



THE UNIVERSITY OF  
MELBOURNE

# 2019 Research and Industry

Subject Guide

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# 1. Introduction

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Research subjects are undertaken for a number of reasons: completion of a capstone requirement; preparation for a PhD; a strong desire to investigate a specific topic in depth, focusing a number of elements of coursework learning into one specific area; general research training. Students explore a question or an issue that is of interest to them in greater detail than is usually presented in regular subject assignments.

There are two main types of research subjects offered within the Graduate Environmental Program:

## Research Subjects

Research subjects are independent, original endeavours of enquiry, guided by an academic supervisor, researching a topic relating to the environment and/or sustainability which culminates in the presentation of a written report for assessment.

## Industry-based Research Subjects

Independent, original endeavours of enquiry developed in partnership with an industry supervisor and guided by an academic supervisor, researching a topic relating to the environment and/or sustainability issues, which culminates in the presentation of a written report for assessment.

Industry-based research projects are distinguished by an opportunity to co-develop a research topic with an industry supervisor and a relevant academic supervisor, and to apply appropriate methodologies and analytical frameworks to interesting problems in real world contexts.

- Industry environmental research subjects are not internships; they are collaborative research partnerships between industry, the student and the University.
- 'Industry' is broadly interpreted for the purposes of OEP research subjects and includes organisations from the community sector, government, business and non-government.

Both types of research subject require considerable degrees of independent, self-directed study. Students draw upon skills and knowledge gained in previous subjects and develop their capacity to integrate relevant theoretical and practical aspects of the problem identified as the specific area of inquiry.

Research often produces unanticipated outcomes - the question or focus changes and specific research plans are revamped appropriately, or the findings are unexpected – and it will potentially be more ‘consuming’ of your thinking and study time than standard subjects. The outcome is a piece of research and writing that contains the knowledge you have gained (from reading, discussions with colleagues, your own research), and is also an original contribution to scholarly knowledge.

The timing and size of a research subject should be discussed with an OEP academic advisor as part of your overall course planning. However, there are some particular recommendations and guidelines students should follow:

- Completion of Sustainability, Governance and Leadership (SGL) and at least 37.5 points of other Master of Environment subjects
- Students should be in their final semester or two of their degree
- Complete relevant methods or background knowledge/ technique subjects before you undertake a research subject
- International students need to maintain a full time study load
- Internship subjects are not advisable in the same semester as a research subject
- Up to 25% of your study program can be in research subjects; in other words, 25 points of a 100 point degree, and 50 points of a 200 point degree.

It is possible to do more than one research subject (although not the same subject code) within the course of a degree, but this should be carefully considered and discussed with an OEP Academic Advisor as part of course planning, or the research subject coordinator.

Students need to formulate a topic, and find an academic supervisor. The supervisor should be an expert on the topic or discipline of your proposed research, and be willing to supervise the project. Industry research subjects require an additional level of relationship building with a potential industry partner and supervisor.

Advice and tips for establishing appropriate academic support for your research are provided in this guide, as are suggestions for developing an industry partnership.

Students will normally be required to be averaging at least 70% in their degree before being permitted to undertake an 12.5 point or 25 point research project; and averaging 75% or above for a 50 point project.

Permission from the subject coordinator is required to enroll in a Research or Industry subject and is dependent on having an approved project and supervisor.

# 2. About the subject

## 2.1. Role of the subject coordinator

Through the Subject Coordinator, the Office for Environmental Programs provides academic and administrative support to students prior to commencement, and throughout their enrolment in a research subject.

### Pre-commencement

- Information sessions (how to get started, ethics and assessment requirements) occur twice a semester (see OEP Website for details).
- Students may seek individual consultation with the subject coordinator to discuss ideas for the academic scope of their topics and strategies for finding supervisors.
- Approval of proposals, including liaison with supervisors about the proposal and student record checks.

### Whilst enrolled

- Leadership of the workshop program;
- Advice to students about subject changes at or before census date;
- Management of assessment (including requesting examiners from supervisors, liaison with examiners, entering final results);
- Resolution of results discrepancies or any results appeals according to OEP Research Subject examination policy

## 2.2. Subject overview

### Generic skills

Students are guided by academic, or academic and industry supervisors whilst conducting research on a topic relating to the environment and/or sustainability- related issues. Academic supervisors provide disciplinary and topic relevant support for your research. Industry supervisors provide further intellectual and practical support for your research as agreed prior to commencement. The subject coordinator provides additional, general, academic support.

The generic skills gained from undertaking a research subject include:

- Critical thinking
- Application of critical thinking skills and foundational research skills to develop and address a research question
- Demonstrated planning and time management skills
- Undertaking of research independently
- Demonstrated capacity to communicate research findings clearly, comprehensively and persuasively.

