

School of Medicine

Honours Award Level Guidelines 2014

COURSE TITLE (HONOURS)	HONOURS CONTACT DETAILS
Bachelor of Medicine, Bachelor of Surgery, (Honours)	Prof Vaughan Macefield MBBSHONS@uws.edu.au

Honours Award Level Guidelines 2014

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 Embedded Honours within the Bachelor of Medicine, Bachelor of Surgery Degree in the School of Medicine.

Application Process

Students are invited to enrol in the MBBS(Hons) program based on (a) their GPA ranking and (b) the number of students the School can accommodate without compromising the program. Invitations will only be offered to those students the School considers have a real prospect of attaining Honours.

A student is only eligible to enrol in the MBBS(Hons) program once they have been invited to do so, in writing, by the School of Medicine. Invitations are issued in December once final GPAs have been released for years 1-3 of the MBBS.

The following documents are provided to all students invited to enrol in the program:

- Unit Outline: 400959
- Learning Guides: 400959/400960
- Honours Research Project 1 Handbook, Unit 400959
- Calculation of Honours Level MBBS (Hons) (Appendix A)
- Embedded Honours Projects on offer

The final date for submission for applications for 2014 is 7 March. Applications must be submitted to the Embedded Honours Coordinator at MBBSHONS@uws.edu.au

The following is required:

- a. Submission of a Research Proposal. This is a brief statement covering the following:
 - Project Aims & Background
 - Hypothesis
 - Method
 - Expected Outcomes
 - Dissertation/Publication intention.
- b. The Research Proposal must be written in consultation with, and approved by, the proposed principal supervisor. The research can be conducted in a clinic or laboratory; it can be a clinical audit, epidemiological study or biomedical investigation. A literature review, in isolation, is not considered an appropriate body of research, unless it takes the form of a Systematic Review (e.g. Cochrane).
- c. Submission of completed Supervision Agreement form (Appendix B).
- d. The principal supervisor must have either obtained the appropriate ethics clearances and, if necessary, Biosafety approval, or submitted the applications to the relevant Committees before 31 March 2013 (Appendix C).

Procedures for assessing applications

Admission to the School of Medicine Embedded Honours Program is dependent on the review and approval of the Research Proposal and nominated project supervisor(s) by the School of Medicine Research Studies Committee. This committee will forward its recommendations to the Dean who will approve or decline admission and advise the Academic Registrar.

Criteria for Admission

The student will be invited to apply subject to having achieved an overall GPA of 6.0 or greater over years 1-3 of the MBBS and submitted a Research Proposal which meets with the approval of the School of Medicine Research Studies Committee and the Dean. In addition, a completed Supervision Agreement and Ethics Approval form must be in place prior to commencement.

Appointment of a Principal and or Co Supervisors

- Embedded Honours students will have one principal supervisor and may have one or more co-supervisors where appropriate.
- An Embedded Honours student's principal supervisor will normally be qualified to PhD level, or equivalent, as well as having an established publishing and research track record.
- Supervisors will usually be from within the School of Medicine or its teaching hospitals, or from the School of Science and Health or School of Nursing and Midwifery.

Ethics and/or other required approvals

Ethics approval is formal approval of the proposed research study by a Human Research Ethics Panel, Animal Care and Ethics Committee, and/or Biosafety and Radiation Safety Committee, as dictated by the scope and nature of the study. Approval may be sought from hospital/institution based committees but must be ratified by the respective UWS committees prior to involvement of UWS students. Guidelines for the Ethical Conduct of Research can be accessed via the UWS Office of Research Services.

No research can be undertaken without the appropriate ethics approvals. Therefore, due to the relatively short life of the project (in practical terms 18 months), it is highly recommended that students undertake a project which already has ethics approval in place.

Procedures for dealing with Supervision issues

Principal and co-supervisors as well as students are required to review and sign the Supervision Agreement (Appendix B). This agreement outlines both the Student and Supervisor responsibilities.

Those students whose progress has been unsatisfactory will be referred to the School of Medicine Research Studies Committee. The committee, in consultation with the supervisor and the student, will devise an appropriate course of action which may include variations in the project design and/or supervisor.

