

School of Humanities and Communication Arts

Honours Award Level Guidelines 2015

The due date for submission of the Honours thesis/project is Thursday 1 October, 2015.

COURSE TITLE (HONOURS)	HONOURS STAFF CONTACT DETAILS
1600 Bachelor of Arts (Honours)	Dr David Walton Phone: (02) 9685 9357 Email: d.walton@uws.edu.au
1657 Bachelor of Communication (Honours) 1571 Bachelor of Design (Visual Communication) Honours (Embedded) 1660 Bachelor of Music (Honours)	Dr Maria Angel Phone: (02) 9852 5152 Email: m.angel@uws.edu.au

Table of Contents

Key Dates 2015	3
PROCESSES	4
Supervisor/s	4
Applying for Scholarships.....	4
Honours Progression	4
Study Pattern	5
Enrolment and Student Admin	5
Unit Enrolment.....	5
Rule Waivers	5
Procedure for Applying for an Extension of Submission Date	5
Withdrawal/Deferral.....	6
vUWS	6
Lodgement of Thesis	6
Graduation	6
POLICY	7
Admissions	7
Criteria for Admission	7
Calculation of the Admission Average Mark (AAM).....	7
Appointment of Supervisors	7
Procedures for dealing with Supervision issues.....	7
Ethics Approval	8
Extension of Submission Date	8
Thesis Examination Policy	9
Appointment of Thesis Examiners	9
Materials Sent to Examiners	10
Arbitration Process and Outcomes	10
Honours Marks and Level of Award	11
School Honours Award Level Guidelines.....	11
Appeal Against Level of Honours	12
FORMS AND TEMPLATES	13
Recommendation for Honours Examiners	14
Honours Application Summary	16
Quality Assurance for the Appointment of Honours Examiners.....	17
Notification of Honours Grade and Level – Humanities & Languages	18
Notification of Honours Grade and Level – Communication Arts.....	19
APPENDICES	20
Appendix 1 - Human and Animal Ethics and Biosafety for Honours students at UWS	20
Appendix 2 - Thesis Presentation Requirements	22

Honours Award Level Guidelines 2015

The Honours in Bachelor Awards Policy describes the framework for all Honours courses, both end-on and embedded, at UWS: [Honours in Bachelor Awards Policy](#)

These School Honours Award Level Guidelines contain procedural information specific to Honours degrees in the School of *Humanities and Communication Arts*

Key Dates 2015

January	Q1 Commences for B. Arts (Honours)
1 February	Q1 Census Date - confirm enrolment in relevant Q1 session Honours units
Late February	Autumn/1H Commences
31 March	Autumn/1H HECS census - confirm enrolment in relevant Autumn/1H session Honours units
Late June	Q3 Commences for B. Arts (Honours)
19 July	Q3 Census Date - confirm enrolment in relevant Q3 session Honours units
July	Supervisors recommend potential examiners to School Honours Coordinator.
August	Spring/2H Commences
31 August	Spring/2H Census Date - confirm enrolment in relevant Spring/2H session Honours units
September	Confirmation of examiners
1 October	Submission of Honours thesis/research project
November	Examiners' reports received. Arbiter engaged to review results requiring arbitration. School Research and HDR Committee meet to determine the level of Honours to be awarded and refers the recommendations to the School Academic Committee (SAC) for approval.
November	Scholarship Applications
December	University Research Committee meeting to consider research scholarships
December	Results Released

Processes

Supervisor/s

Honours students are required to have a supervisor to help guide and inform their research. It is expected that students will meet with their supervisor/s on a regular basis during their Honours program. How often you meet with your supervisor/s should be negotiated with your supervisor at the beginning of your program. You may find there will be certain times that you need the support of your supervisor more frequently than at others, but this should be negotiated with your supervisor/s. It is expected that you would meet your supervisor/s at least three times per semester.

*Policies related to supervision, meeting with supervisors and to issues with supervisors can be found in the **Policy** section (pg 8)*

Applications will be assessed by the School of Humanities and Communication Arts Research and Higher Degree Research Committee. Successful candidates will be approved by the School Academic Committee.

*Information regarding the Assessment Criteria for Honours can be found in the [Honours in the Bachelors Award Policy](#) Clause (21), or in the **Policy** section of this guide (pg 10)*

Applying for Scholarships

The [UWS Honours Scholarship](#) provides opportunities for exceptional students who have demonstrated academic excellence in their studies, and are either undertaking or intending to commence their Bachelor Honours year at UWS. This includes year-long embedded honours programs.

