

## **SCHOOL OF HUMANITIES AND COMMUNICATION ARTS**

### **Honours Award Level Guidelines (2012)**

The Honours in Bachelor Awards Policy (2011) describes the framework for Honours at UWS. The School Honours Award Level Guidelines (2012) contain information specific to Honours degrees in the School of Humanities and Communication Arts.

#### **School of Humanities and Communication Arts**

1600 Bachelor of Arts (Honours)

1599 Bachelor of Arts (Honours) Languages and Linguistics

1571 Bachelor of Design (Visual Communication) Honours – Embedded program

1613 Bachelor of Communication (Honours) – Embedded program

1657 Bachelor of Communication (Honours)

1660 Bachelor of Music (Honours)

1618 Bachelor of Music (Honours)

#### **School Honours Coordinators**

##### **Communication Arts**

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##### **Humanities & Languages**

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# Applying for Honours

## On-Line Admissions:

Students applying for Honours (non-embedded) need to complete the on-line application found on the UWS website at <https://applyonline.uws.edu.au/con1calprod/webconnect>.

Applications need to be submitted by 31st October 2012.

## Criteria for Admission into Honours

Criteria for admission are described in the UWS Honours in Bachelor Awards Policy. The minimum requirements are:

- a) An Admission Average Mark (AAM) equal to, or above, 65%
- b) Statement of Intent, or equivalent, which is a brief statement (up to 1000 words) describing the proposed research you wish to undertake as an Honours student. **This should be written in consultation with a member of academic staff.**
- c) A supporting letter from your nominated supervisors may be required to confirm the proposed project is suitable as an Honours project and supervision is available. Please consult with the appropriate School Honours Coordinator to determine if a supporting letter is required.
- d) Appointment of a principal supervisor by the School Dean..
- e) Demonstrated satisfactory academic writing skills appropriate to the discipline.

**All students intending to apply for admission to Honours should consult with the relevant School Honours Coordinator before submitting their applications.**

## Statement of Intent Guidelines for Students

The 'Statement of Intent' (or Research Proposal) is an important part of the admission criteria for Honours in the School of Humanities and Communication Arts. It is also an important component of the learning process in the Honours Degree. It provides a brief overview of the research that you are planning to undertake and is a means to develop your conceptualisation of critical research issues. Your 'Statement of Intent' should ideally be written in consultation with your intended supervisor/s. As this may be the first time that you have written a 'Statement of Intent' and undertaken research, the document is also a 'work in progress' that will continue to be developed and refined throughout the early stages of your Honours program. Your 'Statement of Intent' needs to be written clearly so that others can understand what you are interested in researching and why and how you will undertake the research.

The 'Statement of Intent' is usually expected to be up to 1000 words. You will need to check with the relevant Honours Coordinator to determine the specified word length. The following 6 areas need to be included in the development of your Statement of Intent.

1. **Research Title:** A research title (While the title you nominate now is not set in stone, it is important to try to be as precise as possible in order to clarify the research project to others.)
2. **Research Question:** A research question and an overview of the research topic, as well as why you consider this to be an interesting and significant area to study.
3. **Readings:** The identification of 6-10 scholarly sources relevant to the topic area, demonstrating some engagement with this existing scholarship.
4. **Method:** A brief statement on how the research will be conducted – that is, will you be doing interviews, a focus group, a document analysis, a survey, or another method, or some combination of these approaches? Consultation with your intended supervisor/s may help you decide on the most appropriate approach to your question in the time frame you have to complete your research.
5. **Theoretical Framework:** Identification of a theoretical framework that is linked to your research method and to your data analysis. This should also relate to your set of scholarly sources.
6. **Ethics Requirement:** Identify whether you will require ethics approval.

It is critical that you acknowledge in your Statement of Intent whether your research requires you to apply for ethics approval in order to undertake your research. If you are conducting research with human subjects e.g. interviews, focus groups, surveys and so on, you will need to complete an ethics application (See information below on Ethics Approval). You will need to seek the advice and support of your intended supervisor/s about ethics and the development of an ethics approval application (NEAF). If you are required to complete an ethics application, once you are admitted to Honours, you will need to complete your application early in your program, as it can be a time consuming process. Please also identify your intended supervisor/s of your Honours research project. If you have any questions about developing your Statement of Intent please seek the advice of your intended supervisor/s or relevant School Honours Coordinator.

