_\_\_

Dissertation TITLE: _____ _____
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Expected dissertation submission date: \_\_\_\_\_

**SECTION B: (To be completed by the Supervisor).**

I expect that the dissertation will be submitted by: _____ I have commenced the process of informally approaching potential examiners: YES / NO Comments: _____ _____ Signature: _____ Date: _____
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**SECTION C: Only complete this section if supervisor is not the Designated Course Coordinator  
(To be completed by the Designated Course Coordinator & forwarded to Gilbert Cheng, Program Support Officer, gilbert.cheng@sydney.edu.au).**

Comments: _____ _____ Signature: _____ Date: _____
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Please return the completed and signed form to Gilbert Cheng, Program Support Officer, gilbert.cheng@sydney.edu.au.



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**AUTHOR'S DECLARATION**

This is to certify that:

- I. this dissertation comprises only my original work towards the *<insert name of degree>* Degree;
- II. due acknowledgement has been made in the text to all other material used;
- III. the dissertation does not exceed the word length for this course;
- IV. no part of this work has been used for the award of another course or degree;
- V. this dissertation meets the *University of Sydney's Human Research Ethics Committee (HREC) requirements for the conduct of research.*

Name(s): .....

Signature(s):..... Date: .....

The *Author's Declaration* must be inserted in the front of the **Turnitin** copy and in the front of each **soft & thermal bound** dissertation copy.

Do not photocopy this page.



**Sydney School of Education and Social Work**

**COMPLIANCE STATEMENT**

**I certify that:**

1. I have read and understood the *University of Sydney Student Plagiarism Coursework Policy and Procedure*<sup>1</sup>;
2. I understand the failure to comply with the *Student Plagiarism: Coursework Policy and Procedure* can lead to the University commencing proceedings against me for potential misconduct under Chapter 8 of the *University of Sydney By-Law 1999* (as amended);
3. This Work is substantially my own, and to the extent that any part of this Work is not my own I have indicated that it is not my own by Acknowledging the Source of that part or those parts of the Work.

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office use only:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Received by office: \_\_\_\_\_

This form must be submitted on the day you submit your dissertation for examination

<sup>1</sup> This policy document *Student Plagiarism: Coursework Policy and Procedure* can be located at the web address:  
[http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL\\_Main.fp5&-lay=www&-format=/pol/pol\\_summary.html&DocID=2948&-find](http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-lay=www&-format=/pol/pol_summary.html&DocID=2948&-find)



## Sydney School of Education and Social Work

### Dissertation Enrolment Request Form

SECTION A: (To be completed by the candidate & signed/approved the Course Coordinator/supervisor)

NAME: \_\_\_\_\_ SID: \_\_\_\_\_

DEGREE: \_\_\_\_\_

DESIGNATION e.g., (TESOL): \_\_\_\_\_

SUPERVISOR (if known): \_\_\_\_\_

Please tick the unit of study code and corresponding semester you are proposing to enrol in:

- EDPZ6720 Dissertation (12 cp) Semester 1 OR**
- EDPZ6720 Dissertation (12 cp) Semester 2 OR**
- EDPZ 6724 Dissertation Part 1 Semester 1 & EDPZ 6725 Dissertation Part 2 Semester 2 OR**
- EDPZ 6724 Dissertation Part 1 Semester 2 & EDPZ 6725 Dissertation Part 2 Semester 1 following year**

Dissertation TITLE: \_\_\_\_\_

\_\_\_\_\_

SECTION B: To be completed by the Designation Coordinator/supervisor after consultation with student

I confirm that I have met with the student to discuss their proposal for enrolment in dissertation

The student is **able/not able** to enrol in **EDPZ6720 OR EDPZ6724 and EDPZ6725**

I recommend this student enrol in EDPK5003 Developing a Research Program in Semester \_\_\_\_\_

Program Coordinator's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Appointed: \_\_\_\_\_ Date Appointed: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Expected dissertation submission date: \_\_\_\_\_

Please upload this completed form when requesting Departmental Permission through Sydney Student or email to Gilbert Cheng, Program Support Officer, gilbert.cheng@sydney.edu.au.