

INFORMATION
FOR HONOURS STUDENTS

Faculty of Science
Charles Sturt University

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INFORMATION FOR HONOURS STUDENTS

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INTRODUCTION

This booklet has been produced as a guide for students commencing an Honours course in the Faculty of Science and Agriculture at Charles Sturt University. It is designed to provide administrative information about the program, as well as to offer academic advice to students. As the honours courses are still undergoing development, the information in this booklet should only be used as a guide. More specific details are available from the Honours Coordinators of each School or the Sub-Dean, Faculty Honours Program.

PRINCIPAL STAFF

Dean of Faculty Professor Nick Klomp
Sub-Dean, Faculty Honours Program Dr Paul Prenzler

School of Environmental Sciences Honours Coordinators
Dr Paul Humphries- Albury
Dr Remy Dehaan- Wagga

THE HONOURS COURSES

Course names: Bachelor of Applied Science (Honours)

Length: 1 year full-time study, or 2 years part-time study

Admission and program codes and modes

Honours courses are offered through each school and one unit of the Faculty of Science. The following codes apply to the different courses available within the faculty.

Bachelor of Applied Science (Honours)

Admission Codes:

• **School of Environmental Sciences:**

<i>KSEZ</i> (on campus)	<i>5502ES</i>	Environmental Science
<i>ESEZ</i> (distance education)	<i>5502ES</i>	Environmental Science
<i>KSPZ</i> (on campus)	<i>5516PK</i>	Parks, Recreation & Heritage
<i>ESPZ</i> (distance education)	<i>5516PK</i>	Parks, Recreation & Heritage
<i>KTTR</i> (on campus)	<i>5506ET</i>	Ecotourism
<i>ETTR</i> (distance education)	<i>5506ET</i>	Ecotourism
<i>KTRZ</i> (on campus)	<i>5502RS</i>	Remote Sensing
<i>ETRZ</i> (distance education)	<i>5502RS</i>	Remote Sensing

Program Codes:

Each course typically includes a substantial research project, but has sufficient flexibility to meet the varying needs of individual students. The program is available on campus (one year full-time or two years part-time) or by distance education (two years part-time), with study commencing at the beginning of the academic year (or mid-year, with the approval of the School Honours Coordinator).

PROGRAM OBJECTIVES

Honours courses offered by the Faculty of Science & Agriculture all share the following broad objectives:

- to attract high quality students to the program (students who have the potential to make significant contributions to scientific research and knowledge in Australia);

- to offer high quality and well regarded Honours courses;
- to ensure on-going relevance of the content and structure of the courses offered in the program;
- to facilitate the completion of high quality research and research training;
- to produce high quality graduates; and
- to facilitate high employment rates of graduates.

The primary goal of the Faculty Honours program is research training. The key educational objectives are:

1. to provide knowledge and skills relevant to conducting research, especially for entry to higher degree courses;
2. to develop an advanced level of knowledge in the area of specialisation;
3. to further develop verbal and written skills relevant to advanced studies.

ENTRY INTO THE HONOURS PROGRAM

Graduates, or students about to complete their undergraduate degree, may either apply for admission, or be invited to apply for admission by the Faculty Board on advice from the Head of School. In either instance, prospective Honours students must liaise with the relevant School Honours Coordinator prior to submitting an application. Applications must be made on the appropriate forms available from Student Administration. The closing date for submission is the end of September each year, for commencement in the beginning of the following year.

Selection into the program is subject to suitable undergraduate performance. Selection criteria would normally include:

1. a grade of credit or better in a minimum of 50% of subjects taken in level 2 and 3;
2. no fail grades in level 2 and 3 subjects; and
3. completion of the undergraduate degree in minimum time. This requirement may be waived for external students on the recommendation of the relevant School Honours Coordinator.

In addition to a strong academic record, supporting material provided with an application (eg. official academic transcripts, references from suitably qualified persons or names and addresses of referees who can provide an assessment of the applicant's research potential, a brief account of any relevant work or research experience) may increase the chances of an applicant's success. To be considered for acceptance into an Honours program, a student would normally apply for enrolment within twelve months of graduating from his/her undergraduate degree.

All applications for honours are subject to the approval of the relevant Head of the School, who will determine that there are adequate facilities and staff available for the completion of the honours degree.

Graduation from a three-year degree: A student who completes requirements for the award of a Bachelor degree in one session and is admitted to a Bachelor (Honours) course in the next consecutive session, may apply to graduate with the Bachelor award.

MODE OF OFFER

The Honours course is a one year full-time equivalent program. The course is available on either a full-time or part-time basis. External study is only available to those students with adequate external supervision and facilities, as determined by the relevant School Honours Coordinator and Head of School.

Part-time students

Part-time Honours students must be able to devote a minimum of 15 hours per week on average to their studies and research in each year of their enrolment. Students proposing to conduct research toward their Honours degree in the course of their employment, using their employers facilities, must, within one month of receiving the offer of a place in the program, arrange for the relevant School

Honours Coordinator to receive a signed statement from their employer or authorised representative, giving -

1. consent to their enrolment as a Honours student;
2. a commitment to allow the student sufficient time to pursue research studies;
3. approval of the use of facilities for the purpose of this research; and
4. where appropriate, the name of the person chosen from within the student's work place recommended to act as an associate supervisor for the student.

Honours students normally must be enrolled in a minimum of 16 subject points in any session from commencement to completion of their course. Only in special circumstances may students be enrolled in less than 16 subject points and then only by special consideration by the School Honours Coordinator.

COMMENCEMENT AND COMPLETION OF THE HONOURS PROGRAM

Full-time students will normally commence study on 1st February and, for subjects in which there is no final examination, complete the requirements of their program by the last teaching day in November of the same year. Students commencing an Honours course in mid-year would normally commence study on 1st July and, for subjects in which there is no final examination, complete the requirements of their program by the last teaching day in May of the following year. Part-time students follow the same commencement times but have one additional calendar year to complete the requirement of their program.

STRUCTURE OF THE HONOURS COURSES

Students are required to complete a total of 64 subject points, consisting of a Research Program component and a Discipline Development component, as described in the following pages.

Research Program component

The Research Program component requires students to complete between 24 and 48 subject points, undertaken over one or more sessions. These points can be achieved via a Research Project alone or as a combination of the Research Project and Readings subject(s) (Project 16-40 pts; Readings 8-16 pts). The Readings subject(s) consists of a series of directed readings and seminars in the student's field of study.

