

# School of Business

## Honours Award Level Guidelines 2014

### **COURSE TITLE (Honours)**

Bachelor of Business and Commerce (Honours)

Bachelor of Economics (Honours)

### **HONOURS CONTACT DETAILS**

#### Director of Academic Programs (ABL and Honours)

Dr. Gregory Teal

Building 11, Room 11.45

Campbelltown Campus

Phone (02) 4620 3247

Mobile: 0424 183 601

Email: [greg.teal@uws.edu.au](mailto:greg.teal@uws.edu.au)

#### Honours Coordinator (BEc (Honours))

Dr. James Farrell

Building ED, Room 135

Parramatta Campus

Phone (02) 9685 9643

Email: [j.farrell@uws.edu.au](mailto:j.farrell@uws.edu.au)

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## 2014 Honours Award Level Guidelines

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 2014 contain information specific to Honours degrees in the School of Business.

### Application Process

#### **Bachelor of Business and Commerce (Honours), BBC (Honours) Bachelor of Economics (Honours), BEc (Honours)**

Students applying for Honours (non-embedded) in the School of Business need to complete the on-line application found on the UWS website:

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

Applications should be submitted by 23 December 2014 for admission in the Bachelor of Economics (Honours) for Autumn Semester 2015, and for the Bachelor of Business and Commerce (Honours) 1H (First Half). Applications received after this date may be considered depending on availability of spaces. According to the *Honours in Bachelor Awards Policy* Part D, applications may be made on-line at any time of year following student completion of threshold credit point requirements, or in the case of final year students they must be enrolled in sufficient units to complete their degree. The Bachelor of Business and Commerce (Honours) has two intakes, 1H and 2H. Mid-year applications to BEc Honours will be considered on a one-by-one basis.

#### **Procedures for assessing applications**

Consistent with Clause 20 of the *Honours in Bachelor Award Policy* applications are considered by the Director of Academic Programs for Honours and Honours Coordinator for BEc (Honours). Once received, applications will be forwarded to the relevant Academic Program for consideration and recommendation to the School Dean (or nominee) for final endorsement.

#### **Criteria for Admission**

The criteria for admission to an end on or embedded Honours program are as required by the *Honours in Bachelor Awards Policy*, Part E Clause (21):

- a) Achievement of a threshold Admission Average Mark (AAM) equal to or above the minimum of 65; and
- b) Statement of Intent (this should be written in consultation with a member of academic staff in the School); and
- c) Appointment of a Principal Supervisor by the Director of Academic Programs; and
- d) Demonstrated satisfactory academic writing skills appropriate to the discipline.

**All students intending to apply for admission to Honours should consult with the Director of Academic Programs and/or Bachelor of Economics (Honours) Coordinator before submitting their applications. Students should also consult with potential supervisors and discuss their Statement of Intent with them.**

#### **Calculation of the Admission Average Mark (AAM)**

1. Following Clause (23) of the *Honours in Bachelor Awards Policy*, the AAM will normally be calculated on the basis of all units from program commencement.

2. For the purposes of Clause (23) an applicant with an AAM < 65% due to lower relative results in their first year of undergraduate study may be considered for admission if:
  - a) The applicant has demonstrated a marked improvement in their academic performance in recent semesters; and
  - b) A supporting letter from the applicant's potential supervisor regarding the applicant's ability to undertake Honours is supplied.
3. For the purposes of Clause (24), 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 Coordinator (The Director of Academic Programs), may be used.

## Statement of Intent

The *Statement of Intent* is an important part of the admission criteria for Honours. It is also an important component of the learning process in Honours. The *Statement of Intent* provides a brief overview of the research that the applicant is planning to undertake as an Honours student and is a way to help you develop your identification and conceptualization of issues critical to your research undertaken for your Honours degree.

The *Statement of Intent* is usually expected to be 500 - 1,000 words and should be written by the applicant in consultation with their intended supervisor(s).

For business applicants, as this may be the first time that you have written a research *Statement of Intent* and planned and undertaken a substantial research project, this document is also a 'work in progress' that will continue to be developed and refined throughout the early stages of your Honours program, and will form the basis for your thesis proposal.

