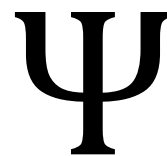


2024

HANDBOOK FOR POSTGRADUATE RESEARCH STUDENTS IN PSYCHOLOGY*

School of Psychology
Te Kura Hinengaro Tangata



*For more information on coursework, see the Postgraduate Prospectus for Psychology.

Last updated: 4th April 2024

The School of Psychology is represented on Massey University's three campuses and extramurally/distance learning as well.

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Please see our web pages:

School of Psychology web page <http://psychology.massey.ac.nz>

Massey University web page <http://www.massey.ac.nz>

The information contained in this publication is correct at the time of printing, but may be subject to change. While all reasonable efforts will be made to ensure changes will not be made, the University reserves the right to do so should circumstances require this.

Special Note:

The URLs (addresses) of web sites and web pages, both within and outside university, change frequently. If you can no longer access a page via URL given in our Handbook, and do not get promptly re-directed, please consult the Postgraduate Co-ordinator.

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Welcome to postgraduate research in psychology

Welcome to the research qualifications in Psychology. The purpose of this Handbook is to give you an overview of what to expect in the qualification, and information about resources available to you, so keep it handy as a reference throughout your postgraduate studies. To begin, we have a recording on the overview of the qualifications we offer here at the School of Psychology, Massey University: <https://webcast.massey.ac.nz/Mediasite/Play/cc730f0b41448ad95327390da7c71701d>.

Should any problems arise during your course of study, **please consult this handbook in the first instance.** This Handbook is relevant to you, regardless of which campus you are based on or whether you are studying at distance. It will give some idea of the people and support available to you as you select and complete your studies, as well as provide some useful guidelines for the process of designing, conducting, completing your Honours, Masters, or PhD research report, collecting and analysing data, and writing up the report, thesis, or dissertation.

If you have queries not addressed by this book, you are advised to seek advice from your lecturers or your supervisor.

Alternatively, the Postgraduate Co-ordinator, and other support persons, may be reached by e-mail, as described on the following pages of this Handbook.

We also have the 'Postgraduate Prospectus' which provides more information on postgraduate study, especially the qualifications based on coursework. It's available at <https://www.massey.ac.nz/study/find-a-subject-course-or-qualification/study-psychology-and-mental-health/postgraduate-psychology-study/>

The Handbook and Prospectus contain different information and you'll find it helpful to read both.

Wishing you enjoyable and successful studies in Psychology.

Dr. Michelle Lee
Postgraduate Co-ordinator

Important

It is important to remember that you need to be continuously enrolled throughout your thesis or research report. If you need to take time out from study, or if you need an extension of time, contact your supervisor in the first instance.

Philosophy of postgraduate studies

Academic integrity

As a School, we aim to impart critical thinking skills and a good working knowledge of a range of research methodologies in Psychology. Additionally, you may expect to gain familiarity with a specialist body of literature reflecting particular areas of interest. Through your postgraduate work, we hope that you gain an appreciation of the scholarly work through which knowledge is gained and disseminated and the importance of academic integrity in this context.

Unless explicitly directed otherwise in the applicable assessment criteria, third-party assistance may not be used to generate assessment tasks which are then uncritically submitted as the students' own work. This includes work completed for a student by a peer, family member, or friend or which has been produced, commercially or otherwise, by a third party (e.g., often known as contract cheating or ghost writing). It also includes the use of artificial intelligence tools to produce work.

Information on the university's academic integrity policy can be found at <https://www.massey.ac.nz/study/study-and-assignment-support-and-guides/academic-integrity-student-guide/>

Information on the use of artificial intelligence in assessment policy can be found at https://www.massey.ac.nz/documents/1445/Use_of_Artificial_Intelligence_in_Assessment_Policy.pdf

Ethical responsibility

Being a member of the Psychology Postgraduate Qualification also involves understanding the importance of working safely and effectively with due regard to the effects of your efforts on others. Students and staff in the School of Psychology are expected to adhere to ethical guidelines in their work with research participants and clinical cases. There is information on ethics, especially research ethics, here:

<https://www.massey.ac.nz/research/ethics/human-ethics/>

Good conduct

Harassment of any form is unacceptable. Harassment is defined widely and may range from seemingly small matters such as tactless, sexist, or racist remarks which 'put down' someone, to more serious cases of sexual harassment or bullying. There is information on harassment and discrimination which can be found at <https://www.massey.ac.nz/student-life/services-and-support-for-students/harassment-and-racial-discrimination-help/>

Cultural awareness

As part of Massey University's commitment to the Te Tiriti o Waitangi, the School of Psychology has a bi-cultural bicultural focus as an integral part of the qualifications offered. Specifically, we uphold the four Whakapūmāutanga me mahi Āhuarangi – 1. Sustainability and climate action; 2. Rakahinonga – Entrepreneurship; 3. Tātaki Tūmatanui – Civic leadership, and 4. Whakaanga ā-Ao – Global engagement. The Māori Advisory Group and Māori staff and students play an important role in facilitating the ongoing development of these qualifications, although it is the responsibility of all staff and students to authentically embrace being Te Tiriti led. We expect that all participants in our qualifications (both staff and students) recognise that Psychology has an ongoing responsibility, through its teaching and research qualifications, to promote genuine Māori participation in the discipline in a manner consistent with Māori

aspirations and processes. It is consistent with our ethical responsibilities that we demonstrate recognition and respect of different cultures.

Helpful people for research

I hope that all the people you meet in the School of Psychology will be helpful! However, the following are a few people you might deal with more regularly or need for specific help.

Postgraduate Studies Co-ordinator

Michelle Lee can be consulted on general academic matters including enrolments and applications, course advice, supervisors, initial guidance for choosing Honours or Masters research topics, and for help with any problems that arise in the course of your studies. If you are having any particular difficulties that are hindering your progress in any way, it is important to seek advice about how to proceed as soon as possible. Please note that co-ordinator roles rotate among academics. However, the email address will not change:

Email: Psych.Grad.Co-ordinator@massey.ac.nz

Academic Administrator

Joanne Stevenson is available to discuss planning for your postgraduate studies and can assist with enrolment queries or administrative matters. You should contact Jo in the first instance for all enquiries:

Email: psych.admin.pn@massey.ac.nz

Director of Clinical Psychology Training / DClinPsych and MClInPsych Co-ordinator

Simon Bennett, the Director of Clinical Psychology Training and coordinator of the Doctor of Clinical Psychology and Master of Clinical Psychology qualifications can be consulted on issues regarding applications and admission criteria for the clinical qualification, as well as advice on clinical course work and supervision, arrangement of practica, and issues related to clinical training.