The research subjects are the principal vehicle for research and research training. These subjects, available to Science and Agriculture Honours students, are as follows (codes vary with subject points):

HRS408	Honours Research	8 points
HRS416	Honours Research	16 points
HRS424	Honours Research	24 points
HRS432	Honours Research	32 points

Directed readings subjects include:

SCI401	Honours Special Topics 1	8 points
SCI402	Honours Special Topics 2	8 points

All four research subjects are offered in both Autumn and Spring sessions and are available in both internal and distance education modes. They are all single session duration subjects, which means that, upon completion of the Research Project, the same substantive grade (in the range H1-H3) will be recorded against each research subject in which a student has been enrolled. Until the final grade for a student's Research Project is determined, TA will be recorded for each research subject enrolment.

Enrolment patterns

Students who intend to complete their Research Project in a single session should enrol in the research subject code which represents the full number of research points being completed, whilst students intending to complete the Research Project over more than one session should enrol in each of those sessions in a research subject code which represents the number of research points being completed that session. Note: a student can re-enrol in a particular subject code in a second or subsequent session if the same number of research points is being undertaken in that session as in the earlier session.

Discipline Development component

The Discipline Development component involves completion of 16 to 40 subject points, depending on the size of the Research Program (above). Satisfaction of the requirements of this component may be via the completion of :

- any level four subjects;
- any level five subjects;
- some level two and three subjects, providing that such subjects (or similar subjects under different codes) have not been previously completed in the undergraduate award and that subject points at this level do not exceed 16.

The Discipline Development component of the Honours program may also include one or more directed reading subjects. (These subjects are listed under “Research Program component”).

THESIS OR DISSERTATION?

The University distinguishes between a thesis and a dissertation. A thesis is a written document resulting from research that comprises more than fifty percent of a study program and is, hence, the principal basis of assessment for award. If less than fifty percent of a study program is based on research, the resultant document is referred to as a dissertation. However, as different Honours programs within the Faculty have different research requirements, the University officially refers to all Honours research documents as 'dissertations', irrespective of the research or assessment components they represent. The term 'dissertation' will be used similarly throughout this booklet.

DIRECTED READINGS

Most Honours courses offered by the Faculty include one or more subjects dedicated to directing the students review of relevant literature. Directed Readings subjects provide the opportunity for a topic or topics related to the area of research to be studied at an advanced level. Each directed reading subject comprises searching and reading relevant literature, and writing a comprehensive review, on one or more topics, i.e. one or more written assignments will be required to be submitted for each subject. A supervisor may require the student to write a review on a set of prescribed references, or search the literature and write a review on a given topic, for one or more assignments/topics. The assignment(s) will not normally directly fulfil the requirements of an introduction or literature review for the research dissertation, but will cover broader or parallel topics, although the work will still be relevant to the field of research. The requirements of the directed reading subject(s) will be determined by the supervisor, following consultation with the student and approval by the relevant school Coordinator. The assignment or assignments in a directed reading subject should total up to 6000 words, in general, although this would depend on the topic(s) being studied.

Students should submit a draft of their completed assignment(s) for comment by their supervisor, before submitting their final work. Normally, students will be expected to complete the requirements of the directed reading subject by the last teaching day in which they are enrolled for that subject. Only in exceptional circumstances, as determined by the School Honours Coordinator, will students be allowed to submit their work at a later date.

The assignments submitted in the directed reading subject will be marked by the supervisor and one other academic staff member of the relevant School, as appointed by the Head of School, following consultation with the supervisor and Honours Coordinator. The final mark for the assignment(s) will be the average of the marks awarded by both markers.

DISSERTATION PROPOSAL

At the date set by the School Honours Coordinator, students must submit a dissertation proposal which sets out the topic of investigation or work and the proposed methodology. The dissertation or project proposal must comply with the requirements specified by the school. The dissertation topic and the methodology may not be changed except with the approval of the School Honours Coordinator.

HONOURS DAY

The Faculty convenes an Honours Day at the beginning of the academic year, at the Wagga Wagga campus of CSU. On this day, all commencing Honours students are required to present a short spoken summary of the aims and directions of their proposed research. The Honours Day is also an opportunity for Honours students to meet research students from other schools, to compare research approaches and to share ideas. Guest speakers also address topics of interest. School Honours Coordinators will inform students of the arrangements for Honours Day at the beginning of each year.

The Honours Day will be immediately followed by a one-day statistical reasoning workshop, where high profile statisticians will give demonstrations using different data and examples. Attendance at this workshop is compulsory for all honours students undertaking the subject, STA404 Statistical Reasoning.

SUBMISSION OF DISSERTATION

Students will be required to complete an Honours project via one or more research subjects (as described earlier). These subjects are the principal vehicle for research and research training. Students will define a problem, design and conduct experiments and/or surveys, and write a dissertation. The research should be original and rigorous, resulting in a well-written dissertation that contributes substantially to the current knowledge in the field of study and/or critically reviews a substantial component of a field of knowledge. The length of an honours dissertation normally should be not more than 3,500 words per subject equivalent, and definitely not more than 5,000 words per subject equivalent of the research project (for example, a dissertation based on six subjects of research would be no longer than 21,000 words normally). These word limits do not include appendices.

Students should submit a draft of their completed dissertation to their supervisor for comment well before the final date of submission. Although students will be enrolled in the research subject for two (full-time) or four (part-time) sessions, no grade will be awarded until the dissertation is submitted and examined. Students must submit at least three copies of their dissertation to the School Honours Coordinator by the last teaching day of the academic year in which they are due to complete the program. Any outstanding assignment(s) from other Honours subject(s) must also be submitted by this date. This will allow the dissertation to be examined by the supervisor(s), examiner(s), and the Honours grade determined in time for the student to apply for jobs, scholarships and/or postgraduate positions.

PLEASE NOTE THAT NO EXTENSIONS WILL BE GRANTED EXCEPT IN THE MOST EXCEPTIONAL CIRCUMSTANCES (AS DETERMINED BY THE FACULTY HONOURS COMMITTEE)

**Late submissions will incur a penalty of 1% per day or part thereof
(i.e. 7% per week).**

GRADING OF HONOURS

Honours dissertations will be examined by at least two examiners, who are selected for their knowledge of the research topic. The examiners are appointed by the Heads of the relevant schools, after consultation with the supervisors and School Honours Coordinator and are provided with documentation to aid their marking (Appendix 1 and 2). It is the task of the Faculty Honours Committee (see later) to consider the classes of honours to be awarded to completing Honours students, based on the recommendations of the schools, and to make recommendations of such classes of honours to the Board of the Faculty of Science and Agriculture.

