THE HONOURS PROGRAM

in the

SCHOOL OF ENVIRONMENTAL SCIENCES

Charles Sturt University

May 2011
INTRODUCTION

This booklet has been produced as a guide for students commencing the Bachelor of Applied Science (Honours) courses in the School of Environmental Sciences at Charles Sturt University. It is designed to provide administrative information about the courses, as well as to offer academic advice to students. The information in this booklet should only be used as a guide. More specific details are available from the school’s honours coordinator, and from the school’s honours web page, at:


All honours students should obtain and read a copy of the Faculty of Science’s booklet ‘Information for Honours Students’. It contains a great deal of information not repeated in this booklet.

THE SCHOOL

The School of Environmental Sciences is part of the Faculty of Sciences. The school has been involved in tertiary education in regional Australia since 1981, and has forged an excellent reputation for its teaching and research in the management of protected areas and environmental management. The school offers a variety of courses in environmental sciences at both undergraduate and postgraduate level.

INSTITUTE OF LAND, WATER AND SOCIETY

The Institute of Land, Water and Society (ILWS) is one of the few institutes for research designated by the University. Most academic staff of the School of Environmental Sciences are members of the institute. Research (including honours research) that is consistent with the aims and focus of the ILSW may attract financial support.

FACULTY STAFF

Dean of Faculty
Secretary to the Dean
Sub-Dean (Student Research Programs)
School Honours Coordinator

Nick Klomp
Louise O’Halloran
Andrew Crowther
Remy Dehaan (Wagga),
Paul Humphries (Albury)

SCHOOL STAFF

Head of School
School Office Manager
Administrative Assistant
Administrative Assistant
Casual Assistant

Ben Wilson
Frances Baker
Catherine Garbuio
Suzanne Skate
Tanya Campion

2
THE COURSES

Course name: Bachelor of Applied Science (Honours)
Course code: 5502RS
Application Code: Internal Albury: KSVB  
Internal WW: KSAZ  
DE WW: ESUZ

Course name: Bachelor of Environmental Science (Honours)
Course code: 5502ES
Application Code: Internal Albury: KSEY  
DE Albury: ESEU  
Internal WW: KSEZ

Course name: Bachelor of Environmental Science and Management (Honours)
Course code: 4510EM
Application Code: Entry only by course transfer, available only to students already enrolled in the Bachelor of Environmental Science and Management

The honours courses offered through the School of Environmental Sciences at Charles Sturt University are primarily post-degree honours courses. The courses have been designed to allow graduates of Bachelor of Applied Science (Parks and Recreation and Heritage), Bachelor of Applied Science (Adventure Ecotourism), Bachelor of Environmental Science and Bachelor of Environmental Science and Management or similar courses to develop an advanced level of knowledge in their disciplines, and to develop research, verbal and written skills in a specialised field. The courses normally comprise a major research project (with a six subject equivalent workload), a literature review subject and a research methodology, statistics or special topic subject. The research project includes the presentation of two seminars, project reports and a final dissertation.

OBJECTIVES AND GOALS OF THE COURSE

Honours courses offered by the Faculty of Science and Agriculture all share the following 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 a high quality and well regarded Honours program;
to ensure on-going relevance of the content and structure of the courses offered in the program;  
· to produce high quality graduates;  
· to facilitate the completion of high quality research and research training; and  
· to facilitate high employment rates of graduates

The primary educational objective is research training. The key goals of honours courses 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.

ADMINISTRATION AND COLLABORATION WITH OTHER SCHOOLS

Although the honours courses are administered by the Faculty of Sciences, the programs are coordinated by the School of Environmental Sciences at the Albury/Wodonga campus of Charles Sturt University (CSU).