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 MBBS (Honours) Coordinator – Prof Vaughan Macefield (MBBSHONS@uws.edu.au) - who will facilitate management of supervision issues. In cases where the MBBS(Hons) Coordinator is involved in supervision or supervision problems, the student may approach the relevant Associate Pro Vice-Chancellor (Research) for advice.

Honours Progression

Clause G of the 2013 UWS 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. The School of Medicine offers an Honours degree as part of their primary degree structure. The Embedded Honours program consists of 200 hours of research spread over Years 4 and 5 of the MBBS degree.

The principal supervisor will be required to warrant that the student has made satisfactory progress, according to requirements set out in the Unit Outline and Learning Guide, at set points during Units 400959 and 400960. He/she will be required to complete Supervisor Assessment forms (Appendix D).

Procedure for applying for an extension of submission date

The **Request for Extension** form can be found at:

http://www.uws.edu.au/_data/assets/pdf_file/0004/118273/Request_for_Extension_RO_00205_0112.pdf The form must be lodged, by email to MBBSHONS@uws.edu.au, 3 working days prior to the originally approved submission date for the task.

Extensions can only be granted in exceptional and compelling circumstances, as outlined in the form. All requests for extension must be submitted to the School Embedded Honours Coordinator at MBBSHONS@uws.edu.au. An application for an extension does not automatically mean that an extension will be approved.

After that, you must apply for Special Consideration. More information can be found at: http://www.uws.edu.au/currentstudents/current_students/services_and_facilities/special_consideration2

You can read the full Special Consideration policy at:

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

Applications must be made using the online eForm available at :

http://www.uws.edu.au/currentstudents/current_students/managing_your_study/online_forms/online_special_consideration_and_deferred_exam_form

The University has specific criteria, requirements (e.g. supporting documentation) and set deadlines for applying for 'extension of time' or 'special consideration' and students are strongly encouraged to read the relevant sections of the Assessment and Examinations policies.

Refer <http://www.uws.edu.au/policies>

Lodgement of Thesis

The due date for submission of the Honours dissertation is:

- 1 September 2014 (Year 5 cohort, Unit 400960)
- 1 September 2015 (Year 4 cohort, Unit 400959)

The student will submit their dissertation electronically as a PDF attachment sent to

MBBSHONS@uws.edu.au as well as to their principal supervisor. The submission must be accompanied by a dissertation lodgement form wherein the principal supervisor certifies that the dissertation is in a form suitable for examination (Appendix E)

Examination Procedures

Appointment of Examiners

The requirements for examination of Embedded Honours dissertations are:

- a) Two examiners are required for examination of the candidate's dissertation.
- b) The principal supervisor will recommend two examiners and a reserve examiner who will act as arbiter if necessary (Appendix F). Supervisor nomination of examiners is a recommendation only, and the nominated examiners may not necessarily be accepted by the School of Medicine Research Studies Committee.
- c) The principal supervisor may also recommend that a specific examiner is not selected, but will need to provide justification for this request.
- d) The identity of the examiners will not be revealed to the student or fellow examiners except where there is a discrepancy of 10 or more marks between the two assessors marks. Identities will be revealed to fellow examiners only if the School takes up option b. of Clause (40) in the Honours in Bachelor Awards Policy, inviting the examiners to confer with each other and/or with the School Research Studies Committee. The identity of the examiners will not be revealed to the student under any circumstances.
- e) Examiners may be external or internal to UWS.
- f) Examiners must hold a qualification at or above Honours with at least 3 years experience post-graduation and have an established record of research and publication. The qualifications and experience of the examiners will be scrutinised by the School of Medicine Research Studies Committee.
- g) The School of Medicine will ensure that new staff either have experience in supervising and examining Honours dissertations at a previous University, or receive professional development and appropriate mentoring to undertake such roles prior to being appointed as an examiner. This is of particular importance when staff are appointed from overseas and may not be familiar with Australian Honours programs.
- h) The examiners must not have worked with the Honours candidate on any aspect of their project work.
- i) Examiners should undertake the dissertation examination strictly independently. There should be no reference to another examiner, supervisors or anyone else involved in the student's project or the examination process. This will be made clear to examiners as part of the request to them to mark the dissertation.

Materials Sent to Examiners

The School of Medicine Embedded Honours Coordinator will ensure that each examiner is sent all relevant information and instructions pertaining to the marking of the dissertation (Appendix G). It will be the responsibility of the Embedded Honours Coordinator to ensure that the examiner's reports are received in a timely manner.

