



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Guide for Students, Supervisors and Examiners

Bachelor of Creative Arts (Honours)

2020

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Key Dates*

2020 BCA (Honours) Candidates

Monday 2 March	CREA 401 Research Methods Seminar – Autumn session only.
Monday 23 March	CREA402 Exhibition/Performance dates and locations to be finalised by supervisor to the Honours Coordinator
<i>See UOW link below</i>	<i>Last day to withdraw without financial penalty</i>
Tuesday 23 June, Wednesday 24 June and Thursday 25 June	BCA (Hons) presentations
Friday 26 June	Student Progress Report to be submitted to the Honours Co-ordinator [see Appendix III].
<i>See UOW link below</i>	<i>Last day to withdraw without academic penalty</i>
Wednesday 23 September	Nomination of Examiners Form for CREA401 to be submitted by the supervisor to the Honours Co-ordinator [see Appendix VII] Nomination of Examiners Form for CREA402 to be submitted by the supervisor to the Honours Co-ordinator [see Appendix VII]
Wednesday 23 September	Final draft of thesis for CREA401 to be submitted to the supervisor Note: Thesis will not be submitted for examination unless approved by the supervisor
Friday 23 October	Three spiral bound copies of thesis for CREA401 to be submitted for examination to LHA Central (19.1005) by 4.00pm Three spiral bound copies of creative work for CREA402 in written (or equivalent manuscript) form to be submitted for examination to LHA Central (19.1005) by 4.00pm** All work towards creative presentations for CREA402 involving performances and exhibitions to be finalised
Friday 6 November	Examination of all creative presentations involving performances and exhibitions to be completed
Friday 13 November	CREA401 and 402 Examiners Assessment Forms and Reports due
Thursday 26 November (TBC)	Honours Assessment Committee meeting

UOW Session and Key Dates: uow.edu.au/student/dates

* Dates are subject to change you should check with the School whether any changes have been made.

** Due to the nature of the submission, examination of creative work in written form requires greater time than creative work comprising performances and exhibitions, hence the earlier submission deadline.

About the Bachelor of Creative Arts (Honours)

The Honours program is an end-on degree in Creative Arts and provides an opportunity for candidates to develop, to a sophisticated level, established theoretical and practical skills gained during their undergraduate course. In the BCA (Hons) course, the student is given close supervision of both a research topic and a creative presentation. In addition, a weekly research methodology seminar in Autumn Session provides training in advanced research skills specific to disciplines within the creative arts. The course thus provides a pathway to higher research degrees at masters and doctoral levels.

Course Code

The Course Code for the Bachelor of Creative Arts (Honours) is 843.

BCA (Hons) Program Objectives

The objectives of the BCA (Hons) are to give students:

- a scholarly grounding in academic research
- a high level of research competency
- a strong foundation in theoretical and creative work
- advanced theoretical and practical skills in the creative arts
- a preparation for future higher level research degrees

UOW Graduate Qualities

Completing the learning and assessment tasks in the BCA (Hons) will assist students in developing the following UOW Graduate Qualities:

- **Informed**
Demonstrate skills and knowledge of the practice, languages, forms, materials, technologies and techniques in their discipline. Understand the roles creative professionals play within society and how history has informed contemporary practice.
- **Independent learners**
Develop and evaluate ideas, concepts, sources and processes by thinking creatively, critically and reflectively. Be able to identify, acknowledge and engage the work, ideas and influences of others.
- **Problem solvers**
Adapt and respond flexibly to different conditions as a creative professional and apply relevant skills and knowledge from a variety of disciplines to realise creative works and products.

- **Effective communicators**
Interpret, communicate, and present ideas, problems, arguments and stories in mediums that engage audiences and communities. Be able to work collaboratively in a range of different settings, recognising how culture can shape communication.
- **Responsible**
Be able to reflect on their practice and its implications for diverse local, national and international communities. Act with integrity, making ethically-informed professional choices.

Duration

The BCA (Hons) is normally taken as a one-year full-time course. However, it can be taken on a part-time basis over two years. Part-time students are required to enrol in and successfully complete CREA401 in the first year of study, before being permitted to enrol in CREA402 in the second year.

Deferral

It is not possible to defer commencement of the BCA (Hons) to another year as the availability of supervision cannot be guaranteed. Candidates will be required to submit a new application for consideration for the intended year of study.

Leave of Absence

Leave of Absence during the course of the BCA (Hons) program is normally not possible, except under exceptional circumstances. Students seeking leave must apply to the Honours Co-ordinator in writing, setting out reasons why leave is necessary. Students will be notified within seven days of receipt of the outcome of their request for leave.

Temporary Leave

Requests for periods of research-related travel of more than one week should be made in writing to the Honours Co-ordinator at least two weeks in advance of departure. Students will be notified within seven days of receipt of the outcome of their request for leave.

Program of Study

The Honours program of study comprises two Annual subjects:

CREA401	Minor Thesis in Creative Arts	24 credit points
CREA402	Creative Arts Presentation	24 credit points

Students must pass both CREA401 and CREA402 to be awarded the degree.