## Ethics Approval Information for Students

All research carried out at UWS involving human participants is done in accordance with the *Research Code of Practice* and is guided by the following national guidelines:

- [Australian Code for the Responsible Conduct of Research \(2007\)](#)
- [National Statement on Ethical Conduct in Research Involving Humans \(2007\)](#).

Any Honours research that involves undertaking interviews, focus groups, surveys, or any other methodological approach involving human participants, requires the approval of the Humanities and Social Sciences Peer Review Committee (the contact person is Tina Nay ([t.nay@uws.edu.au](mailto:t.nay@uws.edu.au))). This Committee examines the research merit and integrity of applications to undertake Honours research (as well as all other unfunded research, excluding Higher Research Degree candidates). Further information on the Peer Review Committees, including the process for lodging applications, is available at the [Research Services website](#).

It is essential that you submit your application for ethics approval as a matter of **priority** at the earliest possible time during the Honours program, if not prior to the start of the official academic year. No experiment or fieldwork can be undertaken without the appropriate ethics approvals. UWS uses the National Ethics Application Form (NEAF). Guidance on completing this form can be obtained from [Guidance on applying for ethical review at UWS](#). In order to complete the application you will need to work closely with your supervisor/s, who will actually be the 'Applicant' named on the NEAF application submitted for your research.

The School of Humanities and Communication Arts offers a unit, Ethics of Research, for students whose research requires ethics clearance and the completion of a NEAF application. In addition, in March 2012 there will be workshops available to focus on research methods and completion of the NEAF application. For further information about workshops relevant to Honours students please speak to your supervisor/s or to the School Honours Coordinator. It is highly recommended that you attend these workshops if possible.

Further information about ethics can be found at:

<http://www.uws.edu.au/research/researchers/ethics>

## Appointment of Supervisors

Appointment of supervisors will take place at the application phase, as the UWS Honours in Bachelor Awards Policy states that admission to the degree is subject to the availability of suitable supervisors and other resources. Principal supervisors should be qualified at the PhD or Masters (Honours) level, or have equivalence in professional standing, as well as having an established publishing and research track record. The minimum level of academic award required to supervise in an Honours project is normally research Masters degree.

Honours supervisors are directed to the Code of Conduct and Guide for Supervisors before commencing supervision.

## Supervision Expectations of Honours Students

It is expected that students will meet with their supervisor/s on a regular basis during their Honours program. How often you meet with your supervisor/s should be negotiated with your supervisor at the beginning of your program. You may find there will be certain times that you need the support of your supervisor more frequently than at others, but this should be negotiated with your supervisor/s. *It is expected that you would meet your supervisor/s at least three times per semester.*

## Submission of Honours Theses for Grading

The timeframe for the examination process for Honours theses is restricted to ensure all School Honours candidates are allocated an equitable amount of time to complete candidature requirements and to ensure that all candidates' grades are processed in time for consideration of higher degree scholarships. The School's Director of Research, in consultation with School Honours Coordinators, will set the date for submission of theses. **In 2012, the submission date for Honours theses is expected to be October 4.**

The number of copies to be submitted by students is three copies of the thesis (hard or soft bound depending on School requirements) and an electronic copy (Word or pdf) on CD for Humanities and Languages Honours streams, and 4 copies for submission, plus electronic submission through Turnitin on vUWS, for the Communication Arts Honours stream

## Extensions for Submission of the Honours thesis

Extensions for submission of an Honours thesis are only granted under unforeseen, extenuating circumstances, and in compliance with the UWS Special Consideration Policy, which can be consulted at the following URL:

<http://policies.uws.edu.au/view.current.php?id=00205>

Although students may apply for an extension for this purpose up to 3 working days before the original due date for submission of the thesis, the Special Consideration Policy clause 37 states: "the application should be submitted as soon as the student is aware that he/she has extenuating circumstances that will affect studies for the session."

Please note the following clauses from the UWS Honours in Bachelor Awards Policy regarding applications for an extension to submit an Honours thesis:

*33) A student may apply for an extension of time for thesis submission up to three working days before the student's originally approved submission date. Extensions can only be granted in exceptional and compelling circumstances consistent with the provisions of the [Special Consideration Policy](#).*

*(34) The principles and procedure of that policy should be followed in making the application, but the application must be submitted to the School Honours Coordinator. The School Honours Coordinator will recommend to the Dean whether or not the extension should be granted, and in making that recommendation he/she will consult with the primary supervisor and/or co-supervisor. The Dean will advise the student in writing of the decision.*

*(35) Where an extension has been granted and the work is not submitted by the census date for the following semester teaching period, the student will normally be required to re-enrol in a non award 20 credit point unit. The student's enrolment in the unit will not consume additional Student Learning Entitlement, but will incur a tuition fee liability.*

Although extensions come under the Special Consideration Policy, applications for extensions and special considerations have separate processes. Extension applications are directed to the Honours Coordinator up to 3 days before due date and are decided within the school. Special consideration applications must be lodged at Student Central by no later 5pm on the second working day after due date.