The *Statement of Intent* needs to be written clearly and well organized so that others can understand and evaluate what you are interested in researching and why and how you will undertake the research.

For all applicants, the following six areas will normally be included in your *Statement of Intent* the following:

- 1) **Research Title:** A research title. While the title you nominate is provisional, it is important to be as precise as possible in order to clarify the research project to others.
- 2) **Research Question:** A research question and an overview of the research topic, including a statement outlining the interest and/or the significance and objectives of the area of study.
- 3) **Readings:** a critical summary and evaluation of 6 - 10 academic readings relevant to the area of study, demonstrating some engagement with this existing scholarship.
- 4) **Methodology:** A brief statement on how the research will be conducted, data employed and tools for analysis of the data. Do you intend to use quantitative or qualitative methods, or some combination of these approaches? Will the data collection involve conducting interviews, surveys, focus groups, document analysis, or other methods?
- 5) **Theoretical Framework:** Identification of a theoretical framework that is linked to the review of readings, the research question, research methodology, and data analysis.
- 6) **Ethics Requirement:** A statement as to whether ethics approval is required to conduct the proposed research. If you are conducting research with human participants (for example, via interviews, focus groups, or surveys) you will need to complete an ethics application prior to collecting the data (See information below on Ethics Approval).

You will need to seek the advice and support of your intended supervisor(s) about ethics and the development of an ethics approval application (NEAF). If you are required to complete an ethics application, you will need to complete your application early in your Honours program.

### **Additional Information in the Statement of Intent**

Applicants should also indicate their preference for a specific supervisor and co-supervisor, if known, or mention academic staff with whom the applicant has consulted in drafting the *Statement of Intent*. There is no guarantee of allocation to any particular supervisor; however this will be taken into consideration when supervisors are allocated to Honours students.

### **Appointment of a Principal and/or Co Supervisors**

Admission to an Honours degree is subject to the availability of a suitable supervisor(s) and other resources. It is the responsibility of the Director of Academic Programs (ABL/Honours) to ensure that these conditions can be met prior to recommending to the Dean approval of any application for Honours admission. Bachelor (Honours) supervisors are no longer required to be on the UWS Graduate Supervisor Register because this is maintained for Higher Degree Research Supervisors. Clause 28 of the *Honours in Bachelor Awards Policy* states that the primary supervisor must hold qualifications at AQF Level 8, or above, and have a record of research of scholarly attainment in a relevant field, to satisfy the Higher Education Threshold Standard of “equivalent professional experience”. Normally, Principal supervisors should be qualified at the PhD or Masters (Honours) level, or have at least an Honours Class II Division I award to be eligible to be nominated. Principal supervisors should additionally have an established publishing and research track record.

The Graduate Supervisor Register may be accessed at:

[http://www.uws.edu.au/research/current\\_research\\_students/supervision](http://www.uws.edu.au/research/current_research_students/supervision)

### **Demonstrated satisfactory academic writing skills**

The *Statement of Intent* will be considered as sufficient evidence of the applicant's ability to write at a level appropriate for the discipline in which the award is being conferred. Therefore, careful attention to the quality of writing is important in the *Statement of Intent*.

### **Ethics Approval Information for Students**

A statement as to whether or not ethics approval is required to conduct the proposed research will be included in your *Statement of Intent* when applying for admission into Honours. Upon acceptance into the program, you must ensure that approval has been received by the appropriate UWS authority before data collection or other fieldwork commences.

All research carried out at UWS involving human participants is done in accordance with *The Research Code of Practice which is guided by the National Statement on Ethical Conduct in Human Research (2007)* and the *National Statement on Ethical Conduct in Research Involving Humans (2007)*. Each undergraduate research project will be assessed by the School Peer Review Committee for research merit and integrity. If deemed low risk, the proposed research will be assessed on values including justice, beneficence and respect, by the UWS Human Research Ethics Committee (HREC), via a fast track.