The University has a policy of awarding different classes of Honours. The final mark awarded for a dissertation will normally be the average of the percentage marks awarded by the examiners (in some schools within the faculty, the thesis mark will also contain a component awarded for the presentation of Honours' seminars). However, in the event of anomalies a committee of at least three senior academics will be appointed by the Head of the relevant school to resolve the matter. The following formula will be used to weight the marks allocated for the different subjects completed in the program.

$$\text{Percentage} = \frac{\text{the sum of (} \frac{\text{subject point}}{\text{subject points attempted}} \text{ X mark for subject)}}{\text{subject points attempted}}$$

When a specific mark (eg. percentage) for a subject is not available, an average mark will be allocated for that subject, based on the most precise category of mark available (eg. low pass, high credit, medium distinction, or pass, credit, distinction, etc). The final grade is then based on the following table.

Table 1. Classes of honours based on notional percentages

Class of Honours	Notional Percentage
Class 1	> 80%
Class 2, Division 1	70 - 80%
Class 2, Division 2	60 - 69.99%
Class 3	50 - 59.99%
No award	< 50%

It should be noted that the School only recommends a final grade, based on the above criteria and other considerations such as scaling of results. The class of Honours finally awarded to a student is determined by the Faculty Assessment Committee, after consideration and recommendation by the Faculty Honours Committee.

A Grade Pending can only be awarded to honours students who have been hindered in completing the requirements of their program by a substantial and unforeseen circumstance. The time of extension will be equivalent to the time lost by each individual student concerned, and will be set by the Head of School after consultation with the Faculty Honours Committee. The very nature of an Honours project may be sufficient to allow for an extension to be granted by the Head of School, but only if the relevant School Honours Coordinator notifies the Faculty Honours Coordinator of the extension, prior to the 'HECS deadline' of the last session for which the student or students concerned are enrolled.

Unauthorised late submissions of work required to complete the requirements of an Honours program will incur a penalty of 1% per day or part thereof. Once submitted, an Honours dissertation cannot be re-submitted irrespective of the mark awarded, although it is expected that students would submit drafts of the completed work to their supervisor(s) for comment prior to final submission. Any student who passes all components of a Faculty Honours program at their first attempt will be awarded at least a Class 3 Honours. Honours students who fail one or more subjects of their program would normally receive a fail grade for the Honours program.

ASSESSMENT FEEDBACK

Apart from the details of the final grading of an Honours project, the Honours student will also receive any comments made by his/her external and internal examiners in the form of a written report. This report includes a short statement of the reasons for the class of honours awarded. Specific marks or grades recommended by the examiners are normally made in confidence, so will not normally be made available to the student.

SUPERVISION

Students will be told the names of their supervisors when they are offered a place in an Honours program. Supervisors are appointed by the Head of School, after consultation with the relevant Honours Coordinator. As of January 1999 students enrolled in research honours projects to the value of three (3) subjects or more will have a main supervisor as well as a co-supervisor, consistent with postgraduate supervisory standards set by the university. Additionally, one or more associate supervisors may be appointed by the Head of School, after consultation with the student, supervisor and School Honours Coordinator. Associate supervisors can be internal or external to the Faculty or University. Where appropriate, co-supervision by qualified non-academics, for example from industry, is encouraged. Reference to a student's supervisor in this booklet means the principal supervisor if there is more than one supervisor.

The Honours student and his/her supervisor are jointly responsible for initiating and holding frequent and adequate discussions on the progress of the research. It is suggested that there should be significant contact and discussion at least once each week between supervisors and students.

If a student wishes to request a change in supervision arrangements during his/her Honours program, a written request should be forwarded to the relevant School Honours Coordinator as early in the program as possible. Also, any proposed changes in a student's enrolment status or any other change of circumstance that may affect a student's study/research arrangements must be approved by the

Honours Coordinator. Students should notify their Honours Coordinator well in advance of any such proposed changes.

The responsibility of a supervisor

Honours supervisors are expected to -

1. assist the student in the preparation of a research / study program for approval by the School Honours Coordinator;
2. check on the availability of all equipment and other resources required by the student to successfully complete the research program;
3. advise the student of the aims, scope and procedures to be adopted in the research project;
4. ensure that the student is aware of the standards of conduct required by the University and community in all areas of research and scholarship, and to ensure that the student is not expected to partake in any conduct, during the course of his/her studies or research, that will diminish the good name of the University in any way;
5. advise the student on the best methods of reviewing relevant literature both for the research project and the directed reading subject(s);
6. ensure that all the necessary licenses and permission required to conduct the proposed research are obtained and maintained by the student (or, where appropriate, by the supervisor or associate supervisor) prior to the commencement of the work [this includes, if appropriate, authorisation from the CSU Animal Care and Ethics Committee];
7. advise the student of any sources of funding or support that may benefit his/her research, and to apply or assist in the application for such support, via the CSU Office of Research;
8. ensure that the student is actively engaged in the research and study components of the Honours program and that the student's progress is satisfactory;
9. advise and assist in the preparation of seminars and progress reports to be presented by the student;
10. advise the student on the aims, scope and presentation of her/his Honours dissertation and any other publications likely to arise from the research;
11. comment critically on the draft of the completed dissertation before it is submitted for examination;
12. propose examiners for approval by the School Course Coordinator at least two months before the student is due to submit the dissertation for examination;
13. suggest ways that the student can make the most effective use of time;
14. maintain close and regular contact with the student and establish at the beginning, the basis on which contact will be made;
15. require written or other work from the student on a pre-arranged and agreed schedule so that progress can be assessed at regular intervals
16. monitor carefully the performance of the student relative to the standard required for the degree, and ensure that inadequate progress or work below the standard generally expected is brought to the student's attention. The supervisor should help with developing solutions to problems as they are identified;
17. use the regular reporting procedures established by the Faculty as the minimum means by which any difficulties and problems discussed with the student during the year are noted;
18. certify that the dissertation or project is properly presented, conforms to the Regulations and is, therefore, prima facie, worthy of examination.
19. ensure that no more than three Honours students within a total of six research students at one time are being directly supervised,

Change of Supervisor

Any change to the appointment of a supervisor or associate supervisor must be approved by the School Honours Coordinator.

The responsibility of an Honours student

Although the supervisor has a responsibility to advise the student on aspects of his/her research, the student is responsible for the details of the work. The student should aim to develop independence of thought and a mature critical faculty, whilst consulting closely with his/her supervisor.

Students should be sure to submit their progress reports and their final dissertation on time. They should be aware of the four main reasons why some students fail to submit their work on time, or not at all; these being - (a) a slow start, (b) perfectionism, (c) distraction from the main theme, and (d) inadequate data collection resulting from inadequate planning.

