



**School of Mathematics and Statistics**  
**8518 Physical Oceanography**  
**Master Project Guidelines**

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# 1 Introduction

The project is a **compulsory** part of any Master by coursework program and is worth 18 Units of Credit (UoC). The project courses are normally taken during the last three consecutive terms of the program, and after completing **at least 30 UoC** (typically, 5 courses).

Enrolment in the project is conditional on the approval of the Director of Postgraduate Studies (Coursework) and is subject to appropriate supervision resources being available.

*Contact details are noted at the end of this document if there is a question after reading these Guidelines.*

For permission to enrol into the Master Project, please submit the webform:

**“Intention to start project form”**: <https://forms.office.com/r/yempMSm5Sn>

You can submit the form up to a year in advance of your intended project start term. You do not need to have met the enrolment requirements (completed 30 UoC) to submit the form stating your intention to enrol. You should submit the form as soon as you have decided on your intended term to undertake the project. The web form must be **submitted at least 3 weeks before O-week** of the term that you require enrolment in the project.

A project involves: working independently on a problem that makes practical use of knowledge gained earlier in the Master program; writing a thesis, i.e., a coherent written exposition of a chosen topic; and presenting key results. A thesis may be: a literature survey and critical analysis of a topic area, a complex data analysis applying an existing method to a new dataset, or a small research project that progresses the field of knowledge in a specific area.

UNSW policy is “a normal workload is about 25 hours each term (or approximately 2.5 hours per week) per UoC”. A thesis is 18UoC, so students should expect to spend at least 450 hours on their thesis projects.

Part-time students should contact the Director of Postgraduate Studies (Coursework) to help with planning their project terms.

For any questions about these guidelines, please contact the Director of Postgraduate Studies (Coursework). See Contact Information at the bottom of this document.

## 2 Supervision for MATH5207

Each student works under the supervision of an academic staff member. Below are resources that can help students in finding potential project supervisors.

Usually a student is supervised by a member of the School of Mathematics and Statistics. Any student who is considering a supervisor outside the School should contact the Director of Postgraduate Studies (Coursework) for approval.

**General website providing all research profiles at UNSW:** [UNSW Find a Researcher](#) .

**School staff website:** [School of Mathematics and Statistics](#).

**Fluid dynamics, oceanic and atmospheric sciences group:** [Ocean sciences](#).

**A selection of *some* research areas within mathematics and statistics:** [School of Mathematics and Statistics Research Groups](#).

The supervisor is expected to help select the project topic, direct the student to useful references on the topic, help explain difficult points, provide adequate feedback on the progress of the project (both in terms of the timing and comments), read and comment on drafts of the thesis, and give general advice. The student is expected to generate much of the direction for the project and is assumed to be able to work independently for most of the time. Students are expected to meet with their supervisor regularly, such as weekly or every other week, for both project terms.

Prospective students should start reaching out to staff members about possible topics as early as possible. Supervision by individual staff members is conditional on staff agreement. As a tip, please take some time to find the right supervisor that best relates to your interests and create an individual email to explain your research interest and how it relates to the Supervisor's research. We find this practice more successful than a generic email to all suitable staff.

### 3 Timeline for MATH5207

**Students must request enrolment in the project by 3 weeks before O-week.**

To request enrolment, fill out the following form.

**“Intention to start project form”:** <https://forms.office.com/r/yempMSm5Sn>

Students who have been approved will be enrolled into MATH5207, ‘Physical Oceanography Research Project’. Once enrolled in MATH5207, students are required to complete **Form 1** in Moodle, which requires details of your thesis topic and supervision. **Form 1 is required to be completed by Friday of Week 1 of that term.** The Supervisor must confirm the project supervision and details by Week 3 (the school will contact the supervisor for confirmation).

For the second and third term of their project, students will be automatically enrolled into MATH5207 as part of their program. This will be communicated by email and is subject to enrolment post census date in MATH5207 the term prior.

MATH5207 must be taken over three consecutive terms.

In the final term of MATH5207, students are required to complete **Form 2 in Moodle by Friday of Week 1 and provide their Supervisor a draft of their thesis project no later than in Week 1.** This timeline provides time for the Supervisor to review the draft thesis and provide advice by week 3, when the School contacts all Supervisors to confirm if their student is on target to submit by week 10.

Theses submitted without the approval of the Supervisor will not be assessed. Students who do not meet the project requirements will normally be awarded the Graduate Certificate in Physical Oceanography (program 5518).

The due date for submission of the thesis is normally **5.00PM on the final day of Week 10 of the final term of the project.**

The students should conform to the following timeline. “T1” refers to the first project term, and “T2” refers to the second, and “T3” refers to the third/final project term.