The Sub-Dean of the faculty’s Honours program, Ass. Prof. Andrew Crowther, can be contacted as below:

Associate Professor Andrew Crowther, MA, PhD, Cert Ed  
Sub Dean, Research, Honours and Graduate Studies  
Faculty of Science  
Charles Sturt University  
Wagga Wagga  
New South Wales  
Australia  
phone; 61 (0)2 69334235  
mobile; 0427 274 429  
acrowther@csu.edu.au

ENTRY INTO THE HONOURS PROGRAM

All graduates, or students about to complete their undergraduate degree, may apply for admission to the honours program. Prospective honours students must liaise with the School Honours Coordinator prior to submitting an application. Applications must be made on the appropriate forms available from Student Administration. Application forms can also be downloaded from the Frequently Asked Questions page at the school’s honours web site:

Applicants should quote the appropriate admission and program codes (above) and label the top of their application forms with the following heading:

"Application for admission to <enter Course name from list above> at the School of Environmental Sciences (Albury/Wodonga OR Wagga Wagga campus),"

The closing date for submission of applications forms varies each year, but is usually around the end of September, for commencement in the beginning of the following year.

COURSE STRUCTURE

The honours courses in this school are equivalent to a one year full-time load (ie. 8 subjects or 64 credit points). Normally, honours students must complete a research project (with a workload equivalent of 6 subjects or 48 credit points), a literature review subject and a research methodology, statistics or special topics subject. In certain circumstances, however, the school honours coordinator may choose to alter this model, after consultation with the student and supervisor. For example, if a prospective honours student is considered to have insufficient training in an area of particular relevance to the proposed research, the coordinator may direct the student to enrol in another subject, in place of or in addition to the directed reading and research methodology subjects. Similarly, a student considered to be particularly strong in the area of research methodology may be directed to enrol in an alternative subject, such as another directed reading subject. In all cases, however, students enrolled in the honours course must complete the equivalent of an 8 subject workload. No exemptions from this workload will be permitted. The research project must carry a workload equivalent to 4 - 6 subjects, with the remainder of the program comprising one or more research methodology subjects, one or more directed reading subjects and any other subject(s) that the student is required by the school honours coordinator to complete.

Research project

Students will be required to enrol in the subject Honours Research (HRS408, HRS416, HRS424, HRS432 - codes vary with subject points), in every session of their program. This subject is 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. As a rough guide, the dissertation based on six subjects of research would be no longer than 30,000 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 three to four (part-time) sessions, no grade will be awarded until the dissertation is submitted and examined. Each student must submit three copies of his/her dissertation to the school honours coordinator by the due date (format and binding requirements are discussed in a later section). The dissertation will usually be
examined by one CSU academic member of staff (usually from within the School but not necessarily so). Also, an external examiner, considered to have an expert knowledge of the research topic, will be appointed to assess the dissertation. The thesis will not be examined by the student’s supervisors. The internal and external examiners will be appointed by the School Honours Coordinator, following consultation with the supervisors.

The final mark awarded for the subject (ie. the dissertation) will be the average of the percentage marks awarded by (1) the internal examiner, and (2) the external examiner, where applicable. This final mark for the dissertation will contribute 100% of the grade for the research project (i.e. Honours Research subjects).

Students enrolled in an honours course are required to present two seminars, submit a progress reports, be interviewed and attend seminars, as described below.

Completing Honours students are expected to clean up their office and laboratory areas prior to leaving the University. Grades will not be given until this is done to the satisfaction of the School Honours Coordinator and the student’s supervisor.

SCHOOL SEMINARS. Internal students are expected to attend the School of Environmental Sciences seminars held regularly throughout the academic year. Seminar programs are displayed on notice boards in the school, and are available from the administrative assistant (School Office).

HONOURS PROPOSAL AND INTERVIEW. Honours students are expected to submit a two-page proposal (details are attached to the Welcome letter) and discuss their proposed research in an interview within the first few weeks of commencing their studies. Interviews will take 20 minutes, and will normally be conducted in late February or early March (for students commencing at the start of the academic year) and August (for students commencing mid-year). Interview panels will comprise the school honours coordinators (one from Wagga and one from Albury, and one other member of staff, although the panels will be altered to avoid students being interviewed by their supervisors. The proposals must be submitted to the school honours coordinator at least a week prior to the scheduled interview time, and should be based on the form (Hons3) given out with the Welcome letter. The proposal should contain sufficient detail to allow the proposed research methodology and data analyses to be evaluated by the interview panel.

