

SCHOOL OF BUSINESS

HONOURS AWARD LEVEL GUIDELINES 2012

The Honours in Bachelor Awards Policy describes the framework for Honours at UWS. This School Honours Award Level Guidelines 2012 contains information specific to Honours degrees in the School of Business.

A. Applying for Honours

– BBC (Hons), B Ec. (Hons)

Students applying for Honours (non-embedded) in the School of Business need to complete the on-line application found on the UWS website:

<https://applyonline.uws.edu.au/con1calprod/webconnect>

Applications should be submitted by 23 December 2012 for admission in Autumn Semester 2013. Applications received after this date may be considered depending on availability of spaces.

Once received, applications will be forwarded to the relevant Academic Program for consideration and recommendation to the School Dean (or nominee) for final endorsement.

B. Criteria for Admission

– BBC (Hons), B Ec. (Hons)

The criteria for admission to an end on or embedded Honours program are as required by the Honours in Bachelor Awards Policy, Part E Clause (21):

- a. Achievement of a threshold Admission Average Mark (AAM) equal to or above the minimum of 65; and

- b. Statement of Intent; and
- c. Appointment of a Principal Supervisor by the Director of Academic Programs (ABL/Honours); and
- d. Demonstrated satisfactory academic writing skills appropriate to the discipline.

Admission Average Mark (AAM)

See 'C. Calculation of the Admission Average Mark (AAM)'

Statement of Intent

The 'Statement of Intent' (or Research Proposal) provides a brief overview of the research that the applicant is planning to undertake. The Statement of Intent is usually expected to be 500 - 1,000 words and should be written by the applicant in consultation with their intended supervisor(s). The Statement of Intent will normally at least include the following:

- a. Research Title: proposed thesis title or research topic.
- b. Research Question: an overview of the research topic, including a statement outlining the interest and/or the significance and objectives of the area of study.
- c. Literature: a critical summary and evaluation of at least 5 academic readings relevant to the area of study.
- d. Methodology: a brief statement on how the research will be conducted, data employed and tools for analysis.
- e. Ethics Requirements: a statement as to whether ethics approval is required to conduct the proposed research. Upon acceptance into the program, the applicant must ensure that approval has been received by the appropriate UWS authority before data collection or other fieldwork commences.

Applications for ethics approval will normally be initiated by the thesis supervisory panel.

Appointment of a Principal Supervisor

Admission to an Honours degree is subject to the availability of a suitable supervisor(s) and other resources. It is the responsibility of the Director of Academic Programs (ABL/Honours) to ensure that these conditions can be met prior to approving any application for Honours admission. Principal and co-supervisors would normally be currently registered on the UWS Graduate Supervisor Register in order to be eligible to be nominated. The status of nominated supervisors on the Graduate Supervisor Register will be confirmed by the Director of Academic Programs (ABL/Honours) prior to final endorsement. As a guiding principle, Principal Supervisors and Co-supervisors should at least hold an Honours Class II Division I award to be eligible to be nominated. Principal supervisors should additionally have an established publishing and research track record.

The Graduate Supervisor Register may be accessed at:

http://www.uws.edu.au/research/current_research_students/supervision

Prospective Honours students should be advised to first consult with the Director of Academic Programs (ABL/Honours), who will be able to recommend appropriate supervisors.

Demonstrated satisfactory academic writing skills

The Statement of Intent will be considered as sufficient evidence of the applicant's ability to write at a level appropriate for the discipline in which the award is being conferred.

C. Calculation of the Admission Average Mark (AAM)

The following references are with respect to the Honours in Bachelor Awards Policy.

BBC (Hons)

(1) Following Clause (23) the AAM will normally be calculated on the basis of all units from program commencement.

(2) For the purposes of (23) an applicant with an AAM < 65% due to lower relative results in their first year of undergraduate study may be considered for admission if:

- the applicant has demonstrated a marked improvement in their academic performance in recent semesters; and
- a supporting letter from the applicant's potential supervisor regarding the applicant's ability to undertake Honours is supplied.

(3) For the purposes of Clause (24) if an applicant has not undertaken all units at UWS, the AAM will be calculated by taking the results in six Level 3 units plus two other key program core units at Level 2 or above that the applicant has completed at UWS.

B Ec. (Hons)

(1) Following Clause (23) the AAM will normally be calculated on the basis of all units from program commencement.

