



School of Nursing and Midwifery

Honours Award Level Guidelines 2023

COURSE TITLE (HONOURS)	HONOURS CONTACT DETAILS
4784 Bachelor of Midwifery (Honours)	Dr Antoinette Cotton SoNM Academic Course Advisor (Honours) Email: a.cotton@westernsydney.edu.au

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1. Honours Award Level Guidelines 2023

The School of Nursing and Midwifery (SoNM) School Honours Award Level Guidelines addresses procedural information specific to the conduct of Honours level degrees in the School of Nursing and Midwifery.

2. Honours in Bachelor Awards Policy

The Honours Award Level Guidelines should be read in conjunction with the University's Honours in Bachelor Awards Policy which describes the framework for all Honours courses; both end-on and embedded, at Western Sydney University: <http://policies.uws.edu.au/view.current.php?id=00156>

3. Application Process

3.1 On-Line Admissions

Students applying for Honours will need to complete the on-line application. For information about WSU Honours courses see https://www.westernsydney.edu.au/currentstudents/current_students/applying_to_study/honours

Closing date for 2023 is **31 January 2023**

* Western Sydney University Honours Scholarships provide opportunities for exceptional students who have demonstrated academic excellence in their studies. For further information, please see https://www.westernsydney.edu.au/opportunities/scholarships/all_uws_scholarships/HONOURS

3.2 Procedures for assessing applications

In accordance with the Honours in Bachelor Awards Policy (Clause 20), all applications will be considered by the SoNM Honours Academic Course Advisor (ACA) to determine eligibility against the criteria for admission to Honours. The Dean of SoNM will either approve or decline admission and advise the Director, Student Administration accordingly. The School Academic Committee may, on recommendation of the School Honours Academic Course Coordinator, rank applicants on the basis of AAMs, if the Dean of the School indicates the number of applications exceeds the ability of supervised places (Clause 23).

3.3 Criteria for Admission

Admission to the Bachelor of Midwifery (Honours) course is determined on the basis of all of the following criteria being met:

- Current registration as a registered midwife with the Nursing and Midwifery Board of Australia (NMBA).
- Completion of a Midwifery undergraduate degree with achievement of a threshold Average Admission Mark (AAM) equal to, or above, the minimum of 65.
- A Statement of Intent of approximately 500 words outlining the proposed research topic area, aim and general method proposed to be used in the research study.
- Appointment of a principal supervisor by the Dean, or nominee, of the School of Nursing and Midwifery.
- Demonstrated satisfactory academic writing skills appropriate to the discipline which will be assessed by the School of Nursing and Midwifery.

The Bachelor of Midwifery (Honours) is not open to international student visa holders.

Admission to end-on-honours will not be made until satisfactory completion of the pass degree (Honours in Bachelor Awards Policy, Clause 27)

3.3 Calculation of the Admission Average Mark (AAM)

The AAM is normally calculated on the basis of results achieved from all units from the program commencement (except ungraded units). Where applications for advanced standing impede the calculation of a whole-of-program AAM the result may be derived from a minimum of 80 Western Sydney University credit points chosen with the approval of SoNM School Assessment Committee on the recommendation of the SoNM BN Honours Academic Course Advisor. Students who have attracted a Compulsory Fail (CF) grade for a unit/s that form part of the unit set that is being used for calculation of the AAM should note that CF units will be weighted as a fail grade.

3.4 Statement of Intent

Students will be required to submit a 500-word statement that outlines the proposed research topic area, aim and general method proposed to be used in the research study (500 words).

3.5 Appointment of a Principal and/or Co-Supervisors

The Primary (Principal) Supervisor will be required to hold qualifications at AQF Level 9 or above, and have a record of research or scholarly attainment in a relevant field to satisfy the Higher Education Threshold Standard of “equivalent professional experience” (Policy #00156, Clause 28). The appointment of the supervisors and co-supervisors will be by the SoNM ACA-BN (Honours) and the Dean of the SoNM. The School would normally appoint one principal supervisor and at least one other co-supervisor to each candidate, and require that the supervisors be currently registered on the Western Sydney University *Graduate Supervisor Register*.

3.6 Components of SoNM Honours Program

The Bachelor of Midwifery (Honours) is an 80 credit point, one year (Full-time) or two year (Part-time) end- on-honours course. It includes two Research Training Component units (each unit is 10 credit points), and a Significant Research Component or Thesis (60 credit points).