HONOURS STUDENT SEMINARS. Honours students are required to present two seminars during their program, to which all members of the school will be invited. Generally, these will be scheduled sometime in their first and last session. The first seminar is intended to be relatively brief (usually 15 min talk, 5 min questions) outlining the student’s research topic, aims and proposed methods, as well as briefly discussing the relevant literature in the research area. It is anticipated that this seminar will generate discussion and criticism of the student’s research proposals. Students starting in February will normally present their first seminar in April (see later). Mid-year students will present their first seminar in October. The second seminar will be when students will present and discuss the results of their research. It is intended that the preparation and presentation of this seminar will encourage
the students to analyse their data, focus their thoughts for the preparation of their dissertation and gain feedback as to how best to present their work.

These seminars are intended to give honours students essential practice in the oral presentation and defence of their work. Students should remember that their audience will be a general one, so their presentation should be understandable to non-specialists. Students are strongly advised to discuss their seminar presentation with their supervisor and to practise their seminar prior to presentation. Most students use Microsoft Powerpoint to present their presentation.

PROGRESS REPORTS. Students must submit a progress report to their supervisor within the week following the presentation of each of their seminars. The first report need only be brief, but should include an introduction to the research project and a brief literature review (1 - 2 pages), as well as a detailed description of the proposed methods to be adopted in the research, and a timetable describing the expected timing of every aspect of the research, data analysis and dissertation preparation. This first report must reflect and incorporate the feedback received via the previous interview and seminar. The second report should include a full review of relevant literature, a list of the contents/chapters of the dissertation and a timetable outlining when each chapter will be completed. It is expected that the literature review in this report will be included in the final dissertation. Such a review would normally be completed early in the program.

Although most students will commence the writing of these reports well before the presentation of their seminars, it is strongly suggested that they alter their proposals or include any other necessary changes in line with the discussions and comments received during their seminar presentation, and after 'follow-up' discussions with their supervisors.

There are three main reasons why honours students are required to write progress reports. Firstly, it allows the supervisors to assess whether the students are making adequate progress in the right direction. Secondly, well prepared progress reports will provide a useful basis on which a student can build his/her research and final dissertation: it is worthwhile for students to spend time on their reports for this reason alone. Finally, by writing about their work, students are forced to think very carefully about what they have done and what they plan to do in their research.

Literature review

Students would normally enrol in Advanced Topics 1 (SCI401) for one session of their program. Normally, full-time students will complete this subject in the first session, and part-time students will complete this subject within the first two sessions (ie. the first year) of their program. However, as mentioned previously, the school honours coordinator may direct the student to enrol in both these subjects, or in alternative subjects.

This subject provides the opportunity for a topic or topics related to the area of research to be studied at an advanced level. The subject comprises searching and reading relevant literature, and writing a comprehensive review. The review 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 subject(s) will be determined by the supervisor, following consultation with the student and approval by the Honours Coordinator. The literature review should total up to 5000 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 and a copy to the School Honours Coordinator, at least 5 weeks before submitting their final work. Normally, students will be expected to complete the requirements of the subject by the last teaching day in which they are enrolled for that subject. Only in exceptional circumstances will students be allowed to submit their work at a later date. A penalty of 1% per day will apply to all late submissions.

The literature review submitted in the subject will normally be marked by the two academic staff members of the School, as appointed by the School Honours Coordinator following consultation with the supervisor. The final mark for the literature reviews will be the average of the marks awarded by both markers.

Research methodology, statistics or special topics

Table 1 lists several possible research methodology subjects. Students must successfully complete (ie. pass) one of these subjects or some other similarly appropriate subject. Normally, full-time students will complete one of these subjects within the first or second session of their program. The selection and timing for enrolment in the directed reading subject and research methodology subject will be decided by the supervisor, after consultation with the student and approval by the school honours coordinator.

Although honours students should submit all research assignments, reading assignments and progress reports directly to their honours supervisor, any work completed for the research methodology subject in which they are enrolled should be directed to the relevant subject coordinator. The research methodology subject is coordinated separately from the rest of the honours program. Normally Special Topics subjects will be marked by an internal academic staff member who is not the student’s supervisor.