(2) For the purposes of (23) an applicant with an AAM < 65% due to lower relative results in their first year of undergraduate study may be considered for admission if:

- the applicant has demonstrated a marked improvement in their academic performance in recent semesters; and

- a supporting letter from the applicant's potential supervisor regarding the applicant's ability to undertake Honours is supplied.

(3) For the purposes of Clause (24), if an applicant has not undertaken all units at UWS, the AAM will be calculated by taking the results in six Level 3 units plus two other Economics or Finance key program core units at Level 2 or above that the applicant has completed at UWS.

Treatment of Compulsory Fail (CF) Grades

For the purposes of calculating the AAM for end on Honours programs in the School of Business, Compulsory Fail (CF) grades will be assigned a numeric mark of 42.

D. Appointment of Examiners

Examiners will be appointed in accordance with the Honours in Bachelor Awards Policy, Part I clause (37) which specifies that the significant research component (thesis) will be examined by two suitably qualified examiners. Examiners may be external to UWS or internal to UWS, in Schools where an independent moderation process is used to assure quality and consistency of internal examination. Examiners must normally hold a qualification at or above Honours and have a record of research or scholarly attainment in a relevant field.

Supplemental to clause (37) the School of Business adopts the following processes for the appointment of examiners:

(1) Recommendations for examiners will be made by the thesis Principal supervisor to the Director of Academic Programs (ABL/Honours), who will consider nominations and make final endorsements. The School shall be free to decide the composition of the thesis examination panel (i.e. one internal / one external; two internal; two external).

(2) Examiners will not be Principal supervisors or co-supervisors of the Honours candidate whose thesis is being examined, nor will the examiners have worked with the Honours candidate on any aspect of their thesis research.

(3) The identity of examiners remains confidential, before and during the examination process. The Principal supervisor may discuss the examiners' reports with the Honours candidate concerned after the examination has been completed. At this stage, the identity of the examiners may be revealed provided that the examiners have given consent at the time that the examination report was submitted.

(4) The Director of Academic Programs (ABL/Honours) will ensure that each examiner is sent all relevant information and instructions pertaining to the marking of the thesis. It will be the responsibility of the Director of Academic Programs (ABL/Honours) to ensure that examiners' reports are received in a timely manner – see E. Materials Sent to Examiners.

(5) Examiners' reports will be sent to the Director of Academic Programs (ABL/Honours), who will ascertain if a third examiner is required under the conditions specified in the Honours in Bachelor Awards Policy Part I Clause (40) – see F. The Use of Third Examiner (Arbiters).

(6) Copies of the relevant examiners' reports will be sent by the Director of Academic Programs (ABL/Honours) to the Principal supervisor.

E. Materials Sent to Examiners

Material sent by the School to examiners should include, but is not limited to:

- a letter inviting the examiner to formally examine the thesis;
- a 150-200 word abstract of the thesis to be examined that contains the title and author of the work;
- an explanation as to which components of the degree contribute to the determination of the Honours award and specifically the weight given to the research component (thesis);
- specific information concerning the School's expectations of the nature, structure, length and presentation requirements of the research component of the Honours degree;
- the criteria by which the examiner is expected to evaluate the research component;
- information concerning the School's expectations of the examiner (e.g. timeframe by which examination needs to be completed, what materials need to be forwarded back to the School to complete the examination process);
- a Cover Sheet that summarises the examiners' score out of 100 and includes specified criteria for each potential score; and
- any other School-devised scoring materials.

F. The Use of Third Examiner (Arbiters)

As per the Honours in Bachelor Awards Policy, Part I clause (40), where there is a mark discrepancy of 10 or more marks between significant research component examiners or a difference in the examiner-recommended "grade", a third examiner will be used. The third examiner acts as an arbiter and following review of the thesis and examiner reports he/she determines a mark and grade; this is the final examination result.

Appointment of Arbiters

When required, the Arbiter will be recommended by the relevant thesis supervisor(s) in consultation with the Director of Academic Programs (ABL/Honours) and the School Academic Committee.