There are two compulsory components

1. Research Training Component (RTC)
 - NURS 4005 Midwifery Research (10 credit points)
 - NURS 4001 Methods and Methodologies in Midwifery Research (10 credit points)

AND

2. Significant Research Component (SRC)
 - The Honours Thesis component (60 credit points)

The final Honours result is calculated from the SRC (weighted 75% of total honours mark) and RTC component (weighted 25% of total honours mark) (*Please see Attachment 6*). The level of Honours is determined by the final Honours mark following this calculation.

Recommended Sequence

Full-time

Year 1

Autumn session

NURS 4005	Midwifery Research
NURS 4003	Midwifery Honours Thesis A (Full-time).
NURS 4001	Methods and Methodologies in Midwifery Research

Spring session

NURS 4004	Midwifery Honours Thesis B (Full-time)
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Part-time

Year 1

Autumn session

NURS 4005	Midwifery Research
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Spring session

NURS 4001	Methods and Methodologies in Midwifery Research
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2H session

NURS 4002	Midwifery Honours Thesis (Part- time)
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Year 2

1H session

NURS 4002	Midwifery Honours Thesis (Part-time)
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2H session

NURS 4002	Midwifery Honours Thesis (Part-time)
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Course Code	Course Title	End-On or Embedded	Significant Research Component (SRC)	Research Training Component (RTC)	Coursework Component	How is Level of Honours Calculated?
4784	Bachelor of Midwifery (Honours)	End-On	Midwifery Honours Thesis (Full time) NURS4003(20 CP) NURS4004 (40 CP) OR Midwifery Honours Thesis (Part time) NURS 4002 x (20CP x 3 half years	NURS 4005 Midwifery Research (10 CP) NURS 4001 Methods & Methodologies in Midwifery Research (10CP)	Not Applicable	SRC 75% + RTC 25%

4. Ethics and/or other required approvals before ANY data collection or fieldwork

Ethics approval is the formal approval to proceed with a study by the Western Sydney University Human Research Ethics Committee. Guidelines for the ethical conduct for research are available through the Western Sydney University Office of Research Services. The University's *Research Code of Practice* is available at the following link: <http://policies.uws.edu.au/view.current.php?id=00166>

Please note that as per the School of Nursing and Midwifery Honours Award Level Guidelines (2021), Honours in Bachelor Awards Policy (Clause 16), the University's Student Policies and Research Code of Practice, ALL required ethical approvals and clearances (including those required from the Western Sydney University's Human Research Ethics Committee or its Low and Negligible Risk (LNR) committee) must be obtained before **any** data collection or fieldwork commences. Please see the University's research ethics policy documents available from <https://policies.westernsydney.edu.au/document/associated-information.php?id=21>

Research involving human participants carried out by staff or students at Western Sydney University must undergo ethical review. The principal supervisor is responsible for obtaining all necessary ethical clearances required for the study. No data collection or field work can be undertaken without the appropriate ethics approvals in place. Commencing a human research activity without ethics review and approval is a serious issue and may constitute research misconduct. Retrospective ethics approval cannot be provided. Western Sydney University uses the national **Human Research Ethics Application (HREA)**. Please see Western Sydney University Research; *How to Apply for Human Ethics Review* https://www.westernsydney.edu.au/research/research_ethics_and_integrity/human_ethics/apply_for_human_research_ethics_review, and the University's HREA FAQ https://www.westernsydney.edu.au/__data/assets/pdf_file/0009/1278594/GUIDANCE_on_HREA_FAQ_1278594.pdf

Bachelor Honours candidates please note that:

- Your principal supervisor is the applicant but you are the principal researcher. Your principal supervisor must endorse the accuracy and quality of the proposed research and of the completed HREA. Your principal supervisor must also sign the HREA.
- Honours/Masters Coursework and HDR candidates should ensure they tick 'student' in the application. This process will bring up the sections to be completed by the principal and other supervisors. Your principal supervisor must sign the form.