Before the start of T1, ideally during the previous term	Talk to staff members about potential project topics and select a potential supervisor.
Thursday before O-week	Confirm a supervisor.
Friday of Week 1	<b>Complete Form 1 in Moodle</b> , nominating the supervisor and formalising the topic.
T1	Research, reading, discussion and understanding of the topic. Begin writing an outline and draft of the thesis.
Week 3, T1	Your Supervisor will be requested to confirm supervision and topic title, by the School, as per advice from Form 1.
By the beginning of T2	Outline of project and significant piece of writing.
T2	More reading and deeper understanding of the topic, writing of the thesis.
By Friday Week 1, T2	<b>Complete Form 2 in Moodle</b> and provide a draft of the thesis project to the Supervisor.
By the end of Week 3, T2	Supervisor to advise thesis submission is on target for week 10; by reply to School via email request.
Week 8, T2	School will again contact Supervisor for update on thesis submission confirming on target for week 10.
5.00PM, Friday, Week 10, T2	Submission of the thesis.
Study period (Week 11), T2	Oral presentation of the thesis, usually Wednesday or Thursday of the study period.

## 4 Extensions and late submissions

### *Late policy*

If the thesis is submitted late without approval from the Director of Postgraduate Studies (Coursework), the thesis mark will receive the following penalty. A late penalty of 5% of the maximum mark for the thesis will be applied per day that the thesis is late. “Late” in this context means after any extensions granted (including Special Consideration or Equitable Learning Provisions). For example, a thesis that would have been awarded 75% would be given 70% if it was submitted up to 24 hours after the deadline, and 65% if it was submitted 24-48 hours after the deadline. A “day” is any additional 24 hours after the thesis submission deadline, including weekends and holidays. Any thesis submitted after 5 days late (120 hours) will not be accepted.

### *Extensions*

Students should apply for an extension through [UNSW Special Consideration](#). The extension will only be granted if it is approved by the Special Considerations Office, the Supervisor, and the Director of Postgraduate Studies (Coursework). The maximum potential extension is 4 weeks. Extensions may be granted due to illness, accident, disability, bereavement, or other compassionate circumstances that have affected a student’s work in more than in a minor way. A request for an extension should be made **before** the thesis submission deadline. Extensions are only granted in specific and unusual circumstances. For instance, the University expects that employment related matters will not affect a student’s study. Anything related to a student’s social or sporting life is also not valid grounds for extension.

In granting the extension, the Director of Postgraduate Studies (Coursework) is to ensure the length of the extension is commensurate with the time the student was unable to work on their project. The extension time will also be chosen to ensure it does not unduly advantage the student over those who submitted in accordance with the initial deadline.

Importantly, late thesis submission, even when approved by the Director of Postgraduate Studies (Coursework), is likely to delay the student’s graduation. Due to sponsorships and visa requirements, **international students** are required to gain approval from the [UNSW International Student Experience Unit \(ISEU\)](#) **prior to the extension request.**

# 5 Thesis format and submission

## Template files

Students are **required** to use the official template files. The [School website contains LaTeX template files](#) to be used for writing the thesis, including UNSW crest and UNSW thesis style files:

- unsw-sms-masters-thesis-template.tex
- unsw-crest.pdf
- unsw-crest.eps
- unswthesis.cls

Note: All these files need to be saved in the same folder as unsw-sms-masters-thesis-template.tex for correct compilation. In oceanography, we encourage to use the bibliography package Natbib ([https://www.overleaf.com/learn/latex/Natbib\\_bibliography\\_styles](https://www.overleaf.com/learn/latex/Natbib_bibliography_styles)).

## Length

A thesis should contain between 30 and 70 **main content pages**. Front matter (table of contents, title page, etc.) and back matter (references, appendices, etc.) do not count as main content pages. Figures and tables of primary interest should be included in the main content pages. Additional figures and tables of secondary interest can be included in appendices (which do not count toward the page count).

The upper page limit is a strict requirement. Content beyond 70 pages **will not be evaluated** unless permission has been granted to have a longer report (see below).

Although the length of the thesis is not directly factored into the mark, the thesis will be evaluated based on whether it contains all the relevant content (and does not contain irrelevant content) at an appropriate level of depth and detail.

The thesis should be in 12pt font, 1.25 spaced, with the 2.5 cm margins. The official template automatically follows these guidelines.

In certain circumstances, when it is in the obvious interest of the project, the thesis can be shorter or longer. A departure from this guideline should be discussed with and **approved** by the supervisor and the Director of Postgraduate Studies (Coursework) in advance of submission.

### **Format**

The official template automatically follows the required format. For those students not using the official template, they should ensure the following guidelines are met.