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

Upon receipt of the examiner's report the School of Medicine Embedded Honours Coordinator will check to ensure its completeness and conformity with instructions. The Coordinator will ascertain if a third examiner is required, to act as arbiter, under the conditions specified in the Honours in Bachelor Awards Policy.

Arbitration Process and Outcomes

Where an arbiter is required he/she will receive the following:

- An assessment sheet and marking guidelines (Appendix G)
- De-identified examiner reports and marking sheets for both original examiners
- Advice that the dissertation is the culmination of 200 hours of research conducted over two years
- Advice that their arbiter's mark will be the final examination result

Following the Award of Grade, where an arbiter is required the student will receive de-identified reports by all three examiners.

Processing Honours Award Levels

Processing and finalising Honours Marks and Level of Award

Once all examiners' assessments have been received, the School of Medicine Embedded Honours Coordinator will forward the marks for review by the School of Medicine Research Studies Committee and to the School of Medicine Academic Committee for approval.

Once all Honours Awards have been approved by the School of Medicine Academic Committee, and the student has been advised of their Honours Award by the university Assessment and Graduation Unit, the Embedded Honours Coordinator will release de-identified copies of the examiners' reports to the student and the supervisor(s).

Calculation of Honours Level

As outlined in the Senate-approved documentation, the calculation of the Honours Award level (Class of Honours) will be based on the results of Honours Research and the overall course GPA in the MBBS program.

Subject to satisfactory completion of all assessment tasks outlined in the MBBS(Hons) Learning Guidelines document, Honours grades for MBBS(Hons) will be calculated as follows:

- a. The award of Honours Class I for the MBBS (Honours) requires achievement within the range of 85-100 for the Honours Research Dissertation and a GPA of 6.0 or greater in the MBBS units.
- b. The award of Honours Class II Division I for the MBBS (Honours) requires achievement within the range of 75-100 for Honours Research Dissertation and a course GPA of 5.8 or greater in the MBBS units.

- c. The award of Honours Class II Division II for the MBBS (Honours) requires achievement within the range of 65-100 for Honours Research Dissertation and a course GPA of 5.5 or greater in the MBBS units.
- d. Honours Class III will not be awarded in the MBBS (Honours).

Key Dates 2014 - Summary

Unit 400959 (Year 4 MBBS)

7 March 2014	Deadline for receipt of student applications
31 March 2014	Confirm student enrolment in relevant Autumn semester Honours units. (HECS census)
13 June 2014	Supervisor assessment due
31 August 2014	Confirm student enrolment in relevant Spring semester Honours units. (HECS census)
13 October 2014	Student submission of Honours Research Progress Paper
24 October 2014	Supervisor assessment due

Unit 400960 (Year 5 MBBS)

31 March 2014	Confirm student enrolment in relevant Autumn semester Honours units. (HECS census)
w/c 26 May 2014	Student oral presentations to supervisors and Year 5 student cohort
13 June 2014	Supervisor assessment due
1 August 2014	Supervisor dissertation examiner nominations due
31 August 2014	Confirm student enrolment in relevant Spring semester Honours units. (HECS census)
1 September 2014	Student submission of Honours dissertation
1 October 2014	Examiner assessments received
2 December 2014	School Academic Committee Meeting to approve Honours grades

Calculation of Honours Level MBBS(Hons)

Subject to satisfactory completion of all assessment tasks outlined in the MBBS(Hons) Learning Guidelines document, Honours grades for MBBS (Hons) will be calculated as follows:

The calculation of the Honours Award level (Class of Honours) will be based on the results of Honours Research and the overall course GPA.

- a. The award of **Honours Class I** for the MBBS (Honours) requires achievement within the range of 85-100 for the Honours Research Dissertation and a GPA of 6.0 or greater in the MBBS units.
- b. The award of **Honours Class II Division I** for the MBBS (Honours) requires achievement within the range of 75-100 for Honours Research Dissertation and a course GPA of 5.8 or greater in the MBBS units.
- c. The award of **Honours Class II Division II** for the MBBS (Honours) requires achievement within the range of 65-100 for Honours Research Dissertation and a course GPA of 5.5 or greater in the MBBS units.
- d. Honours Class III will not be awarded in the MBBS (Honours).

