

School of Nursing and Midwifery

Honours Award Level Guidelines 2013

COURSE TITLE (HONOURS)	HONOURS CONTACT DETAILS
4529.1 Bachelor of Nursing (Honours)	Professor Esther Chang (Academic Course Advisor) Phone: (02) 9685 9046 or 0414 409 111 Email: e.chang@uws.edu.au

Table of Contents

1. Honours Award Level Guidelines 2013	2
2. UWS Honours Scholarships	2
3. Application Process.....	2
3.1. On-Line Admissions	2
3.2. Procedures for assessing applications.....	2
3.3. Criteria for Admission.....	2
3.4. Calculation of the Admission Average Mark (AAM).....	3
3.5. Statement of Intent	3
3.6. Appointment of a Principal and/or Co-Supervisors	3
3.7. Components of SoNM Honours Program.....	3
4. Ethics and/or other required approvals.....	5
5. Procedures for dealing with Supervision issues	5
6. Honours Progression.....	5
6.1. Honours Progression and Related UWS Policies	5
6.2. Submission of Honours Thesis.....	5
6.3. Procedure for applying for an extension of submission date	5
7. Lodgement of Thesis.....	6
8. Examination Procedures	6
8.1. Appointment of Examiners.....	6
8.2. Materials Sent to Examiners.....	7
8.3. The Use of Third Examiner (Arbiters)	7
9. Processing Honours Award Levels	8
9.1. Determination of Honours Level	8
9.2. Processing and finalizing Honours Marks and Level of Award	8
9.3. Australian Postgraduate Award Scholarship Ranking.	9
10. Review of Grade.....	9
11. Appeals Against Level of Honours	9
12. Attachments	10
12.1. Attachment 1: Notification of Examiners	10
12.2. Attachment 2: Honours Thesis Assessment 2013	11
12.3. Attachment 3: Examination Guidelines.....	12
12.4. Attachment 4: Honours Thesis Assessment Sheet	13
12.5. Attachment 5: Arbiter Honours Thesis Assessment 2013.....	14
12.6. Attachment 6: Honours Thesis Assessment sheet	15
12.7. Attachment 7: Honours Student Award Level Calculation Form	16
12.8. Attachment 8: Notification of Honours Form.....	17

1. Honours Award Level Guidelines 2013

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

2. UWS Honours Scholarships

UWS Honours Scholarships provide opportunities for exceptional students who have demonstrated academic excellence in their studies. These scholarships are awarded across all eligible Bachelor Honours Programs throughout the University and the recipients are determined on the basis of highest GPA to the maximum number awardable. Students who are transferring to UWS from another University to undertake a Bachelor Honours program are encouraged to apply. For more information please visit the UWS Scholarships website - www.uws.edu.au/scholarships

3. Application Process

3.1. On-Line Admissions

Students applying for Honours will need to complete the on-line application located on the UWS website:

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

The final date for applications to the SoNM Honours level course for 2013 must be submitted by 31st January 2013.

3.2. Procedures for assessing applications

All applications will be considered by the SoNM Honours Academic Course Advisor (ACA) to determine eligibility against the criteria for admissions to Honours. The Dean of SoNM (or nominee) will either approve or decline admission and advise the Academic Registrar accordingly. In the circumstance where the number of eligible applications exceeds the availability of supervised places the SoNM School Academic Committee (SAC) may rank applicants prior to the communication of offers.

3.3. Criteria for Admission

- a) Achievement of a threshold Admission Average Mark (AAM) equal to, or above, the minimum of 65; and
- b) Statement of Intent; and
- c) Appointment of a Principal Supervisor by the SoNM ACA; and
- d) Demonstrated satisfactory academic writing skills appropriate to the discipline.

3.4. 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 UWS credit points chosen with the approval of SoNM SAC executive on the recommendation of the SoNM ACA. In certain circumstances 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.

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.

3.5. Statement of Intent

Students will be required to submit a 500 word statement that outlines their proposed topic area and general method to be used for their respective Honours research study.

3.6. Appointment of a Principal and/or Co-Supervisors

The Primary (Principal) Supervisor will be required to be a member of the UWS Research Supervisors Register and hold qualifications at or above Honours and/or have a record of research and scholarly attainment in the relevant area of practice.

Normally, an Honours student's principal supervisor should be qualified to PhD or Masters (Honours) level, as well as having an established publication and research track record. The minimum level of academic award required to supervise an Honours is Honours Class II Division I.

The School would normally appoint one principal supervisor and at least one other co-supervisor to each candidate. Co-supervisors must have completed Honours Supervisor Training.

