



School of Culture and Communication
Minor Thesis Student Guide

Guide for the Honours, Graduate Diploma (Advanced) and Coursework Masters Minor Theses

2023

15 February 2023

This guide aligns with the University's Assessment and Results Policy ([MPF1326](#)).

This policy outlines the key principles for the production, supervision and examination of minor theses.

This guide is valid for students commencing in semester 1, 2023 and semester 2, 2023.

The term "minor thesis" refers to both Honours theses and Graduate Coursework theses.

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School of Culture and Communication Minor Thesis Subjects		
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	
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	
ENGL40026	English & Theatre Studies Thesis Part 1	50
ENGL40027	English & Theatre Studies Thesis Part 2	
GEND40006	Gender Studies Thesis Part 1	50
GEND40007	Gender Studies Thesis Part 2	
INDG40003	Indigenous Studies Thesis Part 1	50
INDG40004	Indigenous 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 degree. Enrolment in the thesis is over **two consecutive semesters**. You must enrol in **Part 1** in your commencing semester and enrol in **Part 2** for your second *consecutive* semester.

If you are part-time, you are required to undertake the thesis only in the final two consecutive semesters of your enrolment.

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

Length

The word length requirement is 15,000 for a 50-point thesis and 12,000 words 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.

If you are completing a Creative Writing thesis, the word length requirement is 15,000 words total, which comprises 7,500 words of critical writing and 7,500 words of creative writing on the same topic.

Please consult the [Handbook](#) for the time commitment requirement for your subject.

Student responsibilities

You have a responsibility to contribute to your own learning. Please:

- Familiarise yourself with the guidelines for assessment.
- Be aware of the requirements and due dates for each of the components of assessment.
- Ensure that you consider the total time commitment to study for your subject.
- Make sure that your studies are not impeded by part-time work or other outside commitments.
- Regularly consult your subject's LMS site.
- Proactively communicate with your supervisor via email and in regular meetings.
- Seek assistance if you are experiencing difficulties with any aspect of your studies as early as possible.

It is also your responsibility to ensure timely enrolment in the correct number of subjects at the appropriate year level.

Supervision

You will be assigned a supervisor based on the thesis proposal you submit and available resources. Your supervisor will help you firm up the topic; discuss methods of research, interpretation, and writing; answer any technical questions on presentation; and review drafts.

Expected frequency and length of supervision meetings

Your supervisor will arrange regular meetings with you to discuss the design and conduct of your research, its outcomes and the preparation of your thesis or report and any oral presentations required ([MPF1326 section 5.11\(e\)](#)).

The expected frequency and length of your supervision meetings is fortnightly for at least half an hour (or equivalent) during teaching periods, as stated in the handbook entry for your subject.

Communication

In addition to fortnightly meetings with you, your supervisor will communicate proactively with you via email or other means to sufficiently meet their obligations outlined in section 5.11 of the Assessment and Results Policy ([MPF1326](#)).

If you do not respond to your supervisor's communications and/or if you miss meetings, then your supervisor will meet their obligations outlined in the Student Fitness to Study Policy ([MPF1349](#)).

Examination

Your Program minor thesis coordinator will appoint two examiners for your minor thesis. The two examiners, where practicable, are not to be made known to each other and are not also members of your supervisory team (5.15 in [MPF1326](#)).

These examiners are given clear guidelines about the assessment criteria and standards required for the various grades of assessment ([MPF1326](#)). This includes the rubric that is included in this document in Appendix 1.

The process for arriving at a single mark and grade is:

- a) If the examiners' numeric marks are within 10 or less marks of each other, the average of the examiners' marks are recorded as the final mark.
- b) If the examiners' numeric marks are 80 or above, regardless of the difference between the marks, the average of the examiners' numeric marks are recorded as the final mark.
- c) If the examiners' numeric marks differ by 10 or more and one or more marks are outside the Honours First Class grade (H1), each examiner is sent their co-examiner's report de-identified and asked to reconsider their mark. If after this process:
 - i) the difference in numeric mark remains 10 or more and one or more marks are outside the H1 grade, a third examiner is appointed. When a third examiner is appointed they are not informed of the other marks, nor provided with the written comments of the previous examiners. After additional marks and comments have been received, the final mark is the rounded average of the three marks.

- ii) the difference in numeric marks is less than 10, the average of the adjusted marks is recorded as the final mark (5.16 in [MPF1326](#)).

