

**The Faculty of Arts**  
**School of Culture and Communication**  
**Instructions for the Honours, Graduate Diploma (Advanced) and**  
**Coursework Masters Theses**  
**2020**

\*Valid for students commencing in semester 1, 2020 and semester 2, 2020

This guide contains information about the preparation and submission of Honours, Graduate Diploma (Advanced) and Coursework Masters theses in the School of Culture and Communication programs. It explains the conventions to be employed when submitting written work and lists regulations concerning extensions and late submission of theses.

**1. Honours, Graduate Diploma (Advanced) and Coursework Masters Theses:**

ACUR90009	Art Curatorship Thesis Part 1	37.5
ACUR90010	Art Curatorship Thesis Part 2	
AHIS40023	Art History Thesis Part 1	50
AHIS40024	Art History Thesis Part 2	
AIND40007	Australian Indigenous Studies Thesis Pt1	50
AIND40008	Australian Indigenous Studies Thesis Pt2	
AMGT90027	Arts Management Thesis Part 1	37.5
AMGT90028	Arts Management Thesis Part 2	
CWRI40015	Creative Writing Thesis Part 1	50
CWRI40016	Creative Writing Thesis Part 2	
CWRI90015	Creative Writing Thesis Part 1	50
CWRI90016	Creative Writing Thesis Part 2	
CWRI90017	Advanced Writing Project Part 1	50
CWRI90018	Advanced Writing Project Part 2	
ENGL40026	English & Theatre Studies Thesis Part 1	50
ENGL40027	English & Theatre Studies Thesis Part 2	
JOUR90015	Journalism Thesis Part 1	37.5
JOUR90016	Journalism Thesis Part 2	
MECM40018	Media & Communications Thesis Part 1	50
MECM40019	Media & Communications Thesis Part 2	
MECM90029	Media and Communications Thesis Part 1	37.5
MECM90030	Media and Communications Thesis Part 2	
MECM90032	Marketing Communications Thesis Part 1	37.5
MECM90033	Marketing Communications Thesis Part 2	
PUBL90022	Publishing and Communications Thesis Pt1	37.5
PUBL90023	Publishing and Communications Thesis Pt2	
SCRN40017	Screen & Cultural Studies Thesis Part 1	50
SCRN40018	Screen & Cultural Studies Thesis Part 2	

## The Thesis

The thesis has a weighting of 37.5 points or 50 points within the 100 points of a full fourth year, graduate diploma (advanced) or level five (second 100 points) of a Masters by coursework. Enrolment in the thesis is over *two consecutive semesters*. Students must enrol in *Part 1* in their commencing semester and enrol in *Part 2* for their second *consecutive* semester.

The School requires that part-time students undertake the thesis only in the final two consecutive semesters of their enrolment.

Students must achieve Honours-level grades (minimum 65%-H3) for each component of assessment in order to qualify for the BA Honours degree.

## Length

15,000 words in length for a 50 point thesis and 12,000 words in length for a 37.5 point thesis. Assignments that exceed the word limit by more than 10%, **inclusive of footnotes**, attract a marking penalty of 10% of the marks that would otherwise have been awarded. Assignments that exceed the word limit by 25% or more may attract a higher penalty, including a cap on the maximum grade awarded. For example, an assignment with a limit of 2,000 words will be marked down by 10% if there are more than 2,200 words.

## 2. Supervision

You will have been assigned a supervisor on the basis of the thesis proposal already submitted, and available resources. The supervisor will help you firm up the topic; discuss methods of research, interpretation, and writing; answer any technical questions on presentation; and review drafts.

### Supervisor Meeting Schedule

It is expected you will meet with your supervisor every fortnight during semester, beginning in the first week. Meetings will normally be half an hour in length. You should ensure that after each meeting, you make a time for the next meeting. The *onus is on you* to meet regularly with your supervisor.

Normally, supervisors will not be available during the long winter and summer breaks. The winter break (or the summer break for mid-year entry) is the period when the bulk of the thesis is written. **You are expected to effectively utilise these breaks.**

