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INTRODUCTION

Welcome to the Honours program in the Faculty of Health, University of Technology, Sydney.

The Bachelor of Nursing and Midwifery (Honours) programs provide the opportunity for eligible graduates of the Bachelor of Nursing and Bachelor of Midwifery programs to extend their skills and understanding of the research process. The course places nursing and midwifery research within the professional, philosophical, historical, social, cultural and political contexts of midwifery and nursing practice. The Honours Program is regarded as a research apprenticeship and requires an extensive commitment from students. It is an opportunity to produce a substantial piece of work, conduct research and or explore research data in an area of interest at much more depth and more independently than has been possible in previous undergraduate studies. The responsibility for your work has now shifted to you.

This handbook sets out the aims, expectations and processes of the Honours Program, and provides useful information that you will need before you start, during researching and writing, and at the time of the submission of your dissertation for examination. However, as the first step it might be useful for you to consider the flow chart on the Progress of Candidature for Bachelor of Nursing and Bachelor of Midwifery (Honours) candidates outlined on page 6.
RESEARCH STUDENTS TEAM AND CONTACT DETAILS

Responsible Academic Officers (RAO):

**Associate Dean (Research)**
Professor Christine Duffield
Email: christine.duffield@uts.edu.au
Professor Duffield is responsible for the Faculty of Health's research program and Health Services and Practice research strength.

**Director, Research Students**
Associate Professor Robyn Gallagher
Associate Professor of Chronic and Complex Care
Telephone: 9514 4833
Email: robyn.gallagher@uts.edu.au
Associate Professor Gallagher is responsible for coordinating the Bachelor Honours program for the Faculty of Health's research program.

**Research Degree Administration Officer:**
Ms Priya Nair
Telephone: 9514 4834
Email: Health.Research.Students@uts.edu.au
The research degree administrator assists students with their candidature requirements for the Faculty of Health research program.

**Contact details**
Faculty of Health
University of Technology, Sydney
Level 7, Building 10, 235-253 Jones St. City Campus (PO Box 123)
Broadway NSW 2007
Telephone: 9514 4834
Email: Health.Research.Students@uts.edu.au
AIMS OF HONOURS PROGRAM

- develop candidates' skills in using research designs and methodologies
- enable graduate nurses to conduct research relevant to nursing and midwifery
- reinforce candidates' understanding of the crucial roles of research in the evolution of the discipline of nursing and midwifery
- deepen candidates' understanding of the important relationships between research, theory development and clinical nursing and midwifery practice

As such, it is particularly suitable for those nurses and midwives who are planning to undertake or to lead research, and for those wishing to proceed to a Masters (by research) or PhD and/or to pursue an academic or research career.

ENTRY REQUIREMENTS

To be eligible to enrol in the Bachelor of Nursing and Midwifery (Honours) programs, candidates must be eligible to graduate from, followed by successful completion of a Bachelor of Nursing or Bachelor of Midwifery degree with a weighted average mark of credit (or equivalent), and be a Registered Nurse or Midwife (or be eligible for registration with the NSW Nurses and Midwives Registration Board).
**PROGRESS OF BACHELOR HONOURS CANDIDATURE**

1. **Discuss potential topic and supervision with proposed supervisor/s before applying for (Hons) Program**

2. **Consult the Director Research Students for advice on a suitable supervisor and entry criteria and issues**

3. **Apply for entry and scholarship direct to Faculty**

4. **Enrol in the B Mid (Hons) or BN (Hons) subjects**

5. **Work on your research project and dissertation in consultation with your supervisor.**
   - **Apply for ethics approval (if necessary).**
   - **Conduct research project.**
   - **Submit Review of Progress signed by your supervisor/s at the end of every semester.**
   - **Present at the Research Students Forum.**

6. **Supervisor to complete and submit the NOMINATION OF EXAMINERS FORM 6 weeks prior to submission**

7. **Student submit your dissertation for examination with SUBMISSION OF DISSERTATION FORM signed by your supervisor & DISSERTATION ACCESS FORM signed by you by the 1st Friday in November.**

8. **Two examiners assess your dissertation. They are asked to provide their reports within three weeks.**
   - **Grades can normally be finalised within 5 weeks**

9. **Your supervisor makes a recommendation on the examiners’ reports**

10. **The Faculty Research Committee (FRC) considers the supervisor’s recommendation and the examiners’ reports**

11. **The Committee formally advises you of the examination outcome**

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*In the event that the results from the two examiners do not agree, the dissertation will need to go to a third examiner. This may extend the examination process.*
COURSE STRUCTURE

The Honours program is usually completed in two years of part-time study (4 semesters), but can be completed in one year of full time (2 semesters) study. The program is comprised of one compulsory and one elective research subject and two dissertation subjects. **It is the student's responsibility to enrol in subjects and check their enrolment status. Students will not be able to graduate until all subjects and the dissertation are completed.** Candidates must pass all components of the degree to be eligible to graduate.