Applications are reviewed by either the full Human Research Ethics Committee or its Low and Negligible Review (LNR) committee. For further details, please see the following web sites using the links provided:

- The *Human Research Ethics Application (HREA)* web page: <https://hrea.gov.au/>
- *Guidance for Researchers new to Human Ethics Review* document available from https://www.westernsydney.edu.au/__data/assets/pdf_file/0005/1193369/GUIDANCE_for_Researchers_New_to_Human_Ethics_Review_1193369.pdf

As per the Western Sydney University's *Research Integrity and Ethics* web page https://www.westernsydney.edu.au/research/research_ethics_and_integrity

“Research by University researchers and students must be carried out in accordance with the **Research Code of Practice** and the **Australian Code for the Responsible Conduct of Research (2007)**

The Academic Senate has endorsed the **Singapore Statement on Research Integrity** and the **Montreal Statement on Research Integrity in Cross-Boundary Research Collaborations** “

Contact Details for the *Western Sydney University Ethics Officer* are as follows:

Telephone: 02 4736 0229 (Ext 2229) or 02 4736 0278 (Ext 2278)
e-mail : humanethics@westernsydney.edu.au

5. Procedures for dealing with Supervision issues

Honours supervisors are directed to the Code of Conduct and Research Code of Practice before commencing supervision. These may be accessed at:

<http://policies.uws.edu.au/view.current.php?id=00072> and
<http://policies.uws.edu.au/view.current.php?id=00166>

Where a student is experiencing supervision problems, he/she in the first instance will approach their principal supervisor and/or co-supervisor, then if required the SoNM ACA for Honours who will facilitate management of supervision issues. In cases where the SoNM ACA for Honours is involved in the student's supervision or supervision problems, please see Honours in Bachelor Awards Policy Clause 30 (<https://policies.westernsydney.edu.au/view.current.php?id=00156>) for whom to approach for advice.

6. Honours Progression

6.1. Honours Progression and Related UWS Policies

The normal period of candidature for students enrolled in an end-on Honours course is one year full-time, or its part-time equivalent. Honours students will normally progress to graduation by meeting the minimum success rates and correctly re-enrolling in accordance with the Progression and Unsatisfactory Academic Performance Policy (<http://policies.uws.edu.au/view.current.php?id=00027>). Honours students and their supervisors should note that the provisions of policies applying to withdrawal or leave of absence (<http://policies.uws.edu.au/view.current.php?id=00019>), Disruption to studies (<http://policies.uws.edu.au/view.current.php?id=00205>) and Student Misconduct Rule (<http://policies.uws.edu.au/view.current.php?id=00304&dvid=1>) in undergraduate degrees would apply.

6.2. Submission of Honours Thesis

For full time Bachelor of Midwifery Honours students undertaking NURS 4004 Midwifery Honours Thesis B (Full Time) and for students undertaking their 3rd and final half year session of NURS 4002 Midwifery Honours Thesis (Part- Time), **the due date for submission** of the Honours Thesis is: 30 November 2023 For further details re submission of the Honours Thesis please see NURS 4002 and NURS 4004 vUWS sites.

6.3. Procedure for applying for an extension of submission date

A student may apply for an extension of time for thesis submission up to three working days prior to the student's originally approved submission. Extensions will only be granted with approved Request for an Extension and/or Disruption to Studies..

The School Honours ACA in consultation with the principal supervisor and/or co-supervisor will recommend to the Dean or Deputy Dean of SoNM whether an extension should be granted. The student will be advised in writing of the decision.

Where an extension has been granted and the work is not submitted by the census date for the following semester teaching period, the student would 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.

For information relating Request for Extension or Disruption to Studies (Special Consideration) applications, please see https://www.westernsydney.edu.au/currentstudents/current_students/services_and_facilities/special_consideration

7. Lodgement of Thesis.

The student is required to submit three (3) hard bound copies and one (1) pdf copy of their thesis by the date due for submission. Please see NURS 4002 Midwifery Honours Thesis (PT) and NURS 4004 Midwifery Honours Thesis B (FT)UWSs sites for further details.

8. Examination Procedures

8.1 Appointment of Examiners

Two examiners are required for examination of the candidate's thesis. The principal supervisor will nominate three examiners. The third examiner is nominated as a reserve. The Principal Supervisor Examiner's nominations for each proposed examiner must be made on the completed 12.1.

Attachment 1: Notification of Examiners: *Principal Supervisor's Recommendation for Honours Thesis Examiner* form, accompanied with each of the nominated examiner's curriculum vitae with written statement re the justification for their suitability to examine the thesis, as well as the abstract of the thesis (see Attachment 12.1). The identity of the examiners is confidential.