### 3. Thesis Subject Timetable

#### Semester 1, 2020 Commencement

<b>End 1<sup>st</sup> week</b>	Submit a thesis timeline
<b>End 3<sup>rd</sup> week</b>	Submit Human Ethics application if applicable
<b>Friday 8<sup>th</sup> May, 2020</b>	<p>A draft chapter is to be submitted to your supervisor by 5.00 p.m. or earlier.</p> <p>This chapter should be fully written, with footnotes and bibliography.</p>
<b>Friday 7<sup>th</sup> August, 2020</b>	<p>A full draft of the thesis to be submitted to your supervisor by 5.00 p.m. or earlier.</p> <p>The draft should be fully written, with footnotes and up-to-date bibliography.</p> <p>The supervisor will read and comment on this draft. The supervisor is under no obligation to read drafts submitted later than this deadline. A supervisor is not required to read multiple drafts of a thesis.</p>
<b>Friday 9<sup>th</sup> October, 2020</b>	<p>The final submission date. Two bound copies of your thesis must be submitted to the assignment box on Level 2, John Medley Building, East Tower. An electronic copy must also be submitted to the minor thesis subject's LMS page (Part 2), via Turnitin (*please note that this must be done on the due date also). Students should note that this is an examination date and unless there are exceptional circumstances, extensions will not be approved.</p>

*Note:* You should not submit the thesis without your supervisor viewing and approving the final document.

## Semester 2, 2020 Commencement

<b>End 1<sup>st</sup> week</b>	Submit a thesis timeline
<b>End 3<sup>rd</sup> week</b>	Submit Human Ethics application if applicable
<b>Friday 9<sup>th</sup> October, 2020</b>	<p>A draft chapter is to be submitted to your supervisor by 5.00 p.m. or earlier.</p> <p>This chapter should be fully written, with footnotes and bibliography.</p>
<b>Friday 12<sup>th</sup> March, 2021</b>	<p>A full draft of the thesis to be submitted to your supervisor by 5.00 p.m. or earlier.</p> <p>The draft should be fully written, with footnotes and up-to-date bibliography.</p> <p>The supervisor will read and comment on this draft. The supervisor is under no obligation to read drafts submitted later than this deadline. A supervisor is not required to read multiple drafts of a thesis.</p>
<b>Friday 7<sup>th</sup> May, 2021</b>	<p>The final submission date. Two bound copies of your thesis must be submitted to the assignment box on Level 2, John Medley Building, East Tower. An electronic copy must also be submitted to the minor thesis subject's LMS page, via Turnitin (please note that this must be done on the due date also). Students should note that this is an examination date and unless there are exceptional circumstances extensions will not be approved.</p>

*Note:* You should not submit the thesis without your supervisor viewing and approving the final document.

## 4. Footnote, Endnote, and Bibliography Styles

Essays and other pieces of written work should be set out according to the style guide prescribed for the relevant discipline. For example, the Harvard reference system or the MLA handbook. See your supervisor for your discipline's particular system and view the school's Essay Writing Guide:

[http://arts.unimelb.edu.au/\\_data/assets/pdf\\_file/0003/1736346/essay-writing-guide-2018.pdf](http://arts.unimelb.edu.au/_data/assets/pdf_file/0003/1736346/essay-writing-guide-2018.pdf)

## 5. Extensions for Theses/Special Consideration

Extensions will only be considered well in advance of the due date. Applications for extension submitted in the two weeks before the thesis is due and without prior consultation will only be considered in extenuating circumstances. Workload (eg. assessment due in other courses) will not be accepted as grounds for an extension. Students should be aware that the School has only limited ability to grant extensions.

Requests for extensions should be submitted to the Fourth Year/ Masters Coordinator (with supervisor's agreement) with supporting documentation.

Applications for extension for a period longer than 2 weeks from the original due date must be submitted as a formal request for Special Consideration. Students may apply for Special Consideration through their student portal, via the Special Consideration website. The Special Consideration team will assess the application and contact the student with an outcome. Please be sure to forward the outcome to your thesis Subject Coordinator also.

**NOTE: Students seeking extensions should also note that late submission of the thesis may mean that results are not submitted in time for consideration for federal and university graduate scholarships or for graduation ceremony deadlines (mid-year/end of year).**

## 6. Penalties for Late Assignments and Theses

If an assignment or thesis is received late without an approved extension:

It will be marked in the normal manner, and this grade (not the mark) will be indicated on the piece of work for your information as to the standard the work has attained.

It will have 2% of this mark deducted for each day that the assignment is late as a penalty. This will be the final mark for the piece of work.

The resulting grade, and the fact that a lateness penalty has been imposed, will be indicated on the piece of work.

Exceptions will only be made in the case of serious unforeseen circumstances, such as serious illness or an accident. In such circumstances, it is the obligation of the student to inform the relevant Honours / Masters Coordinator, as soon as possible.

Examiners are under no obligation to accept late work without an approved extension. If accepted, examiners will mark and return late work in due course, but are under no obligation to return late work promptly or at the same time as work submitted on time. This will also affect your eligibility to graduate, as your result may not be finalized by the official results release date.