The standards to which students are expected to conform should become clear early in the program. The level of independence exercised by the students in conducting their research will vary from one project to the another. A student's needs for direction and supervision will possibly change several times during the progress of his/her research. Hence, communication between student and supervisor is essential to ensure that needs and expectations are met by both student and supervisor alike.

COURSE ADMINISTRATION

Faculty Honours Committee

The Faculty Honours Committee (FHC) is a sub-committee of the Faculty Board. The committee comprises the Sub-Dean of the Faculty Honours Program, all School Honours Coordinators of the faculty, plus one external member nominated by the Dean. The committee is chaired by the Sub-Dean. The committee's role is to advise the Faculty Board of policy and grades pertaining to the Faculty Honours program. The Terms of Reference of this committee is available upon request from the Sub-Dean, Faculty Honours Program.

School Honours Committee

Each school of the faculty has an honours committee which coordinates the honours courses offered by that school, within faculty guidelines, and recommends policies and grades to the Faculty Honours Committee. School Honours Committees generally comprise the Head of School, the School Honours Coordinator and honours supervisors within the school.

School Honours Coordinator

An Honours Coordinator for each school of the faculty is appointed by the Dean in consultation with the relevant Heads of School. In addition to the normal duties of a course coordinator, the School Honours Coordinator is accountable for:

- approving the dissertation or project proposal for each enrolled student;
- appointing a supervisor and associate supervisor under delegation from the Sub-Dean (Honours);
- appointing examiners under delegation from the Sub-Dean (Honours);
- recommending to the Faculty Honours Committee in accordance with faculty protocols a final grade for the dissertation based on the examiners' reports and the level of award to be conferred based on a School Honours Committee recommendation; and
- providing to the Student Administration Office no later than 30 November each year, the unofficial grades and level of award for students in their Honours course to facilitate consideration by universities of applications for Australian Postgraduate Awards and other Scholarships.

Appeals

Students aggrieved by a decision of a supervisor or School Honours Coordinator with respect to their dissertation may appeal to the Sub-Dean, Faculty Honours Program, or directly to the Dean. Appeals must be in writing and be lodged with the Sub-Dean or Dean within 21 days of the date of notification of the decision.

Students aggrieved by a decision of the Sub-Dean or Dean may appeal to the Academic Appeals Committee of Academic Senate. Appeals must be lodged in writing with the Academic Secretary within 21 days of the date of notification of the decision.

Student enrolments - from full-time to part-time status

Honours students wishing to change from full-time to part-time enrolment should prepare a written submission, indicating their reasons for the application, to their School Honours Coordinator. A student must have demonstrated adequate progress in their Honours work to date. The Faculty Honours Committee will then approve or otherwise, this request. The honours course is normally a full-time load, but can be part-time for the following reasons:

- (a) student is in full-time employment; or
- (b) student is conscientiously seeking full-time employment; or
- (c) family reasons.

Honours students will not normally be granted permission to change from full-time to part-time enrolment for the singular reason of extending the length of research/study time, or to allow a more comprehensive research program to be attempted/completed.

Leave of Absence in honours course

A student is not normally eligible for Leave of Absence once enrolled in an honours course with the Faculty of Science and Agriculture. Any application for such must be directed to the FHC for consideration on a case-by-case basis.

Deferred admission in honours course

Prospective honours students are not normally eligible for deferred admission into an honours course with the Faculty of Science and Agriculture, but should reapply for admission when they are ready to commence their honours program. Any application for deferred admission must be directed to the FHC for consideration on a case-by-case basis.

Waiver/Advanced Standing/Credit requests

There is no provision for advanced standing for honours students for subjects completed from previous studies. Applications for re-enrolment into an honours course, following termination (i.e. starting again) will be considered on a case-by-case basis.

FURTHER ADVICE FOR HONOURS STUDENTS

HECS/AUSTUDY/FINANCIAL SUPPORT

Students are advised that they will normally be responsible for arranging the payment of their Higher Education Contribution Scheme (HECS) fees. *Austudy* and *Abstudy* is often available to students studying in an Honours program, and it is the responsibility of the student to determine if they are eligible for such support. Students requiring a letter of confirmation of their student status or workload (i.e. full-time or part-time) should contact the School Honours Coordinator.

Before embarking on an honours program, it is important that students are able to support themselves financially during their honours candidature.

HEALTH AND SAFETY

It is a policy of the Faculty that students work only in a safe and healthy environment. To achieve this policy, the Heads of School and staff make every effort in the areas of accident prevention, hazard control and removal, injury protection and health promotion. All students undertaking field or laboratory work should discuss any potential safety risks with their supervisor, and implement a risk management policy to ensure a safe working environment. (Further questions regarding the faculty's OH&S and welfare policy can be directed to Mr Myles Ryan, ext. 32356). All students should be familiar with the relevant School's safety rules for field work and laboratory work, copies of which are available from the course coordinator, and should act in a safe and responsible manner when performing research of any kind. Also, all Honours students should ensure that they are covered by an adequate personal accident and liability insurance whilst they are conducting their research.

WORK LOAD

Obtaining a good Honours degree can be very hard work. Students may have to work seven days a week on occasion and their work may involve very unsociable working times. A reasonable workload for a keen, full-time Honours student is about 45 to 50 hours per week. This means that if, for example, a student works from 9:00 am until 5:00 pm Monday to Friday, with an hour off for lunch each day, he/she has only completed 35 hours of work, and may need to put in more work at night or on the weekends. Obviously, some students will work more productively than others. Students having difficulties should try keeping a record of the hours they actually work, or should see their supervisor or the University's Learning Skills Officers for advice on research and study methods.

Part-time students have more than twice as long as full-time students to complete their Honours program. However, there are problems experienced by part-time and/or external students that full-time students generally do not encounter. The main problem is that of having to switch from everyday work to research work. This can be primarily a psychological difficulty for some students, but for many part-time Honours students the need to study after working hours causes problems with tiredness, stress, motivation, family responsibilities, social life, etc. In general, part-time Honours students must be able to devote 15 to 20 hours per week to their studies and research in each year of their program. Students should discuss their study and research requirements with their supervisor at the beginning of their program and, above all, they should contact their supervisor(s) frequently and regularly to discuss their progress and any problems they are encountering. In this way, part-time students can ensure that the valuable hours they put into their study and research are always effective, with no time being wasted on mis-directed work.

HOLIDAYS

Whilst all students are encouraged to plan short breaks in their study on a daily and weekly basis, full-time students should expect to have a very full program of research and study throughout the academic year, and should not anticipate having the luxury of a long break during their program. Part-time students should plan a short holiday from their studies at a time that will least affect their research project. Students should discuss any holiday or study-break plans they have with their supervisor well in advance.