- Health Care Research Methodology (92972) 6 credit points
- Developing Health Care Theory (92973)
  
  OR
  
  Investigating Health Care Change (92974) 6 credit points
- Midwifery Honours Dissertation 1 and 2 (92265 & 92266) 36 credit points
- OR
- Nursing Honours Dissertation 1 and 2 (92291 & 92292) 36 credit points

**Full Time (48cp / 2 semesters)**

**Autumn**

92972 Health Care Research Methodology (6cp)

AND

92291 / 92265 Dissertation 1 (18cp)

**Spring**

92973 Developing Health Care Theory (6cp)* OR 92974 Investigating Health Care Change (6cp)*

AND

92292 / 92266 Dissertation 2 (18cp)

**Part Time (48cp / 4 semesters)**

**Autumn**

92972 Health Care Research Methodology (6cp)

**Spring**

92973 Developing Health Care Theory (6cp)* OR 92974 Investigating Health Care Change (6cp)*

**Autumn**

92291 / 92265 Dissertation 1 (18cp)

**Spring**

92292 / 92266 Dissertation 2 (18cp)

* Please note: while you must enrol in one of these subjects, your choice of subject can be changed before spring semester, once you have consulted with your supervisor and the course coordinator on which would be the most appropriate for you and the development of your research project.
ASSESSMENT COMPONENTS

The subject examiner performs the grading of the two research coursework subjects. The results of these subjects don’t contribute to the final mark for the course. Grading of the dissertation subjects is considered to occur within the grading of the dissertation and is performed by the external examiners (see section on the Examination Process, page 18).

Calculation of the final result

The final result for the program is based on the marks given for the dissertation and is graded as follows:

- First Class [BN or BMid (Hon 1)] \( \geq 80\% \)
- Second Class (Division One) [BN or BMid (Hon 2i)] 70 – 79%
- Second Class (Division Two) [BN or BMid (Hon 2ii)] 60 – 69%
- Third Class [BN or BMid (Hon 3)] < 60%

Requirements

Review of Progress

Bachelor Honours students of the Faculty are required to report on their progress at the end of every semester by completing the Review of Progress form. Students are not required to submit a review of progress for the semester in which they will submit their dissertation for examination. Students must work with their supervisor/s to complete the review of progress and submit it by the due date.

Research Student Forum

Bachelor Honours students of the Faculty are also required to present their work to the Faculty. This will typically occur at the Research Students Forum following submission of the dissertation (i.e. Summer RSF for November submission, Winter RSF for June submission). Other forums for presentation of the work can be negotiated with the Faculty, as can presentation prior to submission.
THE BACHELOR HONOURS DISSERTATION

The Bachelor of Midwifery or Nursing (Honours) dissertation is the major assessable component of the Bachelor of Midwifery or Nursing (Honours) degree. The dissertation comprises thirty-six (36) credit points of a forty-eight (48) credit point course.

Aims and expectations
The dissertation component of the BN (Hons) and BMid (Hons) program aims at the completion of a supervised but independent development of a topic based on research data in a manuscript of 20,000 - 25,000 words - excluding references, appendices and tables.

The development of the dissertation will build on existing abilities to write well researched and critical essays. The dissertation should demonstrate a degree of creativity or originality by drawing together information from different sources (research data, theory etc). However, as the main aim of the Honours degree is to facilitate entry to graduate research study, the dissertation must demonstrate the student’s ability to engage effectively and critically with current academic and/or professional discourses. In order to achieve this aim:

1. You will need to develop and present a sustained argument supported by critically evaluated evidence.
2. You will be required to develop a framework that is consistent with your overall position or perspective. This will inform the rationale for and the design of your research project or data analysis, the interpretation and discussion of your findings and the logical progression to your conclusion.
3. You will need to demonstrate your acquaintance with a broad range of relevant literature and, if appropriate, to explore material from disciplines other than nursing and midwifery.
4. You will be required to synthesise both primary and secondary sources of information (or data) and analyse and interpret your findings.