The National Ethics Application Form (NEAF) is a web based tool that has been developed to assist researchers of all disciplines to complete research ethics proposals for submission to School Peer Review Committees, and Human Research Ethics Committees (HRECs) [www.neaf.gov.au](http://www.neaf.gov.au)

NEAF requires registration, and once registered you may log-on any time. Please note: Just like any other student research, the Principal Supervisor is responsible for the project and as such must be listed as the applicant. Guidance for completing this form can be obtained from *Guidance on applying for ethical review at UWS*. Please refer to: <http://www.uws.edu.au/research/researchers/ethics>.

Therefore, as early as possible in your Honours year, your Honours Supervisor must open an account on the NEAF website, and grant you editing access. You can then access the application at any time.

The School of Business will hold a training session to familiarize students with the National Ethics Application Form (NEAF). This workshop may be held in a lab for you to work on your own applications. Please book for your place by sending an email to [business.research@uws.edu.au](mailto:business.research@uws.edu.au)

**Date:**

**Time:**

**Location:**

**Facilitator(s):** Dr. Greg Teal

**Registration to:** [business.research@uws.edu.au](mailto:business.research@uws.edu.au)

## Procedures for Dealing with Supervision Issues

It is expected that students will meet with their Supervisor(s) on a regular basis during their Honours program. Meetings with your Supervisor(s) should be negotiated with your Supervisor at the beginning of your program. You may find that there will be times when you need the support of your Supervisor more frequently than at other times, but this should also be negotiated with your Supervisor. Your Supervisor will monitor your Honours progress throughout your program and each student must make their Supervisor aware of any issues affecting their progress. The Director of Academic Programs is available to discuss with Supervisors and Honours students any issues regarding their course progression. In accordance with Clause 30 of the *Honours in Bachelor Awards Policy*, where a student is experiencing supervision problems, he/she will in the first instance approach their supervisor and/or co-supervisor, then if required the School Honours Coordinator (Director of Academic Programs) who will facilitate management of supervision issues. In cases where the Director of Academic Programs is involved in supervision or supervision problems, the student may approach the relevant Associate Pro Vice-Chancellor (Research) for advice.

## Honours Progression

Part G of the *UWS Honours in Bachelor Awards Policy* deals with progression in the Honours course. The normal period of candidature for students enrolled in an end-on Honours course is one year full-time, or its part-time equivalent.

The due date for submission of the Honours thesis in the School of Business is 23 October, 2014.

### Procedure for Applying for an Extension of Submission Date

In compliance with *UWS Special Consideration Policy* which may be found at the following site, <http://policies.uws.edu.au/view.current.php?id=00205> you may apply for an extension of the due date for an assessment task (i.e. thesis submission) if extenuating circumstances outside your control, and sufficiently grave in nature or duration, cause significant disruption to your capacity to study effectively.

To apply, you should complete a 'Request For Extension' application form and submit it, with supporting documentation, to the Director of Academic Programs (ABL and Honours) or the

Honours Coordinator (BEc Honours) who will recommend to the Dean or Deputy Dean of the School whether or not an extension should be granted. The decision to recommend whether or not an extension should be granted will be made consultation with your thesis Principal supervisor and/or co-supervisor. The Request for Extension application form can be found at:-

[http://www.uws.edu.au/\\_data/assets/pdf\\_file/0004/118273/Request\\_for\\_Extension\\_ARO\\_00205\\_0713\\_WEB.pdf](http://www.uws.edu.au/_data/assets/pdf_file/0004/118273/Request_for_Extension_ARO_00205_0713_WEB.pdf)

This form must be lodged no later than 3 working days prior to the due date of the assessment task. After that, you must apply for Special Consideration, in accordance with Part H Clause 34 of the *Honours in Bachelor Awards Policy*.

## Lodgment of Thesis

At the due date for your thesis, you will be required to lodge the thesis in two forms:

1. Three hard copies, bound as per guidelines (see Thesis Guidelines below) to the School for examination; and
2. One PDF format, supplied via email to the School Honours Coordinator for archive purposes.

## Examination Procedures

### Appointment of Examiners

Examiners will be appointed in accordance with the *Honours in Bachelor Awards Policy*, Part I - Examination, clauses (37 - 42) which specify that the significant research component (thesis) will be examined by two suitably qualified examiners. Examiners may be external to UWS or internal to UWS, in Schools where an independent moderation process is used to assure quality and consistency of internal examination. Examiners must normally hold a qualification at or above Honours and have a record of research or scholarly attainment in a relevant field.