The Graduate Supervisor Register may be accessed at:

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

3.7. Components of SoNM Honours Program

There are two compulsory components

1. Research Training Component (RTC)

- 400803 Research in Nursing Practice (10 credit points this unit is worth 12.5%)
- 400201 Readings and Methodology (10 credit points this unit is worth 12.5%)

AND

2. Significant Research Component (SRC)

- The Honours Thesis component (60 credit points this unit is worth 75%)

The final Honours result is calculated by the addition and then averaging of the SRC (75% of total honours mark) and RTC (25% of total honours mark). The level of Honours is determined by the final Honours mark following this calculation.

Recommended Sequence

Full-time

Year 1

Autumn session

- 400803.2 Research in Nursing Practice
- 400202.2 Nursing Honours Thesis A (Full-time)
- 400201.3 Readings and Methodology

Spring session

- 400203.2 Nursing Honours Thesis B (Full-time)

Part-time

Year 1

Autumn session

- 400803.2 Research in Nursing Practice

Spring session

- 400201.3 Readings and Methodology

2H session

- 400204.2 Nursing Honours Thesis (Part-time)

Year 2

1H session

- 400204.2 Nursing Honours Thesis (Part-time)

2H session

- 400204.2 Nursing Honours Thesis (Part-time)

Table 1: Components of Honours Degrees in the School of Nursing and Midwifery – Calculation of Honours Levels

Course Code	Course Title	End-On or Embedded	Significant Research Component (SRC)	Research Training Component (RTC)	Coursework Component	How is Level of Honours Calculated?
4529	Bachelor of Nursing (Honours)	End-On	400202 Nursing Honours Thesis 400203 Nursing Honours Thesis	400803 Research in Nursing Practice (10 cps) 400201 Readings and Methodology (10cps)	Not Applicable	SRC 75% + RTC 25%

4. Ethics and/or other required approvals

Ethics approval is the formal approval to proceed with a study by the UWS Human Research Ethics Committee. Guidelines for the ethical conduct for research are available through the UWS Office of Research Services.

Students and supervisors should be aware that pre-scheduled dates exist for approval of ethics applications and that the timelines for submission will need to be met.

The principal supervisor of an Honours student must have obtained the appropriate ethics clearances (including from the Science and Health cluster Peer Review Panel) before an Honours study can proceed to data collection.

5. Procedures for dealing with Supervision issues

Honours supervisors are directed to the Code of Conduct and Guide for Supervisors 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, the student may approach the Dean of SoNM or the relevant Associate Pro Vice Chancellor (Research) 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>), special consideration (<http://policies.uws.edu.au/view.current.php?id=00205>) and academic misconduct (<http://policies.uws.edu.au/view.current.php?id=00051>) in undergraduate degrees would apply.

6.2. Submission of Honours Thesis

For Honours students who intend to apply for a Australian Postgraduate Award Scholarship the due date for submission of the Honours thesis is Monday 7th October, 2013.

The due date for submission for Honours students not intending to apply for a scholarship the due date for submission is Tuesday 5th November 2013.

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 in conjunction with the acceptance of a valid and approved request for Special Consideration. The application for special consideration and an extension to the thesis submission date must be made to the School Honours ACA.

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

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 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.

7. Lodgement of Thesis.

The student is required to submit three (3) hard bound copies of their thesis for marking to the SoNM Research Administrative Officer (located on the Parramatta campus) by the date due for submission.

8. Examination Procedures

8.1. Appointment of Examiners

Two examiners are required for examination of the candidate's thesis. The principal supervisor will recommend three examiners to be approved by the School Academic Committee following endorsement by the SoNM Research and Higher Degree Research Committee. The third examiner is nominated as a reserve (See Attachment 1: Nomination of Examiner Form). The identity of the examiners is confidential.

Examiners must have at least a Bachelor Honours, First Class but normally will have a Masters (Honours) or PhD with at least 3 years experience post-graduation and have an established publishing and research track record. The qualifications and experience of the examiners will be scrutinised by the School Research and Higher Degrees Committee for the suitability of each examiner and the selection forwarded to SoNM SAC for approval.

Examiners may be selected from the staff of the University of Western Sydney, subject to their being adequate expertise available. External examiners may be appointed at the discretion and endorsement of the SoNM Research and Higher Degrees Committee. If external examiners are nominated, a short CV and justification should also be provided.

The School is required to ensure that new staff have either experience in supervising and examining Honours theses at a previous University, or receive professional development and appropriate mentoring to undertake such roles prior to being appointed as an examiner.

Students and supervisors should be aware that some external examination of theses will be conducted for quality assurance purposes at the completion of the Spring semester Honours round.

The examiners must not have worked with the Honours candidate on any aspect of their project work.

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.

The SoNM Honours ACA will send copies of the examiner's reports to the principal supervisors.

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

8.3.2 Appointment of Arbiters

The School has introduced the following procedure for the appointment and duties of a third examiner (arbiter):

An arbiter is selected by the principal supervisor (which has been approved by School Research and Higher Degrees Committee). 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 UWS 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) and an Assessment Sheet (see Attachment 6). 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 Honours Academic Course Advisor. The arbiter is explicitly requested NOT to read these reports before reading and reaching an independent assessment of the theses.

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 to the School Research

and Higher Degrees Committee 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 supervisors and students 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 Section 2.2.5. 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 weightings for the Research Training, Coursework and Significant Research (Thesis) components, are shown in Table 1 (p. 4)

The final overall grade allocated to each student is dependent on the overall performance in all Honours units:

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

The award of an Honours Class 1 requires a mark in the range 85-100% in the Significant Research (thesis) component and a weighted mark of 85-100% for the combined Research and Coursework components.

9.2. Processing and finalizing 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 Honours Student Award Form (See Attachment 7) and groups of completing students using Notification of Honours form (Attachment 8).

After each teaching session in which Honours awards are made the SoNM SAC sends a written report to the Bachelor (Honours) Committee of Academic Senate including a summary of the approved honours results, any significant variability, anomalies and trends and any extensions on thesis submission dates together with any recommendations about assessment policy and practices.

9.3. Australian Postgraduate Award Scholarship Ranking.

The School's Research and Higher Degrees Committee will meet in the last week of November to rank the school's scholarship applications. The results for all students applying for scholarships must be finalised before the UWS ranking meeting which is normally the 1st Tuesday in December.

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

Appeals against the level of Honours should be made to Academic Senate's Academic Appeals and Integrity Committee. The only grounds for appeal are those arising from procedural irregularity.

Key Dates 2013 - Summary

.... March 2013	Confirm student enrolment in relevant Autumn semester Honours units. (HECS census)
.... August 2013	Confirm student enrolment in relevant Spring semester Honours units. (HECS census)
.... September 2013	Confirmation of examiners
.... October 2013	Submission of Honours thesis
.... November 2013	School Academic Committee meeting
.... December 2013	University Research Committee meeting

12. Attachments

12.1. Attachment 1: Notification of Examiners

School of Nursing & Midwifery

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 a week of the submission date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the examiner previously marked an Honours thesis? How many?	Yes	<input type="checkbox"/> No
Is there any potential conflict of interest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please attach:

- an abstract for the thesis
- a short resume for the examiner if not a UWS academic 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

School of Nursing & Midwifery

Honours Thesis Assessment 2013



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 Debbie Taylor-Robson within a week of receiving this thesis.

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 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.....

School of Nursing & Midwifery

Arbiter Honours Thesis Assessment 2013



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", a third examiner will be used; the third marker acts as an arbiter and following review of the thesis and examiner reports he/she determines a mark and grade; this is the final examination result.

The School has introduced the following procedure for the appointment and duties of a third examiner (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 theses. **The recommended mark for the thesis is decided by the arbiter.**
- 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 arbiter then prepares the standard report on the quality of the thesis, which includes providing a mark for the thesis. They also produce a report to the School Research and Higher Degrees Committee 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 Debbie Taylor-Robson within a week of receiving this thesis.

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 Academic Course Advisor.

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

12.6. Attachment 6: 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.....

School of Nursing & Midwifery
Honours Level Recommendation and Approval



STUDENT DETAILS

Student Name	(Surname)		(firstname)	
Student Number				
Course				

HONOURS COMPONENTS

Significant Research Component (SRC)- Thesis unit or units	75% of total mark
<i>400202 Nursing Honours Thesis</i>	
<i>400203 Nursing Honours Thesis</i>	

Thesis A (if in two parts)		Nursing Hons Thesis (PT)					SRC Mark out of 75(%)
final result	session	marker 1 Internal	marker 2 External	marker 3 if req'd	Total Thesis Mark	session	
					0		0

Research Training Component (RTC) - Coursework unit(s)	25% of total mark
<i>400803 Research in Nursing Practice (10 cps)</i>	
<i>400201 Readings and Methodology (10cps)</i>	

400803 Research in Nursing Practice		400201 Readings & Methodology		Overall Coursework result	RTC Mark out of 25(%)
final result	session	final result	session		
				0	0

HONOURS RECOMMENDATION

Total Mark <i>(SRC mark out of 75 + RTC mark out of 25)</i>	Final Grade	Honours Level (eg as 1, Class II div I etc)	GPA for Honours, GPA for UG degree, and Comments (if any)
0	F	No Honours	

Submitted by:		Date:	
Checked by:		Date:	
Approved by:		Date:	

Chair CEAPC

NB..... Please provide marks and grade (no decimal points as these will be rounded down)