CASUAL WORK

Most Schools in the Faculty occasionally have vacancies for casual employment that may be suitable for Honours students (eg. demonstrating practical classes, invigilating examinations and marking

assignments). Honours students wishing to be considered for such employment (attracting Award rates of pay) should contact their supervisor for permission, in the first instance, and inform the School Honours coordinator when they would be available for employment. Full-time Honours students should not normally undertake more than five hours per week or a total of 240 hours per year in University employment which is not related to their study/research program.

HONOURS RESEARCH BUDGET

Each school within the Faculty has different policies on provision of funding for research. Therefore, each student should consult with his/her own School Honours Coordinator regarding this matter.

TRAINING COURSES, WORKSHOPS AND CONFERENCES

On occasions, a supervisor may want his/her student to attend a conference, workshop or training course to allow the student to develop greater skills or knowledge in a particular area relevant to the student's program of research. A student may even be in a position to present a paper (poster or spoken) at such an event. Any student who wishes to attend a conference, workshop or course should discuss the possibility of attendance with his/her supervisor. Financial assistance to attend such events can sometimes be obtained from grant-awarding bodies. There may also be limited funds available from the relevant School to assist students with some of the expenses of attending a conference, etc. If available, financial support for students will be 'needs tested'. Students should contact their supervisor for advice on how to seek financial support from the School and/or external sources.

TRAVEL

The University has several regulations pertaining to travel procedures which must be adhered to, including the approval of all travel in advance by the Head of School. Students wishing to have some of their travel costs met by a predetermined research budget must itemise their travel arrangements on a travel requisition. These forms are available from the School secretary. Students should consult their supervisors for advice on research travel arrangements.

SCHOOL FACILITIES

Students should discuss with their supervisors how they can best use the facilities offered by their school. Both full-time and part-time students may use School facilities, although it is accepted that on-campus students are likely to have greater access to such resources. Hence, it is particularly important for part-time students to discuss their requirements with their supervisors early in the program. Students are advised to consult with their School Honours Coordinator regarding the facilities of their school, including:

- office facilities
- photocopying
- telephone
- university vehicles
- staff coffee lounge
- computing facilities
- mail
- out-of-hours access
- inter-library loans

LIBRARY FACILITIES

The library offers a wealth of resources and facilities for research students. At the beginning of their Honours program, students should ensure that they are familiar with all the services the library offers, including inter-library loans, computerised catalogues, reciprocal borrowing arrangements, computer-aided literature searches, etc. External students are offered even more services. Booklets describing the resources and facilities offered by the library are available on request. Some services involve a charge (eg. photocopies and some inter-library loans), in which case students should be prepared to meet such costs themselves, or ask their supervisor if the costs can be absorbed by some research budget prior to requesting the services.

OTHER SERVICES AND FACILITIES

Student handbooks

A full list of the services and facilities offered by Charles Sturt University is presented in the current *CSU Undergraduate Handbook* and the *CSU Postgraduate Handbook*.

Academic regulations

It is important that all students familiarise themselves with the University's academic regulations, which are detailed in the student handbooks.

Student associations

The CSU Students' Association offers a wide range of facilities and services on each campus, and students are advised to find out for themselves how their student association can best benefit them.

Further advice

As a general guide to writing essays and dissertations, students should refer to various CSU publications and other publications available from the library. The University's Learning Skills Advisers can provide several other guides on an array of subjects relating to research, study and writing, and can provide individual assistance and advice when requested. Finally, some schools in the Faculty have adopted a specific referencing style. Honours students must consult with their Schools Honours Coordinator regarding the Schools requirements for referencing.

The University also holds a number of publications which should be read by all commencing research students, including codes of practice for maintaining academic standards in higher degrees, guidelines on fraud and serious misconduct in research, and other documents. Many of these publications refer to guidelines set by the Australian Vice-Chancellors' Committee which were followed in producing this booklet. These publications are available for loan from the Honours School Coordinator upon request.

Whilst these sources of general advice and assistance are very valuable to research students, it should be remembered that Honours students are effectively specialising in a narrow area of research. Thus, specialist academic advice will often be required in attempting to understand research concepts, construct hypotheses, write research proposals and review literature. Research students should obtain this type of specialist advice from their supervisors.

References from academic staff

Those students wishing to include their supervisor, Honours Coordinator, Head of School or any other member of staff as referees in job applications, must first seek permission from the person concerned. It is also courteous to provide referees with details of any applications made, and to inform them of the success of such applications.

PREPARING AND PRESENTING THE DISSERTATION

Preparing an Honours dissertation can be a daunting task. The dissertation is a major part of the assessment for the final grade awarded to an Honours student. It will be marked by 2-4 examiners. Thus, it is important for students to present a dissertation that reports a piece of original, rigorous research, clearly written and presented in a simple, logical format.

The University has set rules for the presentation of dissertations (AS 91/65, AS 95/229, 230). In addition, each School has developed its own set of rules which should be followed by all students unless expressly advised otherwise by the Course Coordinator or supervisor concerned.

General requirements

Dissertations and projects will comply with the following requirements:

- they must address the topic approved by the relevant Honours Coordinator;
- dissertations must comply with the rules for the presentation of dissertations approved by Academic Senate;
- projects must comply with any limits imposed by the Faculty regulations and/or relevant school rules;
- dissertations and any text in a project must be written in English except where the nature of the investigation or project requires the dissertation or text to be written in another language;
- dissertations and text in a project must reach a satisfactory standard of expression and presentation;

- the investigation or other work on which the dissertation or project is based must have been completed by the student subsequent to admission to the Bachelor (Honours) course;
- they must consist of an account of the student's own work but, in special cases, work done conjointly with other persons may be accepted provided the Honours Coordinator is satisfied about the extent of the student's contribution to the joint work; and
- the dissertation or project or the work which they are based must not have been previously submitted for a degree or similar award.

Length and breadth

An honours dissertation should be based on original and rigorous research. It should be a well-written document that contributes substantially to the current knowledge in the field of study and/or critically reviews a substantial component of a field of knowledge. The length of the dissertation normally should be not more than 3,500 words per subject equivalent, and definitely not more than 5,000 words per subject equivalent of the research project (for example, a dissertation based on six subjects of research would have an expected maximum of 30,000 words), although this requirement may vary according to individual projects. These word limits do not include appendices.