General Criteria used by Examiners for assessment of Honours Dissertation

The dissertation should define specific research questions that are addressed through empirical work and/or literature study.

The following are among the criteria that examiners would consider in assessment of an Honours Research Dissertation (not all of these criteria are appropriate in every case):

- Difficulty
- Significance of work
- Whether the work is publishable
- Clarity of presentation and discussion
- Grasp of related literature
- Grasp of underlying science
- Articulation of specific aims
- Methods are appropriate, within ethical constraints

The following guidelines may be considered by examiners in assessing the dissertation:

Mark	Criteria
≥ 95	An exceptional dissertation in all respects. The work is very highly significant and original, and could be published.
90 - 94	An outstanding dissertation showing significant evidence of originality, insight and critical thinking, with a wide knowledge of the subject area. Presented in a logical, accurate and concise manner. The work is significant and original and could be part of a published manuscript.
85 - 89	An outstanding dissertation showing evidence of insight and critical thinking. Layout and details are very good, but possibly falling short on excellent presentation. Must carry the conviction that the work is thoroughly understood and its implications appreciated. The work is significant and original and could be part of a published manuscript.
80 - 84	A very good comprehensive dissertation showing good understanding of the work, including references to all of the relevant literature. Shows some insight or originality. Mostly accurate and logical. Organisation and presentation very good.
75 - 79	A very good dissertation showing good understanding of the work with good coverage of the relevant literature. Shows some insight or originality. Mostly accurate and logical. Organisation and presentation good.
70 - 74	A good and comprehensive dissertation, showing good understanding of the work, but probably more notable for content and organisation rather than insight and originality. Mostly accurate and logical. Presentation good.
65 - 69	A good dissertation with reference to most of the relevant literature. Mostly accurate and logical, but lacking in the synthesis of information and ideas. Presentation satisfactory.
60 - 64	A dissertation showing little or no evidence of original thought, and poor coverage of the relevant literature. Analysis mostly accurate and logical, presentation adequate.
50 - 59	A dissertation containing the basic relevant information, but with lapses in accuracy and logic, or a thesis showing satisfactory knowledge, but badly organised or presented.
≤ 49	Dissertation does not meet the minimum requirements for award of Honours.

Supervision Agreement Honours Research Project Units 400959 and 400960

This document is an outline of how the work in the Honours Research Dissertation is to be conducted. Further details are contained in the Unit Learning Guide. Students enrolled in the Embedded Honours Units, Honours Research Project 1 and Honours Research Project 2, with the School of Medicine **must** agree to these conditions.

1. The student will undertake research work totalling 200 hours (inclusive of writing up results) across Year 4 (400959) and Year 5 (400960) of the MBBS degree.
2. A work contract is to be completed early in the project. The contract stipulates deadlines for major milestones to be met.
3. The student and supervisor will meet regularly, at a time agreed upon, to discuss the project. It is expected that at least 30 minutes will be set aside for each of these meetings. These meetings are NOT optional and must be recorded in the Meeting and Event register in the HRP Handbook.
4. The student shall keep a regular journal in the Honours Research Project Handbook and the supervisor will review and sign off each entry.
5. All work relating to the project is to be included in the Honours Research Project Handbook. No scraps of paper are permitted. A supervisor may require the Handbook to be handed in at an agreed time on the meeting day to facilitate later discussion.
6. The student will attend a minimum of ten School of Medicine Research Colloquia per year (or equivalent) and shall list these in the Research Colloquia Attendance Register in the Honours Research Project Handbook.
7. The student will submit an Honours Research Progress Paper (2000-4000 words) to MBBSHONS@uws.edu.au and to the Principal Supervisor by **13 October 2014**. Report requirements are listed in the Learning Guidelines for the unit.
8. The student will submit the final dissertation by **1 September 2015** in the form of either a report or publishable manuscript.
9. The student will deliver an oral presentation, in the form of a PowerPoint in Conference Week 8, during the 400960 unit. The exact time and date will be advised by the unit Coordinator in 2015.
10. The supervisor takes full responsibility for ethics approval for the project.