Subject Outlines

The information in this Guide serves as an equivalent to Subject Outlines for CREA401 and CREA402.

Supervision

Each student will be allocated at least one supervisor for each subject. A supervisor may have formal responsibility for either one or both subjects in the student's program.

Attendance

Students may be invited to attend informal discipline-based seminars. Attendance at a monthly meeting of all Honours students may also be required.

Supervision Sessions: Students must meet with their supervisor/s regularly, not less than fortnightly.

Research Methods Seminar: Attendance at this seminar is in accordance with requirements for undergraduate coursework subjects, that is, students must attend as stipulated in the Subject Outline for the seminar. Refer to the Key Dates for the specific day and time of the seminar.

Students who fail to maintain an adequate attendance pattern will be advised by the lecturer in writing, with a copy forwarded to their supervisor/s and the Honours Co-ordinator.

Summer Reading Program

Successful candidates are also required to undertake the BCA (Hons) **Summer Reading Program**. The purpose of the Program is to prepare candidates for the successful completion of CREA401 Minor Thesis in Creative Arts, the theoretical thesis component of the BCA (Hons). By completing a preliminary reading program relevant to their research topic as specified in their approved BCA (Hons) application, candidates will be well placed to produce a CREA401 thesis of depth and quality, and also be able to give more time to the creative requirements of CREA402 Creative Arts Presentation. Following advice of their successful application to the BCA (Hons) program, students will be issued

with a discipline specific reading list. It is also the responsibility of the student, in the first instance, to compile a list of additional readings and to submit this list to their appointed supervisor for feedback. Students should meet with their supervisor in early December to finalise their list of readings. The final approved list of readings is to be completed by 28 February of the year in which the BCA (Hons) is to be undertaken.

Code of Practice - Honours

The Code of Practice – Honours contains essential information relating to study in an honours course at the University of Wollongong. Students are advised to refer to the Code which can be found in APPENDIX II or at uow.edu.au/about/policy/UOW058661

Materials

Students are required to meet all costs associated with their research and practical creative work (eg instruments, canvas, paint, steel, paper, ink).

Studio Space

Students are required to provide their own studio space as the Faculty has limited available space for honours students.

Honours Website

A copy of this Guide and all Appendices is available on the Faculty of Law Humanities and the Arts website at lha.uow.edu.au/current-students/lhacentral/UOW181305

Administrative Support

Administrative support for the BCA (Hons) program is provided by staff in TAEM Admin Office (25.113).

Subject Description

CREA401 – Minor Thesis in Creative Arts

Annual – 24 Credit Points

This subject leads to the completion of a thesis of 10,000 - 15,000 words. Each student shall select a topic for research, approved by the supervisor, the Program Convenor and the Honours Co-ordinator. Approval shall be subject to the availability of a member of staff with appropriate expertise to supervise and assess progress, and the accessibility of the relevant literature. Thesis work will normally include a critical survey of the available literature. Students will be required to work in close consultation with their supervisor.

Objectives

On successful completion of this subject students should be able to:

- outline clear proposals for research;
- demonstrate familiarity with library resources in the field of research (including online searching, CD ROMs, major indexes, significant periodicals, etc.);
- organise and format research-related files on a computer;
- compile bibliographies (included annotated bibliographies);
- present a research paper to an academic gathering reveal a capacity to plan effective, feasible and well considered research and demonstrate this by adapting appropriate research methodologies;
- comment critically on literature in the field of research;
- demonstrate well developed scholarly writing and editing skills;
- apply an understanding of the thesis as genre by being able to lay out a thesis;
- use appropriate methods of documentation for scholarly research;
- write a thesis.

Students will be required to participate in a compulsory weekly **Research Methods Seminar**. Attendance at all classes is expected. Details of specific content and assessment requirements for this component of CREA401 will be distributed to students in Week 1 of Autumn session. This seminar series focuses on research methodology and theory relevant to the research projects being undertaken. Exercises are set during seminars to assist students in developing their research towards the thesis. In addition, students are required to participate in a seminar presentation of their work to which academic staff and other students are invited. Work undertaken in this seminar series will attract 20% of the mark awarded in this subject. Marks for individual components will not be modified or scaled.

CREA401 Assessment Tasks and Criteria

1. Research Methods Seminar - worth 20%

a. Introduction and Literature Review: 10%

The submitted work should include:

- a thesis statement;
- an explanation of the background of project;
- the key texts/theories;
- a justification of the methodology; and
- an outline of thesis structure.

b. Oral presentation: 10%

The oral presentation will be assessed according to the following criteria:

- a clearly defined topic, consistent with requirements of an Honours thesis;
- an outline of the main argument of the thesis, elaborating on an Abstract and select Bibliography which should be provided to the assessors before the presentation. Students will be assessed on clarity of argument, depth of exegesis, and general knowledge of cultural and theoretical background;
- demonstration of a methodological approach suitable to study at the honours level and consistent with the thesis topic;
- clarity of delivery, taking into account discipline-specific theoretical approaches;
- appropriate choice of examples to illustrate the argument; and
- capacity to generate discussion of the argument.