Ethics approval
It is a requirement of your dissertation that ethical considerations are included and have been discussed with your supervisor. Please refer to the figure for advice on the process. If your project does not fall within these guidelines, you must discuss further with Director Research Students.
Flowchart on Human Research Ethics Committee (HREC) process

- **Does the research involve publicly available information?**
  - **YES**: Human Research Ethics Committee (HREC) approval **not required**
  - **NO**: Proceed to the next step

- **Is it a ‘quality’ project under NHMRC guidelines?**
  - **YES**: Student submits an abstract to RAO confirming status as a ‘quality’ project under NHMRC guidelines and signed by the supervisor
  - **NO**: Proceed to the next step

- **Does the project already have HREC approval?**
  - **YES**: Supervisor to submit an amendment to HREC(s):
    - to add student as new personnel on the existing project
    - Submit an application for approval to the relevant HREC(s):
      - supervisor is to be recorded as chief investigator
      - student to be included on the application
      - Student to include the HREC(s) approved letter in the appendix of the dissertation
  - **NO**: Proceed to the next step
Rules of the Bachelor Honours Dissertation

While researching and writing your dissertation, you must ensure that your dissertation complies with the following Rules:

1. The dissertation:
   - Must be written in English or in a language approved by the FRC and must reach a satisfactory standard of presentation.
   - Must be embodied in the form of a manuscript, unless the FRC approves an alternative.

2. The dissertation must consist of the candidate’s own account of her/his work.

3. A candidate may not submit as the main content of her/his dissertation any work or material which she/he has previously submitted for a degree or other similar award, but she/he should not be precluded from incorporating such in her/his dissertation provided that she/he indicates generally in the preface and specifically in the notes, the work which has been incorporated.

4. Unless the FRC approves an alternative format, the dissertation should be prepared in compliance with the guidelines on presentation as outlined in this Handbook (p.21).

Please note that for general information about referencing guidelines for the dissertation; refer to UTS Library website http://www.lib.uts.edu.au/help/referencing which is based on the Harvard referencing system.
SUPERVISION

As the dissertation is the development of a supervised yet independent piece of work, it is expected that your supervisor will be your main source of advice to explain how the aims and expectations of the dissertation specifically relate to your chosen topic. Your supervisor will be an ongoing guide to the work as it develops. For these reasons, it is extremely important for you to choose as your supervisor, someone who has a grasp of the content area and methodology related to your topic and with whom you will be able to work comfortably. You are strongly advised to seek the advice of the Director Research Students in choosing your supervisor.

Once you have discussed your dissertation topic with your proposed supervisor, the final supervision arrangements will need to be formally approved by the Director Research Students as the Responsible Academic Officer. Once the supervision arrangements are in place, you are ready to begin work on your dissertation. At this stage, it is important that you take note of your responsibilities as a Bachelor (Honours) candidate, and the responsibilities of your supervisor.

Policy on Supervision

- Principal supervisor must be registered as a Category 1 supervisor (refer to the Graduate Research School (GRS) Protocol on the register of research student supervisors - http://www.gradschool.uts.edu.au/policies-rules/index.html#supervision).
- The Faculty of Health adheres to the UTS Code of Practice for Supervisors, Advisors and Research Degree Candidates, which outlines student and supervisor responsibilities and rights - http://www.gsu.uts.edu.au/policies/codeofpractice.html.

Responsibilities of Bachelor Honours Candidates

1. Students are expected to be thoroughly familiar with the University’s Undergraduate Student Rules and the additional rules and procedures in their faculty.
2. Students are required to enrol and complete subjects listed.
3. As the Principal Supervisor will be the main source of advice and guidance, it is important for students to seek a Principal Supervisor whom they can respect professionally and to whom they can relate personally. Students new to the University may consult the Faculty website, Faculty Postgraduate Handbooks, Faculty Reports or other documentation to ascertain who among the staff in the faculty may be appropriate Principal Supervisors.
4. Students should inform the Principal Supervisor of any significant factors which might affect the program of research, so that leave of absence or other arrangements can be made if necessary, or a change in enrolment status.
5. The student should discuss the resources needed and those available with the supervisor and at the time of enrolment and at the time progress reports each semester. Both the student and the Principal Supervisor should reach early agreement on the scope of the
research project to ensure it is feasible in the time available and that the necessary resources are available.