## Learning outcomes

- Undertake substantial original research on topic pertaining to sustainability or environment.
- Integration and application of disciplinary knowledge and skills to an independently generated research question and investigation.
- Analyze and synthesize salient features and important theoretical, methodological and empirical trends in published literature and data.
- Present research findings in clear, concise and persuasive written and verbal forms.

## Assessment

- Research subjects culminate in the presentation of a written report for assessment (and potential future publication).
- Presentation at the OEP Research Day
- Additional elements of assessment throughout the semester (e.g. detailed proposal, literature review, presentation of lab notes/ fieldwork notes) may be required by your supervisor.
- Parameters for word limits, percentage weightings and their relationship to the overall assessment for the subject are detailed in the handbook. Further discussion about assessment is also found in section 6.0 of this Subject Guide (below).

## Learning Management System (LMS)

The LMS for all the OEP Research Subjects is managed through one main subject listing. Students enrolled in the different subjects will be directed by LMS to the appropriate link.

## 2.3. Types of subjects

There are nine different research project subjects offered within the Graduate Environmental Program. The subjects vary in size (points) and length (one or two semesters), as detailed in Table 2.1 below.

Research subjects are further differentiated by level of original research and overall workload as signaled through word limits. All subjects are available for commencement in either semester one or two.

## 2.4. Mode of delivery

Research subjects do not follow the standard format of weekly classes.

### Workshops

Students should attend a minimum of 8 hours of subject based workshops throughout their enrolment in a research subject. Workshops achieve both scholarly and practical objectives including:

- General academic support (research training and skills development).
- Strategies and challenges of communication about research for specialist and non-specialist audiences, as well as group discussion about the shared experiences common to research students regardless of discipline.
- Support for management of administrative and other general issues that arise from conducting research, preparing projects for submission and completing on time.

### Planning your time

Students should plan to spend between 10 - 40 hours a week on research, depending on the size of the subject in which they are enrolled and the fraction of enrolment.

The hours in table 2.2 below are a guide to enable students in making realistic assessments about what they can achieve in the time available. Estimations are based on general expectations of hours per week to successfully complete a 12.5 point graduate subject.

**Table 2.1: Research and Industry Subjects**

Code	Subject	Points	Assessment	Duration
ENST90006	Environmental Research Review	12.5	5,000 words	One Semester
GENERAL EXPECTATIONS: Review of relevant academic literature				
ENST90007	Environmental Research Project (25)	25	10,000 words	One Semester
ENST90025	Environmental Industry Research (25)			
GENERAL EXPECTATIONS: Some original research, potentially including analysis of an existing database, document analysis or collection of small amount of original data. Includes literature review, methodology, interpretation of data, findings.				
ENST90035/36	Environmental Research Project: (Part 1 & 2)	25	10,000 words	Two Semesters
ENST90039/40	Environmental Industry Research: (Part 1 & 2)			
GENERAL EXPECTATIONS: As for ENST90007 and ENST90025				
ENST90016	Environmental Research Project (50)	50	20,000 words	One Semester
ENST90020	Environmental Industry Research (50)			
GENERAL EXPECTATIONS: More substantial original research of which data collection might include fieldwork, sampling, interviews. Report includes literature review, methodology, interpretation of data and findings.				
ENST90037/38	Environmental Research Project: (Part 1 & 2)	50	20,000 words	Two Semesters
ENST90041/42	Environmental Industry Research: (Part 1 & 2)			
GENERAL EXPECTATIONS: As for ENST90016 and ENST90020				

**Table 2.2: Estimated hours per week**

Code	Subject	Points	Study time per week*
ENST90006	Environmental Research Review	12.5	10
ENST90007	Environmental Research Project (25)	25	20
ENST90025	Environmental Industry Research (25)		
ENST90035/36	Environmental Research Project: (Pt 1&2)	25	10
ENST90039/40	Environmental Industry Research: (Pt 1&2)		
ENST90016	Environmental Research Project (50)	50	40
ENST90020	Environmental Industry Research (50)		
ENST90037/38	Environmental Research Project: (Pt 1&2)	50	20
ENST90041/42	Environmental Industry Research: (Pt 1&2)		

\* average hours

### Presentations

All students are required to present their research, as a hurdle requirement (except ENST 90006).

This is undertaken during the OEP Research Conference occurring in week 11 of each semester. 15 minute presentations (with five minutes of questions) are available.

Students are responsible for ensuring that their supervisor is present. Two academic assessors (the supervisor and one other nominated academic) must be present.

# 3. Getting started

## 3.1. The topic and the proposal

It is important to begin planning for a research subject well in advance.

