

School of Humanities and Communication Arts

Honours Award Level Guidelines 2013

COURSE TITLE (HONOURS)	HONOURS CONTACT DETAILS
1600 Bachelor of Arts (Honours) http://handbook.uws.edu.au/hbook/course.aspx?course=1600.3	Dr. David Walton Phone: (02) 9685 9357 Email: d.walton@uws.edu.au
1657 Bachelor of Communication (Honours) http://handbook.uws.edu.au/hbook/course.aspx?course=1657.1	Dr. Maria Angel Phone: (02) 9852 5152 Email: m.angel@uws.edu.au
1613 Bachelor of Communication (Honours) (Embedded) http://handbook.uws.edu.au/hbook/course.aspx?course=1613.4	Dr. Maria Angel Phone: (02) 9852 5152 Email: m.angel@uws.edu.au
1571 Bachelor of Design (Visual Communication) Honours (Embedded) http://handbook.uws.edu.au/hbook/course.aspx?course=1571.7	Dr. Maria Angel Phone: (02) 9852 5152 Email: m.angel@uws.edu.au
1660 Bachelor of Music (Honours) http://handbook.uws.edu.au/hbook/course.aspx?course=1660.1	Dr. Maria Angel Phone: (02) 9852 5152 Email: m.angel@uws.edu.au

Honours Award Level Guidelines 2013

The Honours in Bachelor Awards Policy describes the framework for all Honours courses, both end-on and embedded, at UWS: <http://policies.uws.edu.au/view.current.php?id=00156>

These School Honours Award Level Guidelines contain procedural information specific to Honours degrees in the School of *Humanities and Communication Arts*

Application Process

On-Line Admissions

Students applying for Honours (end-on or embedded) need to complete the on-line application found on the UWS website:

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

Applications for 2013 should be submitted by 15 October 2012 for Arts, Communication, Design, Music (Honours).

Procedures for assessing applications

Applications will be assessed by the School of Humanities and Communication Arts Research and Higher Degree Research Committee and successful candidates will be approved by the School Academic Committee.

Criteria for Admission

The criteria for admission to an end-on or embedded Honours Programme are as required by the Honours in the Bachelors Award Policy Part E Clause 21.

- a. Achievement of a threshold Admission Average Mark (AAM) equal to, or above, the minimum of 65, and demonstration that 240 credit points (or equivalent) will be successfully completed before commencing the Honours year; and
- b. Statement of Intent or School equivalent. This should be written in consultation with a member of academic staff; and
- c. Appointment of a Principal Supervisor by the Director of Academic Programs; and
- d. 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

Calculation of the Admission Average Mark (AAM)

1. Following Clause (23) the AAM will normally be calculated on the basis of all units from program commencement.
2. For the purposes of Clause (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. **Where advanced standing impedes the calculation of a whole of program AAM**
In applications where the advanced standing impedes the calculation of the whole-of-program AAM, results from a minimum of 80 UWS credit points chosen with the approval of the School Academic Committee, on the recommendation of the school Honours Coordinator, may be used.
4. **Treatment of compulsory fail grades in calculation of AAM**
In applications where compulsory fail grades impedes the calculation of the whole-of-program AAM, results from a minimum of 80 UWS credit points chosen with the approval of the School Academic Committee, on the recommendation of the school Honours Coordinator, may be used.

Statement of Intent or School Equivalent

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.

A statement of approximately 1000 words which outlines your research proposal and includes a select bibliography (not included in the word limit). The research proposal should include:

- A **preliminary title** for the research project: 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.
- **Research question and rationale** for doing this research: why is it necessary/important? What need/gap does it seek to address? The research question is an overview of the research topic, as well as why you consider this to be an interesting and significant area to study. It needs to indicate the inter/disciplinary areas in which the research will be conducted
- **Readings:** The identification of 6-10 scholarly sources relevant to the topic area, demonstrating some engagement with this existing scholarship in the body of the proposal.
- **Method:** A brief statement on how the research will be conducted. Will you be undertaking a creative project and, if so, how will it be executed? 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.
- **Theoretical Framework:** Identification of a theoretical or conceptual framework that is linked to your research method and to your data analysis. This should also relate to your set of scholarly sources.
- **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.