Table 1. A selection of research methodology subjects (see current CSU Undergraduate Handbook for subject descriptions).

<table>
<thead>
<tr>
<th>Subject</th>
<th>Code</th>
<th>Session</th>
<th>Residential School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science Research Methods</td>
<td>SCI415</td>
<td>autumn/spring</td>
<td>No</td>
</tr>
<tr>
<td>Statistical Reasoning (WW)</td>
<td>STA404</td>
<td>autumn</td>
<td>Yes</td>
</tr>
<tr>
<td>Advanced Topics 1 &amp; 2</td>
<td>SCI401/SCI402</td>
<td>autumn/spring</td>
<td>No</td>
</tr>
<tr>
<td>Social Research Methods</td>
<td>SRM500</td>
<td>autumn</td>
<td>No</td>
</tr>
</tbody>
</table>

SUMMARY OF HONOURS ASSESSMENT
• Research component - 75% of final mark (assuming research component comprises 6 subjects of enrolment). This portion of the Honours result will be determined by performance in:
  • Dissertation - mark determined from internal and external examiners, as explained above.

• Literature review subject - 12½ % of final mark

• Research Methodology, Statistics or Advanced Topics subject - 12½ % of final mark

HEALTH AND SAFETY

It is a policy of the School of Environmental Sciences that students work only in a safe and healthy environment. To achieve this policy, the Head of School and staff make every effort in the areas of accident prevention, hazard control and removal, injury protection and health promotion.

• All students must submit completed Occupation Health and Safety Risk Assessment forms, signed by the Head of School, before undertaking any field work or laboratory work. Ecology Laboratory staff (Craig, Lauren or Matt) will be able to assist you in the completion of your risk assessment.

Project Risk and Safety Assessment Form [pdf 13.5 Kb | word 23.1Kb]

Hazard Risk Assessment Form [pdf 7.7Kb | word 8.0Kb]

• All students must complete the on-line Occupational Health and Safety modules, which can be accessed at:
  o http://www.csu.edu.au/division/healsafe/ and follow the link to OHS online induction.

All students should be familiar with the school's safety rules for field work and laboratory work, copies of which are available from the school honours 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.

HONOURS RESEARCH BUDGET

Students should be prepared to meet the bulk of their research expenses themselves. Hence, students should discuss their requirements with their supervisors, and should minimise expenditure wherever possible. You will have access to the School’s printing and photocopying equipment and can source basic stationery supplies through the School Office. It is up to the supervisor to fund any major expenses, such as field trips or equipment. There is no budget within SES to cover Honours’ project expenses.
Honours research support periodically becomes available through the Faculty of Science, and students are urged to consult their supervisors for details. Honours research projects that are consistent with the aims and focus of The Institute of Land, Water and Society may attract financial support. In addition, research can attract external funds. Honours students should consult with their supervisors regarding such funding.

**SCHOOL FACILITIES**

Students should discuss with their supervisors how they can best use the facilities offered by the School of Environmental Sciences. 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. The following is a list of some of the facilities available to honours students.

**EQUIPMENT.** The school has a good range of general laboratory and field equipment, as well as other facilities. Students should approach their supervisors, in the first instance, to determine the availability of specific items of equipment or consumables required. The school's technical officers maintain an inventory of equipment available for research. Students borrowing any items from the school must accept responsibility for the care and proper use of the equipment, and are asked to sign a register for the items borrowed. Some specialist items of equipment are used regularly by staff for teaching and/or research purposes. Such equipment can only be used or borrowed with the express permission of the staff member concerned. Again, the school's technical officers will advise.

The school aims to be cost effective. To this end, students are asked to treat all equipment with care, to use only the minimum quantity of consumables required, to consider cheaper alternatives wherever possible, and to return unused consumables to the technical officers.

**COMPUTING FACILITIES.** In addition to the computers provided in the Honours rooms, all students have access to the campus computing laboratories. When printing, please use “Standard” print quality and recycle used paper whenever possible.