Arbitration Process and Outcomes

(1) As well as the standard materials sent to thesis examiners, supplementary materials forwarded by the School to the Arbiter should include the following:

- a written letter outlining the circumstances under which the present arbitration is required; and
- thesis reports and marking sheets from the two examiners, with the identity of the examiners withheld

(2) The Arbiter shall read the thesis to reach an independent assessment of the work contained within. After reading the thesis, they read the two examiner's reports and assess the conclusions that the examiners have reached, and the arguments that they have used to justify these conclusions. The Arbiter then prepares a standard assessment report on the quality of the thesis. They also produce a report to the Director of Academic Programs (ABL/Honours) explaining their decision in relation to the two examiners reports.

(3) The Arbiter's reports, both the standard assessment report and a report outlining the reasons for their decision, should be sent to the Chair of the School Academic Committee and will be forwarded by the School Academic Committee to the Director of Academic Programs (ABL/Honours) for endorsement.

(4) The recommended mark for the thesis is decided by the Arbiter and will be forwarded by the Director of Academic Programs (ABL/Honours) to the School Academic Committee for final recommendation and approval.

G. Honours Award Level Guide

BBC (Hons), B Ec. (Hons)

The following references are with respect to the Honours in Bachelor Awards Policy.

(1) Calculation of the Honours Award Level (Class of Honours) is based on the results of both Honours Coursework and Honours Research:

a. The Honours Coursework calculation includes all coursework units, including research methods, the formal research proposal, ethics approval, and research seminar attendance, as they are structured in the Honours Component of the Degree. Calculation of the Honours Coursework may include relevant components outlined in Clauses (13), (14) and (15) of the Honours in Bachelor Awards Policy.

b. Calculation of the Significant Research component may include either of the two research options outlined in Clause (17) *a* and *b* of the Honours in Bachelor Awards Policy.

(2) The final level of award will be calculated according to the credit point allocation in the degree. The level of award of honours will be as follows:

a. Honours Class I requires achievement within the range of 85% - 100%.

b. Honours Class II Division I requires achievement within the range of 75% - 84%.

c. Honours Class II Division II requires achievement within the range of 65% - 74%.

d. Honours Class III requires achievement within the range of 50% - 64%.

(3) The award of Honours Class I requires both achievement within the range of 85% - 100% for the Honours Research Component and a weighted average mark in the range of 85% - 100% for the combined Research and Coursework components.

Reviews of Grade and Appeal Against Level of Honours for all School of Business Honours degrees are dealt with by Part L and Part M of the Honours in Bachelor Awards Policy respectively.

H. 2011 Dateline

(1) The University's Research Committee will meet in the first week of December to rank scholarship applications. It is critical that Honours results are completed before this time as the University Research Committee and the School Research and Higher Degrees Committee only consider applications from Honours students whose grades have been finalised by the School Academic Committee.

(2) The Director of Academic Programs (ABL/Honours) needs to ensure that all documentation pertaining to the recommended grade of each Honours candidate is received by the Chair of the School Academic Committee by the second week of November (for students commencing Autumn semester) before the Committee meets to review Honours results. To meet this deadline the following 2012 dateline will be adopted by the School of Business.

30 March 2012	Confirm student enrolment in relevant Autumn semester Honours units.
31 August 2012	Confirm student enrolment in relevant Spring semester Honours units.
28 September 2012	Confirmation of examiners
19 October 2012	Submission of Honours thesis
8 November 2012	School Academic Committee meeting
4 December 2012	University Research Committee meeting

(3) Candidates wishing an extension on the Friday 19 October 2012 submission deadline for Honours thesis should apply through their Principal Supervisor to the School Academic Committee, who will then forward approved applications to the Director of Academic Programs (ABL/Honours). Applications for extension of the thesis submission deadline will be endorsed by the Director of Academic Programs (ABL/Honours) only after the candidate has been informed in writing that late submission will make them ineligible for consideration for scholarship at the 4 December 2012 meeting of the University Research Committee.

(4) The following dateline will apply to students who intend to graduate in the September 2012 Graduation ceremonies.

30 March 2012	Confirm student enrolment in relevant Autumn semester Honours units.
20 April 2012	Confirmation of examiners
11 May 2012	Submission of Honours thesis
7 June 2012	School Academic Committee meeting
4 December 2012	University Research Committee meeting

I. Finalising Honours Marks and Level of Award

Honours marks and level of award will be recommended by the Director of Academic Programs (ABL/Honours) to the School Academic Committee. Honours marks and level of award will be approved by the School Academic Committee.

Once approved, Honours marks and levels will be sent to candidates by the Academic Registrar's Office.