Students can develop their own topics, in consultation with an academic supervisor. Students may also choose an advertised project. For inspiration consider your favourite subjects, issues that you are passionate about, fellow students, and previous OEP research projects.

Previous projects are available at:

Digital Repository. From 2014 the University Library has had capacity to store course work degree research projects.

Go to: [minerva-access.unimelb.edu.au/](http://minerva-access.unimelb.edu.au/)

To find OEP theses clicking 'Communities and collections' in the 'Browse' box and follow this pathway:

[Minerva Access --> Science --> Office for Environmental Programs --> Office for Environmental Programs - Theses](#)

Your preparation will culminate in the submission of a subject application form (OEP R1) and a 300 word research proposal to the Subject Coordinator in the semester prior to that in which you will commence the subject.

The dates for research subject application and proposal submission are advertised through the OEP website, newsletters and emails to students each year.

Responses will be forwarded to all applicants within two to four weeks. Successful applicants will be advised of the steps required to complete enrolment in this letter.

### The Proposal

There is no set format for research project proposals. The purpose of proposal writing is to demonstrate that you are sufficiently prepared to commence a research subject in the following semester and complete that project on time. In around 500 words you should:

<b>Define the topic</b>	What is the context that has led you to this research topic? What is interesting, topical or currently changing that makes your inquiry significant and relevant? This is the why question.
<b>Identify key research question(s)</b>	What is the specific question (or questions) you are asking? i.e. What do you want to know?
<b>Outline the scope of the project</b>	Discuss the specific parameters of your research – timelines, scale, location. Indicate your plan for finding out the answers to research questions in time available.
<b>Detail methodology and specific research tasks</b>	Demonstrate that your research approach is logical and will produce information that enables you to answer your questions. Consider the financial or other resources (labs, vehicles, access to sites) required to conduct the research, as your project cannot proceed if you do not have adequate resources.
<b>Ethics and risk assessment</b>	At the proposal stage you need to indicate awareness about ethics and fieldwork processes as required by your particular research project.
<b>What are the expected outcomes?</b>	What is the contribution of your research? What will we know at the end of it?

### Supervisor support for your proposal

Your supervisor should be closely involved with the development of the proposal. They should provide advice about the appropriate scope of a project, read at least one draft and sign the final version of your proposal before it is submitted along with the signed research proposal application form.

Project proposals will not be approved without the clearly indicated support of an academic supervisor and their Head of School. Industry support also needs to be clearly indicated for Industry subjects.

### The Application form and proposal

Submission of fully completed forms will ensure timely processing. The OEP R1 form is to be used to enrol in any one of the Research Subjects. Each section is to be completed and signed respectively by the student, supervisor, Head of School of main academic supervisor and industry supervisor (if required).

A 300 word proposal should be attached and submitted with the completed form to OEP-Research@unimelb.edu.au

Submission dates for research proposals are advertised on the OEP website (usually in May and October).

### Paying for research expenses

Research can cost money and there are number of ways to cover those expenses.

- Students may cover costs directly, but it is not a requirement that students fund their own research.
- Supervisors contribute financial resources.

Faculties of supervisors receive funds arising from subject fees; payments are transferred after each census date. These funds are dispersed according to each faculty's rules and agreements set within each faculty. Where available, some funds may be provided through the supervisor to cover research expenses.

If there are no funds to cover planned research then students should work closely with academic/industry supervisors to reshape the project.

Project budgets should be addressed and resolved, in consultation with supervisors, and then detailed on the subject application form.

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## 3.2. FINDING A SUPERVISOR

All students must find an academic supervisor.

### Who can be a supervisor?

Academic supervisors are normally full-time or fractional full-time members of University staff, but Associates or Fellows may also be appointed where appropriate. Supervisors must be available for the length of the project.

Supervisors will not normally be employed on a sessional (i.e. casual, short term) basis, though in some cases such as in schools where there are high supervision loads, a sessional staff member may be appointed as a co-supervisor. Approval may be given for supervisors from other Universities, or academics working in non-university contexts.

Joint academic supervision is possible and may be required depending on the disciplinary scope of a project. Supervisors must meet and agree to various terms and conditions that they have responsibility for discussing. In particular, supervisors must agree on the 'split' of responsibility for the supervision of a student e.g. 50/50, 60/40.

### How do I find the right expert?

Students can draw upon a number of different sources to find a supervisor – lecturers from subjects you have taken, 'Find an Expert' through the University website, and/or ask an OEP academic advisor to suggest potential supervisors. Other students will also have good ideas.

You must establish in your own mind if the person you intend to approach has relevant expertise. To this end, students should do 'homework': read the published work of your potential supervisor, think carefully about the sorts of research and questions in which they are interested. Consider the sorts of specific issues that you are keen on and whether or not they might match with the particular academics you have in mind.