Typing and format

Students are responsible for preparing their own dissertations. Students must either do their own word processing, or arrange for their dissertation to be typed by someone else, at their own expense. School secretaries cannot do any typing for research students. The costs of printing and binding a dissertation must be met by each student (except for specific items described later). Typing is to be on one side of each sheet only, with the pages numbered consecutively throughout the dissertation. The following minimal margins are to be observed:

left - 4 cm
top and bottom - 2 cm
right - 2 cm

Typing is to be spaced either double or space-and-a-half with the exception of quotations, footnotes and bibliographies which are to be single spaced.

Drafts

Whilst students are strongly encouraged to write up parts of their dissertation as their research proceeds (such as their literature review, methodology, references, acknowledgments, etc), much of the writing will necessarily occur toward the end of their program. Soon after the presentation of their second seminar (at the beginning of their last session of the program), students should provide their supervisors with a proposed structure for their dissertation (eg. a table of contents with brief explanations of what each chapter will contain). This will give supervisors the opportunity to advise their students on the overall structure and content of the dissertation, and will enable the student to prepare a timetable to follow during the dissertation writing. Students should then present to their supervisors typewritten drafts of each chapter as they are completed. Supervisors will return these drafts to the students as soon as possible, and will offer suggestions, criticisms and advice, as appropriate. A copy of each draft should be retained by the student in case of loss. Some supervisors may also wish to make final comments on a complete draft of the dissertation. This final draft should be completed well before the final submission date, to allow sufficient time for changes, printing and binding.

Binding

Original copy - Campus Library

The original copy of the dissertation must be on acid-free paper (available from school offices). It must be presented unbound, but secured within a folder or document box. This original will be submitted by the School Honours Coordinator to the relevant CSU library. The library will bind the dissertation (in hard covers and green cloth with gold lettering, as required by university regulations AS 95/111). The school will pay for this formal binding of the original.

Duplicate copies

The duplicate copies of the original are to be produced using a method which gives a clear and permanent copy (offset print, dry photocopy or laser copy). The use of spirit duplication, wet photocopy, thermal copy or carbon copy is not acceptable.

At least three copies of the dissertation (in addition to the original), secured to avoid disarrangement (eg. in commercially available plastic folders or spiral binders) are to be submitted to the School Honours Coordinator for examination. The candidate is responsible for the cost of the binding these copies.

Content

PAPER SIZE Dissertations are to be typed on International Standard Organisation (ISO) A4 size white bond paper. If diagrams, maps, tables, and similar presentations do not fit readily on this sheet size, ISO B4 size may be used. B4 size pages are to be folded and bound so as to open out at the top and the right.

COVERS. Standard cover sheets (front and back) for all copies of the Honours dissertations will be prepared by the School Secretary once all the details of the work (title, author, etc) are supplied to the School Honours Coordinator by the completing students.

TITLE PAGE The first page of the dissertation is to identify it as a dissertation submitted to Charles Sturt University for the degree of Bachelor of Applied Science (Honours). The candidates name, qualifications held, the full title of the dissertation and the month and year of submission are to be recorded on the title page

CERTIFICATE OF AUTHORSHIP. Each dissertation (originals and copies) submitted to the Course Coordinator is to be accompanied by a statement by the student certifying the original authorship of the dissertation. Such a statement is to be made by completing copies of a form available from the Honours Coordinator (HON1 form, see Appendix 3).

CERTIFICATE FROM THE SUPERVISOR. A certificate from the supervisor confirming that the student has completed all requirements of the program and that the dissertation is ready for examination must also accompany each copy (HON2 form, also available from the School Honours Coordinator, see Appendix 3).

ACKNOWLEDGMENTS. Where appropriate, a brief acknowledgment of assistance and advice received should be included on a separate page inserted in sequence.

ABSTRACT. Next in sequence, there is to be an abstract of the dissertation not exceeding 350 words in length. Normally an abstract would state general aims and objectives of the research, present any hypotheses to be tested, briefly describe the overall methodology, and list the main results and/or conclusions of the work. Supervisors may advise students to present such an abstract in a numbered point-form.

TABLE OF CONTENTS. The dissertation is to include a table of contents at the beginning of the work.

INTRODUCTION. An introduction would normally state the aims and objectives of the research topic. This should be done by placing the research in context with other work in the area, specific problems that need to be addressed, the background or history of the project, etc. At the very least, the introduction should describe why a certain line of research was pursued.

REVIEW OF LITERATURE. Some research may mostly comprise a review and analysis of literature, although it is considered that most dissertations will simply present a concise, but thorough, review of the literature relevant to the research area. At the very least, a literature review should describe studies conducted both in Australia and overseas that are of a similar nature to that presented in the dissertation. The review should examine the studies performed in the research area and describe how and why such studies influenced the concept and design of the research described in the dissertation.

Much of the work completed for a directed reading subject(s) may be included in the literature review, although it is envisaged that the directed reading topic(s) would be quite broad, so would not be sufficiently specific to fulfil completely the requirements of a literature review for a dissertation.

MAIN TEXT. The main body of the dissertation may be divided into several discrete chapters, or may simply be one section. Some dissertations will at least require a separate methodology section, normally appearing at the beginning of the main text. Students should seek advice from their supervisors on the most appropriate method of presenting the results/conclusions of their research, particularly for graphical or tabular presentations.

LITERATURE CITED. At the end of the dissertation, a list of all literature cited in the text should be included. This list should not include references that were not specifically cited in the text. However, a supervisor may advise a student to include an additional bibliography, listing sources of information referenced during the research but not specifically cited in the text, under a separate heading: 'Bibliography'. The writing format used for references and bibliographies varies between schools. It is critical for the student to consult with the honours coordinator of the school to identify referencing styles.

Style

The writing style in an Honours dissertation should be simple and direct. Normally a dissertation would be written in the past tense, the passive voice and the third person, although supervisors may advise students to adopt other writing styles. All work should be edited to a high standard before submission for examination.

Non-print material

Non-print material (eg. sound or video recording, computer software, photographs, etc.) which relate to a dissertation should not normally account for more than ten percent of the content of material submitted for examination. Where a student wishes to submit substantially more non-print material, specific approval from the Sub-Dean of the Faculty Honours Program is required.

Non-print material accompanying a dissertation must be appropriately packaged within the binding of the dissertation, or in a separate container. Students should seek advice from their supervisor in all such cases.

PUBLICATION OF RESULTS

In general, good research should result in one or more publications, so that other researchers are aware of the results, findings and/or conclusions of the study. Published work also aids a student's career prospects and is important to the School and University. Honours students that produce high quality work may be involved in publications with their supervisor(s), with other research workers or, more rarely, on their own. This may occur during the Honours program or after the student has graduated. It is therefore very important that students keep careful, dated records of their original research notes, even after they have completed their degree.