Criteria

Applicants must:

- be an Australian citizen, permanent resident of Australia or International fee paying student
- have maintained a minimum GPA of 5.5 (credit plus average)
- be applying to study a full time Bachelor Honours program at UWS OR be currently undertaking a Bachelor Honours program full time

Students who are transferring to UWS from another University to undertake a Bachelor Honours program are encouraged to apply.

The scholarship deadline is 9 January 2015

Honours Progression

The normal period of candidature for students enrolled in an end-on Honours course is one year full-time.

The due date for submission of the Honours thesis/project is Thursday 1 October, 2015.

B. Arts (Honours)

- Q1:** 100710 Introduction to Honours Research (10)
AUT: 100714 Humanities Research – Theories and Practices (20)
1H: 100681 Thesis/Thesis Equivalent (20)
Q3: 100716 Honours Research Seminar (10)
2H: 100681 Thesis/Thesis Equivalent (20)

B. Communication/B. Music/B. Design (Embedded)

AUT: 101416.1 Creativity: Theory and Practice (20)

101417.1 Project Seminar and Proposal (20)

SPR: 101418.1 Major Research Project (40)

Study Pattern

Due to the cohort-driven nature of the Honours program, there is no part-time option available for 2015.

*Further information relating to Honours Progression can be found in Part G of the [Honours in Bachelor Awards Policy](#), which deals with progression or in the **Policy** section of this document (pg 8)*

Enrolment and Student Admin

Upon successful admission into the program, students will an official email from UWS Admissions informing them of the outcome and how to accept the course offer. This communication usually takes place in January. After students have accepted their offer in MySR, enrolment into units can be completed.

Unit Enrolment

Students should follow the prescribed course progression as listed above. Failure to enrol into all of the Honours units **in the correct sessions** will result in enrolments issues and may delay completion of the Honours program. If students are unable to enrol into a unit, a [rule waiver](#) should be submitted.

NOTE: B. Arts students need to be particularly careful with [100710 Introduction to Honours Research](#) as the Q1 census date is in mid-January, and to ensure they are enrolled in [100681 Thesis/Thesis Equivalent](#) in both 1H & 2H.

Rule Waivers

Rule waivers may need to be submitted for units which are not available on the student's listed home campus. The rule waiver forms can be accessed through the *eForms* system in [MyStudentRecords](#).

Procedure for Applying for an Extension of Submission Date

Extensions for submission of an Honours thesis are only granted under unforeseen, extenuating circumstances, and in compliance with the [UWS Special Consideration Policy](#).

Note: Students and Supervisors should be aware that late submission may make a student ineligible for consideration for a postgraduate scholarship determined at the December meeting of the University Research Committee, and can also have implications for Graduation. Supervisors should advise students accordingly.

*Further information relating to Extensions can be found in the [UWS Special Consideration Policy](#), or in the **Policy** section of this document (pg 9)*

Withdrawal/Deferral

Students deciding to withdraw from or defer Honours should do so in consultation with their Supervisor and/or Honours Coordinator. Students deciding to withdraw from study need to complete a [Discontinuation or Break from Studies](#) form, to ensure that their enrolment is finalised correctly.

Students who do not correctly withdraw from study may find that they remain academically and/or financially liable for incomplete units. Deferral is not an option in 2015.

vUWS

As in Undergraduate Study, vUWS will be the primary location for information and updates on the course and units. Students should always check vUWS first for information regarding their study. If the required information cannot be found on vUWS the Honours coordinator or supervisors should be contacted secondly.

Lodgement of Thesis

The timeframe for the examination process for Honours theses is restricted to ensure all School Honours candidates are allocated an equitable amount of time to complete candidature requirements. This timeframe ensures that all Honours candidates' who submit on the due date will have their grades processed in time for consideration of higher degree scholarships. These assurances cannot be made for students who have been granted an extension of the due date.