### The initial conversation

Students should contact potential supervisors by email to ask for an appointment to discuss a topic and the supervision issue in person. In this email it is helpful to the person you are contacting to provide a short explanation – some background about your study history, recent subjects taken and an indication of the range of your results and your current average, particular interests and for which semester (or two) you are seeking a supervisor. This information helps a supervisor assess whether or not you have sufficient knowledge of relevant theory, methodological approaches, technical and writing skills to assess your suitability for the project you are putting forward, and their ability to support you in that undertaking.

**Table 3.2: Approaching supervisors – topics for discussion**

Issue	Justification
Explain your particular research	Do your best here, your ideas might be relatively general, but you should explain them.
Your background knowledge and skills which enable you to undertake your proposed research	<p>Be honest with yourself here.</p> <p>Do you have quantitative/qualitative skills and/or background knowledge relevant to disciplinary area of the specific topic?</p> <p>This information is helpful to the potential supervisor in assessing your suitability for undertaking research in the areas in which they have expertise.</p> <p>Be prepared to ask if the supervisor thinks you have the relevant background knowledge.</p> <p>Ask for suggestions of subjects that might provide relevant background – i.e. subjects that you could take prior to your commencement in a research subject.</p>
Ask if your proposed topic/ area of research is of interest to the potential supervisor	<p>Your homework will have revealed the potential interest of an academic in your research.</p> <p>It is still important to discuss your particular proposed topic.</p> <p>Is the supervisor interested in the topic? Do they have other suggestions in response to your ideas?</p> <p>NB: supervisors may say no to a topic that they don't have sufficient expertise in to supervise.</p>
Is the supervisor actually available in the semester (or two) in which you want to undertake a research subject?	<p>This is a tricky question, but it must be asked and discussed.</p> <p>Remember:</p> <p>It is better to be supervised by someone who is available to meet and read your students.</p> <p>Some supervisors will not be available at the right time due to study leave, high student supervision loads or other teaching commitments. If this is so, ask if they can suggest colleagues with similar interests or skills that you might approach as a next step.</p>
Can you and the supervisor get along?	Another tricky issue which must be considered – do you imagine you can build a rapport with the potential supervisor? Is there a sense of trust and mutual respect, even in an initial meeting?

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## The industry supervisor

Similarly to your search for an academic supervisor, students should explore organisations relevant to the fields the research topic addresses, and whom might have staff members with relevant expertise and seniority to co-supervise your research.

Periodically, project opportunities will be advertised through the OEP website, however, it is the student's responsibility to find a suitable industry collaborator.

Previous students have found industry partners from a mix of strategies including:

- approaching an organization via a letter and a phone call
- working through an academic with existing industry contacts
- responding to a project opportunity advertised through the OEP website
- collaborating with their employer, whilst still studying, to develop and undertake a research project.

## Issues to consider

- The time involved in developing a relationship with an industry partner/supervisor is considerable.
- In addition to building a relationship with an organization and an individual that you are not familiar with, students are strongly encouraged to facilitate a meeting between the academic and industry supervisors before the proposal document is signed off and submitted to the OEP.
- Being clear about the scope of a project and all parties' expectations of what can be achieved is crucial. In particular students must ensure that the proposed project allows them to comply with University expectations about completion times and assessment requirements (as detailed in the Handbook entry for the subject you are enrolled in).
- It is advised that projects be 'of mutual interest, but not time crucial'.

# 4. Ethics and fieldwork risk assessment

Supervisors are responsible for supporting students through two key University requirements (as appropriate) to their research – namely ethics and fieldwork risk assessment. Discuss both with your supervisor at the earliest opportunity.

**Ethics approval** applications are administered through the faculty of the main supervisor. Faculties have internal ethics committees that both provide academic and administrative support for ethics applications. For this reason, your supervisor will be able to assist you with your application.

It is the responsibility of the supervisor and the student to conform to the University's Ethics Policy. For more information on this Policy, please refer to the Human Ethics website which has information on what sort of research requires approval.

It is worth noting that ethics approval often takes several months. Early planning is needed if your research requires an ethics application.

**Fieldwork Risk Assessments** are administered through the School of the main supervisor, and similar conditions apply: namely that fieldwork cannot proceed without approval from the relevant risk assessment committee in your supervisor's School.

Research cannot proceed without approval from the relevant Faculty or University ethics committees and completion of risk assessment procedures. In practice, students may indicate on the research subject application form that ethics is required and in progress (or pending). Whilst waiting for approval, library based and other types of background research work can proceed.

Industry partners may have protocols for both ethics and risk assessment. Prospective students should investigate this at the earliest opportunity and discuss with your academic supervisor and/or the subject coordinator about which is the most appropriate protocol to use. When in doubt – use the University protocols.

