

CHARLES STURT

U N I V E R S I T Y



**FACULTY OF SCIENCE
CHARLES STURT UNIVERSITY**

HONOURS HANDBOOK

INFORMATION FOR HONOURS STUDENTS

July 2007

ACKNOWLEDGMENT

This handbook was initially written by the Faculty of Science and Agriculture prior to the 2007 faculty re-structure. It has been updated and modified to reflect the interests of the more diverse disciplines of the Faculty of Science.

INTRODUCTION

This booklet has been produced as a guide for students commencing an Honours course in the Faculty of Science 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, Honours in the Faculty.

This handbook provides a general overview of policy and procedure from the Faculty perspective. Individual Schools or Disciplines will provide more specific details of individual Honours courses in a handbook designed to supplement the content of this one.

This handbook should be read in conjunction with the faculty Honours Regulations and in conjunction with Academic Regulation H1 and L4.2.

PRINCIPAL STAFF

<i>Acting Dean of Faculty</i>	Professor Nicholas Klomp
<i>Sub-Dean, Faculty Honours Program</i>	Dr Geoff Currie

School Honours Coordinators

Dr Michael Friend	<i>School of Agricultural & Veterinary Sciences</i>
Dr Jade Forwood	<i>School of Biomedical Sciences</i>
Dr Paul Humphries	<i>School of Environmental Sciences</i>
Dr Robert Trevethan	<i>School of Community Health</i>
Dr Andrew Crowther	<i>School of Nursing and Midwifery</i>
Dr Sandra Savocchia	<i>School of Wine and Food Sciences</i>
Dr Anantanarayanan Raman	<i>School of Rural Management</i>

Heads of School

A/Prof John Kent	<i>School of Agricultural & Veterinary Sciences</i>
A/Prof Lyndall Angel	<i>School of Biomedical Sciences</i>
Dr Ben Wilson (acting)	<i>School of Environmental Sciences</i>
A/Prof Julia Coyle	<i>School of Community Health</i>
A/Prof Elaine Duffy	<i>School of Nursing and Midwifery</i>
A/Prof Chris Steel	<i>School of Wine and Food Sciences</i>
Prof Kevin Parton	<i>School of Rural Management</i>

THE HONOURS COURSES

Each course typically includes a substantial research project, but has sufficient flexibility to meet the varying needs of individual students. There are two types of honours degree offered in the Faculty of Science:

- “Extension” or “Add On” – where students complete a three year pass degree, then complete their honours course within the fourth year (FTE). This is a one-year full-time equivalent program and 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.
- “Integrated” – where students undertake their honours course within the third and fourth years of their undergraduate course, while also completing subjects from the pass degree. Thus, Honours components are integrated into the pass degree either as a substitute for pass degree subjects or in addition to them.

Admission requirements for entry into a Faculty of Science honours program are determined within individual course documents, however, it is the general expectation of the Faculty that, in addition to course based requirements and due consideration for the objectives outlined below, honours places are offered to students:

- with a minimum GPA of 5.0 with a strong academic record; and
- with the capability to success undertake the rigours of the honours program.

PROGRAM OBJECTIVES

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

- To attract high quality students to the program (students who have the potential to make significant contributions to 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.
- To facilitate high employment rates of graduates.

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

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

COMMENCEMENT AND COMPLETION OF THE HONOURS PROGRAM

Please refer to your School Honours Handbook.

The standard regulations apply concerning maximum time for completion of the course (see clause 14.2 of the Assessment Regulations).

A student in a Bachelor (Honours) course will conduct an investigation of 16 points (2 subject equivalent) or greater (as prescribed by course requirements), the results of which will be presented in a dissertation.

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.