Email: Psych.Clin.Coordinator@massey.ac.nz

Industrial / Organisational (I/O) Psychology Co-ordinator

Michelle Lee, the I/O psychology qualification co-ordinator can be consulted on issues regarding the I/O qualification:

Email: Psych.IO.Coordinator@massey.ac.nz

Health Psychology Co-ordinator

Tracy Morrison, the Health Psychology coordinator can be consulted about the Health Psychology qualification:

Email: Psych.Health.Coordinator@massey.ac.nz

Thesis Co-ordinator

Associate Professor Kirsty Ross coordinates the examination process for Honours research reports and Masters theses within the School. She should be consulted on questions concerning thesis examination and regulations:

Email: K.J.Ross@massey.ac.nz

PhD Co-ordinator

Doctoral co-ordination is handled by the Graduate Research School. All enquires are to be sent to the Graduate Research School. The Head of School signs all enrolment and scholarship applications and all six-monthly reports (DRC3 forms) for PhD candidates. You may find more information here: <https://www.massey.ac.nz/research/masseys-research-community/researcher-support-and-development/>

Scholar Development Coordinator: scholars@massey.ac.nz

Doctoral admissions: doctoral.applications@massey.ac.nz

Doctoral confirmation, progress and examinations: doctoral.office@massey.ac.nz

Scholarships: scholarships@massey.ac.nz

Head of School

Consulting the Head of School is a final recourse for issues that cannot be sorted out at the level of the Thesis Supervisor, Course Co-ordinator, or Postgraduate Co-ordinator. Please contact the College Academic Manager to arrange an appointment:

Email: Psych.HOSOM@massey.ac.nz

School of Psychology administrative staff

The administrative staff for Psychology include Cara Thompson and Judy Tildesley. Judy can be contacted regarding postgraduate research funds, keys, access cards and other administrative matters on extension: 85071 and J.R.Tildesley@massey.ac.nz. The Psychology office is located in PLB2.16 and is open for general enquiries between 8.30 a.m. and 4.00 p.m. The location of each campus can be found on p.2.

Computer Assistance

The information and communication technology services and support available to you at Massey. Please familiarise yourself with the information on this website: <https://www.massey.ac.nz/student-life/services-and-support-for-students/it-services-and-support/> which has information on remote access, internet connection across the three campuses, software availability to help you with your research, cloud storage, copying, printing, scanning, cybersecurity, and where to contact the IT support when needed.

Contact the Te Paepoto Student Support Centre at

Operating Hours: 8.30am to 4.30pm weekdays

Phone (NZ): 0800 627 739

Phone (international): +64 6 350 5701

Our staff member, Harvey Jones, is able to help with computer-related issues relating to your research. Note that any requests for assistance from him should be directed through your supervisor first.

Email: H.Jones@massey.ac.nz

Technical Assistance

Malcolm Loudon and Hung Ton are available to assist across the School. Again, their assistance should be accessed through your supervisor:

Email: M.R.Loudon@massey.ac.nz

Email: H.Ton@massey.ac.nz

Postgraduate student email list

You should subscribe to the postgraduate e-mail list which serves as a virtual notice-board for student and staff. You may request information from other students on this list, and the Postgraduate Co-ordinator will use it to post notices about such things as new scholarship opportunities, school seminars, or information courses. Subscribers may ask questions, request participants for research (e.g. surveys), and share other information relevant to postgraduate study and research.

The procedures for subscribing and unsubscribing are similar.

Send a message as follows to the 'Sympa' listserver, with <LISTNAME> replaced by the name of the list desired.

To: sympa@lists.massey.ac.nz

Put the following in either the 'Subject' or in the body of the message:

SUBSCRIBE <LISTNAME>

Or – if you wish to unsubscribe

UNSUBSCRIBE <LISTNAME>

Example: to subscribe to the Psychology postgraduate email list of 'psych-grad'

subscribe psych-grad

You should be able to subscribe to the psych-grad list by clicking on this [link to subscribe](#).

Messages can be sent to this subscriber list by addressing to: psych-grad@lists.massey.ac.nz.

Funding sources for postgraduates

You will have a broad range of options on additional funding, including scholarships, grants-in-aid and academic prizes. The funding can be obtained from the University or from external sources.

Scholarships and bursaries

All students planning a research degree should consider applying for at least one Masters or Doctoral Scholarship. The "broadest-based" of these are the University Masters and Doctoral Scholarships. There is a wide range of further scholarships available. Some are offered to specific groups, or may have additional community or service criteria. Deadlines for applications "bunch up" around August and September, so it pays to think about applying for scholarships **as early as possible**.

For further details about awards, see the 'Research funding and scholarships' and the 'Scholarships and Awards' web pages:

<https://www.massey.ac.nz/research/research-funding-and-scholarships/>

<http://www.massey.ac.nz/scholarships/>

Applying for scholarships

Most scholarships are competed for on academic grounds (i.e., your grades). However, there are additional criteria, such as the quality of your research proposal and support, and other evidence of your academic performance (such as conference presentations and publications), that will be taken into account. To give yourself a good chance of winning support for your studies, we suggest that you give careful consideration to your application:

- Once you have chosen a particular fund to apply to, read the application guidelines and application criteria carefully, respond as well as you can to every part. Do use the correct form, as there are differences between scholarships. Answer all questions.
- Keep in mind the assessor who may go through numerous applications. You can make their job easier if you write clearly and succinctly.
- Ask your supervisor to assist you in preparing your application by reading your draft and making suggestions for changes.
- You will need to ask your supervisor to write a letter of reference, letter of support, or testimonial. Give your supervisor as much information about your strengths and achievements as possible, so that they can write a reference that is clearly about you and your particular research.
- Please inform your supervisor about practicalities of the application and the letter of reference: due dates, address for application, appropriate form, and so on.
- If your application requires approval or support from the Head of School, please ensure that it is submitted to the College Academic Manager at least one week before the closing date.

University scholarships

Some important criteria for the Massey Masterate and Doctoral Scholarships:

- The required Grade Point Average will depend on the pool of applicants. GPA needs to be at least 7.0, but usually higher (7.5 to 7.75). If you miss out in one round, and you perceive that your grades are "borderline", you can consider applying again.
- The outline of your research needs to be clear about the background, aims, method, and significance to the discipline or field of study. It must be well written and show that the research is "ready to go" and achievable. There is a limit on length (number of words).
- Make sure that your supervisor knows this research proposal well (a good solution is that you involve them and they help you write the proposal). If your supervisor does not know your work sufficiently, it is wise to give them evidence of your abilities (beyond grades) so that they can confidently make supportive statements about your ability to complete the research.

Massey Scholarship applications require support from the Head of School so please submit completed applications at least one week before the due date. The entire application must be submitted to: Psych.HOSOM@massey.ac.nz .

School financial assistance

Paid teaching and marking work are sometimes available for postgraduate students. Interested students should enquire with their supervisor to see if there are any vacancies available within the School.

School research funding

Research funding to assist with Masters and Doctoral research reports is available internally, through the school.

You need to sit down with your thesis supervisor at an **early** date to discuss your projected budget for the current year and funding prospects. Writing a budget for a research report is an important practical aspect of conducting research.

Postgraduate Research Fund

Honours, Masters and Doctoral students requiring Postgraduate Funding for research, need to complete a Postgraduate Research Fund (PGRF) Application form that contains a budget for the research, a justification for the budgeted items, and which is signed off by the research supervisor. Once signed by your supervisor, this form should be submitted to the CoHSS Academic Administration Team at CoHSS-PGUG@massey.ac.nz) for approval.

You can download the PGRF application as a PDF file, complete it using Adobe Acrobat, save then send it on to the required destination (wherever your supervisor is based). The PGRF application is downloadable from the School of Psychology *Postgraduate Psychology Study* page:

<https://www.massey.ac.nz/study/find-a-subject-course-or-qualification/study-psychology-and-mental-health/postgraduate-psychology-study/#Searchallqualificationsandcourses>

The School is able to reimburse you for some thesis- / report-related expenses, provided that:

- **Prior approval** has been gained through the relevant campus *Postgraduate Research Fund* (PGRF) approval process **before** expenses are incurred, and
- Receipts are submitted when claiming these expenses. All receipts and claims should be submitted to Judy Tildesley at J.R.Tildesley@massey.ac.nz

School research funding is not guaranteed. The level of support is dependent on the availability of adequate funds in the annual School budget.