Human Research Ethics

Where possible and appropriate a [Student Coursework Program ethics application](#) will be prepared by your Program minor thesis subject coordinator to encompass similar, low risk student projects within the same minor thesis subject. Where your research project falls outside the parameters of your Program's Student Coursework ethics approval or your Program does not have such approval, you, together with the active involvement of your supervisor, can submit a standard project ethics application through the usual University process.

Examination Confidentiality, Transparency and Review

It is the responsibility of your minor thesis subject coordinator and examiners to treat the examination process confidentially. Once your thesis is submitted for examination, there is no further discussion of the thesis, the identity of its author, and/or the identity of the examiners until the result is made official. The only exception is discussion initiated by your minor thesis subject coordinator for the purpose/s of appointing suitable examiners and/or of finalising results.

Once your thesis result has been finalised and the examiners' comments have been released to you, your supervisor has the right to be informed by the minor thesis subject coordinator of your result and the anonymised examiner reports.

The review process for minor thesis results follows the [Assessment and Results Policy MPF1326](#) (see 4.103 – 4.107).

Minor Thesis Deadlines

Semester 1, 2023 Commencement

End of week 1	Submit a thesis timeline to your supervisor.
End of week 3	Submit Human Ethics application if applicable.
Friday 4th August, 2023 (Unless otherwise negotiated with your supervisor)	<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>

Friday 6th October, 2023	The final submission date. An electronic copy must be submitted to the minor thesis subject's LMS page (Part 2 of the subject), via Turnitin on or before the due date. Please note that this is an examination date and unless there are exceptional circumstances, extensions will not be approved.
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Note: You should not submit your thesis without your supervisor viewing and approving the final document.

Semester 2, 2023 Commencement

End of week 1	Submit a thesis timeline to your supervisor.
End of week 3	Submit Human Ethics application if applicable.
Friday 8th March, 2024 (Unless otherwise negotiated with your supervisor)	<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>
Friday 10th May, 2024	<p>The final submission date. An electronic copy must be submitted to the minor thesis subject's LMS page (Part 2), via Turnitin on or before the due date. 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.

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, APA7. See your supervisor for your discipline's particular system and pick up a copy of the school's [Essay Writing Guide](#)

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 (e.g. 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 for up to 10 working days from the original due date for submission should be submitted to your minor thesis subject coordinator (with your supervisor's agreement) with supporting documentation attached to the appropriate extension form, which is available from the [School's website](#).

Applications for extension for a period longer than 10 working days from the original due date must be submitted as a formal request for Special Consideration. You may apply for Special Consideration through your student portal, via the Special Consideration website. The Special Consideration team will assess your application and contact you with an outcome. Please be sure to also forward the outcome to your thesis Subject Coordinator.

Please note that if you are seeking an extension, extending the submission date for your 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).

Penalties for Late Assignments and Theses

If your 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, you have an obligation to inform your 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 finalised by the official results release date.

Academic Integrity

The University of Melbourne expects the highest ethical standards from its students and staff in all areas of their academic work and professional behaviour. The work of each individual reflects on the academic and professional standing of the University as an institution that upholds ethical practice in research, learning, and teaching. Academic work submitted for assessment or publication must be the original work of the author or authors. If the ideas or words of others have been drawn upon, this must be thoroughly and clearly acknowledged using agreed scholarly conventions.

The maintenance of academic integrity involves high quality scholarly practices, the use of reputable sources of information and the full acknowledgement of the authors and creators of ideas and materials that have informed one's work. Guidance on this is available [here](#).

Academic Integrity standards apply equally to all modes of writing, including critical and creative writing.

Academic integrity policies apply to all assessment, including every part of the minor thesis.

Submitting the same writing for assessment in two subjects is also considered plagiarism, even if it is your own work.

There is one exception however: some overlap between written assessment submitted in Research Principles and Practices and the introductory chapter of the thesis is permitted.

Preparation of the Final Copies of the Thesis

You are required to submit your thesis via Canvas. You are also required to submit a signed copy of the thesis declaration form (available below).

Order of thesis sections

Your thesis should contain, in this order:

1. Title Page (see below)
2. Abstract (see below)
3. Table of Contents (see below)
4. Acknowledgements (if desired, see below)
5. Introduction (which sets out the problem to be investigated and the way it is to be tackled)
6. 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.
7. List/s of works cited
8. List of Illustrations (if only one volume is used)

[In a Creative Writing thesis, items 1-4 and 7-8 must be presented in this order, but there is some scope for variation in the presentation of the critical and creative components].