Students must typeset their thesis using appropriate mathematical typesetting software, normally LaTeX. Many students and supervisors find it convenient to share a project in Overleaf. The software to be used should be discussed and agreed with the supervisor at the commencement of the project. Students should allow for time to become conversant with the typesetting software. The thesis should be organised as follows:

- A cover page, showing (1) the UNSW crest; (2) the full title of the project; (3) the name of the student; (4) the name of the supervisor; (5) “School of Mathematics and Statistics, UNSW Sydney”; (6) the month and the year of submission; (7) “Submitted in partial fulfilment of the requirements of the degree of” the degree.
- The plagiarism form, where the student declares that the thesis is their own work (see Section 11).
- An abstract, concisely describing the content, scope, and results of the project.
- A table of contents.
- The thesis body organised in several chapters (including an introduction and a conclusion).
- A reference list, including all the references cited in the thesis and arranged alphabetically by author.

### **Code**

If the project has an associated GitHub repository or other publicly-available materials for reproduction, a link should be provided in the appendix.

### **Submission**

Students will be required to separately submit a **contribution statement**, acknowledging the extent and nature of any assistance received in the pursuit of the project, including **any use of generative AI**.

Students are required to submit two electronic (in pdf format) copies of their thesis through the Moodle course page, by the set deadline. A submission link will be provided.

## 6 Report Assessment

The thesis report will be assessed for quality in four major areas:

- **Exposition:** structure and presentation of the thesis, including definition of the problem, organisation of the argument, clarity in terms of writing style, and illustrative materials.
- **Literature coverage:** sufficient introductory and summary material, position of the topic in a wider context, review, and critique of relevant literature in the field.
- **Critical analysis and insight:** understanding of the problem and/or model, justification and implementation of the appropriate method and techniques, quality of the discussion (analysis and interpretation), appropriateness of conclusions and recommendations.
- **Originality:** new contribution by way of modifying or extending earlier methods, by developing new examples, or by application to a new area.

Normally, the thesis will be assessed by two reviewers, one being the supervisor and the other being another academic staff who was not involved with the project. Both reviewers will provide a mark based on the above criteria. The final mark for the thesis report is the average of the two marks. The reviewer's name is kept confidential from the student until the examination process is complete and the reviewer has indicated their approval to be identified.

## 7 Oral presentation

Each student gives an oral presentation of 15 minutes. A short session of questions & answers follows. Students will be contacted with more information about their presentation toward the end of the term.

A few suggestions for high quality presentations:

- Define any technical terms used.
- Provide interpretation of the results to a non-expert audience, in particular surprising or unusual results.
- Explain the significance of the project in a broader context.
- If possible, do not read off of notecards or a phone.

The presentation will be assessed on:

- Structure (logically organised and presented, kept to time)
- Delivery (engagement, clarity, enthusiasm)
- Visual aids (quality of figures, legibility of text, visual impact)
- Knowledge displayed (critical insight, aids understanding, response to questions).

## 8 Plagiarism and generative AI

### *Policy on use of Generative AI*

The AI policy for the thesis is “assistance with attribution.” Please see “[How to Navigate AI and Your Assessments](#)” and “[Referencing and acknowledging the use of artificial intelligence tools](#)” for more information. Students are required to acknowledge any use of generative AI in their **contribution statement**.

### *Plagiarism*

Plagiarism is the presentation of the thoughts or work of another as one’s own. Examples include:

- direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report, or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, website, Internet, other electronic resource, or another person’s assignment without appropriate acknowledgement.
- paraphrasing another person’s work with very minor changes keeping the meaning, form and/or progression of ideas of the original.

- piecing together sections of the work of others into a new whole.
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor.

For the purposes of this policy, submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism. Knowingly permitting your work to be copied by another student may also be plagiarism. An assessment item produced in oral, not written, form, or involving live presentation, may similarly contain plagiarised material.

### ***University policies on plagiarism***

The University has [policies on academic honesty and plagiarism](#) which all students should familiarise themselves with.

The [Academic Skills](#) website is the main repository of resources for students regarding plagiarism and academic honesty. The Academic Skills Team also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in correct referencing practices; paraphrasing, summarising, essay writing, and time management; appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts. Individual assistance is available on request from the Academic Skills Team.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing their thesis.

## **9 UNSW Resources**

UNSW has resources that can help you with academic research and writing, including:

- [UNSW writing skills support.](#)
- [UNSW English language success.](#)
- [UNSW academic skills support for postgraduate research students.](#)
- [UNSW academic skills support.](#)

## 10 Contact information

### ***Main point of contact***

For **all queries**, including contacting the Director of Postgraduate Studies (Coursework) and the Program Authority for Physical Oceanography, email:

[pg.MathsStats@unsw.edu.au](mailto:pg.MathsStats@unsw.edu.au).

Please use your UNSW student email in making your request. Please include your zID in the email. It is also often helpful if you attach your current academic record.

### ***Staff***

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