



THE UNIVERSITY OF WESTERN AUSTRALIA
Achieving International Excellence

Graduate School of Education

<http://www.education.uwa.edu.au/>

Major Paper: Guidelines for Students (Cohort 6)

Co-ordinators: Professor Stephen Houghton
Associate Professor Elaine Sharplin

February 4-6, 2010

May 13-15, 2010

Hwa Chong Institution

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SUBMISSION DETAILS

- 1 The major paper is to be approximately 10,000 words in length.
- 2 The paper is to be submitted on or before **Wednesday 30 June 2010** to Mr Joseph Tan at Hwa Chong Institution.
- 3 It is to be word processed, double spaced on A4 paper.
- 4 The paper will be marked by a member of staff of the Graduate School of Education.

TOPICS FOR MAJOR PAPER

Your major paper can be either:

- a a small scale research project, or
- b an extended review of the literature, or
- c a policy analysis study.

Each of these options can be applied to a topic of your choice and will be discussed during the major paper preparation session in February (with Associate Professor Elaine Sharplin elaine.sharplin@uwa.edu.au)

Stages and Supervision:

- 1 **Major paper preparation sessions will be held 4-6 February 2010** (with Associate Professor Elaine Sharplin). elaine.sharplin@uwa.edu.au
Students are asked to bring to these sessions their ideas about their preferred option and topic – see B above.
- 2 **By 1 March 2010 students are to prepare a 2 page outline** of their major paper and to forward this by email to janet.edwards@uwa.edu.au
- 3 After receiving feedback on this outline students are to produce as close as possible to a complete **first draft** of the paper and forward it as a hard copy to be received by Mr Joseph Tan at HCI no later than **12 April 2010** and by email to janet.edwards@uwa.edu.au to be **received no later than 12 April 2010**. This will enable drafts to be read by Professor Stephen Houghton and Associate Professor Elaine Sharplin prior to the second visit in Singapore on **13-15 May 2010** by Professor Stephen Houghton.
- 4 Individual supervision will be provided in Singapore between **13-15 May 2010** working with these drafts.
- 5 **Major Paper due** : Students are to complete and submit One spiral bound copy of their major paper to Mr Joseph Tan at HCI by **30 June 2010**, maintaining e-mail and fax contact with their supervisor prior to this. Students should also **email a copy** of their major paper to janet.edwards@uwa.edu.au on the **30 June 2010** The electronic copy may be processed using specialised plagiarism detection software.

FACULTY POLICIES

Extensions

Please note the Graduate School of Education Faculty Policy on extensions, which reads:

Assignment submission dates indicated in the unit outline are final. Any requests for extensions must be made to Ms Janet Edwards (janet.edwards@uwa.edu.au) prior to the due date. An extension of more than a fortnight will normally require presentation of a medical certificate.

Students who require additional time to complete their major paper will be charged AUD500.00 (or part thereof).

TEACHING AND LEARNING RESPONSIBILITIES

Ethical Scholarship, Academic Literacy and Academic Misconduct

Ethical scholarship is the pursuit of scholarly enquiry marked by honesty and integrity.

Academic Literacy is the capacity to undertake study and research, and to communicate findings and knowledge, in a manner appropriate to the particular disciplinary conventions and scholarly standards expected at university level.

Academic misconduct is any activity or practice engaged in by a student that breaches explicit guidelines relating to the production of work for assessment, in a manner that compromises or defeats the purpose of that assessment. **Students must not engage in academic misconduct.** Any such activity undermines an ethos of ethical scholarship. Academic misconduct includes, but is not limited to cheating, or attempting to cheat, through:

- Collusion
- Inappropriate collaboration
- Plagiarism [see more detailed statement below]
- Misrepresenting or fabricating data or results or other assessable work
- Inappropriate electronic data sourcing/collection
- Breaching rules specified for the conduct of examinations in a way that may compromise or defeat the purposes of assessment.

Penalties for academic misconduct vary according to seriousness of the case, and may include the requirement to do further work or repeat work; deduction of marks; the award of zero marks for the assessment; failure of one or more units; suspension from a course of study; exclusion from the University, non-conferral of a degree, diploma or other award to which the student would otherwise have been entitled.