6. Any difficulties arising from the research or with supervision should be raised first with the Principal Supervisor but if the issue cannot be resolved, the Director Research Students should be contacted. If the difficulties cannot be resolved than the Director Research Students then the Responsible Academic Officer (RAO) should be contacted.

7. The student has a responsibility to maintain the progress of the work in accordance with the stages agreed with the Principal Supervisor, including, in particular, the presentation of written material as required in sufficient time to allow for comments and discussions before proceeding to the next stage.

8. Continuation of candidature is conditional on maintaining satisfactory progress in all aspects of candidature which may include some or all of: progress on research plans, ethics clearance, safety requirements and coursework components. Supervisors may draw the attention of the Responsible Academic Officer to problems with progress of a student at any time.

9. The University has a policy on intellectual property. Research students should become familiar with its implications for them before their candidature commences. Potential problems should be raised before enrolment so that a conflict of interest between the student, the University and the employer or sponsor does not occur later on. If issues of ethics or fraud arise then the Universities Australia Guidelines should be consulted. They are available from the University's Research and Innovation Office.

10. All students are required to submit Review of Progress form at the end of each semester.

We strongly recommend that at the start of the degree, that you discuss with your supervisor an agreed method of working and schedule of meetings, to include meeting with your supervisor in person every two to three weeks. This personal contact is essential, as your supervisor's role is to provide guidance, assistance and a sounding board for your ideas and plans on your dissertation.

Responsibilities of the Principal Supervisors of Bachelor (Honours) Candidates

1. Encourage broader engagement by the student with the research community;

2. Communicate with the student regularly to discuss, assess and guide the progress of the work; (Honours students require to submit Review of Progress form at the end of each semester).

3. Meet the student at frequent intervals (it is particularly important for Honours students that these meetings occur at least 2-3 weekly in person) to discuss, assess and guide the progress of the work;

4. Raise and discuss with the student, early in the candidature and throughout, intellectual property issue arising from the program of research;
5. Read and comment critically on drafts of written work relevant to the thesis;
6. Report on progress and advise on ethical and safety requirements;
7. Advise on milestones in the research degree and the supports available in the University;
8. Plan with the student an appropriate program of research and supporting studies and activities (it is particularly important that Honours students have a feasible research plan that fits within the scope of the course time frame).
9. Inform the student as soon as possible, when the case arises, of any expected absence and the alternative arrangements for supervision;
10. Advise the student on the scope and presentation of the thesis and on any publication likely to arise from the work;
11. Comment critically on the draft of the completed thesis before it is submitted;
12. Impress upon the student the necessity of care in proof-reading the thesis, so as to reduce the need for minor amendments at a later stage;
13. Liaise with the relevant Faculty/Institute Board.

At any time, should the Principal Supervisor believe the student’s progress to be unsatisfactory, they should inform the student of the reasons and subsequently report that in the Review of Progress.

Your Chain of Support for Problems Experienced during Candidature

Your Honours candidature does not have to be a lonely experience. Remember that we are here to help you! Your supervisor should be your first point of contact for any problems experienced during your candidature. However, if you do not feel comfortable about approaching your supervisor to discuss the difficulty you are experiencing, or if concern is about the supervisor (or supervision), course or course content, then you should discuss your problem with the Director Research Students as soon as possible. The chain of support for academic matters is as follows:

```
You
  ↓
Supervisor
  ↓
Director Research Students
  ↓
Associate Dean (Research) (RAO)
  ↓
Dean, Faculty of Health
```

BN_BM Hons Handbook 2013 Revised (FRC endorsed April 2013).docx 14 | P a g e
The first point of contact for administrative problems is the Research Administration Officer. The chain of support for administrative matters such as extension, submission, paying subject fee for scholarship eligible students, is as follows:

You
↓
Research Administration Officer
↓
Director Research Students
↓
Associate Dean (Research) (RAO)
↓
Dean, Faculty of Health
SUBMISSION OF YOUR DISSERTATION FOR EXAMINATION

When you are ready to submit your dissertation for examination, please ensure that you comply with the following instructions:

1. Three copies in temporary comb binding must be presented for examination. Two copies will be submitted for examination and one copy retained in the Faculty to be used in the event that a third examiner is required.