SUPERVISION

The Head of School, on advice from the School Honours Coordinator and with due consideration to project conception, skill base, work load and student preferences, shall appoint an appropriately qualified and experienced supervisor and co-supervisor from the academic staff of the University. The Head of School may also appoint a co-supervisor from outside the University (for example, from industry, the professions or another university or research establishment) if appropriate and either in addition to the University co-supervisor or in the place of the University co-supervisor as outlined below. A person appointed as Principal Supervisor shall be a member of the academic staff of the University and:

- have been admitted to the Principal Supervisors' Register;
- normally hold a degree at the level or above the level of the degree to be supervised; and
- expect to be available for the planned duration of the candidature.

A person appointed as a co-supervisor shall:

- expect to be available for the planned duration of the candidature; and either:
 - be a member of the academic staff of the University who:
 - has been admitted to the Principal Supervisors' Register; or
 - is seeking supervision experience prior to applying for admission to the Register; or
 - be a person external to the University who is expert in the particular area of research, study or profession (as appropriate for the type of research program), provided that person has an honours qualification or higher and has a supervision track record; or
 - be a person external to the University who is expert in the particular area of research, study or profession (as appropriate for the type of research program), provided one of the other co-supervisors is normally a member of the academic staff of the University.

Any change to the appointment of supervisors or co-supervisors must be approved by the Head of School and notification forwarded to the Sub-Dean.

The Principal Supervisor is accountable to the School Honours Coordinator for advising and monitoring the progress of a candidate and leading the supervisory team. The Principal Supervisor has final responsibility for the decisions made by the supervisory team, including:

- negotiating roles with co-supervisors, in conjunction with the candidate, at the commencement of the candidature;
- facilitating the operation of the supervisory team to ensure support for the candidate by encouraging all supervisors to be actively involved in supporting the candidate's research endeavours. Where this does not occur, the Principal Supervisor shall consult with the School Honours Coordinator;
- monitoring carefully the performance of the candidate relative to the standard required for the program, and advising that inadequate progress or work below the standard generally expected is brought to the candidate's attention;
- ensuring that no research data are collected until the necessary approval is obtained from the relevant University and/or other ethics committees where the research deals with human or animal subjects;
- advising the School Honours Coordinator when problems are occurring with regard to issues of academic misconduct;
- at the time of submission, either certifying that the dissertation is properly presented, conforms to the Regulations and is, therefore, prima facie, worthy of examination, or providing reasons why he/she believes the dissertation is not ready for examination;
- at any time during candidature, bringing to the attention of the School Honours Coordinator issues of intellectual property rights and/or commercial or other confidentiality matters that relate to the content of the dissertation;
- advising the Head of School and School Honours Coordinator of the names and credentials of suitable examiners;
- ensuring the candidate has accurate information about any planned, long leave (or retirement) during the candidature and, in consultation with the Head of School and/or School Honours Coordinator, making arrangements to provide for supervision during absences; and
- contributing to the development of co-supervisory skills in academic staff inexperienced in co-supervision.

Responsibilities of the Supervisory Team include:

- suggesting ways that the candidate can make the most effective use of time. This will involve discussing the nature of research with the candidate and the standard expected for particular degrees, the choice of the research topic, the

- planning of the research program, and the availability of library resources in the field and bibliographical and technical assistance;
- maintaining close and regular contact with the candidate and establishing at the beginning the basis on which contact will be made. This will facilitate the supervisory role in advising the candidate on the rate of progress, and ensuring that a reasonable timetable is set to permit the degree to be completed in the appropriate time;
 - requiring written or other work from the candidate on a pre-arranged and agreed schedule so that progress can be assessed at regular intervals;
 - monitoring carefully, in consultation with the Head of School, the performance of the candidate relative to the standard required for the degree, and ensuring that inadequate progress or work below the standard generally expected is brought to the candidate's attention. The team should help with developing solutions to problems as they are identified;
 - ensuring that the research work and the production of all categories of examinable work are the candidate's own work and ensuring that where the candidate receives substantial assistance that such assistance is acknowledged in the examinable work and does not conflict with the requirement that the intellectual content of the research and examinable work is that of the candidate;
 - commenting on the content and the drafts of the examinable work prior to submission; and
 - fulfilling other obligations imposed by the University regarding postgraduate supervision.