Funding will be considered on an individual basis but there will be a limit on the amount of funding available to you. For example, Honours students may be funded to a maximum of \$500.00 for the duration of their research reports; and Masters thesis students may be funded to a maximum of \$1,000.00 for the duration of the thesis. PhD and DClInPsych students may be funded to a maximum of \$4,000.00 (DClInPsych) or \$6,000.00 (PhD) for the duration of the research for the dissertation. Information about items that are excluded from funding, and current costings of included research items to assist your budget preparation, can be obtained from your supervisor.

To access research funding, you need to submit a completed Postgraduate Research Fund (PGRF) application to the administrators listed above for each campus. Where an application exceeds the maximum level of School support for student research, it must be referred to the Head of School.

School research funding may be used for essential items, for example, consumables and other items associated with the cost of undertaking the research.

Research costs might include:

- Library interloans (some loans from other libraries are free).
- Postal Surveys: Letterhead for Information Sheets and the front page of the Results Feedback letter to participants; questionnaire printing through Massey Printery; Standard size envelopes; postage. Note however that many surveys are now conducted online, so printing costs are not required.
- Interviews. Digital Voice Recorders are available for loan through the School. If new equipment is purchased, ownership remains with the School. The equipment must be returned upon completion of the data collection and upload phase. Costs of batteries may be covered by the PGRF.
- Travel costs. The lowest travel cost option is to be used for all travel, consistent with Massey University travel policy.
- Psychometric Instruments. Due to the considerable number of psychometric tests available, it is not possible to list these. Contact Hung Ton in the Psychology Workshop for the prices of particular tests and their associated consumables. **Note:** You may not use tests for which specialized qualifications are needed for administration unless you are qualified to do so. Copyrighted tests may not be reproduced in theses.
- Participant related costs. All compensation and reimbursement to participants must meet the requirements of the Code of Ethics.

It is your responsibility to accurately identify costs and quantities, and to prepare a budget and rationale for each expense when applying for PGRF funding.

Funding exclusions

The following items will not normally be funded:

1. Web Survey development is covered within the School budget when undertaken by our Programmer / Analyst, Harvey Jones.
2. Personal support for data collection costs or analysis, for example, research assistant or transcription services.
3. Data coding or data entry.
4. Travel to see your supervisor.
5. Printing or photocopying that is not directly associated with survey dissemination or other forms of data collection i.e., draft transcriptions, data analysis, or the participant feedback process.
6. Hardware and software e.g., external hard drives, specialist software.
7. Urgent library interloan requests.
8. Printing and binding of Thesis or Research Reports.

Student conference funding

From time to time, the School may make funds available to support you attending relevant conferences. As with research funding this is not guaranteed and the level of support is dependent on the availability of adequate funds in the annual School budget. Please contact your supervisor for information about conference funds for this year. Your supervisor should contact the College Academic Manager on:

Email: Psych.HOSOM@massey.ac.nz

External research funding

Securing external research funding can improve the quality of research output, and is now an important addition to one's curriculum vitae. This option can be discussed with your supervisor. The Research Office is the main source of information about external funding agencies, the timing of different funding rounds and application forms. To obtain further information visit:

<https://www.massey.ac.nz/researchsupport/>

There are several people other than your supervisor whom you may wish to consult when preparing funding applications. Campus secretaries who process your applications are an excellent resource for general costing questions. All grant application budgets should be discussed with your supervisor prior to approval to prevent such common mistakes as underestimating costs, improper exclusion or inclusion of GST, and overlooking hidden costs.

All external grant applications need to be approved by both your supervisor and the Head of School.

Time limits for your degree

It is very important that you are aware of the time limits for completion of your degree. The time allowed for completion varies according to the qualification that you are enrolled for and whether you are a part-time or full-time student. Further information regarding Time to Completion of your chosen qualification of study can be found at:

<https://www.massey.ac.nz/calendar/>

The University Calendar is the document that contains all of the rules and regulations for Massey University degrees, qualifications, specialisations and courses. Information on time limits for degrees is under Maximum Time to Completion.

QUALIFICATION	CREDIT VALUE	TIME TO COMPLETION (ACADEMIC YEARS)
Postgraduate Certificate	60	2 years
Postgraduate Diploma	120	4 years
Bachelor Honours	120	1 year / 3 years*
Masters Degree	120	4 years
	180	5 years
	240	6 years
Doctorate		2-4 years full-time / 3-6 years part-time

*1 year from first year of enrolling full-time and 3 years from first year of enrolling part-time.

Important

Coursework students: It is important to remember that if you choose not to enrol for study in any particular semester, unless you apply for an extension, that time is counted toward your completion date. You can apply for extensions through the Portal.

Thesis and research project students: For thesis or research projects, you need to be enrolled continuously until you submit your completed thesis or project. If you need to take time out from study, please contact your supervisor in the first instance.

Withdrawing from taught courses

If you decide to withdraw from a taught course, the consequences depend on the date of withdrawal relative to the duration of the course.

<https://www.massey.ac.nz/study/admission-and-enrolment/changing-or-withdrawing-from-study/>

You can find the withdrawal dates for each course by clicking on Course Search and entering the course code number: <https://www.massey.ac.nz/study/courses/>

Assessment of coursework

You will be informed early on in each course about the assessment for that course – note that different courses may have very different types of assessment. It is important for you to pay attention to these requirements, as well as the relative contribution of each piece of assessment to the final grade, so that a reasonable plan of study can be made.

Presentation

You are expected to develop word-processing skills and to present assignments in typed format. However, you will not be disadvantaged if for good reason you are unable to present typed assignments, provided that hand-written presentations are clear, legible and of good standard. You are encouraged to discuss any problems relating to access to facilities and the presentation of work with relevant course co-ordinators. All referencing for assignments should be consistent with APA format. The Publication Manual of the American Psychological Association is available from the library.

OWLL has information on referencing using APA style referencing at <http://owll.massey.ac.nz/referencing/apa-style.php>.

Extensions

You have a right to know the policy for late assignments of each lecturer in each course. These will be communicated directly to you by individual staff members early in the academic year. **If in doubt**, please ask. Staff members vary in their policies; you should direct any queries to the relevant lecturer.

Feedback

Staff are aware of the value to you of prompt feedback and constructive criticism. However, there is variability among staff in terms of the relationship of assigned work to learning objectives and the type of contractual agreement made with you. Co-ordinators of individual courses will be prepared to discuss their policy on the marking and return of assignments early in the academic year. The University policy is that in general, marked assignments should be returned 3 weeks after the due date. However, unpredictable delays in the marking of assignments sometimes occur. In such cases, you should approach the staff member concerned for information about the return of work submitted.

Moderation

Grades with the School of Psychology are subject to three layers of moderation. First, we check within the School that the grades in different courses are fair and reasonable. Second, the External Examiner

(see below) may recommend grade changes. Finally, grades may be subject to moderation by the College, who look at all grades for possible errors, grades yet to be finalised and extreme distributions. For these reasons, all grades should be regarded as indicative until officially released by the University at the end of the second semester. For student information, the indicative grades for the first semester courses are released on the student portal. These grades will give you a good indication of your final grade, but may be changed by the External Examiner or the College.

External Assessment

The School of Psychology has a policy that all postgraduate course work should be externally assessed. Late in the academic year, a senior academic from the Psychology School of another New Zealand university spends time assessing samples of our postgraduate students' assignments and examination work. The external assessor comments on the consistency and standards within and across postgraduate courses. The aim of this process is to provide reassurance that our academic standards are, at least, as high as those at other Schools of Psychology within New Zealand.