Abstract

Your title page must be followed by an Abstract of 100-150 words in English that outlines the purpose of your thesis and its key outcomes/findings.

In the case of creative practice/non-traditional minor theses, your abstract must include a description of the form and presentation of the creative work.

Acknowledgements

Your 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 your 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 your 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

- **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 computerscreen.

[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 2023

THESIS DECLARATION

I declare that:

1. I have read and understood the Student Academic Integrity Policy (MPF1310).
2. My 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 length of my thesis is words.
5. I authorise the School to keep a copy of my thesis in the Visual Cultures Resource Centre (if appropriate).

Signed:

Name of Student:

Date:

Appendix 1

School of Culture & Communication Minor Thesis Examination Rubrics

This rubric has been designed as a template for each program to adjust to suit their specific needs. For example, a creative arts-based component may also need to be considered.

Rubric for grade bands H1 to H2A

Criteria	Very High First Class Honours (H1) 90% and above	High First Class Honours (H1) 88% - 89%	Mid First Class Honours (H1) 85% - 87%	Low First Class Honours (H1) 80% - 84%	High Second Class Honours Division A (H2A) 77%–79%	Low Second Class Honours Division A (H2A) 75%–76%
General Description	<p>An exemplary and exceptional masters by coursework minor thesis. Definitely publishable work and the student is a certain doctoral candidate.</p> <p>Very high quality primary research produced.</p> <p>Very convincingly argued with profound findings, Conclusions or recommendations generated.</p>	<p>An outstanding masters by coursework minor thesis. Exciting and challenging work that has some potential to be published. The student is a certain doctoral candidate.</p> <p>High quality primary research produced.</p> <p>Convincingly argued with unique findings, Conclusions or recommendations generated.</p>	<p>An excellent masters by coursework minor thesis. The research potential of the student is clearly demonstrated.</p> <p>Quality primary research produced.</p> <p>Well argued with excellent findings, Conclusions or recommendations generated.</p>	<p>A mostly excellent masters by coursework minor thesis. Has some shortcomings though the student's research potential is still clearly demonstrated.</p> <p>Some quality primary research produced.</p> <p>Mostly well argued with some excellent findings, Conclusions or recommendations generated.</p>	<p>Very good work. Well researched and argued. Student demonstrates some research potential.</p> <p>Subtle argument and analysis. Student demonstrates some research potential.</p> <p>Sophisticated analysis, highly competent structure and presentation.</p> <p>Some quality primary research produced.</p> <p>Mostly well argued with some good findings, conclusions generated.</p>	<p>A well researched masters by coursework minor thesis that makes good use of key source materials.</p> <p>Competent level of analysis but lacking in sophistication and originality.</p> <p>Some quality primary research produced.</p> <p>At times well argued with a few good findings, Conclusions generated.</p>

Research Question	<p>Clearly identified a unique and original question to be studied. Had a clearly stated thesis/argument.</p> <p>Broke the question down into a series of steps that led to the question(s) being addressed in the study.</p> <p>Identified complexities and nuances in the question.</p>	<p>Clearly identified a unique and original question to be studied. Had a clearly stated thesis/argument.</p> <p>Broke the question down into a series of steps that led to the question(s) being addressed in the study.</p> <p>Identified complexities and nuances in the question.</p>	<p>Clearly identified a unique and original question to be studied. Had a clearly stated thesis/argument.</p> <p>Broke the question down into a series of steps that led to the question(s) being addressed in the study.</p> <p>Identified complexities and nuances in the question.</p>	<p>Clearly identified a unique and original question to be studied. Had a clearly stated thesis/argument.</p> <p>Broke the question down into a series of steps that led to the question(s) being addressed in the study.</p> <p>Identified complexities and nuances in the question.</p>	<p>Clearly identified a question to be studied. Had a clearly stated thesis/argument.</p> <p>Broke the question down into a series of steps that led to the question(s) being addressed in the study.</p>	<p>Clearly identified a question to be studied. Had a clearly stated thesis/argument.</p> <p>Broke the question down into a series of steps that led to the question(s) being addressed in the study.</p>
Research Context	<p>A thorough and relevant literature review was provided.</p> <p>The literature and background information was compiled together in a new, original or creative way. Combined elements in a new pattern and/or proposed alternative solutions.</p> <p>The thesis was positioned in a sophisticated relationship to existing research.</p> <p>Provided a clear indication of how the thesis contributes to knowledge.</p>	<p>A thorough and relevant literature review was provided.</p> <p>The literature and background information was compiled together in a new, original or creative way. Combined elements in a new pattern and/or proposed alternative solutions.</p> <p>The thesis was positioned in a sophisticated relationship to existing research.</p> <p>Provided a clear indication of how the thesis contributes to knowledge.</p>	<p>A thorough and relevant literature review was provided.</p> <p>The literature and background information was compiled together in a new, original or creative way. Combined elements in a new pattern and/or proposed alternative solutions.</p> <p>The thesis was positioned in a sophisticated relationship to existing research.</p> <p>Provided a clear indication of how the thesis contributes to knowledge.</p>	<p>A thorough and relevant literature review was provided.</p> <p>The literature and background information was compiled together in a new, original or creative way. Combined elements in a new pattern and/or proposed alternative solutions.</p> <p>The thesis was positioned in a sophisticated relationship to existing research.</p> <p>Provided a clear indication of how the thesis contributes to knowledge.</p>	<p>A thorough and relevant literature review was provided.</p> <p>Clear linkages between the information cited and the topic under investigation were made.</p> <p>The thesis presented and defended opinions by making judgements about the literature, validity of ideas, or quality of the literature being reviewed.</p>	<p>A thorough and relevant literature review was provided.</p> <p>Clear linkages between the information cited and the topic under investigation were made.</p> <p>The thesis presented and defended opinions by making judgements about the literature, validity of ideas, or quality of the literature being reviewed.</p>