REQUIREMENTS FOR THE DISSERTATION

The dissertation submitted must:

- be an accurate account of the research;
- be an account of a candidate's own work but, in special cases, work done conjointly with other persons may be accepted provided the Dean is satisfied about the extent of each candidate's part in the joint work;
- relate to the approved research topic;
- comprise research completed subsequent to admission to the program;
- comply with the word limit imposed;
- not include as its main content work that has been submitted for any other academic award or work conducted prior to the commencement of candidature. Where the main content of the dissertation consists of any significant extension or elaboration of the candidate's earlier work, that portion referring to previous work must be clearly indicated.;
- be written in English except where, on the recommendation of the Sub-Dean, the Dean approves that it may be written in another language;
- achieve a satisfactory standard of expression and presentation;
- include acknowledgment of any substantial assistance provided to the candidate during the conduct of the research and the production of the examinable work;
- conform to the Rule for the Presentation of Print Theses, Other Examinable Print Works and the Written components of Examinable Non-Print Works.

The maximum length for an honours dissertation is generally 5000 words per subject equivalent. Specific requirements should be detailed in the School Honours Handbook. The stated maximum length for a dissertation is exclusive of appendices and may only be exceeded with permission of the School Honours Coordinator. Appendices may contain material or information that has been used in the study, referred to in the study or has informed the study, and which would be needed to replicate it but which is not generally available elsewhere. A candidate may include original (raw) data in an appendix if it:

- is related to the dissertation but not included in the text;

- confirms other data presented in the dissertation; or
- is felt to be important to the reader/examiner.

Specific presentation requirements for the honours dissertation will be outlined in the School Honours Handbook.

SUBMISSION OF THE DISSERTATION

A dissertation shall be submitted to the School Honours Coordinator when the candidate and the Principal Supervisor agree that the dissertation is ready for examination. The Faculty requires that honours dissertations are submitted for examination on or before the last teaching day of the semester. School policy may require earlier submission and such due dates will be outlined in the School Honours Handbook. Requests for extension beyond the last teaching day of semester can only be granted by the Faculty Honours Committee.

Three copies of a dissertation shall be provided to the School Honours Coordinator. These copies shall be soft-bound copies as specified in the Rule for the Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works. Two copies will be sent for examination. The third will be kept by the School Honours Coordinator in the event of arbitration.

The dissertation shall contain a certificate of authorship (Appendix C). The dissertation shall be accompanied by a certificate signed by the Principal Supervisor indicating 'readiness to submit' (Appendix D). Any substantial assistance, including any paid editorial assistance, received during the period of candidature, shall be acknowledged in 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.

If there is material in the dissertation that could or does have implications for the intellectual property rights of the candidate, the University, a sponsor of the research or some other person or body, this shall be identified as specified in The Rule for the Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works. If there is material in the dissertation that is confidential for commercial or other reasons, this shall be identified as specified in The Rule for the Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works.

If the dissertation reports on research involving humans or human biological materials or involving animals or the use of radiation, evidence of the relevant approvals shall be included as specified in The Rule for the Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works.

DISAGREEMENT OVER READINESS FOR EXAMINATION

The Principal Supervisor may decline to issue a certificate that the dissertation is ready for examination if:

- the dissertation does not conform to the Rule for the Presentation of Print Theses, Other Examinable Print Works and the Written Components of Examinable Non-Print Works; or
- the candidate has failed to fulfil some other requirement of candidature prescribed by these regulations.

The Principal Supervisor shall not decline to issue a certificate solely on the grounds that he or she believes that the dissertation is not of a standard appropriate to the award for which it is being submitted.