2. A completed Submission of Dissertation form must accompany the copies of the dissertation submitted for examination. Your supervisor should indicate on the Submission of Dissertation form whether she/he believes that the dissertation is suitable for submission. You are strongly advised to recognise the risks in ignoring your supervisor's advice that your dissertation is not suitable or ready for submission. However, you have the right to submit despite this counsel.

3. Your dissertation must comply with the presentation requirements outlined on page 21 (with the exception that temporary comb binding is required) and must be submitted in accordance with the dates for submission specified below.

4. Following examination, students may make any revisions suggested by the examiners in consultation with their supervisors. Students are then required to submit two copies of the final dissertation in permanent binding to the Research Administration officer. These final bound copies must comply with the presentation requirements outlined on page 21.

Dates for Submission of the Dissertation for Examination

Three copies of the dissertation in temporary binding should be submitted to the Research Administration Officer as follows:

Dissertations are due no later than the 1st Friday in November

(For full time students this will be November of the same year of enrolment, for part-time students this will be the November of the year following enrolment).

Where an alteration to the course structure has occurred, e.g. taking leave or switching from full-time to part-time, making the dissertation due mid-year, the dissertation will be due no later than the 1st Friday in June.
Extensions on the Deadline for Submission

If you are unable to complete your dissertation by the dates outlined above, you may apply for an extension of time to submit. Applications for extension must be made in writing to the Research Administration Officer and must be endorsed by your supervisor and the Director Research Students. The Associate Dean (Research) will determine if an extension is appropriate. Extensions will only be granted in extenuating circumstances and will normally be considered only if they are made prior to the deadline for submission.

Please note that if you have been granted an extension, it may not be possible for you to graduate at the graduation ceremony in the following semester. This is because the examination and marking of your Dissertation and the processing of graduation formalities may not be completed before the Graduations Office deadline for the approval of graduands.
THE EXAMINATION PROCESS

Your dissertation will be examined by two examiners who have been nominated, approved and appointed in accordance with the Procedures for the Appointment of Examiners for the Bachelor of Nursing (Honours) and Bachelor of Midwifery (Honours) outlined below.

Procedures for the Appointment of Examiners for the Bachelor of Nursing (Honours) and Bachelor of Midwifery (Honours) Dissertation

1. **Six weeks** prior to the deadline for submission of the dissertation for examination, the supervisor should nominate **two** potential examiners in order of preference, who have informally agreed to act as examiners on the *Nomination of Examiners* form. The supervisor should determine that the examiner would be able to complete assessment of the dissertation within three weeks of receiving it. If for any reason, submission is delayed, then the supervisor must reconfirm their availability or make alternate arrangements after discussion with the Director Research Students.

2. Both examiners must be external to the University.

3. The candidate may specify any person whom she/he believes should not be appointed as an examiner.

4. The supervisor should forward the *Nomination of Examiners* form to the Research Administration Officer who will then forward the nominations to the Director Research Students for approval.

5. Upon approval of two examiners, the potential examiners will be provided with the submitted dissertation and the *Notes for the Guidance of Examiners*.

6. The identities of the examiners remain confidential until the examination process is completed and are revealed only if the examiner has agreed for her/his identity to be made known to the candidate.

7. The Faculty will determine the payment for examination of Honours thesis at the Faculty Research Committee (FRC) meeting at the start of each year for that year.

8. The Research Student Administration Officer will notify the Faculty Operations Manager when examination is complete and provide the details for payment to examiners.

Time Spent under Examination

Examiners are asked to complete the examination within three weeks of receipt of the dissertation. If they comply with this timetable and there are no complications, the entire examination process (including formally notifying you of the result) should be completed within five weeks.
PROCESS FOR FINALISING RESULTS

Once the Research Administration Officer has received both examiners' reports, and if both examiners marks are different by less than or equal to 15 marks, then the final mark will be calculated by averaging the two marks and the corresponding grade awarded. The Research Administration Officer then passes the marks, grade and examiner reports to the Director Research Students or Associate Dean (Research), who will inform the supervisor/s of the outcome. The supervisors informally notify the student of the outcome and the final grade will be confirmed in writing to the student by the Faculty. Students are informed of the final grade received for their dissertation, but not the marks.