The **2015 submission date for Honours theses/projects is Thursday 1 October 2015.**

At the time of thesis lodgement students are required to submit the following:

- 4 copies of the thesis (hard or soft bound), or exegesis (hard or soft bound) and accompanying materials (DVD, CD, scores, etc.). **A copy of all written work must also be submitted to Turnitin on vUWS.**
- An electronic copy (Word or pdf) on CD.
- Statement of Originality

*For more information about the requirements for submission of the Thesis, see **Appendix 2.***

Graduation

Students will need to apply to graduate from the Honours program during Spring semester. Submission deadlines for 2015 are not yet available, but students will need to check the April Graduation due dates during their final semester to ensure that they apply to graduate.

Policy*

Admissions

Criteria for Admission

The criteria for admission to an end-on or embedded Honours Program are as required by the [Honours in the Bachelors Award Policy](#) Clause (21).

(21) Admission to an end-on or embedded honours program is determined on the basis of all of the four following criteria being met:

- a) Achievement of a threshold Admission Average Mark (AAM) equal to or above the minimum of 65; and*
- b) Statement of Intent or School equivalent; and*
- c) Appointment of a principal supervisor by the Dean of the School; and*
- d) Demonstrated satisfactory academic writing skills appropriate to the discipline.*

All students intending to apply for admission to Honours should consult with the relevant School Honours Coordinator before submitting their applications.

Calculation of the Admission Average Mark (AAM)

1. Following Clause (24) the AAM will normally be calculated on the basis of all units from program commencement.
2. Where advanced standing impedes the calculation of a whole of program AAM
(25) Applications where the advanced standing impedes the calculation of the 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, may be used.

Appointment of Supervisors

Appointment of supervisors will take place at the application phase, as the *Honours in Bachelor Awards Policy* states that admission to the program is subject to the availability of suitable supervisors and other resources. Principal supervisors should be qualified at the PhD or Masters level, or have equivalence in professional standing, as well as having an established publishing and research track record. The minimum level of academic award required to supervise an Honours project is normally research Masters' Degree. Honours Supervisors are directed to the Code of Conduct and Guide for Supervisors before commencing.

It is expected that students will meet with their supervisor/s on a regular basis during their Honours program. How often you meet with your supervisor/s should be negotiated with your supervisor at the beginning of your program. You may find there will be certain times that you need the support of your supervisor more frequently than at others, but this should be negotiated with your supervisor/s. **However, it is expected that you would meet your supervisor/s at least three times per semester.**

Procedures for dealing with Supervision issues

As per Clause (30) of the [Honours in Bachelor Awards Policy](#):

* **Note:** Policy is up to date at the time of printing. Policy changes are made periodically, so if a discrepancy exists between this document and the Policy listed on the UWS website, the website policy will rule.

(30) 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 who will facilitate management of supervision issues. In cases where the School Honours Coordinator is involved in supervision or supervision problems, the student may approach the relevant Associate Pro Vice-Chancellor (Research) for advice.

Ethics Approval

All research carried out at UWS involving human participants is done in accordance with the *Research Code of Practice* and is guided by the following national guidelines:

- [Australian Code for the Responsible Conduct of Research \(2007\)](#)
- National Statement on Ethical Conduct in Research Involving Humans (2007).

Any Honours research that involves undertaking interviews, focus groups, surveys, or any other methodological approach involving human participants, requires the approval of the Humanities and Social Science Peer Review Committee. This Committee examines the research merit and integrity of applications to undertake Honours research (as well as all other unfunded research, excluding Higher Research Degree candidates). Further information on the Peer Review Committees, including the process for lodging applications, is available at the [Research Services website](#).

It is essential that you submit your application for ethics approval as a matter of **priority** at the earliest possible time during the Honours program, if not prior to the start of the official academic year. No experiment or fieldwork can be undertaken without the appropriate ethics approvals. UWS uses the National Ethics Application Form (NEAF). Guidance on completing this form can be obtained from [Guidance on applying for ethical review at UWS](#). In order to complete the application you will need to work closely with your supervisor/s, who will actually be the 'Applicant' named on the NEAF application submitted for your research.

*For additional information, please see **Appendix 1**.*

Extension of Submission Date

Extensions for submission of an Honours thesis are only granted under unforeseen, extenuating circumstances, and in compliance with the [UWS Special Consideration Policy](#).

Please note the following clauses from the *Honours in Bachelor Awards Policy* regarding applications for an extension to submit an Honours thesis:

(34) 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 with the provisions of the Special Consideration Policy.