Where the Principal Supervisor declines to issue a certificate that the dissertation is ready for examination, he or she shall provide a written statement to the Sub-Dean setting out the reasons for the decision. The statement shall not accompany the dissertation when it is sent to the examiners if the Dean of Faculty allows the dissertation to be examined. Acting on the advice of the Sub-Dean, the Dean of Faculty may:

- allow the dissertation to be examined; or
- allow the dissertation to be examined subject to any conditions specified by the Sub-Dean being met by the candidate to the satisfaction of the Dean; or
- decline to allow the dissertation to be examined in which case the Dean may terminate the candidate's enrolment or approve some other action.

EXAMINATION OF THE DISSERTATION

The assessment of honours dissertations will be in each case by two examiners appointed by the Head of School. The candidate's supervisor or associate supervisors can not be an examiner. At least one examiner must be external to the University and independent of the student's work. Appointment of two internal (CSU) examiners must be approved by the Sub-Dean prior to examination (with appropriate justification). Late submission is not adequate justification for using two internal examiners. Examiners will provide a written report on the dissertation and, guided by Faculty policy, will recommend a grade for the dissertation, providing reasons for the recommendation.

Bachelor (Honours) dissertation and project subjects in terms of the classes of honours, are as follows:

H1	Class 1 (greater than 80%)
H2a	Class 2, Division 1 (70-80%)
H2b	Class 2, Division 2 (60-69.99%)
H3	Class 3 (50-59.99%)
	No award (less than 50%)

This grade will not necessarily be the same as the class of honours awarded for the course overall. A record of how the criteria were applied to individual students will be maintained by the Faculty. The level of award may be determined by level of performance in one of the following completed whilst enrolled in the Bachelor (Honours) course:

- the project/dissertation alone;
- the project/dissertation and specified course work subjects; or
- the project/dissertation and all coursework subjects.

The specific contribution of coursework subjects to the determination of honours level will be clearly articulated in each School Honours Handbook. In the event that there is a discrepancy of 15% or greater in examiners' marking, or a dispute of the mark is lodged by the candidate, the nature of the issue should be forwarded to the Sub-Dean for arbitration. The Sub-Dean may either appoint a third examiner or convene a Faculty Honours Committee meeting to resolve the issue.

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 Faculty Honours Committee on recommendation of the School Honours Coordinator. Students must apply in writing for an extension to the Faculty Honours Committee via the Sub-Dean Honours. 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.

Integrated honours courses will require a strategy (articulated in the School Honours Handbook) in the event honours is not awarded.

Honours students who fail one or more subjects of their program would normally receive a fail grade for the Honours program.

Examiners should be provided with marking criteria that are outlined in the School Honours Handbook.

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 the Sub-Dean or delegated authority two (2) 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 a 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. One copy of the dissertation printed on permanent paper (paper which meets the specifications of Australian Standard AS40003 – 1996) and with the signed Certificate of Authorship shall be forwarded by the Sub-Dean to the University Library. The remaining copy will be forwarded to the principal supervisor. Schools may require a third copy for storage in the School (detailed in School Honours Handbook).

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.

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 project proposal for each enrolled student;
- appointing a supervisor and associate supervisor in consultation with the Head of School;
- appointing examiners in consultation with the Head of School;
- 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.

School Honours Committee

Some Schools of the Faculty may have 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.

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.

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, less commonly, 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.

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 (Appendix C). 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).

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 Geoff Currie
School of Biomedical Sciences
Charles Sturt University,
Locked Bag 588, Wagga Wagga NSW 2678

Phone (02) 69332822
Email: gcurrie@csu.edu.au

APPENDIX A

RESEARCH PROPOSAL



**RESEARCH PROPOSAL
FACULTY OF SCIENCE
HONOURS APPLICANTS**

To be completed by the candidate for submission to the School honours Coordinator.

For duplication purpose, please TYPE or PRINT on this form in BLACK PEN ONLY.

Please keep a copy for your own records.

The completion of this research proposal is part of the candidature's research training. As with any research proposal, the instructions are to be strictly adhered to.