Reconciling conflicting results obtained from examiners

If the marks awarded by the examiners differ by more than 15 marks, the dissertation will be sent to a third examiner, nominated by the Director Research Students and approved by the Associate Dean (Research). When the third examiner's mark has been received, it will be determined which of the marks awarded by each of the examiner are closest. The two closest marks will then be averaged to obtain a final mark and the corresponding grade will be awarded. Should all three examiners marks be equidistant, then all three marks will be used to calculate the final mark.
Bachelor (Honours) dissertation marked by two examiners

If there is a difference between the two examiners marks?

≤15

Average the two marks to obtain final mark and corresponding grade

>15

Coordinator Bachelor Honours Program to nominate third examiner (to have no prior knowledge of the dissertation or previous examiner results), third examiner approved by Associate Dean (Research)

Third examiner returns marked dissertation

All three marks considered and the two marks closest together averaged to obtain final mark and corresponding grade

Supervisor/s and student informed of the outcome

Grade appears on student’s transcript
FINAL SUBMISSION PRESENTATION REQUIREMENTS

Two copies must be submitted to the Faculty in permanent binding in boards (one copy for the Principal supervisor, the other for the Faculty collection).

Cover:
- University maroon and lettering shall be gold.

Binding:
- covered with buckram or similar and embossed on the spine as follows:

Spine:
- the letters UTS - at the bottom and across;
- the degree and year of submission - 90mm from the bottom and across;
- the initials and surname of the author -evenly spaced between the statement above, and the top of the spine. No other lettering or decoration shall appear on the spine;
- where the spine of the dissertation is too thin to support lettering across, the wording shall be written along the spine, reading from the top to bottom in all cases;

Please refer to Appendix Two for a list of binders recommended by the UTS Graduate School.

You must ensure that your dissertation complies with the following presentation requirements.

1. All copies of the dissertation should be in good quality print on one side of the paper only.
2. Spacing - In the main body of the dissertation, one-and-a-half line spacing of the print is preferred, but double spacing is acceptable. Single spacing may be used only for references, appendices and footnotes.
3. Paper - The dissertation must be printed on permanent acid free paper.
4. Size of the paper should be ISO paper size A4 (297mm x 210mm) except for illustrative material such as drawings, maps and printouts, on which no restriction is placed.
5. Margins on each sheet should be not less than 40mm on the left-hand side, 20mm on the right-hand side, 30mm at the top and 20mm at the bottom.
6. Structural sequence of the dissertation recommended is as follows:
7. Title page should contain the dissertation title, author's name, degree, year of submission and the statement - "Submitted in partial fulfilment of the requirements for the Degree of Bachelor of Nursing (Honours) or Bachelor of Midwifery (Honours) at the University of Technology, Sydney"
8. Table of Contents - should be comprehensive in a dissertation since an index is not included.
9. Page numbering - Beginning with the first page of the Introduction, pages should be numbered consecutively using Arabic numerals. Preceding pages, except the title page, should normally be given lower-case Roman numerals.
10. **Abstract** - Each copy of the dissertation should include an abstract of not more than 400 words. The abstract should indicate the problem investigated, the procedure followed, the general results obtained and the major conclusions reached. It should not contain any illustrative material or tables.

11. **Appendices** - contain supplementary material that the author considers necessary to the interpretation of the text itself. Long tables, raw or relatively unprocessed data are generally more appropriately included in an appendix. Human research ethics committee approval and/or amendment letters must be included in an appendix, together with participant information sheets and consent forms. For projects not requiring HREC approval that were submitted for noting, the HREC advice regarding this and the Faculty Research Committee meeting number at which it was noted should be in the appendix.

12. **Illustrations, charts, tables**, etc, should normally be bound with the text as a right-hand page with a caption at the bottom or, if necessary, on the page facing the figure, and should normally be placed as the next consecutive page after the first reference to it in the text. The supervisor should approve any exception to this general rule. Illustrations, charts, tables, etc must not appear on the back of typed sheets.

13. All loose material should be clearly marked with the author's name, the dissertation title and degree for which it is submitted.
Title page

Acknowledgements (if any)

Preface (if any)

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Chapters in Sequence

References

Appendix or Appendices (if any)
APPENDIX ONE: NOTES FOR THE GUIDANCE OF EXAMINERS

Introduction

(These notes accompany the dissertation when sent to examiners. They provide background to the dissertation and outline the aims and expectations of dissertation candidates.)