For further information, please refer to the guidelines on Academic Conduct at:

http://www.teachingandlearning.uwa.edu.au/tl4/for_uwa_staff/policies/student_related_policies/academic_conduct

Literacy Requirement

The University has a responsibility to the community at large to set high standards in all fields, including literacy. It is imperative that we ensure our graduates possess the skills of tertiary literacy and can communicate well in their chosen disciplines. Literacy in this context can be conceived of in two ways:

- generally, the competence to express oneself using a standard variety of English appropriate to a tertiary level;
- specifically, the ability to think, read, listen, and write well within particular contexts, according to the traditions and usages of particular disciplines.

Throughout the University Policy Statement the use of the term literacy embraces both of these concepts.

Referencing

The major citation styles at UWA can be found at:

http://www.library.uwa.edu.au/education_training_and_support/guides/

The most commonly used style in the Graduate School of Education is the APA style adopted by the American Psychological Association, details of which can be found at:

http://www.library.uwa.edu.au/education_training_and_support/guides/apa_style

This is the referencing style followed in this Unit Outline.

You may use whichever referencing style you prefer as long as:

- 1) you are consistent in your usage;
- 2) you reference appropriately, avoiding any possible charge of plagiarism (see section on Plagiarism below).

Gradings

The following gradings are standard at UWA:

Higher Distinction	HD	80-100%
Distinction	D	70-79%
Credit Pass	CR	60-69%
Pass	P	50-59%
Fail	N+	45-49%
Fail	N	0-44%

Plagiarism

Introduction

All forms of cheating, plagiarism and copying are condemned by the University as unacceptable behaviour. The Faculty's policy is to ensure that no student profits from such behaviour.

What is Plagiarism?

Plagiarism is the presentation of the work of other people as one's own work, without referencing its source or attributing it to its intellectual proprietor. Such misuse of the work of others constitutes plagiarism, whether that work is in published or unpublished physical form, or in the form of thoughts or ideas. Plagiarism is the most serious of academic offences because it is a form of cheating.

Principles to be Applied

All work submitted by any student in the Faculty of Education is to be the work of that student alone, unless otherwise indicated, such as in group assignments. Students may, and indeed are encouraged to, draw upon the work of others, but it must be duly acknowledged and referenced in accordance with standard academic conventions. Work that, in whole or in part, is not that of the student or students submitting it will be regarded as plagiarised, and will be dealt with in the manner outlined below.

Dealing with Plagiarism

For a brief introduction to academic misconduct and how it is dealt with at UWA, students are advised to complete the Academic Conduct Online (ACO) Module, accessible through WebCT.

More detailed information on plagiarism and its consequences can be found in the "Academic Conduct" Guidelines of the University, which may be viewed in full at:

http://www.teachingandlearning.uwa.edu.au/tl4/for_uwa_staff/policies/student_related_policies/academic_conduct

Please also consult the University's documentation on student discipline, accessible at:

<http://www.secretariat.uwa.edu.au/home/policies/discip>

Appeals against Academic Assessment

If students feel they have been unfairly assessed, they have the right to appeal their mark by submitting an Appeal Against Academic Assessment form to the Head of School and Faculty Office. The form must be submitted within *twelve working days* of the formal despatch of your unit assessment. It is recommended that students contact the Guild Education Officers to aid them in the appeals process. They can be contacted on +61 8 9380 2295 or at: education@guild.uwa.edu.au. Full regulations governing appeals procedures are available in the University Handbook, and at:

<http://www.secretariat.uwa.edu.au/home/policies/appeals>

Charter of Student Rights and Responsibilities

This Charter of Student Rights and Responsibilities upholds the fundamental rights of students who undertake their education at the University of Western Australia.

It recognises that excellence in teaching and learning requires students to be active participants in their educational experience. It upholds the ethos that in addition to the University's role of awarding formal academic qualifications to students, the University must strive to instil in all students independent scholarly learning, critical judgement, academic integrity and ethical sensitivity.

The Charter also refers to the responsibilities of students. In particular, it is important to understand that despite all efforts to promote successful teaching and learning outcomes, a student may still not reach the required standard to pass a unit.

Please refer to the full Charter of Student Rights and Responsibilities at:

<http://www.secretariat.uwa.edu.au/home/policies/charter>

Student Guild Contact Details

The University of Western Australia Student Guild

35 Stirling Highway

Crawley WA 6009

Phone: (+61 8) 6488 2295

Facsimile: (+61 8) 6488 1041

E-mail: enquiries@guild.uwa.edu.au

Website: <http://www.guild.uwa.edu.au>