1. CANDIDATE

Student Number: _____

Name (*Surname in capital letters*): _____

Proposed Principal Supervisor: _____

Proposed Co Supervisor: _____

Proposed External Supervisor: _____

2. COURSE (*All course codes, fields of research and subject codes are available at Web Site: <http://www.csu.edu.au/research/students/codes>*)

Course: _____ Course Code: _____

Faculty: Science School: _____

Status: (*Please tick one box only in each row*):

Internal Distance Education Off-shore

Full Time Part Time

Campus from which the student's course will be administered

Bathurst Wagga Wagga Albury Canberra

Sydney Other: (Please specify)

3. RESEARCH PROPOSAL - (Maximum of 4 pages including references)

Please attach to this form a description of your proposed research.

Use the following headings (*You may add additional headings to allow for the provision of background information or any other relevant details if you wish*)

ABSTRACT (Mandatory) – A brief summary (100 words or fewer) of the research to be undertaken written in non-technical language such that a non-specialist in the discipline will know what the proposal involves.

SYNOPSIS OF LITERATURE – An introduction/synthesis of the key ideas & references that lead to the statement of the research question & objectives. (300 words)

RESEARCH QUESTION/OBJECTIVES – State briefly & clearly the research question being asked & the objectives of the research.

METHODOLOGY – A description of how the research will be undertaken to address the research aims, questions or focus (If using qualitative methods, you should provide a case which justifies your methodology).

DATA COLLECTION & ANALYSIS – Describe the type of data your research will produce & how you plan to analyse it.

TIMETABLE FOR COMPLETION – Outline the major activities required to complete your research and dissertation including the date by which you expect to complete each activity.

4. DISSERTATION TITLE

5. INTELLECTUAL PROPERTY

Please indicate whether there is a possibility of Intellectual Property of potential commercial value being developed during the course of the project. (*Please circle below*)

YES	NO

If Yes, have you consulted the Centre of Research & Graduate Training about assigning rights in Intellectual Property to the University?

YES	NO

6. ETHICS APPROVAL

Is the research likely to involve animal experimentation and/or human participants or human biological materials?

YES

NO

If Yes, Approval Number:

Please note: Before your Proposal will be approved, Ethics approval must be obtained.

7. RADIATION SAFETY

Is the research likely to involve the use of radiation substances and/or materials?

YES

NO

Has an application been approved?

If so please advise of the approval number

Please note: Before your Proposal will be approved, Radiation Safety approval must be obtained.

8. COMMERCIAL IN CONFIDENCE

Please indicate whether this research is in an area in which the Faculty has a commercial in confidence agreement with third parties.

YES

NO

If Yes, have you completed a confidentiality agreement?

YES

NO

9.

I certify that I am familiar with the requirements of the **Research Code of Conduct** & undertake to conduct my research in accordance with that code.

..... Signature

10. PLACE OF RESEARCH and RESOURCES

Indicate where the research will be conducted & if not at CSU, please give reasons why the research will be conducted at another location. Indicate what resources are required and whether these resources are available to you.

11.	
CANDIDATE'S SIGNATURE	DATE
Print Name:.....	

12. I endorse this research proposal and confirm that adequate resources are available for its successful and timely completion.	
SCHOOL HONOURS COORDINATOR SIGNATURE	DATE
Print Name:.....	

13. I endorse the research proposal, the declaration of the School Honours Coordinator and appoint the following supervisory team: Principle Supervisor (CSU): Co-Supervisor (CSU): External Supervisor (where appropriate):	
HEAD OF SCHOOL'S SIGNATURE	DATE
Print Name:.....	

14. I am prepared to supervise this research project according to the requirements outlined in the Faculty regulations.	
PRINCIPAL SUPERVISOR'S SIGNATURE	DATE
Print Name:.....	

Please forward a copy of the completed form to:

Sub Dean Honours

APPENDIX B

ACCEPTANCE FORMS

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 *insert year here* 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

APPENDIX C

CERTIFICATE OF AUTHORSHIP



**CERTIFICATE OF AUTHORSHIP & AGREEMENT FOR
THE RETENTION & USE OF THE HONOURS
DISSERTATION**

To be completed by the student for submission with each of the bound copies of the thesis submitted for examination to the School Honours Coordinator.