**OFFICE FACILITIES.** Internal honours students are provided with a desk, chair and filing drawers in an area set aside for research students in the honours rooms. Part-time and/or external students requiring temporary study space in the school should contact their supervisor. In special circumstances, when a student can demonstrate that the study facilities offered by the library on campus are inadequate, part-time and/or external students may be provided with temporary study space.

**BUILDING ACCESS:** All students will have their CSU Student Card programmed to allow them access to the Honours room and the main School Buildings. Some students may need access to spaces in the Ecology Laboratory and should liaise with Kylie Kent (kkent@csu.edu.au) to get this additional access programmed on their card.

**SECURITY.** When leaving the building, please ensure that all doors are locked and lights, computers and other equipment are turned off. Students should carry their student cards at
all times and must present their cards to security staff upon request. Students requiring assistance from security staff outside office hours should not hesitate to contact Campus Watch (security) on the Thuringowa campus by dialling 19888 on any university telephone.

Please note that any personal property brought on campus by staff or students is not covered by the university’s insurance.

**PHOTOCOPYING /PRINTING.** Small amounts of photocopying can be done on the school’s photocopier. Students will be given a code (see Sue, School Office) for the photocopier so that copy charges can be made against the school honours budget. Photocopying facilities are also available in the library at the student's own expense. Large photocopying jobs should not be performed on the school's photocopier without prior permission from the School Office Manager.

**MAIL.** On-campus research students may have mail delivered to the school upon request. Off-campus students should arrange for any official correspondence (permits, survey returns, etc.) to be directed to their supervisors, as appropriate.

**TELEPHONE.** Research students may make local calls on the telephones provided for their use in some of the honours offices. Each on-campus student will be allocated an individual phone number for use on the shared VOIP telephones. Information about how to use the VOIP phones will be given at your School Induction.

Any student wishing to make STD calls should phone Sue Skate, School Office, on ext. 19850, who will initiate the call and re-direct the call to the honours research room. Such calls will be charged against the school’s honours budget. Students are asked to keep telephone calls as brief as possible. No personal calls or after-hours calls are to be made. Students may not accept reverse-charge calls on a school telephone.

**FACSIMILE.** Fax facilities are incorporated in the school’s photocopier/printer and may be sent/received through the School Office staff, noting that it is more common, these days, to use the scan and email functions of the photocopier/printer rather than fax. Incoming facsimile transmissions use the number:

02 6051 9897

**EMAIL.** The computers in the honours room are networked and all CSU students are allocated a personal CSU email address. Distance mode students will need to have full internet and email facilities on their work/home computer, to facilitate regular electronic communication with the university.

**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 (e.g. photocopies of 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 the school’s honours budget prior to requesting the services.

**SUMMARY OF FACILITIES AND ACCESS THAT HONOURS STUDENTS SHOULD ARRANGE UPON COMMENCEMENT**

Student Card and programmed building access  
Library access (endorsed on Student Card)  
Computer network access (i.e. logon, password)  
Photocopier/ printer code  
Desk, chair and access to shared computers and filing cabinet  
Access to mail and shared telephone.

**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 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 described in the faculty’s booklet ‘*Information for Honours Students*’. In addition, rules specific to the School of Environmental Sciences have been formulated. These rules should be followed by all students unless expressly advised otherwise by the school honours coordinator or supervisor concerned.

**Typing and preparation costs**

Students are responsible for preparing their own dissertations. Students must either do their own typing, or arrange for their dissertation to be typed by someone else, at their own expense. The admin assistant/school secretary 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). Thus, students are again advised to save a large proportion of their research budget to help offset these final expenses.

**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 (e.g. 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.

**Number of copies / binding**

Students must submit three copies of their dissertation to the School Honours Coordinator by the due date and time. The three copies of the dissertation should be presented bound, using black spiral binders and standard covers (available from the school secretary). The three copies should include a Hons7 form (certificate of authorship) and a Hons8 form (certificate that the dissertation is ready for examination). The copies are to be produced using a method that 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.