The external assessor is also well placed to provide an objective view on any particular piece of work. This can be especially useful in the case of disputed grades which have not been resolved within the School of Psychology. (The usual and required first port of call for such disputes is the Head of School.)

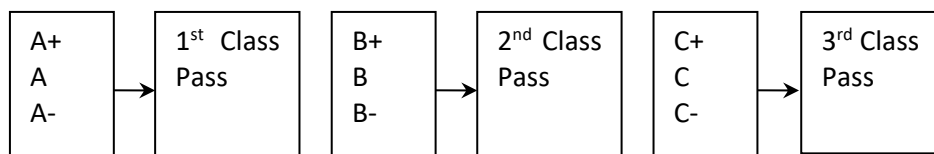
Requests to have specific work looked at by the external assessor should be made via the Head of School.

Once the College approves grades at the end of the second semester, the University releases them.

Grading System

The School of Psychology uses the following system for grading both research and coursework. The passing grades are shown in the Table below:

Grade	Grade Point (GP)	Marks
A+	9	90-100
A	8	85-89.99
A-	7	80-84.99
B+	6	75-79.99
B	5	70-74.99
B-	4	65-69.99
C+	3	60-64.99
C	2	55-59.99
C-	1	50-54.99
AG	Aegrotat pass	



Students with interests in clinical psychology

We have the Master of Clinical Psychology – MCLinPsych and the Doctor of Clinical Psychology – DCLinPsych. Both are competitive-entry professional qualification that will train you to become a registered clinical psychologist. Normally, entry to the Doctorate is by completion of a BA (Hons), BSc (Hons) or Masters degree, incorporating the required clinical courses and achieving at least Second Class, Division I Honours.

Enrolment in the DCLinPsych (in the following year) is dependent on grades, including the research report. If you plan to enrol in the Doctorate in Clinical Psychology, you need to submit your Honours research report or Masters thesis on time (due dates are shown in the Portal). You cannot start the doctorate until enrolment in the DCLinPsych is complete, and not being enrolled may also affect your library borrowing privileges.

Information about the MCLinPsych can be found here: <https://www.massey.ac.nz/study/all-qualifications-and-degrees/master-of-clinical-psychology-PMCLP/> while information about the DCLinPsych can be found here: <https://www.massey.ac.nz/study/all-qualifications-and-degrees/doctor-of-clinical-psychology-PTCLP/>

Thinking about research

Often beginning your Honours research report, Masters Thesis, or PhD dissertation, can feel like quite a daunting prospect. It seems hard to know what to expect or where and how to begin.

At an early stage, you can examine your own level of readiness for completing a sound research report. Think about the following:

- How well do you write? Do you generally write well-organised, logical, coherent assignments? Does your grammar and spelling need a tune up? Do you know how to write in APA format? If you answered 'no' to most of these, you may want to consider taking some writing skills courses.

There is information regarding a full range of services offered on the “Study and Assignment support and guides” page:

<https://www.massey.ac.nz/study/study-and-assignment-support-and-guides/>

- Make use of the library and your Liaison Librarians who can provide advice on identifying and using relevant information sources.
- The subject librarians’ names and contact details can be found here:
<https://www.massey.ac.nz/study/library/ask-questions-and-get-support/subject-and-m%C4%81ori-services-librarians/>
- Do you have the necessary methodological preparation? 175.738 *Psychological Research: Principles of Design* is a compulsory course so that you begin with a grounding in research methodology at the required level.
- If you plan a quantitatively focused research report, then 175.746 *Psychological Research: Quantitative Data Analysis* is strongly recommended to develop essential knowledge as a basis for the analysis of your data.
- If you plan a qualitatively focused research report, then 175.750 *Qualitative Methods in Psychology* is strongly recommended to develop essential knowledge as a basis for the analysis of your data.

If you require computer skills training, discuss this with your supervisor.

The nature of a thesis or research report

Theses and research reports involve independent, supervised research in psychology. You will demonstrate your knowledge about your topic and the field of specialisation, your capability of doing scholarly work, and formulate conclusions.

Research reports differ from theses and PhD dissertations mainly in size and scope. A research report is smaller than a thesis or dissertation.

Information on thesis courses is here: <https://www.massey.ac.nz/study/find-a-subject-course-or-qualification/study-psychology-and-mental-health/postgraduate-psychology-study/#thesis>

Honours

The Honours degree requires a research report of 30 credits (175.799 *Research Report (30)*). This involves independent, supervised research in psychology.

Masters

For all Masters degrees, the research thesis is normally conducted after completing the taught course requirement. A 60 credit research report is normally completed in one semester full-time, a 120 credit thesis is normally completed in two full-time semesters. Research courses can also be completed part-time.

The 180 credit Master of Arts (Coursework Pathway) and Master of Health Science (Professional Pathway) require 120 credits of coursework followed by a research report worth 60 credits (175.873 *Research Report Psychology (60)*), the equivalent of 4 courses.

The 180 credit Master of Arts and Master of Health Science (Research Pathway) require 60 credits of coursework followed by a thesis worth 120 credits.

<https://www.massey.ac.nz/study/all-qualifications-and-degrees/master-of-arts-PMART/psychology-PMART1SPSYC1/>

<https://www.massey.ac.nz/study/all-qualifications-and-degrees/master-of-health-science-PMHLS/psychology-PMHLS1SPSYC1/>

Note that the 180 credit Master of Arts and Master of Health Science degrees do NOT lead to eligibility to apply for training in the professional psychology qualifications e.g., the Postgraduate Diploma in Psychological Practice.

The 240 credit Master of Science and Master of Science (Health Psychology degrees in Psychology require 120 credits of coursework followed by a thesis worth 120 credits, the equivalent of 8 courses. The thesis is completed in two parts: 175.894 *Thesis 120 credit Part 1* (60 credits) and 175.896 *Thesis 120 Credit Part 2* (60 credits).

<https://www.massey.ac.nz/study/all-qualifications-and-degrees/master-of-science-PMSCN/psychology-PMSCN1SPSYC2/>

<https://www.massey.ac.nz/study/all-qualifications-and-degrees/master-of-science-PMSCN/psychology-health-psychology-PMSCN1SPSHP2/>

Doctoral study

The PhD is completed solely by thesis (175.900 *PhD Psychology*).

The Doctor of Clinical Psychology includes a thesis that is done in 3 parts (175.991 *Thesis Part A*, 175.992 *Thesis Part B*, and 175.993 *Thesis Part C*).

For more information about the PhD, contact the Graduate Research School:

<https://www.massey.ac.nz/study/all-qualifications-and-degrees/doctor-of-philosophy-PLPHD/>

<https://www.massey.ac.nz/study/about-postgraduate-study/phds-and-professional-doctorates/what-you-can-study-as-a-phd-or-professional-doctoral-student/>

Research resources

There is research resource information available to assist if you are enrolled in Honours, Masters or doctoral research. This information is available online at:

<https://www.massey.ac.nz/about/colleges-schools-and-institutes/college-of-humanities-and-social-sciences/research-in-the-college-of-humanities-and-social-sciences/psychology-research/psychology-thesis-topics-and-supervisors/>

MyHub contains resources for students for ethics applications and Research Information Management System (RIMS). This can be accessed through here:

<https://myhub.massey.ac.nz/students/infopages/detail/95>

Other key pages of interest to the Postgraduate Students within MyHub are these ones:

Technology - <https://myhub.massey.ac.nz/students/infopages/detail/162>

Research Ethics - <https://myhub.massey.ac.nz/students/infopages/detail/94>

Academic advice topics - <https://myhub.massey.ac.nz/students/infopages/detail/35>

Students who are enrolled in the thesis courses will have access to the course titled "*Psychology Thesis Research*" in Stream. You will find useful information that you need in the site.