(35) The principles and procedure of that policy should be followed in making the application, but the application must be submitted to the School Honours Coordinator. The School Honours coordinator will recommend to the Dean or Deputy Dean of the School whether or not the extension should be granted, and in making that recommendation he/she will consult with the primary supervisor and/or co-supervisor. The Dean or Deputy Dean of the School will advise the student and the School Academic Committee in writing of the decision.

(36) Where an extension has been granted and the work is not submitted by the census date for the following semester teaching period, the student will normally be required to re-enrol in a non award 20 credit point unit. The student's enrolment in the unit will not consume additional Student Learning Entitlement, but will incur a tuition fee liability.

Additional information is available regarding [Special Consideration](#).

Note: Students and Supervisors should be aware that late submission may make a student ineligible for consideration for a postgraduate scholarship determined at the December meeting of the University Research Committee, and can also have implications for Graduation. Supervisors should advise students accordingly.

Thesis Examination Policy

The timeframe for the examination process for Honours theses is restricted to ensure all School Honours candidates are allocated an equitable amount of time to complete candidature requirements. This timeframe ensures that all Honours candidates' who submit on the due date will have their grades processed in time for consideration of higher degree scholarships. These assurances cannot be made for students who have been granted an extension of the due date.

Appointment of Thesis Examiners

The School requires that examiners typically hold a research Masters, PhD or Professional Doctorate, or equivalence in terms of professional standing and research experience in the field relevant to the thesis. Two examiners are recommended by supervisor/s in consultation with the School Honours Coordinator and forwarded to the School Research and Higher Degree Committee where they are endorsed before being forwarded to the School Academic Committee for approval.

The [Honours in Bachelor Awards Policy](#) states:

(38) The significant research component will be examined by two suitably qualified examiners, who may be external to UWS or internal to UWS in schools or programs where an independent moderation process is used to assure quality and consistency of internal examination.

In keeping with the UWS policy, the School may appoint two external examiners, or one external and one internal, or two examiners internal to UWS. The School will aim to appoint one internal and one external examiner where appropriate, but to assure quality and consistency of the examination process, two internal or external examiners will be appointed if better qualified.

Students are not told the identity of the examiners. The examiner may give permission for their qualitative reports to be released to students **after** they have been notified of their results. Examiners will not be supervisors or co-supervisors. Ideally examiners should not know students, or should have had minimal contact with the student in terms of their recent degree or Honours program. Ideally examiners should not have close links, professional or personal, particularly in recent times, with the student's supervisor/s.

Examiners' reports will be sent to the School Honours Coordinator, who will ascertain if a third marker/arbitrator is required (see information on Arbitrator/Arbitration process below). If required, the School Honours Coordinator, in consultation with the Dean and/or Deputy Dean, will select a third marker/arbitrator. The School Honours Coordinator needs to inform the Deputy Dean that this process is in operation.

Materials Sent to Examiners

Materials forwarded by the School to examiners will include:

- 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;
- Specific information concerning the school's expectations of the nature, structure, length and presentation requirements of the research component of an 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. Time frame by which examination needs to be completed (typically 3 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 examiners' score out of 100 and includes specified criteria for each potential score assigned; and
- Any other school-devised scoring materials.

Arbitration Process and Outcomes

As per the [Honours in Bachelor Awards Policy](#), a Third Examiner or Arbiter may be utilised under the following conditions:

(41) Where there is a mark discrepancy of 10 or more marks between significant research component examiners or a difference in the examiner-recommended "grade", the School Honours Coordinator may take one or more of the following actions:

- *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;*
- *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.*

Arbiters in Large Programs

In the case of the larger programs of Arts, Communications and Design, the following procedures will apply:

- Arbiters should be specialists in the thesis area, or be eminent, experienced academics with a strong background in supervising and examining Honours work.
- The arbiter reads a clean copy of the thesis determining an independent mark. After having determined an independent mark, the arbiter is given copies of the reports completed by examiners 1 and 2. After reading the reports, the arbiter reassesses all three marks determining a final mark for the thesis. The arbiter then prepares the standard report on the quality of the thesis/research project as well as a brief report explaining the decision in relation to the reports of examiners 1 and 2. The arbiter forwards the reports to the relevant School Honours Coordinator who is responsible for submitting them to the School Academic Committee.
- The arbiter's reports, both the standard assessment report and the report outlining the reasons for their decision, will be sent to the supervisor and student after finalisation of the results.