Supplemental to clause (37) the School of Business adopts the following processes for the appointment of examiners:

1. Recommendations for examiners will be made by the thesis Principal Supervisor to the Director of Academic Programs (ABL/Honours), who will consider nominations and make final endorsements. The School shall be free to decide the composition of the thesis examination panel (i.e. one internal / one external; two internal; two external).
2. Examiners will not be Principal supervisors or co-supervisors of the Honours candidate whose thesis is being examined, nor will the examiners have worked with the Honours candidate on any aspect of their thesis research.
3. The identity of examiners remains confidential, before and during the examination process. The Principal supervisor may discuss the examiners' reports with the Honours candidate concerned after the examination has been completed. At this stage, the identity of the examiners may be revealed provided that the examiners have given consent at the time that the examination report was submitted.
4. The Director of Academic Programs (ABL/Honours) 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 Director of Academic Programs (ABL/Honours) to ensure that the examiners' reports are received in a timely manner – see *Materials Sent to Examiners*.

5. Examiners' reports will be sent to the Director of Academic Programs (ABL/Honours), who will ascertain if a third examiner is required under the conditions specified in the Honours in Bachelor Awards Policy Part I Clause (41) – see *The Use of Third Examiner (Arbiters)*.
6. Copies of the relevant examiners' reports will be sent by the Director of Academic Programs (ABL/Honours) to the Principal supervisor.

### **Materials Sent to Examiners**

Material sent by the School to examiners should include, but is not limited to:

- A letter inviting the examiner to formally examine the thesis;
- A 150 - 200 word abstract of the thesis to be examined that contains the title and author of the work;
- An explanation as to which components of the degree contribute to the determination of the Honours award and specifically the weight given to the research component (thesis);
- Specific information concerning the School's expectations of the nature, structure, length and presentation requirements of the research component of the Honours degree;
- The criteria by which the examiner is expected to evaluate the research component;
- Information concerning the School's expectations of the examiner (e.g. timeframe by which examination needs to be completed, typically two weeks, what materials need to be forwarded back to the School to complete the examination process, how the examiner can advise the School as to whether they do or do not give their permission for their name to be released to the student at the conclusion of the examination process);
- A Cover Sheet that summarises the examiner's score out of 100;
- Any other School-devised scoring materials.

### **The Use of Third Examiner (Arbiters)**

As per the Honours in Bachelor Awards Policy, Clause (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 Director of Academic Programs 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.

### **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) a written letter outlining the circumstances under which the present arbitration is required; and
  - b) thesis reports and marking sheets from the two examiners, with the identity of the examiners withheld

The Arbiter shall read the thesis to reach an independent assessment of the work contained within. After reading the thesis, they read the two examiners' reports and assess the conclusions that the examiners have reached, and the arguments that they have used to justify these conclusions. The Arbiter then prepares a standard assessment report on the quality of the thesis. They also produce a report to the Director of Academic Programs (ABL/Honours) explaining their decision in relation to the two examiners' reports.

2. The Arbiter's reports, both the standard assessment report and a report outlining the reasons for their decision, should be sent to the Chair of the School Academic Committee and will be forwarded by the School Academic Committee to the Director of Academic Programs (ABL/Honours) for endorsement.
3. The recommended mark for the thesis is decided by the Arbiter and will be forwarded by the Director of Academic Programs (ABL/Honours) to the School Academic Committee for final recommendation and approval.

## **Processing and Finalising Honours Marks and Level of Award**

Award levels for Honours in Business adhere to Section J "Award Levels" of the *Honours in Bachelor Awards Policy*.

1. Honours marks and level of award will be recommended by the Director of Academic Programs (ABL/Honours) to the School Academic Committee. Honours marks and level of award will be approved by the School Academic Committee.
2. 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 of thesis submission dates, and any recommendations about assessment policies and practices.
3. Once approved, Honours marks and levels will be sent to candidates by the Academic Registrar's Office.