The Bachelor of Nursing (Honours) and Bachelor of Midwifery (Honours) programs provide the opportunity for eligible graduates of the Bachelor of Nursing and Bachelor of Midwifery programs to extend their skills and understanding of the research process. The course places nursing and midwifery research within the professional, philosophical, historical, social, cultural and political contexts of nursing practice. The Honours program is regarded as a research 'apprenticeship'.

The Honours program aims to:

- develop candidates' skills in using research designs and methodologies
- enable graduate nurses to conduct research relevant to nursing and midwifery
- reinforce candidates' understanding of the crucial roles of research in the evolution of the discipline of nursing and midwifery
- deepen candidates' understanding of the important relationships between research, theory development and clinical nursing and midwifery practice

Components of the assessment of the honours program

The Bachelor of Nursing and Bachelor of Midwifery (Honours) programs are composed of two coursework subjects and two dissertation subjects as follows:

- Health Care Research Methodology (92972) 6 credit points
- Either Developing Health Care Theory (92973) OR Investigating Health Care Change (92974) 6 credit points
- Midwifery Honours Dissertation (92265 & 92266) OR 36 credit points
- Nursing Honours Dissertation (92180 & 92181) 36 credit points

The subject examiner performs the grading of the two research coursework subjects. The grading of the dissertation subjects is performed by external examiners (see section on the Examination Process).
Calculation of final result

The final result for the program is based on the mark given for the dissertation and is graded as follows:

First Class [BN or BMid (Hon 1)] \( \geq 80\% \)
Second Class (Division One) [BN or BMid (Hon 2i)] \( 70 – 79\% \)
Second Class (Division Two) [BN or BMid (Hon 2ii)] \( 60 – 69\% \)
Third Class [BN or BMid (Hon 3)] \(< 60\% \)

Aims and Expectations of the Dissertation

The dissertation component of the Bachelor of Nursing (Honours) and Bachelor of Midwifery (Honours) programs involves the completion of a supervised but independent development of a topic based on research data in a manuscript of 20,000 - 25,000 words - excluding appendices and tables.

The development of the dissertation will build on existing abilities to write well researched and critical essays. The dissertation should demonstrate a degree of creativity or originality by drawing together information from different sources (research data, theory etc). However, as the main aim of the Honours degree is to facilitate entry to graduate research study, the dissertation must demonstrate the student’s ability to engage effectively and critically with current academic and/or professional discourses. In order to achieve this aim the student must:

1. Develop and present a sustained argument supported by critically evaluated evidence.
2. Demonstrate his/her acquaintance a broad range of relevant literature and, if appropriate, to explore material from disciplines other than nursing and midwifery.
3. Synthesise both primary and secondary sources of information (or data)
4. Develop a framework for their research that is consistent with his/her overall position or perspective.
5. Demonstrate sound understanding of one methodology used in the dissertation.
6. Provide a rationale for the design and methods of their research project or data analysis.
7. Present and interpret the findings in light of existing literature in a logical, rigorous manner.
8. Have an awareness of any limitations or generalisations pertaining to their study.
9. Structure the dissertation in a logical, organised manner with clear, appropriate headings.
10. Present the dissertation with few spelling, grammatical or referencing errors.

The Examiner’s Report

You are requested to assess the dissertation in terms of the aims and expectations outlined above. Responses to the following questions should inform your examination.

1. Does the dissertation present a sustained argument supported by critically evaluated evidence?
2. Has the student demonstrated her/his acquaintance with a broad range of relevant literature? If appropriate, has the candidate explored material from disciplines other than nursing and midwifery?

3. Has the student developed a framework that is consistent with her/his overall position or perspective?

4. Does the student provide a logical rationale that justifies the design and methods used in their research?

5. Has the student interpreted and discussed their findings in relation to existing literature on the topic?

6. Has the student outlined any limitations or generalisations pertaining to their study.

7. Does the student structure the dissertation in a logical, organised manner with clear, appropriate headings?

8. Is the dissertation presented clearly reflecting a standard of editing and presentation expected of a piece of work at this level?

**Other Specific Instructions**

1. It is expected that the examination will be completed within three weeks of the receipt of the copy of the Dissertation.

