School of Population Health
UNSW Medicine

School of Population Health

Research Project Guidelines

FOR STUDENTS,
SUPERVISORS AND EXAMINERS

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Project guidelines

Section 1

The research project course

A research project comprises an in-depth study of a relevant public health, global health, health management, or infectious diseases intelligence issue or topic. Students will undertake a small-scale research study for this course, producing a research report that may be suitable for publication in an academic journal, or for other audiences such as policy, practice or community stakeholders.

The School of Population Health offer 6, 12 and 18UOC research projects to eligible students in our postgraduate coursework programs. This document provides information to guide students, supervisors and examiners on the scope and complexity of a research project, what students should aim to achieve, how to plan the project, important considerations when undertaking a research project, requirements for the project report, and the assessment and marking process for supervisor/s and examiners.

All queries related to the research project courses should be directed to the Research Project Coordinators (mh.pgresproject@unsw.edu.au).

What is a research project for this course?

A project is an in-depth research study of an issue relevant to the field in which you are studying. Research differs from coursework in that you are expected to contribute new evidence to inform policy, practice and/or further academic research in your research area—the original contribution extends beyond the accepted knowledge that may be learnt from reading textbooks and published literature in the area.

There are a range of different types of research topics and methodologies that students may choose to focus their study. For example, you could study the prevalence of a public health problem using available data sources, evaluate the implementation and/or effectiveness of an intervention, study client use of a health service, conduct a policy analysis, conduct a scoping review or contribute to a systematic review.

When planning the scope and complexity of the project, it is important to consider: the student's research knowledge, skills and experience at enrolment; the supervision team's expertise and time commitment to the student; and that the proposed project aligns with the time commitment and timelines for undertaking a 6, 12 or 18UoC project (see '*Research Projects (6, 12, 18UoC)*). It is critical that the project and final report for the course assessment are feasible to complete within the enrolled period.

The most feasible options are for students to apply for an advertised project (see course webpage) or talk to academics in the School or affiliated Centres about defining a student project embedded within an existing project that has ethics approval and data collected.

Learning objectives

Your research project will allow you to demonstrate your ability to apply the principles and methods of research at a postgraduate level.

In reporting on the project, you should show that you can:

- Identify and define a significant issue relevant to the program discipline;
- Develop research aims, objectives and questions, if applicable;
- Systematically collect relevant up-to-date information about the issue, either directly from published studies or publicly available data;
- Analyse, interpret and discuss the information in accordance with standard academic and health research practice;
- Draw conclusions and make recommendations relevant to the issue that will contribute to current knowledge and practice in health; and
- Write and present a report in accordance with academic standards at a postgraduate level.

Benefits of doing a research project

Completing a project as part of your coursework degree is an opportunity to:

- Develop and apply your learnings from methodological courses such as Foundations of Epidemiology, Foundations of Biostatistics, Regression Methods in Biostatistics, Epidemiological Methods, Qualitative Research Methods or Applied Research Methods for Public Health.

- Lead or contribute to a report prepared for publication in an academic journal (highly encouraged for all students) or a report prepared for other audiences, such as policy, practice or community stakeholders.

- Learn to read and interpret other people's research critically by gaining practical experience in research.

If you are considering enrolling in a research degree such as a Masters by Research or a PhD in the future, completion of a research project as part of your postgraduate coursework program may contribute towards your application to undertake a research degree. You should refer to the most current information on Articulation from Masters by Coursework to PhD on the School website for more details: https://www.unsw.edu.au/medicine-health/our-schools/population-health/student-life/student-resources/postgraduate-research/articulation-masters-phd

Research Projects (6, 12, and 18 UOC)

There are three research project options for students. The scope and complexity of the project proposal should be designed to align with the time commitment and enrolled period for the 6UoC, 12UoC or 18UoC project option (see below).

Suitability to enrol in the 6, 12 or 18UoC options will require consideration of: your eligibility to enrol in each option, your prior research knowledge, skills and experience, the scope of the proposed project, and the complexity of the analyses and amount of time required to successfully complete required components of the project within the enrolled term/s.

6 UOC Minor Project (PHCM9148): The time commitment for the 6 UOC research project should correspond to a study load of approximately 150 hours over the enrolled term (teaching weeks plus exam period).

12 UOC Project (PHCM9144): The time commitment for the 12 UOC project should correspond to a study load of approximately 300 hours over the enrolled term/s (teaching weeks plus exam periods). It can be taken fulltime in one term or part-time over two consecutive terms.

18 UOC Project: The 18UOC research project is available to students enrolled in the Masters (extension) programs. The time commitment for the 18 UOC project should correspond to a study load of approximately 450 hours over the enrolled term/s (teaching weeks plus exam

periods). The 18UOC Major Project can be taken fulltime in one term or part-time across two or three terms.

Eligibility to undertake a research project

Students who are enrolled in one of the following programs:

- Master of Public Health (9045)
- Master of Health Leadership and Management (8901)
- Master of Global Health (9048)
- Master of Infectious Diseases Intelligence (8362)
- or any of the dual or extension programs

may choose to replace one of their coursework electives with a 6 or 12 unit of credit (UOC) research project, if they have completed at least 18 UoC with a minimum WAM of 75 (i.e. Distinction) and have a project proposal approved by the Research Projects Coordinator.

Students enrolled in a Masters (extension) program are also eligible to enrol in an 18 UOC Major Project, if they have completed at least 18 UoC with a minimum WAM of 75 (i.e. Distinction) and have a project proposal approved by the Research Projects Coordinator.

Students in programs or MPH specialisations with specified electives should check that the Research Project is specified as one of the permitted electives and that the project aligns with their chosen specialisation by consulting with their Specialisation Coordinator prior to seeking a project supervisor.

Students planning to apply to enrol in one of the research project courses should confirm their eligibility by submitting the eligibility check (online form via course webpage), in the term prior to enrolling in the course. When the eligibility confirmation has been received, students may proceed with the application process.

Students enrolled in the Graduate Certificate or Graduate Diploma programs are not eligible to undertake a research project.

Planning your studies to undertake a research project

Completion of 18UOC (i.e. three courses) and core courses is essential prior to enrolling in the research project. This will allow you to first develop the foundational knowledge and skills required to undertake research, then apply your new knowledge/skills in the research project.

When planning a project, you are advised to consider elective choices that align with the type of research project you hope to undertake and the analysis and interpretation that may be required. For example, it would be most suitable to complete the Epidemiological Methods (PHCM9518) and Regression Methods in Biostatistics (PHCM9517) elective courses if you

plan to undertake an epidemiological research study and data analysis. Consideration of course selection may be undertaken in consultation with your Program Director and/or proposed supervisor/s.

Examples of courses that provide specific skills for research include:

- PHCM9794 Foundations of Epidemiology
- PHCM9795 Foundations of Biostatistics
- PHCM9120 Qualitative Research Methods
- PHCM9132 Applied Research Methods for Public Health
- PHCM9517 Regression Methods in Biostatistics
- PHCM9518 Epidemiological Methods

See the SPH course offerings website and links to read the course outlines.

Project guidelines

Section 2

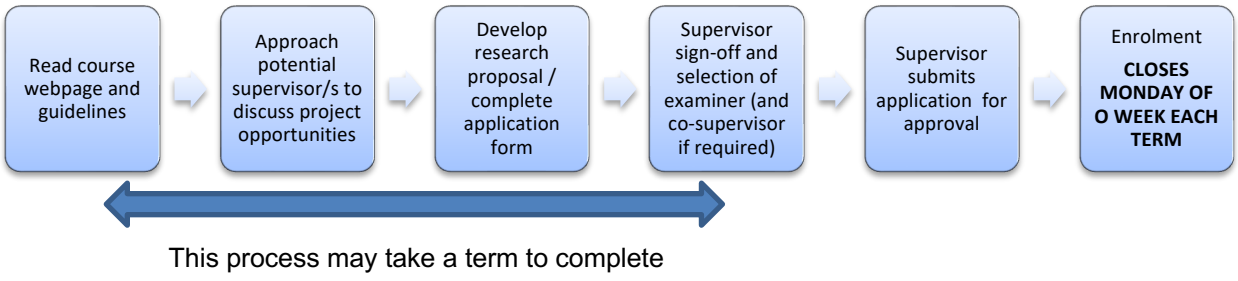
Plan, apply and conduct the research project

Finding a research project and supervisor/s

There are three main approaches to finding a suitable research project opportunity and one or more academic supervisors:

1. Apply to undertake one of the advertised research project topics on the research project course webpage;
2. Approach an academic who you would like to work with and ask them if there are opportunities to define a student project within one of their existing research projects;
3. Propose your own topic/methods and approach an academic with suitable expertise to see if they have the capacity and interest to supervise.

If you are interested in undertaking a research project elective, you should start by reading the course webpage and guidelines in detail. It takes considerable time to find an available supervisor and develop a proposal with your supervisor/s, described in flowchart below.



Option 1: Consider one of the advertised research projects
The most feasible option is for you to contact an academic who has advertised a student project on the course webpage. The list of projects is updated whenever new projects become available, so check regularly when you are approaching the term you wish to enrol. Consider the knowledge/skills you wish to develop during the research project elective and the alignment with the advertised project, before you approach the academic.

Option 2: Define a student project within an existing supervisor-led research project
The second most feasible option is for you to approach an academic at the School of Population Health or affiliated Centre, or elsewhere, to define a project within an existing, funded research project led by your supervisor. All student projects must have ethics and other relevant approvals, and data available for the student to commence analysis, at the start of the enrolled period.

Option 3: Develop a student-led project
If you have a project that you would like to propose, draft a brief proposal or 'concept sheet' outlining the problem to be addressed, project aims and suggested methodology to send to an academic in the school whose research expertise aligns with the topic and/or methods. You will need to ask if the potential supervisor has the capacity and interest to supervise your proposal. You will also need to consider resourcing because there are no funds available for

student projects. Please note that ethics and data collection need to be in place at enrolment, so you will need to assess the feasibility of proposing a student-developed project.

Finding academic supervisor/s
You are encouraged to find a supervisor whose work you have read and whose research aligns with your interests. For example, if you wish to develop qualitative research method skills, then approach a supervisor who has qualitative research expertise and projects. To meet your supervision needs, you may need to discuss with your primary supervisor how to assemble a supervision team with the range of expertise and availability to support your knowledge/skill development during the project.

You should read the guidance on early-stage planning for research projects (available on the Course webpage) and directly contact potential supervisors. When the primary supervisor is from another organisation, the student and supervisor will also need to approach an academic within the School to co-supervise the project (as per below).

Who can supervise a research project?

Academics with appointments in with the School of Population Health, adjunct or conjoint academics or a staff member at another UNSW Medicine and Health School or affiliated Centre (e.g. the Centre for Primary Healthcare and Equity; the Centre for Health Equity Training, Research and Evaluation; The Kirby Institute; The George Institute for Global Health; the National Drug and Alcohol Research Centre).

If your primary supervisor is not an SPH academic, then you must also organise an academic co-supervisor who teaches at the School of Population Health (in consultation with your primary supervisor). In some instances, you may be able to organise to work with a primary supervisor at another university or organisation, with an SPH co-supervisor; however, you will need to discuss what additional approvals or arrangements are required by their institution in addition to the UNSW and course requirements.

Developing your research project proposal

You should use the research project proposal templates (available on the course webpage) to develop a project proposal with a suitable level of detail to actively start progressing the research project on day 1 of the enrolled period. The project proposal is the first part of the research training experience and should include several paragraphs introducing the background and rationale for the study, the project aim, followed by a Method section that clearly outlines all aspects from data collection (including for existing data) through to data analysis.

For your project to be feasible, you will need ethics approval and data available when you enrol. It is not feasible for students to undertake primary data collection because of the limited time available to conduct and report on the project, especially for 6 or 12UoC projects. In some cases, a limited amount of primary data collection may be approved as part of an 18UoC project; however, students and supervisors must provide a plan B (e.g. analysis of existing data) in the case that the data collection does not progress according to the original

timelines planned for the student project. This is to ensure that students have a completed report to submit by the course assessment deadline.

The scope of your project needs to well-defined and feasible to complete within the enrolled period. This means you will need to focus on a very specific question that is more narrowly focused than your broad area of interest. Our academic staff are experienced and active researchers who can help you define specific questions and feasible projects that align with your baseline knowledge and skills at the start of the project. This will be reviewed when you submit your application, and you may be requested to more narrowly define the scope of the question and research plan to ensure the project is feasible to complete within the enrolled term/s.

You will need to map out the scope of proposed work week-by-week for the entire project timeline (see application form and proposal template with timeline), with consideration of the planned days/hours per week that you will work on the project and advice from the supervision team about the length of estimated time to complete key project milestones/tasks based on your prior level of experience.

Systematic or scoping review proposals

Reviews are often proposed for this course because they do not require ethics approval. However, similar to other projects, it is important that the data collection is completed and ready to analyse/synthesise from enrolment, especially for 6 and 12 UoC projects, to ensure the project and final report are feasible to complete within the enrolled period. It is also important to note that the scope of work to complete a systematic review to a publishable standard is usually extensive and requires multiple reviewers of articles and assessors of risk of bias.

The review search needs to be designed and implemented before enrolling in the course, with the number of titles to be screened reported in the project proposal. Depending on the number of titles to be screened, students and supervisors may select a subset for one (or more) students to screen for their project, to ensure there is time for the student to progress through the data extraction, risk of bias assessment, synthesis and reporting stages to produce a report for the coursework assessment on time.

When there are multiple students collaborating on the one review, then each student is required to lead the methodological work for their subset/part of the review and independently draft an original report on their work for submission as the course assessment. However, collaboration is encouraged for the screening and risk of bias assessment phases, in the role as second reviewer. Beyond the coursework assessment, supervisors can discuss how each student/team member can contribute to a co-authored review manuscript for publication in an academic journal.

When there is only one student working on the review, students and supervisors may expand the scope of the articles included in the student's review report if there has been suitable progress with the first subset of titles/abstracts/articles towards the completion of the final report for the coursework assessment. This approach is recommended to ensure students move beyond the search and screening stages of a review and are well placed to complete the report for the coursework assessment on time.

Finalising your project proposal

Once you have identified a supervisor, they will support you to draft an appropriate project proposal and select appropriate reporting guidelines for the final report to submit for review to the Research Project Coordinator.

You cannot self-enrol in a project. To enrol, you must submit the relevant quantitative or qualitative research project proposal template, signed by your supervisor, via the online application form on the course webpage.

You are recommended to submit the application and project proposal at least 2 weeks prior to term commencement to ensure time for feedback and revision of the proposal. Once your proposal has been approved by the Research Project Coordinator you will be able to enrol.

Review of your proposal includes the consideration of suitability of the project to a 6, 12 or 18UOC, feasibility of the project to be completed in the available time and any anticipated

delays. The Research Project Coordinator may suggest changes to your proposal to minimise the risks to your project and optimise the chances for successful completion.

Ethics committee clearance

All UNSW Staff or Students who intend to conduct research involving human participants as part of an Honours, Diploma, Masters, Doctorate or other higher degree must apply for approval from the relevant ethics committee/s. Student must have evidence of ethics approval to enrol in the research project course, or conduct a study that does not require ethics approval.

Human research is conducted with or about people or their data or tissue. Human participation in research is, therefore, to be understood broadly to include the involvement of human beings through:

- Participating in surveys, interviews or focus groups;
- Undergoing psychological, physiological or medical testing or treatment;
- Being observed by researchers;
- Researchers seek access to a participants' documents or other materials;
- The collection and use of their body organs, tissues, or fluids (e.g. skin, blood, urine, saliva, hair, bones, tumour, and other biopsy specimens) or their exhaled breath; or
- Access to person's information (individually identifiable, re-identifiable or non-identifiable)

It is the responsibility of supervisors and students to refer to the UNSW Human Research Ethics webpage, and/or consult the HREC, for the most current advice on whether ethical approval is needed, the most appropriate ethical review pathway, how to notify of new study personnel, or register an externally approved research project. Please refer to the UNSW HREC webpage for all relevant links to guidance documents, forms and other information.

All relevant ethics approvals for the student to participate in the research project must be obtained prior to enrolment because drafting ethics applications and responding to reviews are often a lengthy process with uncertain timeframes for approval. The most feasible option is for students to undertake a small research project within a larger research project/program that the supervisor has already obtained ethics approval for. In this case, your supervisor will need to submit the relevant notification of new study personnel to the ethics committee, so you can have access the data collected. If the project already has external ethical approval (i.e. from a committee outside of UNSW), your supervisor will need to register the project and your involvement with the UNSW Human Research Ethics Committee.

Funding

Students are recommended to seek research project opportunities within already funded research projects led by the academic supervisor/s, where ethics has been obtained and data collected. Students should not consider a project that requires new/additional funding. Please note that the School of Population Health does not have funding available to support student research projects.

If a student does work that involves travel within Australia, that is paid for by the student or from a research grant, the supervisor and student must ensure that the relevant UNSW travel and safety policies are consulted and followed (not summarised in these guidelines).

Research projects conducted outside Australia

It is not usually feasible to conduct fieldwork outside Australia, particularly for a research project to be completed in one term, because of time constraints and considerations regarding student safety, adequate supervision and research protocol quality control. However, it may be possible to analyse data collected outside Australia if you obtain the relevant ethics approval/s and permission to access/use the data.

Supervisors should note that if any data collected from another country is used for a research project, it should be clearly documented that the fieldwork to collect the data was independent of UNSW. If the student travels or collects data overseas during the research project, the relevant UNSW travel and safety policies should be followed (not summarised in these guidelines).

The research project proposal

Please download the most current version of the research project proposal template for quantitative or qualitative research projects from the course webpage. Key components of the proposal will include: project title, background and rational, aims/research question; methodology, analysis plan, planned outputs, community consultation, ethics, funding, timeframe, knowledge/skill acquisition, and feasibility (including consideration of prior completed courses).

Students and supervisors should review the course rubric when drafting the research proposal to ensure they understand the reporting and assessment criteria for the course early. At enrolment, students and supervisors are required to nominate the appropriate reporting guidelines for their study design/methods from the Equator network site (e.g. CONSORT, STROBE, RECORD, PRISMA) or alternative framework for reporting if there are no published guidelines available (e.g. journal submission guidelines). The student is expected to draft their final report for assessment in accordance with the nominated reporting guidelines/framework.

When research proposal applications are assessed prior to enrolment, a major focus is the feasibility for students to complete the project within the enrolled period/time commitment. The guidelines above may be adapted on a case-by-case basis after considering the risks to project completion.

Conducting your research

Your responsibilities

You are expected to:

- Confirm with your supervisor/s that all relevant ethical approvals, data custodian approvals and data access arrangements are in place to commence the project from the start of the enrolled period.
- Schedule regular meetings (e.g. minimum one hour per week) with your supervisor/s and discuss other forms of contact (e.g. Teams meeting) during the enrolled period.
- Familiarise yourself with the latest version of the relevant code for the responsible conduct of research from the National Health and Medical Research Council or other relevant body for your research (e.g. https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018)
- Familiarise yourself with the latest version of the National Statement on Ethical Conduct in Human Research from the National Health and Medical Research Council (https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018)
- Submit a review of the relevant literature at an early stage; this will usually form the basis for the Introduction section of your final project report.
- Monitor progress towards completion of key project milestones/tasks each week with supervisor/s. Consider whether the scope of the project question, data analysis etc needs to be modified to ensure it is feasible to complete the project report for the coursework assessment on time. Check in with the course convenor as early as possible if there are any unanticipated issues impacting progress to discuss options.
- Draft the project report in accordance with the nominated reporting guidelines, ensuring alignment with the assessment criteria in the course rubric. Students are advised to submit sections of your draft report to supervisors regularly while you are working on your project, so your supervisor can have input, review progress and provide feedback on writing.
- If you are unable to proceed with the project after the **census date** due to illness or other valid reasons, you will need to apply for special consideration to withdraw without penalty, or make special arrangements with your supervisor and course director to complete the project and submit the report at a later date to be agreed upon.
- Submit the final project report by the agreed deadline (see next section).
- Familiarise yourself with all relevant sources of information including School website and the UNSW Student Portal myUNSW, which incorporate university rules and procedures and information for postgraduate students.
- Be aware of the UNSW policy regarding student conduct and academic misconduct, set out on the myUNSW portal at https://student.unsw.edu.au/conduct.

The role of your supervisor

Your supervisor/s are expected to:

- Ensure that all relevant ethical approvals, data custodian approvals and data access arrangements are in place to commence the project from the start of the enrolled period.
- Ensure the supervision team has the range of expertise and experience to support your development of research knowledge/skills to complete the project.
- Meet regularly with you to support your research/project work. Your supervisor/s would normally expect to meet with you for at least one hour per week.
- Review the assessment rubric and nominated reporting guidelines with you at the start of the enrolled period, and regularly throughout the project, to guide discussions and feedback on progress with the research project and the drafting of the report.
- Set a written task suitable for your specific project, e.g. draft background, or literature review, or section of literature review, or approach/methods section and provide formative feedback on this written work prior to census date (in your first term of enrolment if part-time).
- Inform you and the course convenor if you are not making satisfactory progress and/or require additional support .
- Provide ongoing assessment of your work throughout the period of supervision including advice on matters of presentation and style.
- Supply written comments on your submitted work at regular, negotiated intervals throughout the project.
- Review a final draft of the project report or manuscript and advise you whether it is in a suitable form for examination
- Act as one of the examiners on submission of your project, contributing 50% of final course grade.
- Students and supervisors should schedule time to discuss the final assessment outcome and feedback when the supervisor/s have completed the marking.

The role of a co-supervisor

- A co-supervisor may provide additional expertise in the subject matter or methods. Co-supervisors do not need to have an academic appointment within UNSW, but they must be approved by your supervisor as having expertise in the field of your study, which will be reviewed on your application form at enrolment.
- A co-supervisor may be required if your supervisor will be absent for some of the term. This co-supervisor must be a member of SPH staff.
- You must not engage a co-supervisor without the approval of your main supervisor.
- The co-supervisor should maintain communication with you and the supervisor at agreed intervals throughout the project to participate in the supervision or act as substitute for the supervisor, when necessary.
- Co-supervisors may contribute to the final mark from the supervision team (to be discussed with the primary supervisor).

Project guidelines

Section 3

The research project report

Drafting your project report

The research report for the course assessment should be planned with your supervisor in accordance with the disciplinary norms, but may include one of the following:

- a research paper prepared in accordance with reporting guidelines suitable for submission to an academic journal
- a report similar to a technical report for an organisation (government, health service, non-government or community-based organisation etc.)

At enrolment, you will need consult with your supervisors and nominate the most appropriate reporting guidelines for their study design/methods from the Equator network site (e.g. CONSORT, STROBE, RECORD, PRISMA) or alternative framework for reporting if there are no published guidelines available (e.g. journal submission guidelines).

You are expected to draft the final report in accordance with the nominated reporting guidelines/framework, with consideration of the course rubric for guidance on the standard of reporting expected in each report section. Additional content may be included in supplementary material as an appendix to the final report submitted for assessment.

You are also expected to submit a 300-500 word critical reflection on their research knowledge and skill development and experience during the project, with consideration of their learning outcomes.

Document presentation

Main text

Your report should be in a legible font of at least 12 point, with 1.5 or double spacing, and margins at least 2.5 cm on all sides. Students must check spelling and grammar.

Diagrams, charts, photographs and other visual items

Tables and diagrams should be included either where they are referred to within the text, or at the end of main text section with their positions indicated in the text (e.g. ‘Table 3 here’).

Follow the journal’s style guidelines if your report is in the form of a manuscript for submission to a journal.

Submission requirements

It is the students' responsibility to submit their final report by the due date, which is the **last day of the study period in the final term of your enrolment**. No submissions are required if you are continuing your project in the next term.

Any requests for an extension to the due date should be submitted by the student and supervisor/s to the Research Project Coordinators (mh.pgresproject@unsw.edu.au).

Check Moodle for the most current instructions relating to the submission of your report.

Of note, the assessment is not marked in Moodle because most supervisor/s and examiners do not have access to Moodle. Instead, you need to complete the following three steps to submit your report for assessment in this course:

1. Generate the Turnitin similarity report for the research project report via the Moodle course page.
2. Email your research project report, the similarity report and other relevant documents (see Moodle for instructions) to your supervisor/s to mark. The supervisor/s need to forward the report and marking documents to the examiner.
3. You need to complete the online Notification of submission form (see Moodle or course webpage for link) – this will generate an automated email to your supervisor/s and examiner with a link to submit their marking feedback, as well as notify the Research Project Coordinators of your submission.

Please refer to the more detailed instructions of the submission process below.

Step 1: Generate the Turnitin similarity report for your research report using submission link on Moodle.

1. You will need to include your student ID, course code, date and assignment title in the header or footer on every page, and in the file name.
2. Only use your student ID to identify yourself in your report (**DO NOT INCLUDE YOUR NAME**). All projects submitted to the Turnitin database will be used to determine whether other students in your course, and in the future, have plagiarised or inappropriately included work that is not their own. Therefore, personal details (such as your name and/or contact details which can be used to identify you) should be removed from your report to protect your privacy.
3. All project reports must be submitted via the Turnitin submission link on the Moodle course site by the due date. Turnitin is a similarity detection software package that enables assignments to be checked for plagiarism including improper citation or misappropriated content. Each report submitted to Turnitin is checked against the submitted reports of other students as well as the internet and key resources selected by the course convenor. If you are unfamiliar with the Turnitin software, a demonstration can be found at: https://student.unsw.edu.au/turnitin-support

4. You can view the **originality report** of your submission and resubmit as often as you wish until the report due date. This will help you in self-reviewing and revising your submission until the due date. Please note that draft reports submitted in this way will be regarded as the final version at the due date if you have not uploaded a subsequent, finalised version (each file uploaded overwrites the previous version). **No resubmissions will be allowed after the due date and time without permission.**

   IMPORTANT: The first submission generates an originality report almost **immediately.** For the second or subsequent submissions there is a **24-hour delay** between time of submission and the originality report being available. You will need to submit more than 24 hours before the due date and time if you want to see an originality report before submitting the final version.

5. Please note, the closing time for reports is shown in Australian Eastern Standard Time. Please factor this in when submitting projects from outside NSW.

6. You are not required to submit a cover sheet with your report. Instead, there is a checkbox within the Turnitin drop-box that you will need to tick in order to submit your report. By ticking the checkbox you are confirming that the work you are submitting is entirely original.

7. After you submit your file, Turnitin will display a digital receipt in your browser window. If you can't see a receipt it means that you have not successfully submitted your file. A copy of the receipt is also sent to your e-mail address. Save the receipt and the paper ID it contains, as this is proof of a completed submission.

8. You need to save a PDF of your final Turnitin similarity report to submit for the assessment. To do this, you need to open your assignment in the Originality report view, then go to the bottom left-hand corner of the 'document viewer', there is a little printer icon. Hover over the printer icon and you will be given the option 'Download PDF of current view for printing', click on this to save.

Step 2: Send your research project report and the Turnitin similarity report to your supervisor/s to complete the submission process.

Check the course Moodle page for the most current instructions. Briefly, on or before the submission due date, the student should email their supervisor/s:

- a PDF copy of the final report (and any supplementary materials),
- the assessment rubric and marking sheet (with instructions on how to return marks/feedback to the Research Project Coordinators)
- the nominated reporting guidelines
- the similarity report downloaded from Turnitin

Step 3: Complete the online Notification of Submission form.

See Moodle for the most current instructions and link to the Notification of Submission form. Your submission of the form will generate an automated email to your supervisor/s, examiner and the Research Project Coordinators as a record of your submission, as well as providing a link for supervisor/s and the examiner to submit their marking sheet.

Examination of your report

Your report will be examined by your supervisor/s and by one external examiner nominated by your supervisor and approved by the Research Projects Coordinator.
Your report will be assessed using the most current version of the course rubric and your nominated reporting guideline (refer to the rubric document for instructions).

The final mark will be calculated from: supervisor mark (50%), and examiner mark (50%).

Supervisor/s are asked to return the completed marking sheets to students (with marks and feedback comments) via email, when the assessment process is complete. Students and supervisors may schedule a time to discuss the final marks and feedback.