## Honours Award Level Guide – Bachelor of Business and Commerce (Honours) - BBC (Honours) and Bachelor of Economics (Honours) – B Ec. (Honours)

The following references are with respect to the Honours in Bachelor Awards Policy.

1. Calculation of the Honours Award Level (Class of Honours) is based on the results of both Honours Coursework and Honours Research:
  - a) The Honours Coursework calculation includes all coursework units, including research methods, the formal research proposal, ethics approval, and research seminar attendance, as they are structured in the Honours Component of the Degree. Calculation of the Honours Coursework may include relevant components outlined in Clauses (13), (14) and (15) of the *Honours in Bachelor Awards Policy*.
  - b) Calculation of the Significant Research component may include either of the two research options outlined in Clause (17) a) and b) of the Honours in Bachelor Awards Policy.
2. The final level of award will be calculated according to the credit point allocation in the degree. The level of award of Honours will be as follows:
  - a) Honours Class I requires achievement within the range of 85% - 100%.
  - b) Honours Class II Division I requires achievement within the range of 75% - 84%.
  - c) Honours Class II Division II requires achievement within the range of 65% - 74%.
  - d) Honours Class III requires achievement within the range of 50% - 64%.
3. The award of Honours Class I requires both achievement within the range of 85% - 100% for the Honours Research Component and a weighted average mark in the range of 85% - 100% for the combined Research and Coursework components.

Reviews of Grade and Appeal against Level of Honours for all School of Business Honours degrees are dealt with by Part L and Part M of the *Honours in Bachelor Awards Policy* respectively.

## Key Dates 2014 - Summary

30 March 2014	Confirm student enrolment in relevant Autumn and 1H semester Honours units.
31 August 2014	Confirm student enrolment in relevant Spring and 2H semester Honours units.
28 September 2014	Confirmation of examiners
23 October 2014	Submission of Honours thesis
3 December 2014	School Academic Committee meeting

## Bachelor of Business and Commerce (Honours) Course Sequence

<b>Full-time</b>			
<b>1H</b>		<b>2H</b>	
200714	<i>Business Research Methods</i>	200713	<i>Business and Commerce Honours Thesis B</i>
200412	<i>Research Proposal and Seminar</i>		
200712	<i>Business and Commerce Honours Thesis A</i>		
<b>Mid Year Intake</b>			
<b>2H</b>		<b>1H</b>	
200412	<i>Research Proposal and Seminar</i>	200713	<i>Business and Commerce Honours Thesis B</i>
200712	<i>Business and Commerce Honours Thesis A</i>		
200714	<i>Business Research Methods</i> <b>or</b>		
200299	<i>Business Research Skills Seminar</i>		

<b>Part-time</b>			
<b>Year 1</b>			
<b>1H</b>		<b>2H</b>	
200714	<i>Business Research Methods</i>	200712	<i>Business and Commerce Honours Thesis A</i>
200412	<i>Research Proposal and Seminar</i>		
<b>Year 2</b>			
<b>1H</b>		<b>2H</b>	
200854	<i>Business &amp; Commerce Honours Thesis B Part Time</i>	200854	<i>Business &amp; Commerce Honours Thesis B Part Time</i>
<b>Mid Year Intake</b>			
<b>Year 1</b>			
<b>2H</b>		<b>1H</b>	
200714	<i>Business Research Methods</i>	200712	<i>Business and Commerce Honours Thesis A</i>
200412	<i>Research Proposal and Seminar</i>		
<b>Year 2</b>			
<b>2H</b>		<b>1H</b>	
200854	<i>Business &amp; Commerce Honours Thesis B Part Time</i>	200854	<i>Business &amp; Commerce Honours Thesis B Part Time</i>