Research Methods	<p>Clearly indicated what type of research method was used in the thesis and why such an approach was appropriate.</p> <p>Identified the pros and cons of using such a research method(s). An outline of why the particular method(s) was chosen over others was provided.</p> <p>The methodological approach was creative/unique/innovative.</p>	<p>Clearly indicated what type of research method was used in the thesis and why such an approach was appropriate.</p> <p>Identified the pros and cons of using such a research method(s). An outline of why the particular method(s) was chosen over others was provided.</p> <p>The methodological approach was creative/unique/innovative.</p>	<p>Clearly indicated what type of research method was used in the thesis and why such an approach was appropriate.</p> <p>Identified the pros and cons of using such a research method(s). An outline of why the particular method(s) was chosen over others was provided.</p> <p>The methodological approach was creative/unique/innovative.</p>	<p>Clearly indicated what type of research method was used in the thesis and why such an approach was appropriate.</p> <p>Identified the pros and cons of using such a research method(s). An outline of why the particular method(s) was chosen over others was provided.</p> <p>The methodological approach was creative/unique/innovative.</p>	<p>Clearly indicated what type of research method was used in the thesis and why such an approach was appropriate.</p> <p>Identified the pros and cons of using such a research method(s).</p>	<p>Clearly indicated what type of research method was used in the thesis and why such an approach was appropriate.</p> <p>Identified the pros and cons of using such a research method(s).</p>
Project Scope	<p>Thesis design was innovative and effective. Relevant constraints were identified.</p> <p>Possible criticisms were considered and were addressed with knowledge and insight.</p>	<p>Thesis design was innovative and effective. Relevant constraints were identified.</p> <p>Possible criticisms were considered and were addressed with knowledge and insight.</p>	<p>Thesis design was innovative and effective. Relevant constraints were identified.</p> <p>Possible criticisms were considered and were addressed with knowledge and insight.</p>	<p>Thesis design was innovative and effective. Relevant constraints were identified.</p> <p>Possible criticisms were considered and were addressed with knowledge and insight.</p>	<p>Thesis was designed very effectively. Relevant constraints were identified.</p> <p>Possible criticisms were considered and addressed.</p>	<p>Thesis was designed very effectively. Relevant constraints were identified.</p> <p>Possible criticisms were considered and addressed.</p>
Citations of Secondary Research	<p>All sources are accurately documented in the proper format.</p>	<p>All sources are accurately documented in the proper format.</p>	<p>All sources are accurately documented in the proper format.</p>	<p>All sources are accurately documented in the proper format.</p>	<p>All sources were documented, but a few were not in the designed format.</p>	<p>All sources were documented, but a few were not in the designed format.</p>
Written Expression	<p>Highly sophisticated and effective expression that was appropriate to the task of writing a minor thesis.</p>	<p>Highly sophisticated and effective expression that was appropriate to the task of writing a minor thesis.</p>	<p>Highly sophisticated and effective expression that was appropriate to the task of writing a minor thesis.</p>	<p>Highly sophisticated and effective expression that was appropriate to the task of writing a minor thesis.</p>	<p>Superior expression that was appropriate to the task of writing a minor thesis.</p>	<p>Superior expression that was appropriate to the task of writing a minor thesis.</p>