Arbiters in Small Specialised Programs

In the case of the small specialised programs, such as Music, and Languages and Linguistics, the following procedures will apply:

- In consultation with the Dean or Deputy Dean, the School Honours coordinator will **EITHER** select a third examiner external to the university whose specialisation is in the thesis/project area, **OR** an arbiter, who is not necessarily a specialist in the thesis/project area but has seniority and significant experience (see paragraph below). The School Honours Coordinator needs to inform the Deputy Dean that this process – the third examination option or arbitration option – is in operation.
- The arbiter is selected on the basis of her/his seniority (level C, D or E) and is not necessarily a specialist in the thesis area but should have a strong background in supervising and examining Honours work.
- The aim of the arbitration process is to ensure that the examination of examiners 1 and 2 (internal and external) has been conducted in a consistent manner. The arbiter's role is to determine whether the marks provided by examiners 1 and 2 are justified through the comments each examiner has made about the work being examined, and whether the marks and comments correlate with the criteria being examined. The arbiter thus examines the examination process.
- The arbiter is given a copy of the student's submission together with copies of the reports completed by examiners 1 and 2. After reading the reports, the arbiter reads the student submission (thesis or exegesis) and, as appropriate, looks at or listens to the creative work submitted by the student. The arbiter forms a judgment about the work but does not divorce her/his judgment about the work from the independent judgments made by examiners 1 and 2. The arbiter reassesses all three marks and determines a final mark for the work.

Honours Marks and Level of Award

The total score across the thesis and the course work components received by the candidate determines the level of award for Honours. Graded coursework units only have marks proportionally added then averaged, before addition with the thesis mark. Ungraded units are not included in the calculation of final marks. The relevant School Honours Coordinator completes the Finalisation of Level of Honours Award summary sheet providing a final mark out of 100 for each candidate, a detailed statement as to the calculation of the scores, and a breakdown of all award component scores.

However, the award of Honours Class I requires both a mark of 85-100% for the Honours Research component (thesis or equivalent project) and an overall average mark of 85-100% for the aggregated components undertaken in both semesters.

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

The Academic Registrar's Office is advised of Honours results based on the recommendations of the School Academic Committee.

School Honours Award Level Guidelines

Although the overall Honours performance is graded, Honours Thesis are marked out of 100 in line with the Honours Award level quality of the work. The following table represents the School of Humanities and Communication Arts Honours Award Level guidelines, with assessable criteria for each range.

Honours Level of Award	Overall Assessment	Mark Range
Class I+	Excellent work, creative and original.	95+
Class I	Excellent with innovative ideas, but could be improved by revision.	90-94
Class I-	Original and creative, with minor problems in writing.	85-89
Class II Division I+	Very competent. No significant flaws in argument, presentation, analysis or data collection.	82-84
Class II Division I	As above with minor flaws in one of two areas.	78-81
Class II Division I-	Reasonably well done but with many minor flaws.	75-77
Class II Division II+	No major problems, but fails to demonstrate more than adequate ability to handle the material.	72-74
Class II Division II	Adequate overall, but major flaw in one area (e.g. literature review, writing style, design, analysis or conclusions).	68-71
Class II Division II-	Major flaws in more than one aspect but shows some competence.	65-67
Class III	Many major problems. Appears to understand major aspects of material but minimally acceptable.	50-64
Fail Inadequate	Many major problems. Does not appear to understand major aspects of material.	25-49
Fail Un-markable	Incomplete, incomprehensible or otherwise un-markable.	0-24

Appeal Against Level of Honours

The Level of Honours in the School of Humanities and Communications Arts is determined by both coursework components and thesis. Reviews of Grade and Appeals against the Level of Honours are dealt with under Part L and Part M of the [Honours in Bachelor Awards Policy](#) respectively.

(49) The [Review of Grade Policy](#) and procedures will apply to all units, including the significant research component, in the honours program. The review may affect the level of honours awarded.

(50) Appeals that relate to more than one unit must be made separately.

(52) Where the honours level is awarded on the basis of the significant research component and other course components, appeals against 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. The Committee's decision is final.