11. The supervisor undertakes to ensure all occupational health and safety (OHS) responsibilities are met, including laboratory induction where applicable. The student agrees to adhere to all OHS requirements.
12. The supervisor undertakes to make resources and facilities that are essential for the successful completion of the project, available to the student.
13. The supervisor will submit half yearly and yearly reports for unit 400959 and a half yearly report for unit 400960. The reports will be submitted to the unit coordinator by the due dates (refer Learning Guide).

I understand and agree to the above conditions.

MBBS(Hons) Student:

Witnessed by:

Student Name <i>(please print)</i>	Staff Name <i>(please print)</i>
Student Number	Staff Signature
Student Signature	Date ___/___/___

MBBS(Hons) Principal Supervisor:

Witnessed by:

Supervisor Name <i>(please print)</i>	Staff Name <i>(please print)</i>
Supervisor Signature	Staff Signature
Date ___/___/___	Date ___/___/___

MBBS(Hons) Secondary Supervisor*:

Witnessed by:

Supervisor Name <i>(please print)</i>	Staff Name <i>(please print)</i>
Supervisor Signature	Staff Signature
Date ___/___/___	Date ___/___/___

*A secondary supervisor is optional.

Appendix C

School of Medicine

MBBS(Honours)



Ethics Approval Honours Research Project Units 400959 and 400960

Research Proposal Title:

Ethics Approval ID: _____ Ethics Expiry: _____

Organisation through which ethics approval is granted and administered:

Ethics approval is the responsibility of the principal supervisor.

Ethics approval is formal approval of the proposed research study by the UWS Human Research Ethics Panel, or the UWS Animal Care and Ethics Committee, or the UWS Biosafety and Radiation Safety Committee, as indicated by the scope and nature of the study and ethical requirements and according to Guidelines for the Ethical Conduct of Research available through the UWS Office of Research Services.

It is essential that approvals are sought at the earliest possible time during the Honours projects, but preferable that these approvals have already been completed for Embedded Honours projects prior to project commencement by the student.

The supervisor must ensure that approval has been received by the appropriate UWS authority before data collection or fieldwork commences.

No experimental or field work can be undertaken without the appropriate ethics approvals in place.

Appendix D

School of Medicine

MBBS(Honours)



SUPERVISOR ASSESSMENT

Honours Research Project Unit 400959 Semester 1

Student Name	
Student ID	
Supervisor(s)	
Research Project Title	

Continuous Assessment Requirements

Please check the box that applies for each requirement

Requirement	Assessment
Journal requirements met	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Regular Supervisor meetings maintained	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Attendance at minimum of 5 Research Colloquia or equivalent	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

Additional comments:

It is my opinion that the above-named student has met the unit requirements outlined above and can be awarded a 'Satisfactory' grade and progress to the second semester of unit 400959.

It is my opinion that the above-named student has not met the unit requirements outlined above and is therefore ineligible to progress to the second semester of unit 400959. I understand that, in consultation with me, the Research Committee may recommend remedial work for the student, and that satisfactory performance in this remedial work may result in the minimum requirements being met.

Supervisor Signature:

SUPERVISOR ASSESSMENT

Honours Research Project Unit 400959 Semester 2

Student Name	
Student ID	
Supervisor(s)	
Research Project Title	

Assessment Requirements

Please check the box that applies for each requirement

Requirement	Assessment
Honours Research Progress Paper	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Journal requirements met	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Regular Supervisor meetings maintained	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Attendance at minimum of 10 Research Colloquia or equivalent	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

Additional comments:

It is my opinion that the above-named student has met the unit requirements outlined above and can be awarded a 'Satisfactory' grade and progress to the second semester of unit 400959.

It is my opinion that the above-named student has not met the unit requirements outlined above and is therefore ineligible to progress to the second semester of unit 400959. I understand that, in consultation with me, the Research Committee may recommend remedial work for the student, and that satisfactory performance in this remedial work may result in the minimum requirements being met.

Supervisor Signature:

SUPERVISOR ASSESSMENT

Honours Research Project Unit 400960 Semester 1

Student Name	
Student ID	
Supervisor(s)	
Research Project Title	

Continuous Assessment Requirements

Please check the box that applies for each requirement

Requirement	Assessment
Journal requirements met	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Regular Supervisor meetings maintained	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Attendance at minimum of 5 Research Colloquia or equivalent	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Oral PowerPoint Presentation	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

Additional comments:

It is my opinion that the above-named student has met the unit requirements outlined above and can be awarded a 'Satisfactory' grade entitling them to enrol in the final semester of unit 400960 – Embedded Honours.