Twenty to eighty percent of a dissertation is usually worth considering for publication. However, the standards of acceptance in journals are very high, and preparing a paper for publication is more difficult than, and different from, writing a dissertation. Students should discuss with their supervisors how best to tackle preparing their work for publication. Agreement should be reached between student and supervisor regarding authorship of publications (and acknowledgment of contributions) at the beginning of the research program. There should be open and mutual recognition of the student's and supervisor's contribution on all published work. Any agreements made between supervisor and student should be honoured even if the results of the Honours research are not published until after the student has completed his/her program (perhaps several years later).

All Honours students should meet with their supervisor to discuss arrangements regarding authorship of publications at the beginning of the research program.

The ultimate decision on whether work conducted during an Honours program should be published lies with the supervisor and with the Head of School. Poor quality work will not be allowed to be

submitted for publication, since it would reflect poorly on the University, the School, the supervisor and the student.

QUALITY ASSURANCE

In an effort to enhance desirable attributes, and/or identify and rectify deficiencies of the Honours program, Honours students and supervisors are requested to make their concerns and opinions known to the Sub-Dean of the Faculty Honours Program.

Dr Paul Humpries
School of Environmental and Information Sciences
Charles Sturt University, PO Box 789, Albury NSW 2640

Phone (02) 6051 9920, fax: (02) 6051 9897
Email: phumphries@csu.edu.au

APPENDIX ONE

Sample of Introduction and Advice to External Examiners

[Date]

[External examiner]

Dear [Examiner],

Honours Dissertation Examination

I understand that you have agreed to act as the external examiner for the Honours dissertation to be submitted by [Student] in [Date]. I would like to take this opportunity to thank you for your interest in our Honours program and provide some further details.

1. You will be sent the dissertation immediately after it is submitted by the student. The submission date is [Date]. Late submissions will only be accepted in exceptional circumstances.
2. Enclosed with the dissertation will be a detailed description of what is expected in our Honours dissertations, a marking schedule and other details. A prepaid, self addressed envelope will also be enclosed.
3. You are asked to return the dissertation along with your comments and marking schedule within 10 days of receipt. This will allow the grades to be determined in enough time for the students to meet various scholarship and other deadlines in December.
4. If you would like a copy of the dissertation and/or any publications arising from the work, you will have an opportunity to indicate this on the marking schedule. I will ensure these are sent to you as they become available.
5. The length of Honours dissertations can vary markedly, depending on the topic, the type of research and other factors. The dissertation to be sent to you will be no longer than [estimated length] words, and probably will be much shorter.
6. The dissertation will also be marked by one other examiners: an internal examiner (within the University, but not the student's supervisor). The final grade awarded for the dissertation will be determined by the Honours Committee, and is normally the mean of the grades suggested by the two examiners, although the external examiner's comments and suggested grade will be particularly considered before a final grade is determined.
7. The grades suggested by the external examiners will not be disclosed to the students. You will also be asked to indicate whether you wish your comments to be withheld from the student. As the dissertation is returned to the student, any comments you make directly on the manuscript will be seen by the student.
8. For your interest, you will be informed of the final grade awarded for the dissertation as well as the student's overall Honours grade (if the student agrees to this final grade being circulated).

Once again, I would like to thank you in anticipation of your involvement in our Honours program. At your convenience, please complete the enclosed sheet and return it to me in the pre-paid, self-addressed envelope provided. If you have any preliminary inquiries regarding the Honours program or the requirements of an external examination, please do not hesitate to telephone me directly on A detailed description and marking schedule will accompany the dissertation, and you will be invited to discuss the work or examination requirements in more detail then.

Your sincerely,

[School Honours Coordinator]

[External Examiner]

1 Please correct any error in the above mailing address, to ensure that future correspondence is not unnecessarily delayed.

2 Please indicate below whether you will be available to examine the Honours dissertation in the last two weeks of November [Year], and can undertake to return such with you comments and suggested grade within ten days of receipt.

[Please tick one]

I am likely to be able to meet the above examination requirements

I am concerned that I may not be able to meet these examination requirements, and would appreciate another examiner being approached.

Signed: -----

Date: -----

Please return this page in the pre-paid, self-addressed envelope provided.

APPENDIX TWO

*Sample of Advice to Examiner and Marking Schedule
(cover letter to be modified for external examiners)*

Memorandum to: Honours Examiners

From: [Name]
School Honours Coordinator

Date: [Date]

Subject: Examination Of Honours Dissertations

Please find enclosed advice on assessing Honours dissertations. As you are aware, the Honours program offered by our school comprises a large research component, equivalent to [n] subjects, and [m] or more additional subjects in which students are taught certain research methodologies and have an opportunity to strengthen their understanding in the broad area in which they are conducting their research. The research component of the course includes the presentation of two seminars, preparing progress reports, and attending conferences and workshops. Ultimately, however, the research component of an Honours student's work is largely assessed on the dissertation that they produce.

Copies of the dissertation are to be independently marked by two examiners: an internal examiner (within the University, but not the student's supervisor) and an external examiner. The final grade awarded for the dissertation will be determined by the Faculty's Honours Committee, and would normally be the mean of the grades suggested by the two examiners. Although [Head of School] will chair a meeting of supervisors and internal examiners within the school (the School Honours Committee), after all the dissertations have been assessed, to finalise grades to be recommended to this committee.

Please be guided by the enclosed 'Advice to Examiners' and 'Marking Schedule' when examining this dissertation. Please return the dissertation and marking sheets in a sealed envelope directly to [Name]. You are asked to arrive at your recommended grade independently. Please do not discuss your recommended grades with the supervisor or student, or anyone else.

[Name]
School Honours Coordinator

Advice to Examiners

It is suggested that you read the dissertation and make brief notes and comments directly onto the document (in pencil). Make additional comments or suggestions on the enclosed 'Additional Comments and Advice' sheet. You may attach additional sheets if you require more space. If you feel it is necessary, you may also submit additional, confidential comments to the School Honours Committee. Honours students are not asked to re-submit their work, but usually welcome comments and suggestions to help them improve any publications arising from the research.

Please follow the enclosed 'Marking Schedule' to arrive at a recommended grade. The completed marking schedule is your recommendation to the School Honours Committee and will not be returned to the student. None of the marks or final grade you recommend will be disclosed. Please do not write your recommended grade directly on the dissertation, as this will be returned to the student.