For duplication purpose, please TYPE or PRINT on this form in BLACK PEN ONLY.

Please keep a copy for your own records.

I

Hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which to a substantial extent has been accepted for the award of any other degree or diploma at Charles Sturt University or any other educational institution, except where due acknowledgment is made in the dissertation. Any contribution made to the research by colleagues with whom I have worked at Charles Sturt University or elsewhere during my candidature is fully acknowledged.

*I agree that the dissertation be accessible for the purpose of study and research in accordance with the normal conditions established by the University Librarian for the care, loan and reproduction of the thesis.**

.....
Signature

.....
Date

* Subject to confidentiality provisions as approved by the University

APPENDIX D

READINESS TO SUBMIT

APPENDIX E

GRADE MEMO TEMPLATE

Memorandum

TO: Faculty Honours Committee, Faculty of Science
FROM: School Honours Coordinator, School of
DATE:
SUBJECT: Honours Grades

I recommend to Faculty Honours Committee the following Honours award.

Student No.	Student Name	Course	Aggregate mark	Honours Class Recommendation
????	????	??? (Hon)		

I have attached the detailed information on the marks obtained for the subjects and dissertation. The aggregate mark above was calculated as

.....

SUBJECT	SEMESTER	POINTS	EXAMINER	MARK	GRADE
			-		
			-		
			-		
			-		
			1 (internal)	?	Class ?, Division ? (?)
			2 (external)	?	
			Mean	?	

Kind regards

?????????????
 School Honours Coordinator
 School of

Memorandum

TO: Faculty Honours Committee, Faculty of Science
FROM: School Honours Coordinator, School of
DATE:
SUBJECT: Arbitration of Honours Grades

Examination of the following honours student has resulted in a discordance of marks of 15% or greater. As such, the dissertation examination has been referred on to the Faculty Honours Committee for arbitration and determination of the final 'aggregate mark'.

Possible explanations for the discordance could include:

1. ?
2. ? etc

The consensus opinion of the School Honours Coordinator and the students supervisory team is that a mark in the order of ??? might have been expected.

I have included below a summary of the students performance in other honours subjects.

SUBJECT	SEMESTER	POINTS	EXAMINER	MARK	GRADE
			-		
			-		
			-		
			-		
			1 (internal)	?	
			2 (external)	?	
			Mean	?	

Kind regards

???????????????

School Honours Coordinator
 School of

APPENDIX F

HONOURS FLOW CHART AND TASK SHEET

STEP / TASK	STUDENT	SUPERVISOR	SCHOOL HONOURS CO-ORDINATOR	HEAD OF SCHOOL	FACULTY HONOURS COMMITTEE
Invitation to apply for honours entry (end of second year of study for integrated and end of third year for add on)			√	√	
Complete and submit application before due date	√				
Sign off on applications (forwarded from student administration)			√		
Send student handbook (Faculty and School versions)			√		
Familiarise with requirements and complete required paperwork (appendix B)	√				
Convolve research topic OR Discuss topics offered by supervisors	√	√			
Develop research proposal	√				
Approve research proposal		√	√	√	
Appoint supervisory team			√	√	
Complete coursework requirements	√				
Complete research component before due date (including draft reviewed by supervisor well before due date)	√				
Complete certificate of authorship (Appendix C)	√				
Complete readiness for examination (appendix D)		√			
Appoint and invite examiners			√	√	
Soft bind dissertation and submit to School Honours Coordinator (3 copies)	√				
Send dissertation and examination criteria to examiners			√		
Receive examiners reports and recommend grade (to School Assessment for subject and to Faculty Honours Committee for course) or arbitration (to Faculty Honours Committee)			√		
Review class of honours and recommend award to Faculty Assessment Committee (feedback to School Assessment Committee)					√
Prepare and submit to School Honours Coordinator 2 hardbound versions of final approved dissertation	√				