All students are covered by University public liability insurance once they are enrolled in a subject and are undertaking research which is related to that subject.

## Travel Risk Assessments

If you are intending to travel overseas, or outside the Melbourne metropolitan area, to undertake research there are a number of steps to ensure that all risk assessment procedures and insurance forms are complete.

Your supervisor will help with this process. Registration through the student portal is needed for overseas travel to enable you to access insurance for your studies:  
[students.unimelb.edu.au/admin/insurance](https://students.unimelb.edu.au/admin/insurance)

Further information is available from the University Safety Office.

Students, particularly those with seasonal fieldwork requirements, may commence data collection any time after they are enrolled and have received approval from relevant ethics, fieldwork and travel assessment procedures.

# 5. Legal paperwork for industry projects

Environmental Industry Research subject programs provide an opportunity for students to undertake independent and original research in collaboration with an Industry Partner under the guidance of an academic supervisor. This collaborative research can give rise to legal issues relating to employment law, confidentiality, and intellectual property among others. Entering into an Environmental Industry Research subject partnership requires the parties to provide some documentation regarding the research. The documentation serves a number of purposes:

- A. Confirms that the student is performing the research as part of their studies and is unpaid for the work associated with the research and is therefore compliant with the Fair Work Act (2009)
- B. Confirms that the University of Melbourne's insurance policies will cover the student for the purposes of the project, and clarifies the respective responsibilities in ensuring student welfare during the proposed project; and
- C. Deals with the ownership and licensing of intellectual property between the University, the Industry Partner, and the student, and ensures protection of confidential information that is exchanged between the parties.

There are two main elements to the documentation: the purpose and intent of each is summarised below followed by a summary of the required steps to complete the paperwork.

## 5.1 Placement letters of agreement

The purpose of a Letter of Agreement is set out the legal arrangements relating to the project, including Intellectual Property as well as health and safety responsibilities for the student undertaking the research project. The Letter of Agreement must be signed by the Industry Partner and the University.

A standard agreement is available to students enrolling in an Environmental Industry Research Subject. The standard agreement cannot be changed. Alternative versions of the Letter of Agreement are available through the University's Legal Services Office if changes are required and these can be arranged through the OEP. Students will be advised if the standard Letter of Agreement is not appropriate for their particular circumstances.

## 5.2 Deed of assignment

The Deed of Assignment is required as the student is not a party to the Letter of Agreement between the University and the Industry Partner discussed above. Accordingly, in order to give effect to the Letter of Agreement, the student is required to sign the Deed of Assignment in favour of the University. The Deed serves three main purposes:

- Assigns the rights to your project intellectual property (apart from your assessment materials) to the University, in order that the University can uphold the Letter of Agreement which provides that the Industry Partner will own project intellectual property, apart from your assessment materials
- i. Provides a licence to the University to your assessment materials which is sub-licensable to the Industry Partner for its internal business purpose.
- ii. Records your agreement to keep confidential any of the University's or the Industry Partner's confidential information

## Steps required to complete legal documentation

Please complete each of the required steps below in the order listed.

<p><b>1. Complete Environmental Industry Research Questionnaire (OEP R1 Subject Application Form)</b></p>	<p>Required for all students who seek to enrol in an Environmental Industry Research subject.</p> <p>Please note:</p> <p>The OEP R1 form must be completed by the deadlines for proposals and applications to an Environmental Industry subject (advertised on OEP Website).</p> <p>Students will be notified of the outcome of their application up to four weeks from the submission deadline; at this time they will be advised to commence the paperwork for the placement letters of agreement and the deed of assignment below.</p>
<p><b>2. Download and complete the Letter Agreement.</b></p> <p>NB this process assumes no changes are required by the Industry Partner</p> <p>If changes to the Standard Letter Agreement are required by the Industry Partner, please consult with the subject coordinator.</p>	<p><b>Student responsibilities</b></p> <p>Download the Standard Agreement (or alternative if you have been advised to do so).</p> <p>Read it and fill in the name, address and contact information of the Industry Partner at the top of the first page. Be sure that you have identified the correct person in the Industry Partner (this may not be your direct industry supervisor).</p> <p>3. Print completed letter and forward two copies* to your Industry Partner who can sign on that organisations behalf.</p> <p>4. Retrieve the two original signed copies of the Letter Agreement (must be hard copy format) from Industry Partner and return to the subject coordinator by date you have been advised.</p> <p><b>OEP Responsibilities</b></p> <p>The Subject coordinator then checks the Standard Agreement and forwards the signed copies to the Dean of Science for a signature on behalf of the University.</p> <p>One fully executed original copy will be forwarded to the Industry Partner.</p> <p>The remaining fully executed original copy will be lodged with the University's Legal Services Office for safekeeping. An electronic copy will be kept in the OEP student file for our records.</p> <p>*Forward a copy which includes the Deed of Assignment so the Industry partner knows the student terms. Advise to complete only the first part.</p>
<p><b>3. Deed of Assignment</b></p>	<p>Download two copies of the Deed of Assignment (which is attached to the Standard Letter Agreement).</p> <p>Complete and sign, return one copy to the OEP by the date advised.</p> <p>Keep the second copy. Attach a copy of the signed Letter of Agreement for your records.</p> <p>The OEP will lodge the signed Deed of Assignment with the University's Legal Services Office for safekeeping along with the Letter Agreement relating to your project, and keep an electronic copy in our records</p>