Honours students should note that the submission of the thesis should ideally occur within the same semester in which the thesis was to be submitted (i.e. Spring 2012). Extensions should not be granted beyond the census date for the following semester (i.e. Autumn 2013 ). They should note also that a lengthy extension may result in Honours grades being undecided when domestic scholarships are ranked, and as a consequence the affected student would be very unlikely to be offered a scholarship.

### **Examination Process**

The timeframe for the examination process for Honours theses is restricted to ensure all School Honours candidates are allocated an equitable amount of time to complete candidature requirements and to ensure that all candidates' grades are processed in time for consideration of higher degree scholarships.

## Schedule of dates for Honours examination process:

Date	Requirements
<b>1 July</b>	Supervisors recommend potential examiners to School Honours Coordinator. Examiners are contacted by the Principal Supervisor in writing to seek a formal agreement to examine the thesis/research product. Once examiners have agreed to examine the thesis / research product, the Principal Supervisor sends the appropriate documentation to the School Honours Coordinator.
<b>Early July</b>	Before sending through the recommendations to the School Academic Committee for endorsement, the School Honours Coordinator has the option of discussing the recommendations with the School Research and Higher Degrees Committee in an advisory capacity. Recommendations of examiners are endorsed by the School Academic Committee (SAC).
<b>Mid-July</b>	Once endorsed by SAC, the relevant School Honours Coordinator forwards the recommendation of examiners to the Dean who consults with the School Director Of Research. Recommendations of Examiners endorsed by the Dean and School Director Of Research are submitted to the Office of the Academic Registrar for final endorsement.
<b>4 October</b>	The candidate lodges copies of the thesis/research product with the appropriate school administration officer, Dr Wayne Peake, who receipts submission of thesis/research product.
<b>5 October</b>	School Administrative officer forwards a copy of materials to examiners and requests that the examination process be finalised within 3 weeks or 4 weeks maximum. The examination results need to be back no later than the end of the first week in November.
<b>1<sup>st</sup> week of November</b>	Examiners' reports received. Arbiter / or arbitration panel engaged to deal with results requiring third marker or arbitration.
<b>2<sup>nd</sup> week of November</b>	School Honours Coordinator prepares and submits Finalisation of Level of Honours Award summary sheet to the School Dean.  The nominated School Academic Committee meets to determine the level of Honours to be awarded.
<b>4<sup>th</sup> week of November</b>	School Research & Higher Degrees Committee meets to rank scholarship applications.
<b>1<sup>st</sup> week of December</b>	Final grades lodged with the Office of the Academic Registrar.

## Appointment of Examiners

The School requires that examiners typically hold a research Masters, PhD or Professional Doctorate, or equivalence in terms of professional standing and research experience in the field relevant to the thesis. Two examiners are recommended by supervisor/s in consultation with the School Honours Coordinator and forwarded to the School Academic Committee. The Dean and Director of Research review the recommendations and forward those endorsed to the School Academic Committee.

The UWS Honours in Bachelor Awards Policy states: "the significant research component will be examined by two suitably qualified examiners, who may be external to UWS or internal to UWS in Schools or Programs where an independent moderation process is used to assure quality and

consistency of internal examination". In keeping with the UWS policy, the School will appoint two external examiners, or one external and one internal, or two internal to UWS with a mandatory independent moderation process to assure quality and consistency of the internal examination. Students are not told the identity of the examiners. The examiner may give permission for their qualitative reports to be released to students after they have been notified of their results. Examiners will not be supervisors or co-supervisors. Ideally examiners should not know students, or should have had minimal contact with the student in terms of their recent degree or Honours program. Ideally examiners should not have close links, professional or personal, particularly in recent times, with the student's supervisor/s.

Examiners' reports will be sent to the School Honours Coordinator, who will ascertain if a third marker / Arbiter is required (see information on Arbiter/Arbitration process below). If required, the School Honours Coordinator, in consultation with the Dean and/or Director Research, will select a third marker / arbiter. The School Honours Coordinator needs to inform the Deputy Dean that this process is in operation.