The responsibility for successful completion of the thesis lies with you. Be proactive about seeking out and making use of resources including your supervisor. Supervisors are aware that the thesis can sometimes seem a daunting and challenging task. We are more than happy to help.

Regulations

Detailed regulations are set out in the University Calendar. These regulations cover, among other things, the classes of Honours awarded, and important information on time requirements. Please ensure you are clear about the regulations for your degree when you first enrol.

If you require an extension of time due to unexpected circumstances outside of your control, consult your supervisor (in the first instance) or the postgraduate co-ordinator as soon as possible. You can apply on forms available through your student portal.

Although it is possible to work from home and at a distance, you should be prepared to visit the campus for supervision meetings from time to time. It is also helpful to attend seminars and other courses that are available (many are available via Zoom teleconferencing), and to meet other students.

Getting started with research

Find a topic

Clearly, the first thing you need to do to get started on your research is get some ideas for a topic. It is your responsibility to choose a thesis topic and find a supervisor. Thesis ideas could arise from a range of sources including:

- **Your postgraduate courses** - often lecturers will refer to their own research interests during courses – a good source of both ideas and potential supervisors.
- **Topics offered by supervisors** – to work with your supervisor in the area that they are conducting research is one of the best ways to begin your own research. The School publishes a list of supervisors and the topics that they are willing to supervise every year. This is on <https://www.massey.ac.nz/about/colleges-schools-and-institutes/college-of-humanities-and-social-sciences/research-in-the-college-of-humanities-and-social-sciences/psychology-research/psychology-thesis-topics-and-supervisors/>.
- **External agencies or organisations** – occasionally, there may be specific topics offered from an external source. For example, an agency outside the University may have asked the School of Psychology to do research in a specific area. Such offers are circulated via the postgraduate email list psych-grad@massey.ac.nz.
- **Completed theses** - You can search for Massey theses, theses presented at other universities in New Zealand, and overseas theses via the University library on <https://www.massey.ac.nz/study/library/researcher-support/find-and-manage-research-literature/find-these-and-research-reports/>
- You can also get ideas from research seminars, general discussions with staff and your own reading.

Find a supervisor and complete the Agreement to Supervise form

Names of potential supervisors and the research topics that they offer are listed at: <https://www.massey.ac.nz/about/colleges-schools-and-institutes/college-of-humanities-and-social-sciences/research-in-the-college-of-humanities-and-social-sciences/psychology-research/psychology-thesis-topics-and-supervisors/>

Start thinking about possible research topics as soon as you can, for example while you are doing your coursework. Think about approaching potential supervisors well before you are planning to start your research; most staff members have high number of students and may not be able to take on more. It is a good idea to approach potential supervisors and discuss your research plan by December of the preceding year. **The research topic and supervisor should ideally be chosen in October or November** so you can do the necessary reading over the summer break.

You normally need one supervisor for Honours and Masters research, although joint supervision is possible. Doctoral dissertations usually have one primary supervisor and one or more co-supervisors. Co-supervision for Honours or Masters degree may be sought from other Schools where necessary, but this would be unusual and should be organised through your Psychology supervisor and approved by the Head of School.

You may have a relatively clear idea of the topic you want to research. Fine-tuning your topic goes along with finding a supervisor. Topics will be revised, refined, and potentially changed in discussion with your supervisor, who will help you finalise the topic, specific research questions, theoretical approaches and analysis of data.

You should feel free to approach staff members and discuss their / your ideas. Please be aware that staff members are located across three campuses and that means you may end up not having a supervisor you may not meet in person. It is perfectly reasonable to approach staff when your own ideas are quite general or somewhat "fuzzy". Hopefully, these research ideas will develop and become clearer with ongoing discussions with potential supervisors. Be aware that the research interests of staff may not match with the topic area you have chosen, and you might have to modify your topic to provide a better fit with staff expertise or interests. In other cases, the most appropriate supervisor for your topic may be on leave or otherwise unavailable, or may already have a full supervision load. You may be more successful if you remain **flexible** in your choice of topics and supervisors.

If you are having trouble deciding on a topic or finding a lecturer to approach concerning supervision, the Postgraduate Co-ordinator may be able to help.

In order for your enrolment in a research course to be approved, an **Agreement to Supervise** form must be completed and returned to the Postgraduate Programme Administrator. The forms are available at: <https://www.massey.ac.nz/about/colleges-schools-and-institutes/college-of-humanities-and-social-sciences/research-in-the-college-of-humanities-and-social-sciences/psychology-research/psychology-thesis-topics-and-supervisors/>

When both you and your supervisor have signed it, please send it to the CoHSS Academic Administration Team at CoHSS-PGUG@massey.ac.nz)

Responsibilities of a Supervisor

The supervisor's major functions are to provide information, ideas, stimulation, constructive criticism, encouragement and direction in all stages of the research report. Where more than one supervisor is involved in a research report, their roles and functions should be discussed and clarified early on.

A supervisor's responsibilities are:

- a) To give guidance about the nature of research and the standard expected, about the planning of the research qualification, about literature and sources and about requisite skills and techniques.
- b) To ensure that the supervisor is not already over-committed and will remain fully conversant with the student's research.
- c) To maintain regular contact through supervision meetings as agreed with you, and to provide in these meetings focused and uninterrupted attention to you and the research.
- d) To assist you in applying for funding through University and outside sources where appropriate.
- e) To assist you to develop a proposal for ethics approval, either by a Low Risk Notification or Ethics Committee review.
- f) To be sensitive to cultural, political or gender issues relating to you and the research.
- g) To give advice on necessary completion dates of successive stages of the research to ensure that the research report is submitted on time.
- h) To request written work as appropriate and to return work with constructive criticism within a reasonable time.
- i) To ensure that student is made aware of any inadequacy in their progress or standard of work.
- j) To provide a collaborative research environment and encourage open communication.
- k) To ensure that if they are to be absent from the University for an extended time, suitable arrangements are made for appointment of a new supervisor, or for interim supervision of a student.
- l) To discuss publication of the research and to come to some agreement about the timing and the authorship of the publication (refer to the section on Publication later in this Handbook).

Responsibilities of Students

- a) To find a supervisor and arrange for your supervisor to sign the "Agreement to Supervise Postgraduate Research" form.
- b) To get off to a good start with the research and accept that the principal responsibility for the research and its progress lies with you.
- c) To prepare and submit an application for ethical approval via either a Low Risk Notification or full Ethics Committee review, in consultation with the supervisor, as appropriate.
- d) To discuss with your supervisor the type of guidance and comment that can be expected and to assist with clarification of responsibilities.
- e) To maintain regular contact through tutorial and supervision meetings as agreed to with your supervisor.
- f) To take the initiative in raising problems and difficulties.
- g) To maintain progress of the work in accordance with the stages agreed to with your supervisor, including in particular the presentation of written material in sufficient time to allow for comments and discussion before proceeding to the next stage.
- h) To notify your supervisor if you have to be absent from the University for an extended time and to make suitable arrangements for contact during your absence.
- i) To discuss publication of the research and to come to some agreement about the timing and the authorship of the publication (refer to the section on Publication later in this Handbook).
- j) You are reminded that compliance with regulations and that the quality of your work is ultimately your own responsibility. The role of the supervisor is to assist you to achieve the best result of which you are capable.