It is my opinion that the above-named student has not met the unit requirements outlined above and is therefore ineligible to enrol in the final semester of unit 400960, Embedded Honours. I understand that, in consultation with me, the Research Committee may recommend remedial work for the student, and that satisfactory performance in this remedial work may result in the minimum requirements being met.

Supervisor Signature:

Embedded Honours Dissertation Lodgement Form Honours Research Project Unit 400960

Refer to the unit Learning Guide regarding Dissertation submission formatting requirements and assessment process

This completed form and your Honours Dissertation must be emailed to MBBSHONS@uws.edu.au and your principal supervisor by Monday 1 September 2014

Student Name: _____

Student No: _____

I hereby lodge my Honours Dissertation for assessment as a pdf document via email to MBBSHONS@uws.edu.au).

Dissertation Title:

Student's Signature: _____ **Date:** _____

On this form your supervisor is required to declare that your Dissertation is in a suitable form for assessment (i.e. the presentation's legibility, accuracy, clarity of expression and general free from typographical and grammatical errors. However, this is not an indication of the quality of work).

Certification of the (Principal) Supervisor

As the principal supervisor for the above student, I certify/do not certify that the accompanying Dissertation is in a form suitable for examination.

Supervisor's Name: _____

Supervisor's Signature: _____

Date: _____

RECOMMENDATION FOR THE APPOINTMENT OF EXAMINERS

Bachelor of Medicine, Bachelor of Surgery Embedded Honours Unit 400960

1. This form must be submitted by email to MBBSHONS@uws.edu.au no later than **Friday 1 August 2014** in order to facilitate university assessment requirements.
2. The nominated examiners must have indicated they are able to complete the dissertation examination by **1 October 2014** if called upon to act as an examiner.
3. It is the supervisor's responsibility to check with the nominated examiner regarding any previous involvement between the student and examiner. Where a nomination is listed on this form it is considered that the supervisor warrants that there has been no previous contact between examiner and candidate unless indicated otherwise.
4. Two examiners and a 3rd examiner, who may be called upon to act as arbiter, must be nominated.
5. The identity of the examiners is confidential.
6. Supervisor nomination of examiners is a recommendation only, and the nominated examiners may not necessarily be accepted by the School of Medicine Research Studies Committee.

When completing this form, it is essential that complete current details are included. Please type in the fields below or print and email completed pdf.

The following examiners are nominated for the examination of the dissertation titled:

--

By:

ID:

To be submitted for the degree of MBBS(Honours)

Anticipated date of submission: 1 September 2014

School/Centre: School of Medicine

Principal Supervisor:

Co-supervisor(s):

Nominated Examiner 1

Name /Title	
Current position	
Institution	
Postal address	
Phone	
Fax	
Email	

Brief statement detailing qualifications and experience in the topic area:

--

List any previous contact between examiner and candidate.

--

Nominated Examiner 2

Name /Title	
Current position	
Institution	
Postal address	
Phone	
Fax	
Email	

Brief statement detailing qualifications and experience in the topic area:

--

List any previous contact between examiner and candidate.

--

Nominated Examiner 3 / Arbiter

NB: Your Nominated Examiner 3 may be used where there is a mark discrepancy of 10 or more marks between Examiner 1 and Examiner 2, in accordance with UWS policy. Examiner 3 then acts as an arbiter and following review of the dissertation and examiner reports he/she determines a mark and grade; this is the final examination result.

Please note, there will be no further opportunity for you to nominate an arbiter should you elect not to nominate on this form. In this case, the Embedded Honours Coordinator will appoint an arbiter, should one be required.

Name /Title	
Current position	
Institution	
Postal address	
Phone	
Fax	
Email	

Brief statement detailing qualifications and experience in the topic area:

--

List any previous contact between examiner and candidate.

--

Request for exclusion of potential examiner

As principal supervisor you may also recommend that one or more specific examiners are not selected. You will need to provide justification for this request.

Name /Title	
Current position	
Institution	

Justification for exclusion from acting as an Examiner

--

Name /Title	
Current position	
Institution	

Justification for exclusion from acting as an Examiner

--

Approvals

Name

Principal Supervisor

In signing this form, I believe the contact details for the abovementioned nominated examiners are current and that they have all indicated their willingness to undertake this task within the agreed timeframe if called upon to act as an examiner.