### **Materials Forwarded to Examiners**

Materials forwarded by Schools to examiners need to include:

- 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;
- specific information concerning the School's expectations of the nature, structure, length and presentation requirements of the research component of an 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. time frame by which examination needs to be completed (typically 3 weeks), what materials need to be forwarded back to the School to complete the examination process, how the examiner can advise the School as to whether they do or do not give their permission for their name to be released to the student at the conclusion of the examination process);
- a cover sheet that summarises the examiners' score out of 100 and includes specified criteria for each potential score assigned (see Attachment 3 for an example); and
- any other School-devised scoring materials.

### **Arbiters (Third marker) and the Arbitration Process**

As specified in the UWS Honours in Bachelor Awards Policy, if 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. In the School of Humanities and Communication Arts, the third marker acts as an arbiter and following review of the thesis and examiner reports he/she determines a mark and grade, which is the final examination result.

In the School, the procedures for the arbitration process are:

- The arbiter reads a clean copy of the thesis determining an independent mark. After having determined an independent mark, the arbiter is given copies of the reports completed by examiners 1 and 2. After reading the reports, the arbiter reassesses all three marks determining a final mark for the thesis. The arbiter then prepares the standard report on the quality of the thesis as well as a brief report explaining the decision in relation to the reports of examiners 1 and 2. The arbiter forwards the reports to the relevant School Honours Coordinator who is responsible for submitting them to the School Academic Committee.
- The arbiter's reports, both the standard assessment report and the report outlining the reasons for their decision, will be sent to the supervisor and student after finalisation of the results.

Arbiters should be specialists in the thesis area, or be eminent, experienced academics with a strong background in supervising and examining Honours work.

## Determination of Honours Level

The total score across the thesis and the course work components received by the candidate determines the level of award for Honours. Graded coursework units only have marks proportionally added then averaged, before addition with the thesis mark. Ungraded units are not included in the calculation of final marks. The relevant School Honours Coordinator completes the Finalisation of Level of Honours Award summary sheet providing a final mark out of 100 for each candidate, a detailed statement as to the calculation of the scores, and a breakdown of all award component scores. **However, the award of Honours Class I requires both a mark of 85-100% for the Honours Research component and an average mark of 85-100% for the combined Research and Coursework components.**

Honours Class	Final Honours Mark
Class 1	≥ 85
Second Class Division 1	≥ 75
Second Class Division 2	≥ 65
Third	≥ 50

The Office of the Academic Registrar is advised of Honours results based on the recommendations of the School Academic Committee.

### Example of Written Statements to Guide Examiners on Allocating a Score Out of 100

*Please indicate the overall mark out of 100 (specify exact mark) you would award this thesis. Corresponding Honours Level of Award are given in the left column.*

Honours Level of Award	Overall Assessment	Mark Range	Mark Awarded
Class I+	Excellent work, creative and original.	95+	
Class I	Excellent with innovative ideas, but could be improved by revision.	90-94	
Class I-	Original and creative, with minor problems in writing.	85-89	
Class II Division I+	Very competent. No significant flaws in argument, presentation, analysis or data collection.	82-84	
Class II Division I	As above with minor flaws in one of two areas.	78-81	
Class II Division I-	Reasonably well done but with many minor flaws.	75-77	
Class II Division II+	No major problems, but fails to demonstrate more than adequate ability to handle the material.	72-74	
Class II Division II	Adequate overall, but major flaw in one area (eg literature review, writing style, design, analysis or conclusions).	68-71	
Class II Division II-	Major flaws in more than one aspect but shows some competence.	65-67	
Class III	Many major problems. Appears to understand major aspects of material but minimally acceptable.	50-64	
Fail Inadequate	Many major problems. Does not appear to understand major aspects of material.	25-49	
Fail Unmarkable	Incomplete, incomprehensible or otherwise unmarkable.	0-24	



## **Appeal Against Level of Honours**

The Level of Honours in the School of Humanities and Communications Arts is determined by both coursework components and thesis. Reviews of Grade and Appeals Against the Level of Honours are dealt with under Part L and Part M of the Honours in Bachelor Awards Policy respectively.

## **Postgraduate Scholarship Application Process**

The School Research and Higher Degrees Committee meets in the last week of November to rank scholarship applications.