You are responsible for making sure you consult your supervisors regularly. You are free to discuss your research with staff members who are not your supervisors as long as they discuss with your supervisor any proposed changes that result from such discussions.

If work is not going satisfactorily for reasons outside your control, consult your supervisor in the first instance. However, if you feel that you do not have an effective working relationship with your supervisor, you should discuss the matter promptly and confidentially with the Postgraduate Co-ordinator. If necessary, a meeting with the Head of School will be arranged.

Plan the research

Consider how you will fit the research in with your coursework and other commitments, and the timeframes that you have for completing your degree.

Together with your supervisor, you need to make sure that your research is viable and that appropriate analyses are chosen before collecting data. You need to choose a research topic that matches your research design, data collection opportunities, and analysis skills. You are responsible for acquiring any necessary skills, and approval of the topic may depend on your agreement to do this. **For example, supervisors should not be expected to carry out statistical analyses for students who have not obtained the necessary skills to do it for themselves.**

Guidelines for a proposal

Your supervisor may ask you for a proposal. Proposals will take different forms depending upon the nature of the research that is involved. They would usually include:

- Introduction** A brief statement of the background to the research and summary of the essential relevant literature, together with the aims or hypotheses to be investigated.
- Significance** A general statement of why this research is important and should be conducted.
- Method** As much detail as possible on the participants, measures, apparatus, design and procedure of the proposed research.
- Analysis** A detailed statement of how data will be treated and what analysis will be conducted.
- Budget** An analysis of the costs involved in the research and how it is proposed they will be met.
- Ethics** Comment on ethical issues involved in the research and proposals for how they will be handled.
- Time-frame** A statement of how long the research will take, with estimates given for each phase (planning, development of measures, pilot testing, data collection, analyses, writing up, etc.).
- References** Citations for all references in the proposal.

'EndNote' – Bibliographic Database

Bibliographic database software such as EndNote can be used to keep track of your references and reading material. Endnote is incorporated with word processing software in university computer laboratories.

The University licensing currently permits current Massey students to download this free of charge. For more information see <https://www.massey.ac.nz/study/library/referencing-software-and-tools/download-and-use-endnote/>

This site also provides support information and access to the Library's training sessions for EndNote.

Carry out the research

Ethics

All research with human participants requires ethical consideration. Ethics information is here: <https://www.massey.ac.nz/research/ethics/human-ethics/>

MyHub also has information on research with human participants:

<https://myhub.massey.ac.nz/students/infopages/detail/93>

The first step is to read the Code of Ethical Conduct

(<https://myhub.massey.ac.nz/students/docs/Detail/98>),

Then discuss ethical issues in your research with your supervisor and colleagues. It is also useful to consult the Code of Ethics for Psychologists, downloadable from the Psychologist's Board web site: <http://www.psychologistsboard.org.nz>.

The next step is to complete the risk assessment process and submit the relevant forms. There are two submission processes.

One is for Low Risk Notifications, in which the application is submitted online and approval is given without the application being reviewed by the ethics committee.

Full Ethics committee review is carried out for projects which do not meet the criteria for a Low Risk Notification. Your supervisor will be able to provide you with guidelines for the preparation of an ethics proposal. The committees meet each month (apart from December and January), and the deadline for submitting applications is ten days earlier than the meeting date. Check the MUHEC web site early in the academic year for a list of meeting and research report submission deadlines as late applications are not accepted.

Most proposals are approved without the need to appear before the Committee. If you are asked to attend a meeting of the Massey University Human Ethics Committee, you will be accompanied by your supervisor. Being invited to attend such a meeting simply means that the Committee has some issue they wish to discuss, and you should see this as an opportunity to clarify the ethical issues and ensure that your study is ethically sound. On occasion, gaining final ethical approval can take several rounds of discussion, so it is advisable to consider ethical aspects of a research report as early as practicably possible.

Access to participants

Where studying a particular topic depends on gaining access to a special population such as hospital patients, employees of an organisation, etc., written permission should be obtained as early as possible. No organisation or agency should be approached until the research has been approved by your supervisor and, where required, ethical approval has been obtained.

Some of the issues you might consider before seeking access include:

- Who or what do you want to research?
- Who are the key individuals, or gatekeepers, who you need to get permission from?
- How much commitment will you require for your research from your respondents in terms of hours, days, weeks, months?
- Is this reasonable?
- Can you identify any potential problems with regard to access?

There is a number of ways in which you might increase your chances of gaining access to a potential pool of respondents / participants:

- Begin by asking for advice on how it would be most appropriate to negotiate access.
- Be modest in your requests. A "cardinal sin" is for you to line up respondents and then turn some of them down or ask them to come back later because you are having time tabling, equipment or measurement problems.
- Make effective use of your supervisor's contacts.
- Offer something back to your research participants - perhaps written feedback or a summary of your results (these should be brief and written in layperson's terms). Ask their advice on what might be useful to them. If your research is of potential use or interest to them then they are more likely to allow you access.
- Ask at the right time. Some institutions need to plan ahead, while others like to act immediately. Busy periods and holidays are not good times.
- Be as clear as possible about what you are asking for - which people, how long it will all take, and so on - have samples of your questionnaire / research protocol on hand for inspection.
- Explain the reasons for doing your research, why it will be of value, and what the outcomes might be.

Data analysis

Your research proposal will require details about how you plan to analyse your data. Early on, you need to decide what kind of analysis is appropriate. Your supervisor will help.

The software package 'SPSS for Windows' is available on computers in student computer laboratories on all campuses.

Students undertaking research courses are able to remotely access the SPSS software on Massey servers within the restrictions of the software licensing using the VMWare Horizons Client. Installation of SPSS on to personal student computers is not available under Massey's license for this software.

You are expected to conduct your own analyses and this is likely to require some study time. Your supervisor will be able to suggest whether other members of staff can help you with specific research skills or issues.

Writing up your research

Theses and Research Reports need to conform to the format requirements detailed in the library handbook 'A Guide to the Presentation of Theses'. The handbook is available from:

<https://www.massey.ac.nz/study/library/researcher-support/publish-and-share-your-research/thesis-presentation-guide/>

The style of presentation uses the current APA style. The latest APA format that we adhere to currently is the 7th Edition APA format. OWLL has information on referencing using APA style referencing at <http://owll.massey.ac.nz/referencing/apa-style.php>.

The report or thesis will have most of the following elements:

- *Introduction section.* You will conduct a literature search and examine the background of the research topic. You may need to develop or upgrade your library search skills. After detailed reading, you synthesise published findings relevant to your research topic, leading to the actual research question.
- *Method section.* You will need to describe, among other things, participants, measures, procedures, and ways of analysing your data.
- *Analysis and results.* You should allow a good piece of time for this section which is important. Your study may include mastering a particular technique of data analysis before conducting the analysis. The analysis is often enjoyable but again time-consuming. You will need to write up your findings.
- *Discussion.* In this section, you are expected to interpret the findings and demonstrate your understanding of the results, including their implications and contribution to the field. This section tends to prompt further literature review and further readings which cannot be rushed.
- *References and formatting.* It is best to develop your reference list as you proceed. However, additional time should be left for preparing, reviewing, editing, and presenting the final document, including the final version of the reference list.
- There should also be an abstract, appropriate sections and headings and the report is usually prefaced with acknowledgements and a 'Contents' page. It is important to acknowledge the supervisor and other staff who have assisted with the research.
- Please ensure you have a cover page stating the title of the report, your name, and the degree for which the report or thesis is submitted.