## Bachelor of Economics (Honours) Course Sequence

<b>Full-Time</b>			
<b>Year 1</b>			
<b>Autumn Session</b>		<b>Spring Session</b>	
200442.2	<i>Advanced Microeconomics</i>	200492.2	<i>Advanced Macroeconomics</i>
200441.2	<i>Advanced Political Economy Theory &amp; Research Methods</i>	200703.2	<i>Economics Honours Thesis</i>
200440.2	<i>Economics and Finance Research Methods</i>		
200703.2	<i>Economics Honours Thesis</i>		
<b>Part-Time</b>			
<b>Year 1</b>			
<b>Autumn Session</b>		<b>Spring Session</b>	
200440.2	<i>Economics and Finance Research Methods</i>	200492.2	<i>Advanced Macroeconomics</i>
200441.2	<i>Advanced Political Economy Theory &amp; Research Methods</i>		
<b>Year 2</b>			
<b>Autumn Session</b>		<b>Spring Session</b>	
200442.2	<i>Advanced Microeconomics</i>	200703.2	<i>Economics Honours Thesis</i>
200703.2	<i>Economics Honours Thesis</i>		

## Thesis Guidelines

### Layout and preparation of thesis document

Approximate page counts for each part of the thesis will be dependent on the nature of the work carried out, but the following can be used as an approximate guide.

- Abstract: 1 page
- Introduction: 5 - 15 pages
- Literature Review: 10 - 40 pages
- Content of Research: 15 - 50 pages
- Conclusions and Further Research: 3 - 10 pages
- References: 40 - 150 citations

The above page counts are based on the formatting standards recommended in this section.

- a) A thesis should be printed on size A4 bond paper, on one side of the paper only with 1.5-line spacing using a Times New Roman or Palatino 12pt font. Students should avoid the use of footnotes or endnotes wherever possible.
- b) Margins should not be less than 3.5 cm on the left-hand side and 1.5 cm on the other three sides to allow for binding and trimming. Each page of the entire manuscript must be numbered in the upper right corner or the bottom centre of the page, no less than 15

mm from the edge of the page. The placement of page numbers should be consistent throughout the manuscript.

- c) The thesis should incorporate in the following order
- i. A title page giving the title of the thesis in full, the names and degrees of the candidate, the name of the thesis supervisor, the name of the School and the date when submitted for the degree. See example following:
    - i. A table of contents;
    - ii. An abstract or summary in not more than 500 words;
  - ii. A signed statement of authentication to the effect that the thesis contains no material which has been accepted for the award of any other degree or diploma and that, to the best of the candidate's knowledge and belief, the thesis contains no material previously published or written by another person, except when due reference is made in the text of the thesis;
  - iii. An acknowledgement of any help given or work carried out by another person or organisation;
  - iv. The main text, which includes (Introduction, Chapters, Conclusion)
  - v. References/Bibliography, using a Harvard system in alphabetical order. The terms 'references' and 'bibliography' are often used synonymously, but in fact each serves a different purpose within a document. References refer solely to the works cited within the document, while a bibliography is an attempt to draw together a range of documents on the same topic. A list of references should include only items, which have been cited in the main text. If other items are to be included, they can be listed separately under the heading of 'Bibliography' or 'Further Reading'.
  - vi. Harvard style reference list - example

*Meyer, M.D. (1992), Public transportation in the 21st century, in: Gray, G.E. and Hoel, L.A. (eds), Public transportation, 2nd ed, Prentice Hall, Englewood Cliffs, New Jersey, pp. 636-653*

*Rau, J.G. and Wooten, D.C. (1980), Environmental impact analysis handbook, McGraw-Hill, New York*

*Richardson, A. J. (1990), "Traffic planning and modelling: a twenty year perspective", Australian Road Research, vol. 20, no. 1, pp. 9-21*

*Young, W. (1990a), "The interaction between data and a parking model hierarchy", Proc. 15th Aust. Road Research Board Conference, pp. 83-100.*

*Young, W., and Taylor, M. A. P. (1990b), "Continuing education in transport", Proc. 2nd. AAEE Conference on Engineering Education, Melbourne, Aust., pp. 569-579.*
  - vii. Appendices, if any. Additional pages or other material not suitable for binding should be placed last and treated as indicated below. Sections of program listing to illustrate a point may appear in the text. All other program listings should be placed as an appendix or as a supplementary volume. Each appendix must be labelled on the top margin (at left or centred) sequentially using capital letters and Arabic numerals (Examples: Appendix A or Appendix 1). Tables and figures should be numbered consecutively as "A-1", "A-2", etc.

## Diagrams and figures

The following are general suggestions for normal practice, but they may be varied in special cases.