## **Recommendations for Honours Examiners**

The School requires that examiners typically hold a research Masters, PhD or Professional Doctorate, or equivalence in terms of professional standing and research experience in the field relevant to the thesis. Two examiners are recommended by supervisor/s in consultation with the relevant School Honours Coordinator and forwarded to the School Academic Committee. In keeping with the UWS Honours in Bachelor Awards Policy, the School will either appoint two external examiners, or one external and one internal, or two internal to UWS with a mandatory independent moderation process to assure quality and consistency of the internal examination.

### 1. STUDENT AND THESIS DETAILS

Student Name	
Student Number	
Course	
School	
Supervisor	

### 2. THESIS TITLE:

### 3. PROPOSED FIRST EXAMINER

<i>Name</i>	
<i>Academic Qualifications</i>	
<i>Position</i>	
<i>Telephone</i>	
<i>Fax</i>	
<i>Email</i>	
Has the examiner agreed to complete the examination in the time-frame available?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any potential conflict of interest?	Yes <input type="checkbox"/> No <input type="checkbox"/>

A brief statement (50 words max) detailing the examiner's experience and expertise in the substantive, theoretical or methodological areas related to the topic area:

### 4. PROPOSED SECOND EXAMINER

<i>Name</i>	
<i>Academic Qualifications</i>	

<i>Position</i>	
<i>Telephone</i>	
<i>Fax</i>	
<i>Email</i>	
Has the examiner agreed to complete the examination in the time-frame available?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any potential conflict of interest?	Yes <input type="checkbox"/> No <input type="checkbox"/>

A brief statement (50 words max) detailing the examiner's experience and expertise in the substantive, theoretical or methodological areas related to the topic area:

### 5. CERTIFICATION

I acknowledge that the nominated examiners have not participated in the research and development of the submitted thesis.

Supervisor:

\_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

*Signature*

*Date*

### 6. APPROVAL OF EXAMINERS:

The School Committee recommends that:

\_\_\_ Examiner 1 is/is not appointed.

\_\_\_ Examiner 2 is/is not appointed.

*Dean of School.* \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_

(or nominee)

*Signature*

*Date*

School of Humanities and Communication Arts Honours Application Summary

School:

Name of Honours Degree:

Applicant's Surname	Applicant's First Name	Applicant's UWS Student Number <i>(If applicable)</i>	AAM <i>(Must be &gt; 65+)</i>	School Rating of Quality of Applicant's Statement of Intent <i>1 - Excellent 2 - Very Good 3 - Satisfactory 4. Marginally satisfactory 5- Poor</i>	School Rating of Suitability/ Quality of Applicant <i>1 - Excellent 2 - Very Good 3 - Satisfactory 4. Marginally satisfactory 5- Poor</i>	Name of Proposed Supervisor/s	School Recommendation <b>a-accept</b> <b>r-reject</b> <i>(For rejected applicants note a brief rationale e.g. Supervisor cannot be appointed)</i>

# Summary of Quality Assurance Procedures for the Appointment of Examiners

School:

Name of Honours Degree:

Student's Surname	Student's First Name	Student's UWS Student Number	Highest Academic Qualification of Internal Examiner	Highest Academic Qualification of External Examiner	Highest Academic Qualification of Additional Examiner and Status (internal or external) <i>(Applicable only if School unable to appoint an internal and external examiner)</i>	Rationale if School has been unable to appoint an internal and external examiner or if an examiner has been approved that does not hold either an Honours 1 <sup>st</sup> Class, M (Hons.) Professional Doctorate or PhD qualification in the substantive area

# NOTIFICATION OF HONOURS GRADE AND LEVEL

Enter your additions here - all columns **MUST** be completed and all student information must be checked for accuracy prior to submission to the School Academic Committee.

Honours Course Number and Name																	
Student ID	Surname	Given Names	Unit No and Name and cp value	session	Unit No and Name and cp value	session	Unit No and Name and cp value	session	Final Mark	marker 1	marker 2	marker 3	Thesis Unit No. and Name and cp value	session	Over all Hons Result	Over all Class of Hons	Comments (if any) eg: reasons for thesis mark if other than averaged
			final result		EX / IN		EX / IN			EX / IN	final result						

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_ *Pls circle Internal or External Marker*

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**Dean of School**

Please provide marks and grade (no decimal points)

Only list students who have applied to graduate

Forward completed spreadsheet with memo authorising grade and honours level to Assessment & Graduation Manager

- 1
- 2
- 3