It is often a good idea to start writing the introduction and method sections before the data collection is completed, particularly if the data collection is quite lengthy.

Do not underestimate the time it will take to finish writing up your research; in general allow 6 – 8 weeks for an Honours research report and 4 months full-time for a Masters thesis. The number of drafts required will vary, but you can expect to write each section at least twice.

The acquisition of good writing skills is your responsibility. You can expect your supervisor to provide editorial comment on at least one complete draft of the work, or they may identify writing problems at the proposal stage and, if necessary, encourage remedial action.

It is a good idea not to spend too much time on the first draft. It is rare that this will be satisfactory and it is less frustrating having to change something that has taken a short time to write than to change work on which a long time has been spent. It is usual to write a portion and give it to the supervisor to look at while proceeding with the next part.

The finished product must be in typed form. It is up to you to ensure that typographical, grammatical and formatting errors are kept to an absolute minimum, as these can downgrade the work and will be reflected in the final grade.

Writing up the thesis can be a real challenge for your personal focus, organisation and self-discipline skills. Making progress is often simply a case of persistence and taking small steps at a time. If you find yourself procrastinating, then try one or more of the following:

- Make notes from your last discussion with your supervisor
- Draft your contents page
- Type out your references
- Draft the structure for a section or chapter
- Note down points you think you will refer to
- Set yourself a target for writing a given number of words each day
- Write anything so that you have something on your screen
- Give yourself a treat or a short break after a work period, but come straight back
- Don't allow yourself to do anything else until you have written something.

The aim is to produce some writing as regularly as you can, and then work from there.

The completed thesis / research report

Word limits:

30 credits	8000 - 10,000 words
60 credits	15,000 - 20,000 words
120 credits	30,000 - 40,000 words
DClinPsych:	Up to 65,000 words (excluding appendices and bibliography).
PhD:	Up to 100,000 words (excluding appendices and bibliography).

Thesis Format

Prior to submission, thesis should be formatted. Masters and PhD thesis should follow the guideline set by *Thesis Presentation Guide* at <https://www.massey.ac.nz/study/library/researcher-support/publish-and-share-your-research/thesis-presentation-guide/>. Honours research reports do not have a specific format to follow. However, we recommend you follow the same format as for Masters and PhD.

Submission

Honours research reports (175.799) and 60 credit Masters projects are submitted digitally, as a Microsoft Word file to psych-researchreports-exams@massey.ac.nz. There is no need to also provide a hard copy. You will receive a letter acknowledging your submission.

120 credit Masters theses are submitted online via the portal. The portal also provides the forms to be filled in to go with the submission. Online submission is preferred. If you need further information, you may contact masters@massey.ac.nz

The web link below will take you to Thesis Submission and Publishing page, detailing what is required for you to submit your thesis under the online submission process as well as how to submit online.

<https://www.massey.ac.nz/study/about-postgraduate-study/masters-study/studying-your-masters/>

Note that Masters theses must be submitted by full-time students within 2 years of first enrolling for the Masters degree, if eligibility for Honours is to be retained.

For all projects and theses, **we strongly advise submission by the due date.** Theses and projects submitted after 30 November are unlikely to be examined in time for scholarship application deadlines. You may also miss out on graduation at the mid-year ceremonies in the following year. It is best to plan to complete and submit your thesis, project or report in late November.

Due Dates

Honours reports

175.799 *Research Report (30 credits)* is due on 15 November:

Masters theses (120cr) and Research reports (60cr)

While your Portal may show that your Masters *qualification* ends at the end of Semester 2, for thesis submission it's the due date for the *course* that matters. These are:

175.894 *Thesis 120cr Part 1* will be given a Continuing (CT) grade.

175.896 *Thesis 120cr Part 2* and 175.873 *Research Report Psychology (60cr)*:

- Double Semester: mid-November (i.e., 17th November 2024).
- Semester One Full semester: near the end of June.
- Semester Two Non-standard: near the end of February.

The due dates vary slightly from year to year. You can check them by entering the course code into the box here:

Theses:

<https://www.massey.ac.nz/study/find-a-subject-course-or-qualification/>

Embargo

An embargo can be applied if there is a strong reason for your thesis not to be made public for a period of time. Embargos are rare for Massey Psychology theses. If you and your supervisor agree that a thesis should be embargoed, then you need to complete an RF05 Application for Approval to Embargo. This can be downloaded from:

<https://www.massey.ac.nz/study/about-postgraduate-study/masters-study/studying-your-masters/>

Assessment

Honours reports and 60 credit Masters reports are normally assessed by two members of the School of Psychology staff who are nominated by the supervisor. You are not told who the markers are but will receive written feedback and a final grade.

120 credit Masters theses are assessed by one member of the School of Psychology staff and one external examiner (usually from another New Zealand University). The examiners are nominated by the supervisor. The thesis is awarded a single grade which has been agreed by the examiners. You will receive the examiners' reports, however the identity of examiners and their specific mark and grade recommendations are withheld.

Following submission of a thesis or research report it may take 3-6 months before the final result is available. Examiners need time to review, mark and report on the thesis, and there are administrative processes involving the School, the College, and the University.

Publication

The School of Psychology encourages students to publish their Masters and PhD research. If you are interested in publishing your research you need to discuss publication with your supervisor and reach an agreement about the authorship and timing of publication.

Authorship

Depending on the relative contributions of student and supervisor, the options might range from sole authorship by you, to joint authorship. Any disagreements over who should be senior author are best avoided by discussing the issue early in the supervision process. In the event of such a disagreement you can refer the situation to an arbiter such as the Postgraduate Co-ordinator.

You may have little energy for writing up your work for publication immediately following submission of the thesis. This is not unusual and some time may be needed for renewal of energy and enthusiasm before working on a draft for publication. If you still have no interest in publishing the research after a suitable period of time has elapsed, a written agreement should be made with your supervisor concerning authorship rights to the research.

Resources

Research Facilities and Equipment

Research facilities and equipment in the school include:

- Access to Windows-based computer laboratories.
- Postgraduate students can access a variety of software, printing, web and library resources, using the Central Computer Laboratories or Psychology computers dedicated for Postgraduate use. Remote access to computer lab software running on Massey servers is also available via a virtual client application.
- A wide range of audio-visual equipment.
- An extensive psychological test library
- Bespoke software development, web applications and surveys

Within the school there are also facilities managed by experimental psychology staff to support their research activities. These laboratory facilities and equipment include physiological laboratories, the EEG

laboratory, and the Functional Near-Infrared Spectroscopy (fNIRS) laboratory. They are situated on the Manawatū campus and the Wellington campus. However, they are not for public use but specifically catered to specific research groups and staff members.

Software

The software provided on Massey student computers includes Microsoft Office (Word, Excel, PowerPoint), web browsers, SPSS statistical package, NVivo, SAS, EndNote (bibliographic software) and access to e-learning environments (Stream).

There is also a range of software available for installation on your personal computers while enrolled in study, including Microsoft Office 365, EndNote and various statistical packages. Your supervisor can advise on this. Virtual access to software hosted on Massey servers also provides remote access to software such as SPSS and other General computer applications.

Technical services

The School offers students a range of technical services and facilities through the technical staff that can be found in the Workshop on the ground floor of the Manawatū campus. As noted previously, technical services are usually arranged through your course co-ordinators or supervisor. The technical staff also maintain lists and organise the loan of a range of audio equipment, software and journals held by the School and some members of staff. Albany and Wellington students should enquire at the Psychology Office on your campus.