All honours research involving human participants **must** meet the National Statement criteria for Low 1 or Negligible risk research.

Appointment of a Principal and/or Co Supervisors

Appointment of supervisors will take place at the application phase, as the *Honours in Bachelor Awards Policy* states that admission to the program 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 an Honours project is normally research Masters degree. Honours supervisors are directed to the Code of Conduct and Guide for Supervisors before commencing supervision.

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 Science Peer Review Committee. 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, February 2013 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.

For additional information, please see Appendix 1.

Procedures for dealing with Supervision issues

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.*

As per Clause 29 of the *Honours in Bachelor Awards Policy* "Where a student is experiencing supervision problems, he/she will in the first instance approach their supervisor and/or co-supervisor, then if required the [relevant] School Honours Coordinator who will facilitate management of supervision issues. In cases where the [relevant] School Honours Coordinator is involved in supervision of supervision problems, the student may approach the relevant Associate Pro Vice-Chancellor (Research) for advice."

Honours Progression

Part G of the *Honours in Bachelor Awards Policy*, which deals with progression, can be found at: <http://policies.uws.edu.au/view.current.php?id=00156#p7>

The normal period of candidature for students enrolled in an end-on Honours course is one year full-time, or its part-time equivalent. Students enrolled in the Honours programs for Communications, Design and Music must have successfully completed the two coursework units, 101417 Project Seminar and Proposal (Autumn) and 101416 Creativity: Theory and Practice and Research Project (Autumn) before enrolling in 101418 Major Research Project (Spring).

The due date for submission of the Honours thesis/project is *3 October, 2013*.

Procedure for applying for an extension of submission date

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 *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 and the Senate Education Committee 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 special 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 2013). Extensions should not be granted beyond the census date for the following semester (i.e. Autumn 2014). 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.

The Request for Extension application form can be found at:

http://www.uws.edu.au/_data/assets/pdf_file/0004/118273/OAR00XXX_0307_Request_for_Extension_WEB.pdf

Note: Supervisors should be aware and advise students as appropriate, that late submission may make a student ineligible for consideration for a postgraduate scholarship determined at the December meeting of the University Research Committee.

Lodgement of Thesis

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 2013, the submission date for Honours theses/projects is Thursday 3 October.**

The number of copies to be submitted by students is **EITHER:**

- for Humanities Honours 3 copies of the thesis (hard or soft bound) and an electronic copy (Word or pdf) on CD; a copy must also be submitted to Turnitin on vUWS
- OR**
- for Communications, Design and Music Honours 4 copies of the thesis (hard or soft bound) or exegesis (hard or soft bound) and accompanying materials (DVD, CD, scores, etc.) plus an electronic submission of the written work through Turnitin on vUWS

Examination Procedures

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 key dates for Honours examination process:

Date	Requirements
1 July	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 project. Once examiners have agreed to examine the thesis/research project, the Principal Supervisor sends the appropriate documentation to the School Honours Coordinator.
Early July	The School Honours Coordinator submits the recommendations to the School Research and Higher Degree Research Committee for endorsement. The endorsements are then forwarded to the School Academic Committee (SAC) for approval.
Mid-July	Once approved by SAC, they are forwarded to the Curriculum Quality Committee, Academic Program Course Approvals and Progression Committee, Academic Senate and the Office of the Academic Registrar for final approval. The relevant School Honours Coordinator forwards the recommendations of examiners to the Dean.
3 October	The candidate lodges copies of the thesis/research project with the appropriate school administration officer, Dr Wayne Peake (Bankstown) (Arts) and Robyn Mercer (Penrith)(Communication, Design and Music), who receipts submission of thesis/research project.
4 October	The 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.
1st week of November	Examiners' reports received. Arbiter/or third examiner engaged to deal with results requiring arbitration or third marker.
2nd week of November	School Honours Coordinator prepares and submits finalisation of Level of Honours Award summary sheet to the School Dean. The School Research and Higher Degree Research Committee meet to determine the level of Honours to be awarded and forwards its recommendations to the School Academic Committee for approval.
4th week of November	School Research and Higher Degree Research Committee meets to rank scholarship applications.
1st week of December	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 Research and Higher Degree Committee where they are endorsed before being forwarded to the School Academic Committee for approval.