Examiners must normally hold a qualification above honours with at least 3 years' experience post-graduation and have a record of research in a relevant field (see Honours in Bachelor Awards Policy, clause 38). The Principal supervisor will recommend examiners for the BN Honours thesis to the School of Nursing and Midwifery Research and Higher Degrees Committee for consideration and the Committee's endorsed selection will be forwarded to the Dean or Deputy Dean of the School for approval. Examiners may be selected from the staff of the University, subject to their being adequate expertise available. External examiners may be appointed at the discretion and endorsement of the SoNM Research and Higher Degree Committee.

Examiners will not be supervisors or co-supervisors of the Honours candidate. The examiners must not have worked with the Honours candidate on any aspect of their project work. Ideally examiners should have had minimal contact with the student in terms of their recent degree or Honours programs. Examiners should not have a close personal relationship in recent years with the candidate's supervisor/s. Examiners should not currently or recently (i.e in the last 3 years) have been supervised by anyone on the supervisory panel. Please see the University's Code of Research Practice <https://policies.westernsydney.edu.au/view.current.php?id=00166> ; Conflict of Interest Policy <https://policies.westernsydney.edu.au/document/view.current.php?id=93>; and Conflict of Interest Guidelines (25 February 2021) Section 5.11 Duties involving Research. See also Western Sydney University, Graduate Research School (n.d.). Council of Deans and Directors of Graduate Studies in Australia Conflict of Interest Guidelines https://www.westernsydney.edu.au/__data/assets/pdf_file/0015/1013352/GRS_Conflict_of_Interest_Examiners_Guidelines.pdf

Examiners will undertake to mark the thesis examination strictly independently. There must be no reference to another examiner, supervisors or anyone else involved in the student's project or the examination process.

The SoNM Honours ACA will ensure that each examiner is sent all relevant information and instructions pertaining to the marking of the thesis. It will be the responsibility of the SoNM Honours ACA to ensure that examiner's reports are received in a timely manner.

Upon receipt of the examiner's report the SoNM Honours ACA will check to ensure its completeness and conformity with instructions. The SoNM Honours ACA will ascertain if a third examiner is required under the conditions specified in the Honours in Bachelor Awards Policy.

After finalisation of results, the SoNM Honours ACA will send copies of the examiners' reports to the principal supervisor.

Students will receive examiners reports and mark-sheets for their thesis after finalisation of their results from the Principal Supervisor, though the examiner's identity will be removed beforehand.

8.2 Materials Sent to Examiners

All examiners will receive the following materials to facilitate the thesis examination:

- a) Honours Thesis Assessment Instructions (See Attachment 2)
- b) Honours Thesis Examination Guidelines (See Attachment 3)
- c) Honours Thesis Assessment Sheet (See Attachment 4)

8.3 The Use of Third Examiner (Arbiters)

8.3.1 Circumstances Requiring the Use of an Arbiter

As per Honours in Bachelor Awards Policy (Clause 41)

41) 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 the 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.
<http://policies.uws.edu.au/view.current.php?id=00156>

8.3.2 Arbiters

The arbiter must meet the minimum requirements set for examiners and have substantial experience of marking Honours theses thus ensuring they are fully familiar with the criteria and appropriate standard of work for a Western Sydney University Honours thesis at all levels of award; have appropriate disciplinary knowledge to enable them to reach an informed and independent assessment of the student's work and to critically evaluate the other examiners assessments and the justifications provided by them. **The recommended mark for the thesis is decided by the arbiter.**

8.3.3 Arbitration Process and Outcome

The arbiter is provided with an Instruction Sheet (see Attachment 5), Examination Guidelines (Attachment 3) an Assessment Sheet (see Attachment 4). In addition, the two reports and marking sheets from Examiners 1 and 2 (with the identity of the examiner removed) are sent with the thesis to the arbiter by the SoNM Honours ACA. The arbiter is explicitly requested NOT to read these reports before reading and reaching an independent assessment of the thesis.

When the arbiter has made an independent assessment of the work, they will then read the examiners' reports and critically reflect on and evaluate their assessment and the justifications provided to support that assessment. The arbiter then prepares a standard report on the quality of the thesis, which includes providing a mark for the thesis. The arbiter will also produce a report explaining their decision in relation to the reports of Examiners 1 and 2, and the published criteria for the different ranges of marks that may be awarded for a thesis. Both of the arbiter's reports are returned to the School's Honours Academic Course Advisor. The arbiter's reports, both the standard assessment report and the report outlining the reasons for their decision, should also be sent to the principal supervisor and student after finalisation of the results and their de-identification.