- a) Diagrams and figures etc. should preferably be drawn or photographed on size A4 paper and bound in the appropriate place in the text.
- b) Tables should be inserted in the appropriate place in the text, except that lengthy or bulky tables should appear as an appendix.
- c) Diagrams, maps, tables, etc., exceeding A4 size, should be folded so as to read as a right-hand page when open.

### **Binding and supplementary materials**

Students are responsible for the physical preparation of their thesis documents.

- a) Temporary binding of theses submitted for examination is permitted. The lettering on the cover should include:
  - The thesis title;
  - Candidate's initials and surname;
  - Candidate's title of the degree;
  - Year of submission.
- b) Supplementary material such as folded maps and other large folded sheets may be placed in a pocket inside the back cover of the bound thesis.
- c) Supplementary material such as CDs or DVDs, which cannot readily be kept in a pocket, should be placed in a special case made and lettered to simulate a bound volume of the thesis. A supplementary case or additional volume of a thesis should be distinguished by a volume number but should otherwise be uniform with the first part of the thesis in respect to colour, lettering and, as far as possible, size.

### **Content of thesis**

The thesis report should define interesting questions that make sense, seek answers to those questions through empirical work and literature study, and ultimately make sense of a mass of information the student has generated or accumulated.

The following are among the criteria that examiners would consider in assessment of a thesis; noting that not all of these criteria are appropriate in every case:

- Structure
- Clarity
- Motivation
- Grasp of related literature
- Grasp of underlying science
- Articulation of specific aims
- Method
- Implementation or solution
- Results
- Analysis
- Conclusions
- Comprehensiveness
- Maturity
- Novelty

- Difficulty
- Editorial care

## Student checklist

Below are a few general suggestions, which may be helpful before submission.

### Do:

- Plan the structure of the thesis so that it will be easier to sort material to fit the established structure.
- Be precise, but not simplistic. Concise writing style and well-chosen language convey much about your scholarly work.
- Ensure that all assertions, claims, purported facts etc. can be verified, either by your research findings, or by sources that you have cited.
- Ensure that your references are complete, accurate, consistent and properly linked to the text.
- Acknowledge all sources.
- Provide an explanation for any abbreviations used.

### Do not:

- Be tempted to personalise your text, overuse exclamation marks, or incorporate 'in-jokes'.
- Invent new words for concepts, which already exist.
- Pad out the text unnecessarily to make it longer.
- Include references, which have not been used, or submit incomplete or inaccurate references.
- Use a direct quotation without acknowledgement.
- Use inappropriate or out-of-date references.

### Format:

- Is the title page formatted correctly using the appropriate wordings?
- Are all pages numbered consecutively, including figures, appendices etc.?
- Is a signature included below the Statement of Authentication?
- Is the copyright symbol ©, which can be found in the typographic symbol set that comes with all word processors, included on the title page?
- Is the order of pages correct and is the quality of photocopying after duplication up to the standard required?
- Is the print clear and legible on every page?
- Have all photographs, tables been included and numbered, and are their captions appropriately located?
- Have copyright permissions been obtained and supplied?

### Referencing:

- Read selected parts of chapters of the text and do a random check of the references cited there to ensure accuracy.
- Are footnotes formatted in a consistent manner and numbered consistently?
- Does every book reference have an author, title, publication date, place of publication and publisher's name?
- Does every journal reference have an author, title, journal name, volume number, page numbers, date?
- Are references listed in strict alphabetical order?

### Spelling:

- Is the title page free of typographical errors?

- Has a spelling check been run on each chapter of the manuscript?

**Grammar:**

- Have someone you know with a good command of English read one or two chapters of your thesis.

**Other Checks:**

- Do a random check of several entries in the List of Figures and Tables to ensure correct captions and page numbers.
- Check that each Chapter begins on the page indicated in the Table of Contents.
- Ask someone you know to do a random check of the items listed above, especially spelling and formatting.

## DAILY SEMESTER STUDY PLANNER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00 am						
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## DAILY SEMESTER STUDY PLANNER - EVENING

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5:00 pm						
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## SEMESTER STUDY PLANNER

Unit	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14