Signature:

Date:

Prof Vaughan Macefield

Bachelor of Medicine, Bachelor of Surgery (Honours) Coordinator

I recommend the nominated examiners to the School of Medicine Research Studies Committee.

Signature:

Date:

Dr David Mahns

Chair, School of Medicine Research Studies Committee

I approve the nominated examiners above under the terms set out herein.

Signature:

Date:

Prof Annemarie Hennessy

Dean, School of Medicine

I approve the nominated examiners above under the terms set out herein.

Signature:

Date:

NB: Electronic signatures are acceptable.

Once all approval requirements have been met examiners will be approached.

Appendix G

School of Medicine
**Embedded Honours
Dissertation Assessment**



Instructions

Please complete the attached Assessment Sheet and Report. Both will be provided to the student and supervisor but your identity will be removed to keep the examination process confidential.

Format:

The submission can be in the form of a thesis, or formatted as a manuscript suitable for publication.

Assessment Sheet:

You must enter numerical values out of 100 into each of the assessment criteria. Please do not use ticks, crosses or leave these blank.

The final mark is the average of these values.

Report

Your report should summarise the strengths and weaknesses of this dissertation. Please include a list of corrections rather than state that these have been made by you to the dissertation.

Please email the assessment sheet and report to MBBSHONS@uws.edu.au no later than 1 October 2014. We welcome earlier submissions if convenient for you.

The examination of an Embedded Honours Dissertation must be an independent and confidential process and must not be discussed with other staff, including other examiners, the student's supervisors or, of course, the student. Your assessment sheet and report must remain confidential and should only be provided to the School of Medicine Embedded Honours Coordinator via MBBSHONS@uws.edu.au

Thank you for your time and effort in marking this dissertation.

School of Medicine
**Embedded Honours
 Dissertation Assessment**



Student:	
ID:	
Project Title:	
Examiner:	

Criteria	Mark / 100
Abstract and Introduction	
Grasp of problem	
Description of techniques / approach	
Quality, analysis and presentation of results	
Discussion of results	
Conclusion	
Significance of the research	
Clarity of expression	

Final Mark (average of above)
(Calculation performed by School of Medicine)

Assessor Signature.....

Date.....

School of Medicine
**Embedded Honours
Dissertation Assessment**



Examiners Report

Please feel free to attach extra pages if required.

Student:	
ID:	
Project Title:	
Examiner:	

EXAMINATION GUIDELINES

The following guidelines give the criteria expected for various final marks

Mark	Criteria
≥ 95	An exceptional dissertation in all respects. The work is very highly significant and original, and could be published.
90 - 94	An outstanding dissertation showing significant evidence of originality, insight and critical thinking, with a wide knowledge of the subject area. Presented in a logical, accurate and concise manner. The work is significant and original and could be part of a published manuscript.
85 - 89	An outstanding dissertation showing evidence of insight and critical thinking. Layout and details are very good, but possibly falling short on excellent presentation. Must carry the conviction that the work is thoroughly understood and its implications appreciated. The work is significant and original and could be part of a published manuscript.
80 - 84	A very good comprehensive dissertation showing good understanding of the work, including references to all of the relevant literature. Shows some insight or originality. Mostly accurate and logical. Organisation and presentation very good.
75 - 79	A very good dissertation showing good understanding of the work with good coverage of the relevant literature. Shows some insight or originality. Mostly accurate and logical. Organisation and presentation good.
70 - 74	A good and comprehensive dissertation, showing good understanding of the work, but probably more notable for content and organisation rather than insight and originality. Mostly accurate and logical. Presentation good.
65 - 69	A good dissertation with reference to most of the relevant literature. Mostly accurate and logical, but lacking in the synthesis of information and ideas. Presentation satisfactory.
60 - 64	A dissertation showing little or no evidence of original thought, and poor coverage of the relevant literature. Analysis mostly accurate and logical, presentation adequate.
50 - 59	A dissertation containing the basic relevant information, but with lapses in accuracy and logic, or a dissertation showing satisfactory knowledge, but badly organised or presented.
≤ 49	Dissertation does not meet the minimum requirements for award of Honours.