The oral presentation is assessed by a panel who determine one mark. The panel is comprised of:

- Research Methods Lecturer
- Program Convenor or nominee
- CREA401 Supervisor

2. Thesis – worth 80% (10 000 – 15 000 words)

In making an assessment of the thesis submitted for CREA401, examiners should keep in mind that the BCA (Hons) is a scholarly grounding for further academic research. Students should have demonstrated a high level of research competency and the argument should be strongly founded in theoretical work. It would be expected that the level of academic scholarship and sophistication would be situated between the final year of an undergraduate degree and a postgraduate research Masters degree. Whilst Honours students would not be expected to have made a significant contribution to knowledge in this minor thesis - rather demonstrating their capacity to thoroughly

investigate a given area and to develop readings and interpretations within this - original thought and a sense of vision should be acknowledged.

The thesis should demonstrate a thorough general knowledge of the field in which its particular topic is situated. It would be expected that the thesis make frequent reference to major authors and texts in this area. The topic should be appropriately introduced and its conclusion should draw together the various elements of the argument. There should be a logical and sustained development of argument throughout the thesis.

Ideas should be clearly expressed - though not to the exclusion of sophisticated concepts - logically developed and substantiated with appropriate argument and/or evidence. There should be an overall coherence and flow of ideas. Chapters should be appropriately weighted to best further the development of the argument.

The thesis should be grammatically correct; it should be proofread for spelling, typographical and formatting errors.

The Faculty of Law, Humanities and the Arts uses the UOW Author-Date system (Harvard) as its referencing system. The following website provides a useful guide to using this system:

www.library.uow.edu.au/referencing/

In addition to general comments made in the examiner's report, examiners may mark errors and corrections of a typographical kind in pencil in the thesis itself. Copies of examiners' reports may be made available to the student.

Marks/Grades for CREA401

Satisfactory completion

85% to 100% High Distinction

75% to 84% Distinction

65% to 74% Credit

50% to 64% Pass

Unsatisfactory completion

0% to 49% Fail

The following criteria for each grade are provided solely as a guide as their relative weighting may vary according to the submission.

High Distinction

Sophisticated analysis and persuasive argument of thesis
Substantial, relevant and imaginative research within the field
Excellent scholarly documentation of source material
Articulate and engaging written expression
Outstanding professional presentation of thesis

Distinction

Sound analysis and argument
Solid research that could include further relevant sources
Documentation of consistently high standard
High-level written expression
Very good presentation of thesis

Credit

Analysis and argument are generally sustained
Comprehensive research of core literature
Referencing is well executed
Consistent and clear written expression
Good presentation of thesis

Pass

Adequately conceived and structured argument supported by sporadic evidence
Limited research of core literature
Adequate referencing
Satisfactory written expression
Reasonable presentation of thesis

Fail

Little or no argument towards a thesis
Minimal or only superficial research
Inconsistent or inadequate referencing
Seriously flawed written expression
Careless presentation of thesis

Evidence of plagiarism leads to automatic failure.

Student Progress Report

Students and supervisors are required to complete a Student Progress Report (see APPENDIX III). The Student Progress Report enables the Honours Co-ordinator to determine the progress of the student and the supervision, and provide advice as appropriate.

Please note the last day to withdraw from an Annual subject as listed on the Key Dates.

Submission/Receipt of Thesis

Students shall submit to LHA Central (19.1005) **three spiral bound copies** of the thesis for examination by the date listed in the Key Dates. The student should complete and attach a **Submission of Thesis and Certification of Completion** form (see **APPENDIX IV**) available from LHA Central (19.1005) or the Honours website. They will be issued with a receipt verifying submission of their work, as set out at the bottom of this form. The thesis will be assessed by one internal and one external assessor, neither of whom shall be the supervisor.

Subject Description

CREA402 – Creative Arts Presentation

Annual – 24 Credit Points

Each student will undertake work in a particular area of arts practice, according to the major study completed in their undergraduate degree. The creative work must derive from work substantially done during the year of enrolment in the Honours degree. Each student will be supervised by a member of staff with competence in the area of specialisation. Students will be required to work in close consultation with their supervisor.

Objectives

On successful completion of this subject students should be able to:

- Demonstrate a sophisticated technical and stylistic command of their chosen arts practice;
- Produce a coherent body of work of high merit;
- Understand the relationship between the materials and processes of practice and conceptual analysis; and
- Clearly articulate in writing, the aesthetic, conceptual and/or technical concerns of the major presentation.

CREA402 Assessment Tasks and Criteria

Examiners are required to evaluate the creative presentation, including the student's accompanying documentation, in accordance with the subject description and objectives as set out below. The assessment tasks vary according to the area of specialisation and creative work undertaken. All proposals for study must meet the following minimum requirements which ensure equality of workload across the various specialisations in the Faculty.

Creative Writing

Students are required to submit potentially publishable work in terms of both quantity and quality. Recommended submissions for this are as follows: poetry - 48 double-spaced pages; prose fiction – 12 000 – 15 000 words; dramatic works – 60-page script set out in industry standard (single spaced). