Frequently Asked Questions – Practice-Based Honours Thesis
[Compiled by the CNM Department]

Application

Q: What happens if I can't secure a supervisor for my project?
A: You will need to be responsible for securing your supervisor BEFORE you send in your proposal form in Week 2 of Semester 1. Seek out faculty members who have similar professional or research backgrounds compatible with your project, and ensure you have received a "yes" from them to confirm the supervision. If you're unable to secure a supervisor after speaking to at least three faculty members who have the right area of expertise, you may approach the department for help.

Q: At which point do we need to apply for ethics approval for our thesis?
A: The ethics application should be submitted to the Departmental Ethics Review Committee (DERC) after you have received the green light for your thesis proposal, and before you start on your data collection. The application should be completed in consultation with your supervisor, often in the first few weeks of working on your thesis. You MUST receive ethics approval before you begin collecting data.

Q: We foresee that we will need to apply for the PBHT Student Fund to compensate for costs incurred during our project. How can we go about doing this?
A: Students working on the PBHT may apply for $500 funding per group/ solo project. To apply, you will need to prepare a detailed expenditure budget plan which you will submit with your thesis proposal in Week 2. This will mean that by Week 2, you should have secured your PBHT supervisor and confirmed your team's project with him/her, so they can approve your budget at that time. Final approval on your thesis proposal and budget plan will then be given by the Honours Thesis Coordinator. Once approved, each group will get a WBS account from which they will make their claims. Expenses should only be incurred after the funding approval has been given. Claims will be made through the CNM admin team – please submit your receipts, clearly labelled to Mr Eng Yu Fan who will process your claims for you. You should assign just one representative from the group to submit these receipts, to avoid confusion. All claims should be made within 45 days of the purchase, and by Week 12 of Semester 2, when the final project is due.

Proposal Rubric

Q: How do I determine the components of my proposal rubric and deliverables?
A: Refer to the sample proposals given to you by the department and discuss with your supervisor the proposal you intend to put together. Your supervisor should sign off on your proposal before you submit it to the department for approval.

Q: What happens if I make slight changes to my proposal rubric and deliverables during my project? Do I need to resubmit my proposal and get approval for these revisions?
A: There is no need to do that, as long as the overall scope of your project remains the same and the slight revisions you make are agreed upon by both you and your supervisor. For example, for those adopting participatory/iterative design or community-based research approaches, it is expected that deliverables/ outputs may change; this is something you can

work out with your supervisor. You need to ensure though that the percentage weightage of your final deliverable remains at 25%. This should not be changed.

Submission

Q: What should be included in the Creative Folio? If we are working as a group, is it a group submission and should it contain all creative output including those that are not published?
A: The creative folio is a group submission if you are working in a group (you do not need to hand in individual folios) and should include both creative outputs and "necessary" assets that are not published that can demonstrate your skills necessary to complete this project.

Q: Should everything in the Creative Folio (e.g. campaign posters, social media posts, press releases etc.) be placed in the same document, or separate documents?
A: They should all be in the same document.

Q: Is the Creative Folio submitted as a separate document to the thesis itself?
A: Yes, they should be deposited in two separate Luminus folders; links will be supplied to you by the CNM General Office. The Creative Folio is due at the same time as the written thesis.

Q: How do we submit all the deliverables stated in our proposal rubric?
A: You may attach them as Appendices in your Creative Folio, placed behind your Final Deliverable.

Q: If we are planning a campaign, do we need to submit emails, documents and Excel sheets that we may have used in the planning process?
A: Anything that can be considered a campaign material or output should be included as appendices. The team should practice some discretion with regards to what to include though – for instance, all the email exchanges with the client company need not be attached as appendices, but select emails which are considered essential to the campaign may be attached e.g. the media pitch email.

Q: Is there a certain number of words to dedicate to each of the following sections in our thesis: 1) Description of Process 2) Reflection on Practice 3) Reflection on Impact?
A: There are no specific word counts but these sections should be balanced.

Q: Regarding the thesis reflection, if we have done work outside of our main role, how should we include it/ do we write about it too?
A: Yes, you should include this in your description and reflection of the process.

Extensions

Q: One of the subjects we are filming/ interviewing had to reschedule and pushed back our production schedule. Can we get an extension?
A: No, the deadline for thesis submission needs to be observed. The group will need to make a decision on how to work around this situation. There is ample time during the two semesters for adequate actions to be taken.

Q: Our client company would like to add more elements to the campaign, beyond the thesis deadline. Should we accede to this request and be able to get more time to complete our project?
A: No, the thesis submission deadline is set in advance and no extensions may be given in such situations. The team needs to communicate with their client early that their campaign MUST end by a certain date, so that proper evaluation can be conducted. Any further requests made by the client may be considered but only as the team's own undertaking, beyond the purview of this thesis.

Q: Our supervisor is suggesting radical changes to our thesis at the last minute. Can we get an extension to work on these changes?
A: No, the thesis submission deadline is fixed. All changes to deliverables should be communicated between supervisor and student(s) early, to avoid such situations. In the event that changes are suggested by the supervisor close to the deadline, the team should work with their supervisor to find a suitable middle ground and complete the task in a way that fits the timeline.

Q: One of our group members have fallen ill close to the thesis submission deadline. They have a medical certificate. Can the whole group get an extension?
A: No, the MC would not apply to the whole group. The Creative Folio needs to be submitted on time – this works the same way in the real world, when creative teams must deliver their projects to their clients by the deadline, even when one of their members have fallen ill. The rest of the group members should also submit their theses on time. Only the student with the MC can apply for an extension for their individual thesis.