The *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 a 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 Deputy Dean, will select a third marker/arbiter. The School Honours Coordinator needs to inform the Deputy Dean that this process is in operation.

Materials Sent to Examiners

Materials forwarded by the School to examiners will 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; and
- any other School-devised scoring materials.

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", the following provision applies:

(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", the School Honours Coordinator may take one or more of the following actions:

- a. invite the examiners to confer with each other and/or with the School Research and Higher Degrees Committee with a view to presenting a consolidated recommendation;

- b. appoint an experienced marker of bachelor (honours) theses as a third examiner who will act as an arbiter; following review of the thesis and the other examiners' reports the arbiter determines a mark and grade on the basis of the published criteria and standards for the thesis; this is the final examination result for recommendation to the School Academic Committee.

Appointment of Arbiters

In the School, the procedures for the arbitration/third examiner processes vary according to the size and specialization of the program (see Arbitration Process below).

Arbiters in Large Programs

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

Arbiters in Small Specialised Programs

The arbiter is selected on the basis of her/his seniority (level C, D or E) and is not necessarily a specialist in the thesis area but should have a strong background in supervising and examining Honours work.

Arbitration Process and Outcomes

Arbiters in Large Programs

In the case of the larger programs of Arts, Communications and Design, the following procedures will apply:

- 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/research project 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 in Small Specialised Programs

In the case of the small specialised programs, such as Music, and Languages and Linguistics, the following procedures will apply:

- In consultation with the Dean or Deputy Dean, the School Honours coordinator will **EITHER** select a third examiner external to the university whose specialisation is in the thesis/project area, **OR** an arbiter, who is not necessarily a specialist in the thesis/project area but has seniority and significant experience (see paragraph below). The School Honours Coordinator needs to inform the Deputy Dean that this process – the third examination option or arbitration option – is in operation.
- The aim of the arbitration process is to ensure that the examination of examiners 1 and 2 (internal and external) has been conducted in a consistent manner. The arbiter's role is to determine whether the marks provided by examiners 1 and 2 are justified through the comments each examiner has made about the work being examined, and whether the marks and comments correlate with the criteria being examined. The arbiter thus examines the examination process.

- The arbiter is given a copy of the student's submission together with copies of the reports completed by examiners 1 and 2. After reading the reports, the arbiter reads the student submission (thesis or exegesis) and, as appropriate, looks at or listens to the creative work submitted by the student. The arbiter forms a judgment about the work but does not divorce her/his judgment about the work from the independent judgments made by examiners 1 and 2. The arbiter reassesses all three marks and determines a final mark for the work.

Processing and finalising Honours Marks and Level of Award

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 (e.g. 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 Degree Research Committee meets in the last week of November to rank scholarship applications.

Key Dates 2013 – Summary

29 March 2013	Confirm student enrolment in relevant Autumn semester Honours units. (HECS census)
30 August 2013	Confirm student enrolment in relevant Spring semester Honours units (HECS census)
2 September 2013	Confirmation of examiners
3 October 2013	Submission of Honours thesis/research project
Fourth week November 2013	School Academic Committee meeting
First week December 2013	University Research Committee meeting



Recommendation for Honours Examiners

1. STUDENT AND THESIS DETAILS

Student Name	
Student Number	
Course	
School	
Supervisor	

2. THESIS TITLE:

3. PROPOSED FIRST EXAMINER

Name	
Academic Qualifications	
Position	
Telephone	
Mailing Address	
Fax	
Email	
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

Name	
Academic Qualifications	
Position	
Telephone	
Fax	
Email	
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 > 65+)</i>	School Rating of Quality of Applicant's Statement of Intent 1 - Excellent 2 - Very Good 3 - Satisfactory 4. Marginally satisfactory 5- Poor	School Rating of Suitability/ Quality of Applicant 1 - Excellent 2 - Very Good 3 - Satisfactory 4. Marginally satisfactory 5- Poor	Name of Proposed Supervisor/s		School Recommendation a-accept r-reject <i>(For rejected applicants note a brief rationale e.g. Supervisor cannot be appointed)</i>	



Humanities and Communication Arts
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 Administrative Coordinator.