# 6. Assessment

The word limit expectations for each of the nine subjects are described in Table 2.1 in section 2.4 above.

The following principles underlie word limits for each subject:

- University standards about assessment in graduate coursework subjects – 5,000 words of assessment per 12.5 points.

A significant piece of written work (thesis, research report, paper for publication) remains the central focus of assessment and is to be weighted at 60% (or above) of weighting towards overall assessment. Students must also orally present their work as a hurdle requirement.

For all projects a standard structure (Table 6.1) is the default requirements for all subjects.

**Table 6.1: Standard Assess for Research/Industry subjects)**

Subject Code	Points	Assessable Item	Word Limit	Due Date (5pm Mon)	Value (%)
ENST90006	12.5	Extended Bibliography	1000	wk 5	20
		Literature Review	4000	1st wk exam period	80
ENST90007	25	Literature Review	1500	wk 5	15
ENST90025		Research Seminar*	15 min	wk 11*	15
		Research Project	7000	1st wk exam period	70
ENST90035/36	25	Literature Review	1500	wk 10 (1st enrolled sem.)	15
ENST90039/40		Research Seminar*	15 min	wk 11 (2nd enrolled sem.)*	15
		Research Project	7000	1st wk exams (2nd enrolled sem.)	70
ENST90016	50	Literature Review	3000	wk 5	15
ENST90020		Research Seminar*	15 min	wk 11*	7
		Research Project	15500	1st wk exam period	78
ENST90037/38	50	Literature Review	3000	wk 10 (1st enrolled sem.)	15
ENST90041/42		Research Seminar*	15 min	wk 11 (2nd enrolled sem.)*	7
		Research Project	15500	1st wk exams (2nd enrolled sem.)	78

\* Hurdle Requirement

## 6.1 Assessment Criteria – major research project

Final research papers are assessed on the criteria as per the table below. A distribution of marks across these criteria indicates to both students and examiners their weighting in relation to the final score.

Please note these weightings are broadly indicative, this does not preclude examiners from using grading rubrics that are more detailed in accordance with their disciplinary practice and expectations. The broad assessment criteria and weightings should remain consistent.

Criteria	Weighting
Definition of the problem to be investigated. Demonstration of knowledge of the relevant literature and a capacity to analyse it in relation to the problem defined.	30%
Use of literature and proven techniques of investigation, to solve or to clarify the reader's understanding of the problem being investigated. Explanations of limitations within the students' own work and the nature of any contribution made.	50%
Demonstration of competence in technical and/or discipline specific writing. Assembly of a logical report that is well laid-out (presentation).	20%

# 7. Undertaking your research project

Students are encouraged to consult the wide range of advice for undertaking research available through study skills supports like Academic Skills. For disciplinary specific support in addition to the academic advice provided by supervisors, students should seek out specific advice from the Faculty of their main supervisor.

Students are advised to contact the subject coordinator if they experience any difficulties in the conduct of their research that cannot be resolved with the support of their supervisor, or indeed if there are difficulties in the relationship with the supervisor.

Some general points of advice that the OEP considers important are below.

## 7.1 Roles and responsibilities of supervisors

Students must organise regular meetings with their supervisor. An average of one hour per fortnight is the minimum regarded by the University as appropriate in most cases, but this should be discussed with your supervisor. Supervision involves the fundamentals of good teaching including concern for students, interest in their progress and provision of thoughtful and timely feedback.

## 7.2 Roles and responsibilities of students

A few important tips to live by as a research student:

- Turn up to meetings.
- Always be prepared.
- Give your supervisor enough time to read material. Be reasonable about this – giving a supervisor a whole thesis to read on Friday afternoon and expecting it back on Monday is not reasonable. Generally supervisors will often need at least a full week to read and provide appropriate feedback on your work. You should always discuss timeframes for return of work with your supervisor.
- Be aware that research can take surprising and unexpected directions and be ready to seek your supervisor's assistance with such outcomes.
- If your project should change in scope you do not need to get this 're- approved' by the subject coordinator, but you should work closely with your academic/industry supervisor to address the implications of that new direction or refocusing of your research.
- If you discover you wish to entirely abandon the topic you were approved to enroll in, you should consult with the subject coordinator as soon as possible.