9. Processing Honours Award Levels

The SoNM Honours Co-ordinator is responsible for the collation and submission of results for each Honours student. The level of Honours is determined as described in the Section 9.1. The recommended level of Honours is forwarded to SoNM SAC for approval.

9.1 Determination of Honours Level

The final mark for Honours is calculated from the assessable components of the Honours Course. The final Honours result is calculated from the Significant Research Component (SRC) (weighted 75% of total honours mark) and the Research Training Component (RTC) (weighted 25% of total honours mark) (*Please see Attachment 6 SONM Honours Level recommendation and Approval Form*). The level of Honours is determined by the final Honours mark following this calculation. The final overall grade allocated to each student is dependent on the overall performance in all Honours components and their respective weightings:

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

9.2 Processing and finalising Honours Marks and Level of Award

The SoNM ACA (as the School Honours Coordinator) considers examiners reports and marks and recommends the level of award to the SoNM SAC.

Results are submitted to SoNM SAC using the SONM Honours Level Recommendation and Approval form (See Attachment 6) and the Honours Result Spreadsheet for Graduation Documentation Form (See Attachment 7).

9.3 Higher Degree Research Scholarships

For Honours students who intend to apply for Higher Degree Research Scholarships, please see the following links for information and details of application requirements please see

- https://www.westernsydney.edu.au/graduate_research_school/grs/scholarships/main_round_scholarships
- https://www.westernsydney.edu.au/graduate_research_school/grs/scholarships/current_scholarships

10. Review of Grade

The Review of Grade Policy and procedures will apply to all units including the Significant Research Component in the Honours program.

11. Appeals Against Level of Honours

As per Honours in Bachelor Award Policy Part M Clause (51) "Appeals not related to individual unit marks but against the level of honours awarded can be made in accordance with the Academic Appeal Procedures with the only grounds for appeal being those arising from procedural irregularity"<https://policies.westernsydney.edu.au/document/view.current.php?id=156>

12. Key dates 2023 - Summary

31 January 2023	Deadline for receipt of applications for B. Mid.(Hons)2023
31 March 2023	Autumn Semester & 1 H (first half-year) Census date
31 August 2023	Spring Semester & 2 H (Second half-year) Census date
30 September 2023	Supervisor's thesis examiners nominations due
30 November 2023	Due date for student submission of B Mid (Hons) Thesis

12. Attachments

12.1. Attachment 1: Notification of Examiners

School of Nursing & Midwifery

Principal Supervisor's Recommendation for Honours Thesis Examiner

STUDENT DETAILS

Student Name _____
Student Number _____
Course _____
School _____
Title of Thesis _____

EXAMINER DETAILS

Name: _____
Position: _____
Telephone: _____
Email: _____

Has the examiner indicated that they can mark the thesis within three weeks of the submission date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the examiner previously marked an Honours thesis? How many?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there any potential conflict of interest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please attach:

- an abstract for the thesis
- a short resume for the examiner and a justification for why they are suitable to examine this thesis.

SIGNATURE

I acknowledge that the nominated examiner has not participated in the research and development of the submitted thesis.

Supervisors Name

Signature

Date

12.2. Attachment 2: Honours Thesis Assessment

School of Nursing & Midwifery Honours Thesis Assessment

Instructions

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

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 thesis. Please include a list of corrections rather than state that these have been made by you to the thesis.

Please fax or **e-mail the Assessment Sheet and Report** to the SoNM Academic Course Advisor (Honours) by the **due date** of.....

The examination of Honours thesis 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 Honours Coordinator.

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

12.3. Attachment 3: Examination Guidelines

EXAMINATION GUIDELINES

The following guidelines give the criteria expected for various final marks.