Rubric for grade bands H2B to N

Criteria	High Second Class Honours Division B (H2B) 73%–74%	Low Second Class Honours Division B (H2B) 70%–72%	High Third Class Honours (H3) 68%–69%	Low Third Class Honours (H3) 65%–67%	Pass (P) 50%–64%	Fail (N) 0–49%
General Description	<p>Masters by coursework minor thesis has a commendable structure and presentation but is better in some parts than others. It also lacks the depth of analysis and argument that is required for the higher grades.</p> <p>Some quality primary research produced.</p> <p>At times well argued with a few good findings, conclusions generated.</p>	<p>A competent masters by coursework minor thesis in most ways with some solid research. However, the minor thesis lacks subtlety and originality and for the most part the student does not indicate research potential.</p> <p>Some quality primary research produced.</p> <p>At times well argued with a few good findings, conclusions generated.</p>	<p>A masters by coursework minor thesis that is researched adequately. A good understanding of source materials and key ideas is demonstrated but the thesis could only be considered to only just be located at masters level in terms of analysis and argument. Competent presentation and expression.</p> <p>Not much quality primary research produced.</p> <p>Not very well argued with not many worthwhile findings, conclusions generated.</p>	<p>A masters by coursework minor thesis that is at times researched adequately but other times not. A sufficient understanding of source materials and key ideas is demonstrated but the thesis could only be considered to only just be located at masters level in terms of analysis and argument. There were a number of issues with presentation and expression.</p> <p>Not much quality primary research produced.</p> <p>Not very well argued with not many worthwhile findings, conclusions generated.</p>	<p>The masters by coursework minor thesis is only just of sufficient standard to pass at masters level.</p> <p>No quality primary research produced.</p> <p>Not at all well argued with hardly any worthwhile findings, conclusions generated.</p>	<p>The masters by coursework minor thesis is not of sufficient standard to pass at masters level.</p>

Research Question	<p>Clearly identified a question to be studied. Had a clearly stated thesis/argument.</p> <p>Broke question down into a series of smaller steps, but did not identify all the complexities and nuances inherent in the question.</p> <p>May contain a number of sweeping and unsubstantiated generalisations.</p>	<p>Clearly identified a question to be studied. Had a clearly stated thesis/argument.</p> <p>Broke question down into a series of smaller steps, but did not identify all the complexities and nuances inherent in the question.</p> <p>May contain a number of sweeping and unsubstantiated generalisations.</p>	<p>Identified an appropriate topic, but lacked a clearly stated research question.</p> <p>Organised as a catalogue of information concerning the topic rather than as an independent argument/thesis.</p>	<p>Identified an appropriate topic, but lacked a clearly stated research question.</p> <p>Organised as a catalogue of information concerning the topic rather than as an independent argument/thesis.</p>	<p>Identified an appropriate topic, but lacked a clearly stated research question.</p> <p>Organised as a catalogue of information concerning the topic rather than as an independent argument/thesis.</p>	<p>Question identified was too broad or vague to provide a coherent thesis.</p>
Research Context	<p>Used appropriate sources to discover what is already known about the topic, though at times did not make clear connections between this literature and the question that was being investigated.</p> <p>Adequate variety of sources.</p>	<p>Used appropriate sources to discover what is already known about the topic, though at times did not make clear connections between this literature and the question that was being investigated.</p> <p>Adequate variety of sources.</p>	<p>Used some appropriate sources to discover what is already known about the topic, but the discussion omitted important aspects of the problem or topic.</p>	<p>Used some appropriate sources to discover what is already known about the topic, but the discussion omitted important aspects of the problem or topic.</p>	<p>Demonstrated some understanding of facts and ideas by organising, comparing, translating, interpreting, giving descriptions, and stating main ideas, but the structure was disjointed and a coherent literature review was not provided.</p>	<p>Review of relevant knowledge was seriously lacking or incomplete.</p> <p>Major issues were ignored. Many factual errors or inconsistencies.</p>