Psychological test libraries

The School of Psychology has extensive Psychological Test Libraries at Albany and Manawatū campuses and a limited Psychological Test Library at Wellington campus. These libraries contain a variety of tests and books which are available to you on short-term loan, normally for a period of two weeks. Loan material **must** be signed out on the card system in the Test Library and signed in upon return. To access tests contact:

Hung Ton

Email: H.Ton@massey.ac.nz

Carrie Wilson

Email: C.Wilson1@massey.ac.nz

Psychological tests that are not available at your campus may be available at the Manawatū Campus.

Resource rooms

The School of Psychology maintains two resource rooms at Manawatū. Tuia te Mana Māori (Māori Resource Room) in room 2.20, houses a range of materials. Te Rau Aroha in room 2.21 and room 2.08 are for use by postgraduates.

At Manawatū Campus, copies of completed Honours research reports, Masters theses, and Doctoral dissertations by students in the School are held in the Thesis Library.

At Albany, there is a Māori Resource Room in Room 3.26, on Level 3 of the North Shore Library Building, Albany Village. This is the room that Te Puawaitanga, the support group for Māori Psychology students, is based in. Theses/ research reports are currently held in the Test Library space in the School.

At Wellington, theses, dissertations and research reports are held in the Thesis Library in room 7C50. These can be borrowed using the loan system operated by the School. Contact Megan Burnett to access these.

The library

As a student of psychology, the services and collections of the Library will possibly be the major resource for you in your studies.

Massey University Libraries have extensive collections of print and on-line material – books, encyclopedias, journals, journal article databases, CDs, videos, DVDs, theses. They are all listed in the Library's catalogue, accessed through the Library's Home Page:

<https://www.massey.ac.nz/library/>

You can use material from any of Massey's three campus libraries. The [subject guide for Psychology](#) as accessed from the "How do I find information" link on the Library's Home page is a good starting point to identify and link to relevant journal article databases, web sites and reference resources of relevance to psychology.

Library access and Distance Library Service

Thesis and research report students can usually be enrolled as extramural students and receive the distance library service. If you are enrolled for a thesis or research report and you live near a campus, you are expected to visit that campus library for access to books, journals, photocopying and other library services. If, however, you live a significant distance from a campus and are enrolled as an internal student, then you may be eligible to receive distance library services. If you think you are eligible to receive distance library services, contact the Distance Library Service.

Phone: 0800 MASSEY

Email: Library@massey.ac.nz

Research consultations

You may want to take advantage of the Library's Research Consultation Service. One of the Liaison Librarians can give you a one-hour session, either in person or by phone, providing advice on identifying and using relevant information sources. This is a free service. Ask at any Massey University campus library. We urge you to make use of this service.

Computers

You will have access to computers, library databases and the internet by a variety of means. There are dedicated postgraduate computer laboratories operated by Information Technology Services, public student computing and printing facilities in the 'Information Commons' of Manawatū and Albany Libraries and increasing access to wireless networking services across the University.

Postgraduate students are encouraged to improve their computer literacy and to acquire word processing and other computing skills if they do not already possess them. A variety of training courses is available for postgraduate students via via <https://www.massey.ac.nz/study/study-and-assignment-support-and-guides/academic-support-services/>

Computing access

Student ID and PIN codes provide password access to the Massey's lab computers and online resources such as Library abstract databases. (Please note that the password for this access differs to that of the [SMS Portal](#), where your personal records and enrolment details are accessed). Files may be saved to a Microsoft OneDrive (for the period of your enrolment), or to your own portable storage device. There is no charge for access to software, databases or internet, although there are costs associated with printing. Students can increment their computing budget on-line via the SMS Portal and its secure credit card payment system. GST is deducted at the time the money is put into your account.

Information about computer labs and teaching rooms for students can be found at:

<https://www.massey.ac.nz/student-life/campus-guides-maps/>

Regulations

The University has strict policies on information technology and communication systems. Breaches of the policy on use and access to ITS are treated seriously.

Improper use of the IT system includes, but is not limited to:

- a) unauthorised access to the IT System or circumvention of restrictions on access;
- (b) use of the IT System for purposes other than to meet pre-authorised administrative, or teaching course work, course and research requirements for which access was granted;
- (c) use of the IT System to produce, store, transmit, or display any materials which are obscene, offensive, slanderous or illegal;
- (d) use of the IT System for private gain or unauthorised commercial use;
- (e) making unauthorised copies of software and data;
- (f) distribution, propagation or creation of computer viruses;
- (g) physical abuse of any IT System;
- (h) electronic abuse or harassment of individuals via the IT System;
- (i) contravention of the rights of an individual;
- (j) contravention of the statutes, regulations and charter of the University and New Zealand statutes including the Privacy Act 1993, Human Rights Acts 1993, Official Information Act 1982 , Public Finance Act 1992, Employment Relations Act 2000; and
- (k) such other activities deemed improper use from time to time." (*Use and access to information technology systems policy*, June 2013).

Computers and Health

Extensive use of computers, without appropriate precautions, can contribute to musculoskeletal discomfort (occupational overuse syndrome).

It is important to be aware of the symptoms and causes of musculo-skeletal discomfort and the social and physical factors which may aggravate musculo-skeletal discomfort. There are four areas you need to consider in the management of musculo-skeletal discomfort. These are:

- the design of your equipment and tasks,
- the organisation of your work,
- your working environment, and
- early attention to any musculo-skeletal discomfort.

Each of these is considered in turn.

You need to ensure that the equipment you are using is appropriate for your size. If you are using fixed equipment you may need to consider having it altered to avoid having to hold static and undesirable postures for long periods of time. Where tasks require long periods of static muscle contraction you should take micro pauses (very short but frequent rests) and if possible arrange for other tasks to provide variation.

Your work should be organised so that there is a variety and make sure that appropriate breaks are taken. You should avoid setting unrealistic targets or rewarding yourself on the basis of work rates which involve long periods of static posture.

Social and physical factors in your work environment may contribute to earlier onset of musculo-skeletal discomfort. Social factors which may influence the work environment include: workload, deadlines, interpersonal relationships, supervision styles, your control over your work environment and your mental attitude towards new software and / or research reports / assignments. You need to deal with any of these factors if it is a continuing source of stress. Undesirable physical aspects of the environment may also add to background stress. You need to consider that the lighting, ventilation, humidity, temperature and noise levels are not providing additional stress.

If you do develop musculo-skeletal discomfort it is important to seek help early rather than persisting with the pain. Further assistance and ergonomic evaluation of your workplace can be obtained through the University Health and Safety Co-ordinator. If pain persists it is important to seek appropriate medical assistance and treatment. Don't underestimate the disabling effects of musculo-skeletal discomfort!

Summary

At some point in the not-too-distant future you will be finished with postgraduate study. Your feelings at this point might include a great sense of release and relief. It is also possible that you will experience some feelings of loss - this 'thing' that has been dominating your life is gone now. So, what do you do now? The options are limited only by your imagination, situation and resources.

Here are some more or less serious suggestions:

- Take a holiday.
- Celebrate with close family and friends.
- Take the dog for more walks / Give the cat some special treats.
- Plan what you are going to wear to your graduation.
- Read a good book.
- Give some time to your family and friends.
- Write up and publish your research.

Should you need counselling, Massey University offers free counselling, please visit <https://www.massey.ac.nz/student-life/services-and-support-for-students/counselling-services/>

Remember that learning is life-long. Although you may have achieved your qualification, as you continue to work in the area, you will need to keep up with developments, in psychology in general and in your chosen area within psychology in particular.