## 7. Plagiarism

Plagiarism can be defined as, 'the appropriation, by copying, summarising or paraphrasing, of the ideas or argument of another writer, without acknowledgment'. The other writer may be a published author or a fellow student. Plagiarism is 'literary theft'. Its presence completely negates the value of any written work and it will be dealt with severely. The mark for written work wholly or partly plagiarised will be 0/N. For further information, please visit: <http://academicintegrity.unimelb.edu.au/>

There are four main types of plagiarism:

### Copying

This is the transcription of another author's work, word for word, or with minor changes. If you wish to use another author's words these must be placed in inverted commas or indented, and be footnoted, according to the section dealing with quotation above. Quotations should only be used when really needed. A thesis composed largely of passages by other writers, even if those passages are properly acknowledged, is likely to be of little value.

### Paraphrasing

This is the free rendering or amplification of an author's meaning in different words: that is, the sequence of ideas and information is retained, but the words are changed. A common form of plagiarism combines copying with paraphrase, repeating some words from the original text and substituting different words from others. Very loose paraphrasing may be difficult to describe as plagiarism, but in so far as the work is derivative the need to cite its source remains. While paraphrasing can be a legitimate activity, it is best avoided. If paraphrasing is employed it must be made absolutely explicit that this is what the passage in question is, and there should be a good reason why you are paraphrasing. For example, a paragraph may begin: 'The argument presented by Smith runs as follows. First came the egg. When the egg hatched, a chicken emerged. ... [etc.] And then the hen laid the egg.' There would be footnote at the end of the paragraph or other such citation giving full details of the part of the Smith publication referred to. The point of the paraphrase is, of course, that you then proceed to unpick or develop this argument in some way. In short, a legitimate paraphrase is like a quotation, but the phrasing employed is your own. It is not essentially different from a summary.

### Summarising

It is often necessary to summarise the arguments of another writer: for example, when you wish to present a writer's argument first before discussing it. In such circumstances it is not enough simply to provide a footnote; the structure of your sentences should make it quite clear to the reader that what he or she is reading is a summary.

### Cobbling

This is a term sometimes used to describe the practice of stringing together ideas and expressions from several different texts. This may produce an argument different from

those in any of the sources, but it remains necessary to acknowledge the debt by exact references. Even when due acknowledgments are made, theses cobbled together in this way are seldom of much value.

Plagiarism can be eliminated if the normal conventions of citation of sources are observed. A common misunderstanding is to think that only quotations need footnotes. This is not so.

All facts, ideas, opinions, or pieces of information on which you have drawn need references. The only exceptions are items of common general knowledge.

### **Procedures**

Where any student is suspected of plagiarism by an examiner, the following procedures will apply:

The examiner will present the details to the subject Examination Board [for the subject in the School, normally this consists of the lecturer in charge plus tutors, or, if no tutors, lecturer in charge and another lecturer] which will determine whether to proceed with the matter.

If they determine to proceed, the student(s) will be invited to a hearing before the relevant subject Examination Board.

- a) If, after the hearing, the subject Examination Board is of the opinion that the student(s) has plagiarised the work of another, it may:
  1. Require the student to undertake additional assessment in that subject;
  2. Return a mark of 0 (zero) for that assignment;
  3. Return a fail grade (N) for that subject.
- b) Refer the matter to the Dean (or nominee) regarding the possible presentation of the case to the University Disciplinary Committee.
- c) do more than one of the above.

In all cases where a penalty is applied to a student, a written notification will be sent from the subject Examination Board, or the Head of the Department, to the Assistant Registrar.

## **8. Preparation of the Final Copies of the Thesis**

**Students will NOT be able to retrieve their submitted hard copies of their thesis. If students would like to retain a copy of their thesis, they will be required to print an additional copy for themselves.**

Two hard copies of the thesis are to be submitted. You must also submit an electronic copy of your thesis via Turnitin, via the minor thesis subjects' LMS site (Part 2 of the thesis subject).

This must be submitted at the time of delivering the hard copies of your minor thesis. Students are also required to submit a signed copy of the thesis declaration form (last page of this guide).

This is also required for electronic archiving and random checks for plagiarism. The number of volumes is a matter of practicality and common sense. One volume is appropriate if the text, notes, bibliography and illustrative material can be reasonably contained within a single document (up to about seventy pages). A second volume usually becomes necessary if a large number of illustrations or appendices are incorporated.