Research Methods	Clearly indicated what type of research method was used in the thesis and why such an approach was appropriate.	Clearly indicated what type of research method was used in the thesis and why such an approach was appropriate.	Identified a valid research method though did not provide a satisfactory rationale for the choice of this particular method.	Identified a valid research method though did not provide a satisfactory rationale for the choice of this particular method.	Identified a valid research method though there were some vagaries evident relating to it.	Failed to outline the type of research method that was used and/or did not provide a justification for the methodological approach taken.
Project Scope	Thesis was designed effectively. Relevant constraints were identified. Any flaws were relatively minor or excusable due to practical constraints.	Thesis was designed effectively. Relevant constraints were identified. Any flaws were relatively minor or excusable due to practical constraints.	Thesis was designed appropriately but the design contained some obvious or remediable flaws (for e.g. flaws may have been related to the proposed methodology and/or data used).	Thesis was designed appropriately but the design contained some obvious or remediable flaws (for e.g. flaws may have been related to the proposed methodology and/or data used).	Scope was almost too ambitious or too limited for the thesis plan to enable the piece to address the research question.	Scope too ambitious or too limited. Thesis plan presented did not/could not answer the research question.
Citations of Secondary Research	Most sources were documented, but many were not in the desired format.	Most sources were documented, but many were not in the desired format.	Several sources lacked proper documentation and/or many unsubstantiated assertions were made.	Several sources lacked proper documentation and/or many unsubstantiated assertions were made.	Many sources lacked proper documentation and/or there were a great number of unsubstantiated assertions made.	Sources were not accurately documented, and the desired format was not used or followed properly.
Written Expression	Good expression. However, some improvement needed in relation to articulation of argument or expression of ideas.	Good expression. However, some improvement needed in relation to articulation of argument or expression of ideas.	Adequate use of language. However, there were numerous mistakes in expression or grammar.	Adequate use of language. However, there were numerous mistakes in expression or grammar.	Adequate use of language. However, there were a great number of mistakes in expression or grammar.	Substandard use of language. Substantial mistakes in grammar and/or awkward expression.

Appendix 2

Additional instructions for creative practice theses

A Creative Practice minor thesis – which comprises both a creative component and a component of critical writing – must remain compatible with this overarching definition. Consequently, the Project should:

- make a clear statement, or present a clear argument, relating to the area with which it deals.
- afford evidence of originality.
- demonstrate a clear link between the critical and creative components.
- contain material suitable for publication or cultural output in another medium.

In particular, the creative component should:

- proficiently handle the chosen medium.
- afford evidence of originality in conception and/or execution.
- conform to the standards of presentation as determined by conventional practice in the chosen medium of expression.

Weighting of Components

The creative and critical components are considered to be equal in weight. This means that an underlying principle of all Projects is that the two components are equal in significance. The equality of both segments implies the following:

- the critical component will the same length as the creative component; each component will be half of the total word count;
- the time spent on both components is similar;
- shortcomings in one component reflect an overall weakness in the whole of the minor thesis.

Integration, Nature and Significance of the Two Components

The two components must form a coherent whole in which modes of understanding and ways of experiencing are clearly linked. The focus of the critical component is rigorous critical engagement with theoretical literature relevant to the minor thesis. In addition, it should discuss the relationships between theoretical literature and relevant creative works. Creative works discussed in the critical component must predominantly be authored by someone else – this is not an exegesis of one's own creative processes or outputs. The minor thesis must include a clear statement that clarifies for the reader how the two components are interrelated, which may include some discussion of the writer's own creative processes, aims and influences – this may be included within the structure of the critical component or in a separate bridging statement up to a maximum of 5% of the total word count (and included in the word count of the critical component). Together the two components should demonstrate that the minor thesis is a cohesive work of research performed in two modes: critical and creative. In the rare cases where a creative practice minor thesis comprises one integrated piece of writing incorporating both creative and critical modes (such as a fictocritical thesis), all requirements and expectations of both the creative and critical components must be met.

Creative practice minor theses will be assessed on the following criteria:

- The work demonstrates a sufficiently comprehensive investigation of the artistic form and creative content;
- The methods and techniques applied in the execution of the work are appropriate to the subject matter and are original and/or aesthetically effective;
- The work is comparable in standard and approach to contemporary published material in the field or cultural output in another medium;
- Appropriate attention is paid to aspects of style (diction, rhythms, imagery, awareness and handling of tone in relation to content);
- The work demonstrates appropriate attention to aspects of narrative, rhetorical or poetic structure;
- The work demonstrates appropriate engagement with a central idea, theme, question, image or dilemma;
- The work demonstrates that care and consistency has been taken in the use of details;
- The creative work is presented in a sufficiently professional manner, with close attention to proofreading and expression.



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