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 EX / IN	marker 2 EX / IN	marker 3 EX / IN	Thesis Unit No. and Name and cp value	session	Overall Hons Result	Overall Class of Hons	Comments (if any) eg: reasons for thesis mark if other than averaged
			final result	final result	final result	final result	final result										

Prepared by: _____ Date: _____ Pls circle Internal or External Marker

Checked by: _____ Date: _____

Approved by: **Dean of School** Date: _____

- 1 Please provide marks and grade (no decimal points)
- 2 Only list students who have applied to graduate
- 3 Forward completed spreadsheet with memo authorising grade and honours level to Assessment & Graduation Manager

School Honours Award Level Guidelines – 2013 - Requirements for Ethics Approval

Human and Animal Ethics and Biosafety for Honours students at UWS

...all research is an ethical undertaking, and all researchers are confronted with ethical choices, whether in the laboratory, the library or the field.¹

Research involving human participants or animals must undergo a formal ethical review to ensure it is carried out in accordance with Australian research practice.

All honours research involving human participants **must** meet the National Statement criteria for Low 1 or Negligible risk research.

In Australia, the honours student's Supervisor is the applicant for both human and animal ethics approval.

Given the short time frame available for Honours study, it is recommended that where ethics approval does not already exist, that ethics approval is sought as a matter of **priority** at the earliest possible time during the Honours program.

All research carried out at UWS involving human participants or animals must be conducted in accordance with national and University frameworks:

- Australian Code for the Responsible Conduct of Research (2007)
- National Statement on Ethical Conduct in Research Involving Humans (2007)
- Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (2004)
- Health Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research (2003)
- Office of the Gene Technology Regulator
- Australian Standard AS 2243.3 Safety in the Laboratory, Part 3: Microbiology.
- International Compilation of Human Research Standards
- UWS Research Code of Practice

Before conducting any data collection, experimentation or field work, Supervisors of Honours projects must determine whether ethical review is required and obtain approvals from the relevant ethics committee. All projects are considered the responsibility of the supervisor who will be the applicant for ethics protocol approval.

The following guidance will assist supervisors in managing the ethics review process within the narrow timeframe of undergraduate Honours.

Honours projects involving Human Research

Honours projects meeting the conditions for expedited review by the Human Research Ethics Committee and will be eligible for review at its weekly Executive meetings (Negligible and Low 1 risk levels).

¹ <http://gradresearch.unimelb.edu.au/programs/GReP/GREIM.html>

The Risk level will be confirmed by the disciplinary Peer Review Committee which will also confirm that the proposed research plan meets the *National Statement's* requirements of Research Merit and Integrity.

Once your application has met the *National Statement's* Research Merit and Integrity standards – as determined by the Peer Review Committee, the Secretariat of the Committee will forward the application for ethical review to the Human Research Ethics Committee's Executive.

Applications should be presentation standard and all documentation provided. To assist the HREC Executive, applications are screened by the Human Ethics Officer prior to being reviewed. Your early response to feedback arising from that screening will enable your Honours student's project to undergo ethical review at the next scheduled meeting date.

Feedback from the ethical review by the HREC Executive is provided within 7 days of the Executive's meeting date. Final approval, however, will be subject to how quickly applicants are able to respond to any feedback that the Executive provides.

Guidelines for Ethics Application

1. Submit your ethics application as early in the academic year as possible. Approval periods depend on the quality of the application and any feedback from the review processes, however, this may be one (1) month.
2. Refer to the UWS Ethics webpages for Hints and Tips for completing the ethics application, and the [Frequently Asked Questions](#) page for human ethics. These are invaluable sources of information and will assist in completing a high quality ethics application.
3. If you feel you have not had a response to your application within a reasonable time - at either the Peer Review stage or the Ethics review stage of the process - follow up with the professional staff – PRC Secretary for Peer Review or the Human or Animal Ethics Officer for Ethics review. UWS is a research led university has large numbers of research projects under review at any one time so it is in your best interest to monitor an application's progress.
4. Ensure that all attachments are included at the time of submission using those available on the UWS Ethics webpages, as these are the most current templates.