2. Please complete the *Examiner's Recommendation on the Dissertation* form and return it along with your report on the dissertation.
**Examiner’s Recommendation on the Dissertation**

Candidate’s Name: _____________________________________________________________

Dissertation Title: _____________________________________________________________

Date of Submission: _____________________________________________________________

<table>
<thead>
<tr>
<th>Examiners Recommendation</th>
<th>Range</th>
<th>Mark Given</th>
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<tr>
<td><strong>First Class (BN (Hon 1) or BMid (Hon 1))</strong></td>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td>The dissertation reflects work of exceptional quality showing clear understanding of subject matter and appreciation of issues; well formulated; arguments sustained, figures and diagrams where relevant, appropriate literature referenced; original use of research data; strong evidence of original synthesis and scientific/creative ability; rigorous and high level of intellectual work.</td>
<td>≥80%</td>
<td>_______</td>
</tr>
<tr>
<td><strong>Second Class (Division One) [BN (Hon 2i) or BMid (Hon 2i)]</strong></td>
<td>70-79%</td>
<td>70-79%</td>
</tr>
<tr>
<td>The dissertation reflects work of high quality showing strong grasp of subject matter and appreciation of dominant issues though not necessarily of the finer points; arguments clearly developed; relevant literature referenced; original use of research data; evidence of scientific/creative ability and solid intellectual work.</td>
<td>70-79%</td>
<td>_______</td>
</tr>
<tr>
<td><strong>Second Class (Division Two) [BN (Hon 2ii) or BMid (Hon 2ii)]</strong></td>
<td>60-69%</td>
<td>60-69%</td>
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<tr>
<td>The dissertation reflects work of solid quality showing competent understanding of subject matter and appreciation of main issues though with some lapses and inadequacies and with clearly identifiable deficiencies in logic, presentation or originality; original use of research data; some evidence of scientific/creative ability; well prepared and presented.</td>
<td>60-69%</td>
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<tr>
<td><strong>Third Class [BN (Hon 3) or BMid (Hon 3)]</strong></td>
<td>≤60</td>
<td>≤60</td>
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<tr>
<td>Adequate report, reasonable quality but showing a minimal understanding of the research area with major deficiencies in content or experimental rigour or presentation; original use of research data; little evidence of scientific/creative ability or original thought.</td>
<td>≤60</td>
<td>_______</td>
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</table>

I agree to my name being released to the candidate (circle)  

Y  N

Examiner’s Name:___________________________________

Examiner’s Signature:_______________________________

Date:___________

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## APPENDIX TWO: BOOK BINDERS LIST

Following is a list of bookbinders recommended by the University Graduate Research School (link: [http://www.gradschool.uts.edu.au/current-students/thesis/completion.html](http://www.gradschool.uts.edu.au/current-students/thesis/completion.html))

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<tr>
<th>Company</th>
<th>Hours</th>
<th>Contact Number</th>
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<tr>
<td><strong>All Book Bindery</strong></td>
<td>7.30am – 5:00 pm Mon - Fri</td>
<td>02 9807 6026</td>
</tr>
<tr>
<td>91 Ryedale Rd, (Near West Ryde Station), West Ryde NSW 2114</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Les Baddock &amp; Sons Bookbinding</strong></td>
<td>8.00am – 5.00pm Mon – Thurs 8.00am – 4.00pm Fri</td>
<td>02 9560 9222</td>
</tr>
<tr>
<td>6-8 McGill St Lewisham NSW 2049</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Newbold &amp; Collins Bookbinders P/L</strong></td>
<td>7.30am - 4:00pm Mon - Fri</td>
<td>02 9566 1095</td>
</tr>
<tr>
<td>Rear 112 Glebe Point Road Access via Derwent Line GLEBE, NSW 2037 Website: <a href="http://www.bookbinders.com.au">www.bookbinders.com.au</a> E-mail: <a href="mailto:info@bookbinders.com.au">info@bookbinders.com.au</a></td>
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<tr>
<td><strong>World of Print</strong></td>
<td>8:00am - 6:00pm Mon – Fri 11.00am – 3.00pm Sat-Sun</td>
<td>02 9280 4244</td>
</tr>
<tr>
<td>Ground Floor, Phillips House 15 Blue Street, North Sydney NSW 2060 (North Sydney Station)</td>
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