Mark	Criteria
≥ 95	An exceptional thesis in all respects. The work is both very highly significant and original, and could be published.
90 - 94	An outstanding thesis showing significant evidence of originality and insight, along with a wide knowledge of the subject area. Presented in a logical, accurate and concise manner. The work is significant or original and could be part of a published manuscript.
85 - 89	An outstanding thesis showing evidence of insight and critical thinking. Layout and details, but maybe 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 thesis showing good understanding of the work with reference to all of the relevant literature. Shows some insight or originality. Mostly accurate and logical. Presentation very good.
75-79	A very good thesis showing good understanding of the work with reference to good coverage of the relevant literature. Shows some insight or originality. Mostly accurate and logical. Organisation and presentation good.
70-74	A good comprehensive thesis showing good understanding of the work, but probably more notable for content and organisation rather insight and originality. Mostly accurate and logical. Presentation good.
65-69	A good thesis 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 thesis 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 thesis containing the basic relevant information, but with lapses in accuracy and somewhat illogical, or maybe a thesis showing satisfactory knowledge, but badly organised or presented.
≤ 49	Thesis does not meet the minimum requirements for award of Honours.

12.4. Attachment 4: Honours Thesis Assessment Sheet

School of Nursing & Midwifery

Honours Thesis Assessment Sheet

Student: _____

Project Title: _____

Examiner's Name: _____

Criteria	Mark / 100
Abstract and Introduction (including Literature Review)	
Grasp of problem	
Description of techniques	
Quality, analysis and presentation of results	
Discussion of results	
Conclusions and suggestions for further work	
Significance of the research	
Clarity of expression	

Final Mark (average of above)

Signature..... Date.....

12.5. Attachment 5: Arbiter Honours Thesis Assessment

School of Nursing & Midwifery

Arbiter Honours Thesis Assessment

Instructions

As a third examiner, you are requested to arbitrate the previous two examinations of this honours thesis. The Honours in Bachelor Awards Policy specifies when a third examiner is required:

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 appoint an experienced marker of bachelor (honours) theses who will act as an arbiter. Following review of the thesis and examiner reports, the arbiter determines the 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 (*See Bachelor Awards Policy (Clause 41 (2))*)

The School has introduced the following procedure for the appointment and duties of the arbiter:

- a) The two reports and marking sheets from Examiners 1 and 2 (with the identity of the examiner removed) are sent with the thesis to the arbiter by the School Honours Academic Course Advisor. The arbiter is explicitly requested not to read these reports before reading and reaching an independent assessment of the thesis.
- b) The arbiter reads the thesis to reach an independent assessment of the work, and they then read the examiners reports and critically reflect on and evaluate their assessment and the justifications provided to support that assessment. **The recommended mark for the thesis is decided by the arbiter.**
- c) The arbiter then prepares the standard report on the quality of the thesis, which includes providing a mark for the thesis. They also produce an Arbiter's report explaining their decision in relation to the reports of Examiners 1 and 2, and the published criteria for the different ranges of marks that may be awarded for a thesis.

Assessment Sheet:

You must enter numerical values out of 100 into each of the assessment criteria. Please do not use ticks, crosses or leave blanks. The final mark is the average of these values.

Please fax or e-mail the assessment sheet and report to The SoNM Honours Course Advisor by the due date of.....

The examination of Honours thesis must be an independent and confidential process and must not be discussed with other staff, including other examiners, the student's supervisors and the student. Your assessment sheet and report must remain confidential and should only be provided to the School Honours Academic Course Advisor.

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

12.6. Attachment 6: Honours Student Award Level Calculation Form

School of Nursing & Midwifery
 Honours Level Recommendation and Approval

STUDENT DETAILS	
Student Name	(Family name) <input type="text"/> (First name) <input type="text"/>
Student Number	<input type="text"/>
Course	<input type="text"/>

NURS 4004 Midwifery Honours Thesis B (Full-Time)
NURS 4002 Midwifery Honours Thesis (Part-Time)

final result	session	Midwifery Honours Thesis					SRC Mark out of 75(%)
		Examiner 1	Examiner 2	Examiner 3	Total Thesis Mark	session	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Research Training Component (RTC) - unit(s)

NURS 4005 Midwifery Research (10 cps)
NURS 4001 Methods and Methodologies in Midwifery Research (10cps)

NURS 4005 Midwifery Research		NURS 4001 M&M Midwifery Research		Overall RTC result	RTC Mark out of 25 (%)
final result	session	final result	session		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

HONOURS RECOMMENDATION			
Total Mark (SRC mark out of 75 + RTC mark out of 25)	Final Grade	Honours Level	GPA for Honours
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Submitted by:

Checked by:

Approved by:

Date:

Date:

Date:

