University of Western Sydney
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School of Science and Health

Honours Award Level Guidelines

2013

COURSE TITLE (HONOURS)	HONOURS CONTACT DETAILS
Bachelor of Science (Honours)	
Bachelor of Medical Science (Honours)	Dr Sabine Piller (Academic Course Advisor)
Bachelor of Health Science (Honours)	Dr Kylie Steel (Academic Course Advisor)
Bachelor of Health Science (Honours)/Master of Occupational Therapy	Dr Rosalind Bye
Bachelor of Health Science (Honours)/ Master of Physiotherapy	Prof. Lucinda Chipchase
Bachelor of Health Science (Honours)/ Master of Podiatry	Dr Stefania Penkala

Director, HDR and Honours, School of Science and Health: Dr Graham Jones

For students who have projects in the School of Medicine, please contact:
Dr David Mahns, Director, HDR and Honours, School of Medicine
For students who have projects in the Hawkesbury Institute for the Environment, please contact: Dr Markus Riegler

Objectives of the Honours Program

The Science and Health Honours Program is a fourth year of advanced, specialised study in science and health. It extends students' knowledge and skills through a supervised research project together with advanced coursework in related areas of study. The Honours year builds on the principles established in the first three years of the undergraduate course, which are further developed as students are introduced to a wider field of Science and Health techniques. Students may elect to specialise in any of the aspects of science and health that are studied in the Schools, Centres and Institutes. The major component of the Honours year is a supervised program of independent research that results in the completion of a thesis.

The School of Science and Health Honours program is structured so that by the end of the course, students should be able to:

1. demonstrate an understanding of scientific methods of inquiry. This includes the identification of assumptions and limitations of scientific methods of inquiry and where appropriate, it involves accurate measurement and the use of replicated, controlled experimentation;
2. distinguish original from second-hand information, facts from opinions, and hypotheses from substantiated conclusions; identify the need for and role of appropriate evidence in supporting or falsifying testable hypotheses or points of view, separating pseudoscientific from scientific evidence;
3. identify problems, perceive associations and construct relationships that may be novel in the chosen field of research. This may involve the development and practice of methods used in the field;
4. demonstrate the ability to ask relevant questions for further research in a chosen field.

It is assumed that students enrolled in the Honours year have attained a high standard of undergraduate achievement, including some specialised understanding of the field in which the research topic is based. More specifically, the following objectives should have been attained, such that where appropriate, students are able to:

a) use quantitative and/or qualitative data effectively to provide support for conclusions;
b) recognise the misuse of data;
c) identify assumptions and limitations in problem solving;
d) evaluate the adequacy of the approaches used, both by self and others.

Honours Award Level Guidelines 2013

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

These School Honours Award Level Guidelines contain procedural information specific to the available Honours degrees in the School of Science & Health (SSH).

Application Process

Honours in the School of Science & Health takes one of two forms:

1) end-on Honours where the student takes a further course of study after their undergraduate degree, the more common route for Honours in Australia;
2) embedded Honours, where the Honours component of a degree is incorporated into the degree program (Clinical Health Science Honours programs for Occupational Therapy, Physiotherapy and Podiatry only).

The application and entry procedure for end-on Honours and embedded Honours differ, and are detailed below.

End-on Honours

School Honours Advisory Group

A School Honours Advisory Group will be formed to assist in the administrative tasks associated with Honours. This can include but is not limited to the admission of students and assigning examiners. The School Honours Advisory Group will be composed of: the Director HDR and Honours, Honours ACAs and five academics (one from the School of Medicine (SoM), one from the Hawkesbury Institute for the Environment (HIE), one from the Centre for Complementary Medicine (CompleMed) and two from the School of Science & Heath). It is expected that the SoM, HIE and CompleMed will provide the Director HDR and Honours with the name of their representative. Nominations for the remaining two members of this committee will be called for by the Director, HDR and Honours, with the final decision being made by the Director HDR and Honours in consultation with the Honours ACAs and the Dean of the School of Science and Health. The committee will be chaired by the Director, HDR and Honours.

Application procedure

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

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

The final date for applications for 2013 is January 31st. The application should be submitted at least one month prior to the proposed Honours start date, but no later than January 31st.

Procedures for assessing applications

1. Applications will be received by the Director HDR and Honours to determine eligibility against Honours policy admission criteria; the Dean of the School then approves or declines admission and advises the Academic Registrar.
2. If the number of applications exceeds the availability of supervised places, the School Honours Advisory Group may rank applicants on the basis of Admission Average Marks (AAMs; please see below).
3. Normally, a staff member will not be permitted to be principal supervisor for more than 5 students, inclusive of any HDR students they may be supervising as a principal supervisor.

Embedded Honours (Clinical Health Science Embedded Honours Programs: Occupational Therapy, Physiotherapy and Podiatry)

Honours places in the Clinical Health Science programs are by invitation only and students do not need to apply. Students will be contacted by their Director of Academic Program with a direct invitation to undertake Honours study. This will occur soon after the results for Autumn Year 3 are released. Enrolment into the Clinical Health Science Honours programs occurs for Spring of Year 3.

Criteria for Admission

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

a. achievement of a threshold Admission Average Mark (AAM) equal to, or above, the minimum of 65;
b. a statement of Intent or School equivalent;
c. appointment of a supervisory panel consisting of a principal (primary) and co-supervisor (secondary) – see guidelines on appointment of principal supervisor and co-supervisor below;
d. demonstrated satisfactory academic writing skills appropriate to the discipline;
e. Admission to the Honours program is dependent upon the approval of appropriate human and/or animal ethics.

Calculation of the Admission Average Mark (AAM)

1. The AAM will normally be calculated on the basis of all units from program commencement.
2. An applicant with an AAM < 65% due to lower relative results in their first year of undergraduate study may be considered for admission if:
   - The applicant has demonstrated a marked improvement in their academic performance in recent semesters; and
   - A supporting letter from the applicant's potential supervisor regarding the applicant's ability to undertake Honours is supplied.
3. Where advanced standing impedes the calculation of a whole of program AAM, results from a minimum of 80 UWS credit points chosen with the approval of the School Academic Committee, on the recommendation of the School Honours Advisory Group, may be used.
4. Treatment of compulsory fail grades in calculation of AAM will be done on a case by case basis according to prescribed School guidelines.

Statement of Intent (end-on Honours only)

This is a brief statement of between 500 to 1000 words describing the proposed research the student plans to undertake as an Honours student. This statement of intent must be written in consultation with, and approved by the proposed supervisor.

The statement of intent MUST be accompanied by a completed Honours Summary Sheet (see Appendix)

Appointment of a Principal and Co-supervisors

1. Ideally, the primary supervisor will be a member of the UWS Graduate Supervisor Register, but at a minimum must be a UWS academic (or equivalent) staff member.
2. They should hold qualifications at or above Masters level, or have a substantial peer reviewed research record.
3. They should have a record of research or scholarly attainment in a relevant field, with recent (< 5 years) outputs.
4. Honours candidates will have a principal supervisor and at least one co-supervisor.

The Graduate Supervisor Register may be accessed at:
http://www.uws.edu.au/research/current_research_students/supervision

Ethics and/or other required approvals

Ethics approval is the formal approval, where required and appropriate, of the proposed research by the UWS Human Research Ethics Panel Committee, and/or the UWS Animal Care and Ethics Committee, and/or the UWS Biosafety and Radiation Safety Committee. Details on when ethics approval should be sought can be found in the Guidelines for the Ethical Conduct of Research available through the UWS Office of Research Services.

The principal supervisor before the enrolment of a student into Honours must have obtained or submitted to the appropriate committee any approvals that may be required for the research proposed. No data collection, experimental or field work can be undertaken without the appropriate approvals.

Further information and guidance about ethics approval has been provided by the Office of Research Services and is attached to this document (Appendix A). Details on when ethics approval should be sought can be found in the Guidelines for Ethical Conduct of Research available thought the UWS Office of Research Services at http://www.uws.edu.au/research/researchers/ethics.

Procedures for dealing with Supervision issues

Where a student is experiencing supervision problems, he/she will in the first instance approach their supervisor and/or co-supervisor. If necessary, the student should then contact the Academic Course Advisor (ACA) if enrolled in an end-on Honours program or their Director of Academic Program (DAP) if they are a Clinical Health Science student enrolled in an embedded Honours program. The ACA or the DAP, where appropriate, will facilitate the management of supervision issues.

In cases where the supervisor involved is also the Honours ACA or Clinical Health Science DAP, or if the student feels more comfortable, the student should then approach the Director of Higher Degrees and Research (HDR). The ACA should consult with the Director HDR throughout such processes and, together with the Director HDR, a report will be prepared for the Dean.

Course summary (embedded Honours only)

Clinical health science students in occupational therapy, physiotherapy and podiatry, study several honours specific units in third and fourth year of their degree. The units required for each program are specified for each course in the University Handbook http://handbook.uws.edu.au/hbook/.

For the award of Honours, students must carry out an independent research project under the guidance of their supervisor, and will write up their results in a format suitable for examination, for example a research thesis or a combination of a journal manuscript and extended literature.

Course summary (end on Honours only)

The end-on Honours program is a concentrated problem-solving exercise using skills, knowledge and understanding obtained in earlier years and developed during the process of a research project in which the logical basis of scientific research is applied to a scientific issue. For the award of Honours, students must carry out an independent research project and produce a thesis (the research training component of Honours, worth 75% of the final mark) and complete the compulsory training component (worth 25% of the final mark) of the SSH Honours program.

Assessment administration

Overall, students are required to complete 80 credit points of study made up as follows:

1) 60 credit points (75% of the final mark) are awarded for the research training component (RTC), i.e. the production of a thesis:

Bachelor Honours in Science or Medical Science: 300412

Bachelor Honours in Health Science:

Option 1 – Full time

400898 - Honours Thesis in Health Science A 20 credit points
+
400899 - Honours Thesis in Health Science B 40 credit points

Option 2 – Part-time or mid-year intake

400898 - Honours Thesis in Health Science A 20 credit points
+
400900 – Honours Thesis in Health Science C 20 credit points
+
400901 - Honours Thesis in Health Science D 20 credit points

2) 20 credit points (25% of the final mark*) are awarded for the compulsory training component (CTC):

Bachelor Honours in Science or Medical Science: 300747 Advanced Topics and Research Skills

Bachelor Honours in Health Science: 400872 Honours Research Design and Methodology

All course work assignments are assessed by more than one academic.

Publication of assessment requirements

Students may access the Unit Outlines and Learning Guides for all Units through the vUWS website. This site contains the course-specific criteria relating to the assessment tasks.

Feedback

Students should have progress meetings with their supervisor at least once a fortnight. These meetings do not always need to take place face to face.

Students should submit a complete draft version of their thesis to their supervisors well in advance of the thesis due date to allow their supervisory panel to provide substantive feedback.

Feedback will be provided for all formative written and/or oral assessment tasks.

Bachelor Honours in Science or Medical Science
300747 "Advanced Topics and Research Skills"

Guidelines for the compulsory training component (CTC) (unit no: 300747, Bachelor of Science and Medical Science Honours)

Aim/ goal: *to develop competence in and an understanding of, scientific rigour in conducting scientific research*

The coursework components of the Science and Health end-on Honours Program will provide students with key specialist skills that have not been taught in their previous studies. The coursework components relate to key generic skills that are relevant to graduates in Science and Health included in the University Graduate Attributes and (particularly) the development of an advanced level of written and oral communication skills.

A graduate researcher must be conversant with a wide range of techniques, including relevant quantitative and/or qualitative analysis, and be able to effectively communicate their research to others. Students must understand the logical structures that underpin analytical techniques, be able to design experiments based on an understanding of key processes and document their intended research. This course work unit provides the core skills and techniques that will equip students to perform a broad range of studies (laboratory and/or field), develop critical thinking and clear communication skills. Students will be introduced to the relevant methodologies (e.g. data collection, data analysis) that underpin the testing of hypotheses, the design of appropriate synthetic pathways and/or characterization methods. Students will document their intended research as a research proposal.

This Unit consists of a series of lectures (Introduction to Honours, experimental design & quantitative and qualitative statistics, presentation skills, critically evaluating the literature) and activities in the first semester, which students should attend and/or complete and four formal assessments, which will make up the marks for this unit, i.e. 20% of the final Honours mark. Students are required to produce a research proposal, present two short seminars (one at the start and one at the end of Honours) and present a poster at the joint School of Science and Health/School of Medicine/ Hawkesbury Institute for the Environment Annual Research Conference on the 3rd of June 2013.

Assessments

A full schedule of lectures and details of the assessment items in this Unit appears in the 300747 learning guide.

1) A 3000 word research proposal (20% of the mark for the CTC).
This should provide a background to the research and detail the experimental design/methodology to be utilised. This will be undertaken at the start of the first semester of Honours and completed within 4 weeks. This will be marked by the thesis examiners and will provide essential feedback before any research is undertaken.

2) **Initial oral presentation, 10 min + 5 min for questions (20% of the mark for the CTC)**
This is a short presentation including background, aims, and details about the proposed project and will occur four weeks after the start of the first semester (but after the research proposal has been handed in). Students must discuss the seminar with their supervisor(s) and practise. This will be marked by the same examiners as for the research proposal to provide essential feedback before any research is undertaken.

3) poster presentation at the Postgraduate annual research conference (to be held in early June 2013, contributing 20% of the mark for the CTC).
The poster presentation is viewed as an opportunity to track a student's progress (i.e. as a general checkpoint of their progress and for students to discuss where they are up to). It will be assessed on three components: content, layout and the student's ability to communicate.

4) final oral presentation, 12 min + 3 min for questions (40% of the mark for the CTC) to occur in the week of 28thOctober 2013 (marked by 3 examiners).
The final presentation will summarise the completed research of the student and will be conducted in a conference format with an abstract provided for circulation prior to the seminar.
The final seminar has three important goals:

- to provide a forum for clear oral communication of your research findings;
- to inform the School of your work;
- to help focus your ideas for writing the thesis.

Bachelor Honours in Health Science
Honours Research Design & Methodology 400872

The Compulsory Research Training component must include:
a. Formal Research Proposal or School equivalent;
b. Research Seminar Attendance or School equivalent.

A full schedule of lectures and details of the assessment items in this Unit appears in the 400872 learning guide.

1. Introduction

This unit provides you with:

- Paradigms of research in health practice
- Research in health settings
- Research Design in health practice
- Measurement in health practice
- Critical review and analysis of literature
- Analysing data in health research
- Presentation techniques

This unit provides you with the knowledge, skills and understanding required of beginning researchers in health sciences. You will also explore your professional obligations and expectations as a health science researcher. This unit is designed to provide you with a coherent program of research training. A comprehensive written proposal and literature review will be required in this unit. These will form the basis of your Chapters 1 and 2 in your final written thesis.
Students will build upon the skills and knowledge of research, evaluation and scholarly enquiry gained in units completed in the undergraduate program. The unit aims to explore: the nature of research and experience of researching in health related areas, as well as technical skills of data collection, management, analysis and interpretation in health practice. A major outcome of the unit is the development of a formal project proposal for conducting the student's thesis inquiry. Ethical issues and aspects such as human rights and ethics clearances, confidentiality and respect for participants in research projects and the obligations placed on researchers will be covered. This unit will also provide students with a professional forum in which to discuss and present major aspects of their research project.

2. Assumed Knowledge

Students need to have completed at least one unit in research methodology in an undergraduate degree program.
This unit assumes that each student is an independent learner aiming to become a health science professional researcher and will therefore adopt an adult approach to their learning program.

General Guidelines for research training component/ thesis

Specific guidelines relating to thesis format and examination in the Science/Medical Science or Health Science Honours courses can be found in the appropriate thesis unit learning guides.

Aim/goal: To develop the attributes of a creative, independent and effective researcher.

The Honours thesis is a training ground for learning, and demonstrating mastery of research skills, and it should be possible for a student to get a high mark for an outstanding command of methodology and its application to the content area of the thesis, even if the topic has been already researched in the literature. Thus the kind of originality expected would be in terms of new insights into a possibly well-established area, rather than a genuinely original research study. It is perfectly acceptable for a student to obtain null results, or to test what a marker may find a rather mundane question. The good student will find imaginative and theoretically sound ways of interpreting their results.

The thesis will be marked according to the following components:

1) has the literature been sufficiently researched to place the project in the context of the field (principally evaluated in the introduction);
2) has the student designed experiments, generated results, collected data or developed novel models/algorithms using a range of techniques appropriate to the field (evidenced in the materials and methods);
3) does the student analyse and interpret the results with the appropriate statistical methods and present the results in clear, instructive figures and tables (evidenced in the results);
4) has the student prepared a critical discussion of the results in the context of the literature of the research area, assessed the limitations of the research and detailed the opportunities for further work that it provides (evidenced in the discussion);
5) is it a well-organised, clear, concise thesis (evidenced across the whole thesis).

Honours Progression

Part G of the 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 period of candidature for students enrolled in an end-on Honours course is no more than one year full-time, or its part-time equivalent. It is expected that students will commence their Honours year by the first Monday in February and not later than the first day of the Autumn semester. Students can start earlier than February, but should not start any earlier than a year before their thesis submission date. Embedded Honours programs have a different timeframe for course completion.

The due date for the submission of Honours theses is Wednesday the 23rd of October 2013.
Mid-year intake into end-on Honours will be determined at a program level and entrants will commence their Honours year as defined by their program. The due date for the submission of Honours thesis produced by mid-year entrants will also be program defined.

Procedure for applying for an extension of submission date

1. A student may apply for an extension of time for thesis submission up to three working days before the student's originally approved submission date. Extensions can only be granted in exceptional and compelling circumstances consistent within the provisions of the Special Consideration Policy and in accordance with the prescribed School guidelines.
2. The application should be submitted to the relevant Honours Academic Course Advisor or the Director of Academic Program in the case of Clinical Health Sciences. The Honours ACA or DAP. will recommend to the Director HDR whether or not the extension should be granted, and in making that recommendation he/she will consult with the primary supervisor, co-supervisors and the student. The Director HDR will advise the student and the School Academic Committee in writing of the decision.
3. Where an extension is granted and it is not possible for the work to be submitted by the next census date, the student will not incur any financial liability.

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
The request for special consideration can be found at:
http://www.uws.edu.au/currentstudents/current_students/managing_your_study/forms

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 Scholarship Panel.

Lodgement of Thesis

Three soft-bound copies of the thesis are to be submitted as outlined in the learning guide for 300412 in line with the appropriate submission date (23/10/13)). An electronic (preferably a pdf version) must also be submitted through TURNITIN.

Examination Procedures

Appointment of Examiners

1) Ideally examiners should hold a Ph.D. with a record of research or scholarly attainment in a relevant field, with recent (< 7 years) outputs. However, they may as a minimum have a qualification at or above Masters level with recent research output, or have a substantial peer reviewed research record.

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

3) The principal supervisor will provide, in line with the criteria above, the School Honours Advisory Group with a list of up to five potential examiners, one or more of whom may be external to UWS. The School Honours Advisory Group will use this list to select two examiners who will mark the thesis. The School Honours Advisory Group may also appoint examiners not nominated by the supervisors.

Materials Sent to Examiners

It will be the responsibility of the Honours Advisory Group to ensure that all relevant material is sent to examiners. Material to be sent to examiners should include, but is not limited to:

1. a letter inviting the examiner to formally examine the thesis;
2. an abstract of the thesis to be examined that contains the title and author of the work;
3. an explanation of which components of the degree contribute to the determination of the Honours award and the weight given to the research component (thesis) as opposed to the compulsory training component;
4. specific information concerning the School's expectations of the nature, structure, length and presentation requirements of the research component of the Honours degree;
5. the criteria, including weighting, by which the examiner is expected to evaluate the thesis;
6. information concerning the School's expectations of the examiner (e.g. timeframe by which examination needs to be completed, the level of detail that is required in the marking report, what materials need to be forwarded back to the School to complete the examination process);
7. a pro-forma document that outlines the supervisor's perception of the success of the project, the performance of the student and any extenuating circumstances that should be taken into consideration;
8. a document template that the examiners must use to summarise their mark out of 100, including the marks awarded and the rationale for the mark awarded against each of the specified marking criteria.

Examination of the Thesis

As per the Honours in Bachelor Awards Policy, clause (39), examiners will undertake the thesis examination independently. There will be no reference to another examiner, supervisors or anyone else involved in the student's project or the examination process. Examiners will each award a mark out of 100, which will be averaged to give a total score.

The marking sheet will, however, provide the examiner with the option to disclose his or her identity to the supervisor and the student once the examination process has been concluded.

At the end of the examination process the student, supervisors and examiners will be provided with copies of each examiner's comments for that thesis.

The Use of Third Examiner (Arbiters)

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.

Appointment of Arbiters

Discipline-specific arbiters will be appointed by the School Honours Advisory Group before any Honours theses are examined. Given that the final mark for the majority of theses will be a negotiated mark, it is envisaged that little if any arbitration will be required.

Arbitration Process and Outcomes

1. As well as the standard materials sent to thesis examiners, supplementary materials forwarded by the School to the Arbiter should include the following:
- a written letter outlining the circumstances under which the present arbitration is required;
- thesis reports and marking sheets from the two examiners, with the examiners clearly identified.

2. The Arbiter shall read the thesis to reach an independent assessment of the work contained in line with the School's marking criteria. After reading the thesis, they will then read the reports of the two examiners and assess the conclusions that the examiners have reached, and the arguments that they have used to justify these conclusions. The Arbiter at all times will be free to consult with the examiners, the supervisors and the student. The Arbiter will then prepare a standard assessment report on the quality of the thesis and produce a report to the Director HDR and Honours, explaining their decision in relation to the two examiners' reports. The Arbiter's report will be made available to the supervisors and student.

3. The Arbiter's mark and report should be sent to the Director, HDR and Honours. This will be forwarded to the Research and Higher Degrees Committee for discussion and recommendation to the School Academic Committee for final approval.

Processing Honours Award Levels

1. The Honours Unit coordinators are responsible for ensuring all marks are collected and entered correctly in marking spreadsheets and gradebooks.
2. The collation of all reports, marks, and other information specified in the School Honours Award Level Guide required for the determination of the final Honours grade will be the responsibility of the Director, HDR and Honours.
3. The Honours results will be reviewed by the Honours Advisory Group prior to recommendation of the level of Honours award by the Director, HDR and Honours, to the School Academic Committee for final approval.
4. After each teaching session in which Honours awards are made, the School Academic Committee 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, any extensions on thesis submission dates, and any recommendations about assessment policies and practices.

Key Dates and Assessment Information 2013

All key dates are included in the learning guides of the Honours coursework and thesis units.

Assessment details and marking rubrics are included in the learning guides of the Honours coursework and thesis units.

School of Science and Health
Honours Admission Information Summary Sheet

- Bachelor of Science (Honours)
- Bachelor of Medical Science (Honours)
- Bachelor of Health Science (Honours)

- This sheet must be completed and returned to the Director, HDR and Honours by the Census date on 31st March 2013.

- All completed sheets are to be emailed to: Honours_ssh@uws.edu.au
- The subject of the email must be: Honours Summary Sheet_surname of student

Name of the student:		
Supervisory panel:		
Title of the project:		
Does this project require human ethics approval?	YES	NO
If human ethics approval is required, has approval been granted?	YES	NO
Title, date approved, and reference number of the ethics approval:		
Does this project require animal ethics approval?	YES	NO
If animal ethics approval is required, has approval been granted?	YES	NO
Title, date approved, and reference number of the animal ethics approval:		
Does this project require the use of equipment not available at UWS?	YES	NO
If you answered yes to the above question, detail arrangements for access to this equipment:		

Appendix A

School of Science and Health Honours Award Level Guidelines – 2013 - Requirements for Ethics Approval

Human and Animal Ethics and Biosafety for Honours students at UWS

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

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

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

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

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

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

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

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

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

Honours projects involving Human Research

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

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

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

[1] http://gradresearch.unimelb.edu.au/programs/GReP/GREIM.html

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

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

Guidelines for Ethics Application

1. Submit your ethics application as early in the academic year as possible. Approval periods depend on the quality of the application and any feedback from the review processes, however, this may be one (1) month.

2. Refer to the UWS Ethics webpages for Hints and Tips for completing the ethics application, and the Frequently Asked Questions page for human ethics. These are invaluable sources of information and will assist in completing a high quality ethics application.

3. If you feel you have not had a response to your application within a reasonable time - at either the Peer Review stage or the Ethics review stage of the process - follow up with the professional staff – PRC Secretary for Peer Review or the Human or Animal Ethics Officer for Ethics review. UWS is a research led university has large numbers of research projects under review at any one time. so it is in your best interest to monitor an application's progress.

4. Ensure that all attachments are included at the time of submission using those available on the UWS Ethics webpages, as these are the most current templates.