You are asked to recommend a percentage grade to be awarded for this dissertation on the enclosed 'Marking Schedule'. Your recommended grade will be combined with the grades recommended by the other examiners to obtain a final (percentage) grade. The class of Honours awarded to the student will be determined by this result and the results obtained in the research methods and other subjects. Broadly speaking, to be awarded a First Class Honours a student would be required to achieve an overall grade of > 80%. A grade of between 70% and 80% would generally result in a Class 2 (Division 1) Honours being awarded; a grade of 60% - 69.99% would normally result in a Class 2 (Division 2) Honours being awarded; and a grade of 50% - 59.99%, a Class 3 Honours being awarded. If a student receives a final grade of less than 50%, no award is offered by the University.

The length of Honours dissertations can vary markedly depending on the topic, the type of research and other factors. A dissertation should be neither longer than it needs to be or shorter than it should be. The research conducted during an Honours program is seriously constrained by time, and this should be kept in mind when critically examining the content of the dissertation.

Please return the dissertation and marking sheets in a sealed envelope directly to *[Name]*, as soon as possible, and within 10 days of receipt. You are asked to arrive at your recommended grade independently. Please do not discuss your recommended grades with the supervisor or student, or anyone else.

HONOURS THESIS ASSESSMENT GUIDELINES

The Honours Research Project, embodied in the thesis, should be original research that is undertaken independently by the candidate under the guidance of the candidate's supervisor. The thesis is based on a research and write-up period spanning 9-10 months (or equivalent, if done part-time). It is the student's first piece of research. The Faculty of Science and Agriculture at Charles Sturt University has established some guidelines for students regarding the size of the Honours thesis. It is recommended that there be no more than 80 pages of text in the thesis normally (approximately 21000 words).

Examination of the Honours Thesis

A final mark out of 100 should be given according to the following assessment criteria:

1. *Literature Review (25%)*

Important assessment features include:

- a. The appropriateness of the literature reviewed in relation to the research undertaken
- b. Whether the review includes (or at least makes reference to) all the relevant literature
- c. The ability of the candidate to demonstrate an understanding of the literature
- d. Whether the literature review is up-to-date
- e. The structure, logical flow of the information and use of the scientific language.

2. *Experimental design/methods and results (40%)*

Important assessment features include:

- a. Methodology, ie the appropriateness of the methods utilised
- b. The quality and appropriateness of the experimental design
- c. The quality and appropriateness of the statistical analysis it utilised
- d. Quality and value of the results. That is, are the results new and/or novel information? Do the results contribute significantly to the research field?

3. *Discussion (25%)*

Important assessment features include:

- a. Depth and breadth of the interpretation of the results
- b. Ability to relate the research results to the relevant existing research literature
- c. Degree to which the information presented in the literature review is related and integrated with the meaning and/or implication of the results
- d. Interesting and important implications of the research to potential future research.

4. *Presentation (10%)*

Important assessment features include:

- a. Grammatical and typographical errors
- b. Referencing, ie the reference list should include all references mentioned in the body of the thesis and should not include references that are not mentioned in the body of the thesis
- c. Technical errors
- d. Quality of the presentation of the results
- e. Is the material presented in clear English and succinctly.

MARKING SCHEDULE

Content (please tick the appropriate column)	V. Good	Good	Adequate	Marginal	Poor
Clarity of research goals/definition of objectives					
Review of literature					
Research design					
Presentation and analysis of results					
Interpretation and discussion of results					

Criteria	Total possible marks	Recommended marks (please complete)
Literature Review	25	
Experimental design/methods and results	40	
Discussion	25	
Presentation	10	
Recommended grade (percentage)		

Signed: _____
(Examiner)

Date: _____

ADDITIONAL COMMENTS AND ADVICE

(Please attach additional sheets if required)

Signed _____ Date _____

APPENDIX THREE

Certificates of Authorship and Certificate from supervisor.

CHARLES STURT
UNIVERSITY



FORM HON1

**CERTIFICATE OF AUTHORSHIP OF
THE DISSERTATION
AND
AGREEMENT FOR THE RETENTION
AND USE OF THE DISSERTATION**

I _____ certify that I am the author of the dissertation titled

which is submitted to the University for assessment on this day.

I certify that this dissertation has not been previously submitted by me or any other person to Charles Sturt University or another tertiary institution in order to obtain an award of the University or another tertiary institution.

Should the dissertation be favourably assessed and the award for which it is submitted approved, I agree that if requested by the Faculty, I will provide at my own cost a bound copy of the dissertation as specified by the University to be lodged in the University Library.

- I consent to the dissertation being made available for circulation and copying for the purposes of study and research in accordance with the normal conditions established by the University.

OR

- I have applied to the Dean of the Faculty to restrict access to the dissertation for a period of _____ years (insert number which would not normally exceed 2 years) on the grounds that the dissertation contains matters of a commercial or sensitive nature.

Tick as appropriate.

Signed _____

Date _____

A COMPLETED COPY OF THIS FORM SHOULD BE ATTACHED TO EACH OF THE THREE COPIES OF THE DISSERTATION SUBMITTED FOR ASSESSMENT TO THE SCHOOL HONOURS COORDINATOR



**CERTIFICATE THAT A DISSERTATION
IS READY FOR ASSESSMENT**

I

consider that the dissertation titled

submitted by

(name of candidate) for the

award of

(name of the award)

is ready / not ready (delete as appropriate) for assessment and that the candidate has completed all requirements of the program leading to the above award.

Additional comments:

Signature of Supervisor

Date

**A COMPLETED COPY OF THIS FORM SHOULD BE ATTACHED TO EACH OF THE THREE
COPIES OF THE DISSERTATION SUBMITTED FOR ASSESSMENT TO THE SCHOOL
HONOURS COORDINATOR**

Personal Confirmation

In order to help ensure that the expectations and responsibilities of Honours projects supervisor(s) and students are clearly understood, we request completion of this page. Please return it to the School Honours Coordinator.

Name: _____
Address: _____
Telephone: _____(Work) _____(Home)

Tick appropriate boxes.

- I have read and understood the contents of this booklet, as well as the Honours guidelines set by my School.
- I understand that I must submit my dissertation and complete the requirements of the Honours program on or before the specified date (the last teaching day of the final semester of my program), or incur a penalty of 1% per day or part thereof.
- I have contacted my supervisor and discussed my proposed area of research and enrolment details. My proposed area of research is:

- I have arranged to contact my supervisor at set times and at regular intervals to discuss my progress.
- I understand that I will be required to present at least two seminars and two progress reports during the course of my research, the first of each probably being required in the first session of the program.
- I have discussed with my supervisor arrangements regarding authorship of any publications arising from my Honours research.

Signed: _____

Date: _____