### **Volume 1**

(should contain, in this order):

- Title Page (see below)
- Abstract (see below)
- Table of Contents (see below)
- Acknowledgements (if desired, see below)
- Introduction (which sets out the problem to be investigated and the way it is to be tackled)
- The text – divided into chapters, according to the nature of the material (usually 4 to 6 chapters). The first chapter is normally an Introduction (see below) and the last chapter may be a Conclusion, although in many cases, the conclusion can be absorbed into the last chapter.
- Bibliography (if only one volume is used)
- List of Illustrations (if only one volume is used)

### **Volume 2**

(if used) should contain, in this order:

- Title Page (see below)
- Bibliography
- List of Illustrations
- Illustrations
- Abstract
- Acknowledgements

### **Abstract**

The title page must be followed by an Abstract of 100-150 words in English that outlines the purpose of the thesis and its key outcomes/findings. (In the case of creative arts the Abstract must include a description of the form and presentation of the creative work.)

### **Acknowledgements**

The acknowledgements should acknowledge any special assistance provided by interviewees, librarians, archivists, correspondents and so forth. It may include thanks to friends, family, and others who provided moral or emotional support. If any part of the thesis has a contribution by someone other than the author, such as the drawing of diagrams, computer generated charts etc., this must be acknowledged. If any aspect of the thesis develops from, builds on, or relates in some way to work done for some other course, or job etc., this should be explained in a preface or in the introduction.

## Page Layout

- **Page Size:** Use A4 paper, printed on one side of the sheet only.
- **Margins:** Use a left margin of not less than 4 cm, and top, bottom, and right margins of not less than 2.5 cm.
- **Font:** Text should be one-and-a-half spaced, set in 12-point type, using a legible font. Avoid fancy fonts. Palatino or Times Roman usually work well.
- **Headings and Subheadings:** Use display fonts sparingly, for headings and subheadings. The overall page layout should allow for easy navigation and immediate identification of textual elements. Check this by viewing the text in page preview form on your computer screen. In a clearly laid out thesis, the distinct elements (headings, paragraphs, quotations, notes) should be easily distinguished even in the reduced page size of the computer screen.
- **Binding:** Theses should be presented in binders (normally spiral binding).

## 9. Grade Appeals

Students always retain the right of appeal on procedural and other grounds encompassed by the Student Complaints and Grievances Policy (MPF1066) in accordance with the Student Complaints and Grievances Procedure (MPF1066).

If a student is dissatisfied with their thesis result, they can request for an appeal of their grade. Students must be made aware that going to a third examiner will mean that the result the third examiner provides, will become the finalised result (in an appeal situation). This can mean that if a third marker assesses the work and provides a *lower* grade, the third marker's result will still stand.

If a student is still dissatisfied with their result, they can contact the Head of School, making sure to read and follow the instructions on the mark appeal process at the following link: <http://go.unimelb.edu.au/rj36>

Students can then lodge a formal appeal, in accordance with the Student Complaints and Grievances Procedure (MPF1066).

[Sample Title Page]

# **My Wonderful Thesis**

A thesis presented

by

**Sarah M. Gellar**

[insert student number]

to

The School of Culture and Communication

in partial fulfillment of the requirements

for the degree of

Bachelor of Arts (Honours) / Graduate Diploma in Arts (Advanced) /  
Master of Arts

in the field of

[area of study and thesis subject number, e.g. Art History AHIS40021]

in the

School of Culture and Communication

The University of Melbourne

Supervisor: Ethel M. Dell

October 2016

[Sample Table of Contents]

**1. Introduction**

**2. Buffy in Art and Museums.**

**3. Classical Buffy.**

**4. The Archaeology of Buffy.**

**5. Conclusion.**

*School of Culture and Communication*

**THESIS DECLARATION**

I declare that:

1. I have read and understood the Faculty of Arts “Revised Draft Policy on Plagiarism”.
2. The thesis comprises only my own work, except where due acknowledgment has been made in the text of the thesis to all other material used.
3. The length of the thesis is 15,000 words (for 50 point theses) or 12,000 words (for 37.5 point theses), including footnotes, but excluding appendices, acknowledgments, synopsis, table of contents and list of illustrations.
4. The estimated length of the thesis (according to criteria in 3 above) is ..... words.
5. I authorise the School to keep a copy of the thesis in the Visual Cultures Resource Centre (if appropriate).
6. I have understood that I would not be able to retrieve my submitted hard copies of my thesis. I would be required to print an additional copy of my thesis should I wish to retain a copy.

Signed: .....

Name of Student: .....

Date: .....