**HARD-BOUND COPIES OF THE DISSERTATION**

Following the acceptance of the examiners’ reports on a dissertation by the Sub-Dean and notification that the Dean has recommended that the degree be awarded, the candidate shall forward to Dr Paul Humphries, the School Honours Coordinator a minimum of three (3) hard-bound copies of the dissertation, as specified in the Rule for the Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works. Prior to hard binding, corrections noted by the examiners must be made to the dissertation and candidates are required to submit a response to examiner comments or queries to the satisfaction of the School Honours Coordinator in consultation with the principal supervisor. The candidate is responsible for the cost of binding.

Copy one of the dissertation has to be printed on permanent paper (paper which meets the specifications of Australian Standard AS40003 – 1996) and with the signed Certificate of Authorship will be forwarded by to the University Library.

Copy two will be forwarded to the School.

Copy three is for the principal supervisor.

Students wishing to present copies of their dissertation to others, such as their associate supervisors, employers, granting body, etc, should make additional copies of their original prior to submission. Supervisors may advise students of individuals or organisations that should receive a copy of the dissertation.
A list of companies who specialise in hard binding of dissertations can be obtained from the School Secretary, Cathy Garbuio.

**Checklist for submission:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Who to see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before examination:</strong></td>
<td></td>
</tr>
<tr>
<td>Front cover and soft-binding materials (x3)</td>
<td>Cathy Garbuio</td>
</tr>
<tr>
<td>Hons7 and Hons8 forms (x3)</td>
<td>Cathy Garbuio</td>
</tr>
<tr>
<td>Get Hons8 form signed</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Submit 3 soft-bound copies on due date</td>
<td>Paul Humphries or Remy Dehaan</td>
</tr>
<tr>
<td><strong>After examination:</strong></td>
<td></td>
</tr>
<tr>
<td>Make corrections to thesis</td>
<td>Paul Humphries or Remy Dehaan</td>
</tr>
<tr>
<td>Front cover and Hons7 and Hons8 forms (x3)</td>
<td>Obtain from Cathy Garbuio</td>
</tr>
<tr>
<td>Get Hons8 form signed</td>
<td>Obtain from Supervisor</td>
</tr>
<tr>
<td>Get at least 3 copies of corrected dissertation hard bound</td>
<td>Email Cathy Garbuio for printing company</td>
</tr>
<tr>
<td>Send at least 3 hard bound to school honours coordinator</td>
<td>details</td>
</tr>
<tr>
<td></td>
<td>Paul Humphries</td>
</tr>
</tbody>
</table>

**Format**

Please refer to the faculty’s booklet ‘*Information for Honours Students*’ for details of formatting for your honours dissertation. The School of Environmental Sciences has adopted a specific referencing style which must be followed by all students. Students should seek advice on referencing standards and styles from their supervisor.
Honours Student 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 and Faculty.
☐ 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 discussed my proposed area of research with a potential supervisor and confirmed enrolment details with my course coordinator. My proposed area of research is:

______________________________________________________________

Supervisors name:
______________________________________________________________

☐ I will arrange to contact my supervisor at set times and at regular intervals to discuss my progress.
☐ I understand that I may be required to present seminars and be subject to progress reports during the course of my research.

Signed: ___________________________ Date: ______________________
Agreement Regarding Authorship of Publications and Presentations

This agreement refers to honours research commencing in 2007 conducted about (insert topic of research here)

We agree that unless specific alternative arrangements are made, any publications and/or presentations arising from this research will indicate the student as principal author/presenter and the supervisor(s) as secondary author(s)/presenter(s).

However, if the student does not indicate any intention to disseminate information about this research within 12 months of its completion, the supervisor(s) may produce publications and/or presentations and, while acknowledging the student’s contribution, may determine whether or not the student should appear as the primary author/presenter, as a secondary author/presenter, or within an acknowledgement. Where possible, this process should be a consultative process between student, supervisor, School Honours Coordinator and Head of School.

____________________________________  ______________
Signature of student                     Date

______________________________
Printed name

____________________________________  ______________
Signature of principal supervisor       Date

______________________________
Printed name

Please forward a copy of the completed form to:

Sub Dean Honours