Forms and Templates

- Recommendation for Honours Examiners
- Honours Application Summary
- Quality Assurance for the appointment of Honours Examiners
- Notification of Honours Grade and Level – Humanities & Languages
- Notification of Honours Grade and Level – Communications Arts

Recommendation for Honours Examiners

1. STUDENT AND THESIS DETAILS

Student Name	
Student Number	
Course	
School	
Supervisor	

2. THESIS TITLE:

3. PROPOSED FIRST EXAMINER

Name	
Academic Qualifications	
Position	
Telephone	
Mailing Address	
Fax	
Email	
Has the examiner agreed to complete the examination in the time-frame available?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any potential conflict of interest?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Rationale of Examiner Suitability

Provide a brief statement (50 words max) detailing the examiner's experience and expertise in the substantive, theoretical or methodological areas related to the thesis topic area:



School of Humanities and Communication Arts

Notification of Honours Grade and Level – Humanities & Languages

Enter your additions here - all columns MUST be completed and all student information must be checked for accuracy prior to submission to the School Administrative Coordinator.

Honours Course Number and Name																	
Student ID	Surname	Given Names	Unit No and Name and CP value	Session	Unit No and Name and CP value	Session	Unit No and Name and cp value	Session	Final Mark	Marker 1 EX / IN	Marker 2 EX / IN	Marker 3 EX / IN	Thesis Unit	Session	Overall Hons Result	Overall Class of Hons	Comments (if any) e.g., reasons for thesis mark if other than averaged
			Final Mark		Final Mark		Final Mark			No. and Name and cp value	Final Mark						

Prepared by: _____ Date: _____

Checked by: _____ Date: _____

Approved by: _____ Date: _____

Dean of School

Please circle: Internal or External Marker

1. Please provide marks and grade (no decimal points)
2. Only list students who have applied to graduate
3. Forward completed spreadsheet with memo authorising grade and honours level to Assessment & Graduation Manager



School of Humanities and Communication Arts

Notification of Honours Grade and Level – Communication Arts

Enter your additions here - all columns MUST be completed and all student information must be checked for accuracy prior to submission to the School Administrative Coordinator.

Honours Course Number and Name															
Student ID	Surname	Given Names	Unit No and Name and CP value	Session	Unit No and Name and CP value	Session	Final Mark				Thesis Unit	Session	Overall Hons Result	Overall Class of Hons	Comments (if any) e.g., reasons for thesis mark if other than averaged
			Final Mark		Final Mark			Marker 1 EX / IN	Marker 2 EX / IN	Marker 3 EX / IN	No. and Name and cp value				

Prepared by: _____ Date: _____
 Checked by: _____ Date: _____
 Approved by: _____ Date: _____

Dean of School

Please circle: Internal or External Marker

1. Please provide marks and grade (no decimal points)
2. Only list students who have applied to graduate
3. Forward completed spreadsheet with memo authorising grade and honours level to Assessment & Graduation Manager

Appendices

Appendix 1 - 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).

¹ <http://gradresearch.unimelb.edu.au/programs/GReP/GREIM.html>

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.

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.

Appendix 2 - Thesis Presentation Requirements

The requirements for presenting an Honours thesis or exegesis are as follows:

- **Title page** – including title, your name, date of submission, university school and the following at the base of the page: ‘A thesis submitted to the University of Western Sydney as partial fulfilment for the degree of Bachelor of Arts (Honours)’.
- **Statement of Originality** – the following words typed and signed and dated below by the student:
 - ‘This work has not previously been submitted for a degree or diploma in any university. To the best of my knowledge and belief, the thesis contains no material previously published or written by another person except where due reference is made in the thesis itself.’
- **Abstract page** – A 150-200 word summing up the thesis.
- **Acknowledgements page** – This is optional, but you may mention all those who have supported you during your studies.
- **Contents page** – beginning with the abstract, list the components of the thesis – introduction, chapters, conclusion, references, bibliography, appendices etc. – in order, tabulated with page numbers.
- **Printing & Binding** – the thesis should be bound (strip or spiral binding is acceptable) with a left margin of 2.5cms to allow for binding. 12 font Times or Palatino or similar serif font should be used. The thesis should be without spelling errors and well-formatted to avoid single lines of text left stranded on another page. A recommended dictionary is the Macquarie Dictionary.
- **Referencing** – thesis referencing should use a recognized referencing style and most importantly must be consistent throughout the thesis. In the case of a non-orthodox thesis submission (creative work) the format of the submission will be negotiated with the Supervisor prior to submission.
- **Four (4) copies of the soft-bound thesis, and an electronic copy** must be submitted by the due date. After examination, one copy will be retained by your supervisor, one copy will be kept by the School, and the two copies distributed to examiners will be returned to students.