Remember research is a self-directed activity undertaken with guidance from a supervisor. You should not expect the supervisor to continually set specific goals and deadlines.

# 8. Extensions policy and special consideration

If you experience unavoidable and unforeseen circumstances that impact on your ability to submit your research report (and additional assessment components) on time - such as accident or illness - you may apply for an extension.

The following are NOT considered good reasons for an extension or late submission of an assignment:

- having several assignments all due at the same time;
- computer failure.

The University extensions policy can be found at [ask.unimelb.edu.au/app/answers/detail/a\\_id/5667/~/applying-for-an-extension](http://ask.unimelb.edu.au/app/answers/detail/a_id/5667/~/applying-for-an-extension)

For extensions of up to ten business days, students' should contact the subject coordinator. Documentary evidence (eg medical certificate) will generally be required

Supervisors cannot grant extensions, but they should be consulted by you about the need for extra time. Students and supervisors will be notified of approval for their extension request by the subject coordinator.

An extension of more than ten business days can only be supported with an approved special consideration application, managed through Stop 1 (see link above). Special consideration applies to more significant and/or long-term issues that significantly affect your ability to study for more than ten working days.

Please alert the subject coordinator that you have applied for special consideration.

If you have ongoing health issues that are affecting your ability to complete the research in a timely manner, you should also consult with the Equity & Disability Support unit ([services.unimelb.edu.au/student-equity/home](http://services.unimelb.edu.au/student-equity/home)) as actions can be put in place to assist you with completion of your research project in a timely manner.

Please note: extensions of any duration will impact on the possibility of completion of the subject and resolution of results in time for the next available graduation ceremony.

## 8.1 Late penalties

Where extensions or special consideration do not apply, late submissions of final research reports or alternative assessments will incur a Late Penalty.

A penalty of 3% per day will be applied to all final research reports and any additional assessment tasks that are submitted late without approved extension or special consideration.

# 9. Submitting your completed research project

## 9.1 Submission dates

All research projects are due on the Monday of the week following SWOT vac. Specific dates are listed on the OEP Website and relevant Learning Management Systems pages.

## 9.2 How to submit

Submit through LMS

- Click on 'Assessment' in the left hand column
- Select 'Research Project (final) Semester (one or two, year) and follow the instructions to upload your document

It is highly recommended that you do a test run submission in Turnitin; you can also check your similarity score. You are able to withdraw and resubmit your project any time before the due date.

Please note: You cannot undertake a test submission any time on or after the due date even if you have an approved extension, as you will not be able to withdraw the test.

## Formatting requirements

On a title page, include the following details

- Your full name
- University of Melbourne Student ID Number
- Title of the research project
- The full name of your degree
- The subject title and number
- The name of your supervisor and their Faculty
- The month and year of submission. Please include the following:
  - A short abstract of 300 – 500 words (near the start of your report)
  - Your full name and Student ID Number in the footer of every page of your project.
  - A Student Declaration of sole authorship, worded as follows and signed by you:

“The work in this project was undertaken in partial fulfillment of the requirements of the University of Melbourne for the degree of Master of Environment. The views expressed are those of the author and might not reflect the views of the University of Melbourne, Office for Environmental Programs.”

### 9.3 Digital repository for OEP masters coursework minor theses at the university of melbourne

The contribution of your thesis to the digital repository for Honours and Minor coursework theses will enable many students, particularly those in the Master of Environment degree, and other researchers, to access the research you undertook in your degree.

In order to comply with copyright regulations and to allow students to publish work in academic journals or other contexts, access to your thesis will be restricted to University of Melbourne staff and students only.

External users will be able to see the metadata associated with your Digital Repository listing (e.g. name, thesis title). External users may be able to request a digital copy of your work from the library for personal research or study in accordance with the Copyright Act. Such an external requestor would declare "I require a copy of the above stated unpublished thesis or similar material for the purpose of research or study and will not use it for any other purpose."

Further information is available:  
[www.unimelb.edu.au/copyright/submission-digital-thesis.html](http://www.unimelb.edu.au/copyright/submission-digital-thesis.html)

#### How to submit your thesis to the Digital Repository

Task	Further steps / explanation
1. Go to <a href="http://minerva.unimelb.edu.au/submit">minerva.unimelb.edu.au/submit</a>	Log in with your University of Melbourne username and password.
2. Item Submission – Collection	Choose “Office for Environmental Programs - Theses”
3. At the “Describe” page, enter your name, thesis title, year submitted, abstract etc as instructed	Enter your Name – Do NOT use the Look up button Abstracts should be short Degree type – choose ‘Masters coursework thesis’ Non University of Melbourne email addresses are okay Mandatory Thesis – do NOT tick this box Keywords – as a guideline, approximately three or four as appropriate
4. Access options – Choose “Restricted Access”	“Staff and students of the University Only”
5. Your primary supervisor’s email	If you had more than one supervisor, please put down only the primary academic supervisor at the time of submission
6. Upload your final research report.	This will be the same file that you uploaded to LMS upon submission for examination.
7. License page – you are asked to agree to the standard Open Access repository license.	Your thesis will only be available to University of Melbourne staff and students. Click the ‘I agree’ box

[www.environment.unimelb.edu.au](http://www.environment.unimelb.edu.au)

# 10. Examination procedures

## 10.1 Appointment of examiners

The subject coordinator approaches supervisors four weeks from the final submission date to ask them to nominate and confirm the availability of suitable examiners, and provide their contact details.

Students are not to know the names of their examiners prior to receiving their result and feedback from the examiners.

Examiners may request that they remain anonymous.

## 10.2 Examination timelines

Examination of research projects takes time. Delays can occur. In some cases the score is not resolved by the results received from the first one or two examiners because there is a failure (requiring a further assessor) or a significant divergence in scores. In addition, examiners may not be able to submit a report in the required time and replacement examiners might become necessary. Although this rarely happens, it is possible that a student's result is not resolved in time for a student to graduate in the ceremony nearest the completion of their degree.

In order to facilitate timely completion of the examination process, the subject coordinator provides clear guidelines about the examination procedure and due dates for return of reports and results to all examiners.

## Examination Stage one - TWO WEEKS (commencing from submission date) (ALL STUDENTS)

1. The OEP sends electronic copies of research reports to nominated examiners as soon as possible after submission. Examiners are provided with a letter and related paperwork explaining what is required. This letter clearly indicates the date by which the examination report should be returned to the OEP  
  
i.e. TWO WEEKS from the receipt of the report and examination paper work.
2. Examiners are asked not to contact each other about the examination, and should not release their mark directly to the student.

Upon return of examiners reports, the subject coordinator reviews comments and scores.

Where there are two examiners, the subject coordinator will derive one mark, generally by averaging the two. If the difference between two examiners' marks is less than a whole grade level, then the average of the two becomes the final result and the score is entered.

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## **Examination Stage two – TWO WEEK (commencing two weeks after submission) (ONLY STUDENTS WITH SCORES UNRESOLVED AT THE END OF STAGE ONE)**

If the difference between two examiners marks is greater than a whole grade level then the subject coordinator must take several steps.

1. Consult with the supervisor.
2. Based on advice from the supervisor the subject coordinator will either:
  - a. consult with the individual examiners to seek a resolution, or
  - b. seek a third examiner (nominated and confirmed by the supervisor who will be given up to TEN DAYS to complete their assessment).
3. The result of the third assessment will be forwarded to the subject coordinator who will review the result in consultation with the Chair of the Board of Examiners for OEP subjects. A result will be derived (usually by averaging the two marks that lie closest together of the three).
4. The final result will be recorded.

The subject coordinator will not ask examiners to complete their work in any less time in order to meet graduation deadlines.

Only the final agreed grade and mark is released to the student. This will occur after it has been confirmed at the Board of Examiners meeting and in line with University deadlines.

**Examiner reports will be forwarded by email to supervisors for distribution to students once the result is finalised.**

# 11. Appeals

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Students who wish to appeal against the grade and mark must make a case in writing to the subject coordinator within a month of the official release of results.

The subject coordinator may dismiss the appeal if s/he believes an adequate case for re-marking has not been made. The subject coordinator may ask the supervisor to appoint an additional Examiner who will make an independent assessment of the research project and provide a mark and a 300 word report to the subject coordinator. The subject coordinator will then act as the arbitrator of the appeal process, based on the three reports and a letter from the supervisor indicating the supervisor's position. The original mark will then be confirmed or adjusted.

Any reduction (or change) in the mark as a result of the appeal will be reported to the Academic Board. Students retain the right of appeal beyond the Office for Environmental Programs to the Academic Board, but it should be noted that such appeals will address only procedural matters and not questions of academic judgment.



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THE UNIVERSITY OF  
MELBOURNE

[environment.unimelb.edu.au/research](http://environment.unimelb.edu.au/research)

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## Connect with us

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Authorised by the Office for Environmental Programs.  
The University of Melbourne August 2017.

CRICOS Provider Code: 00116K

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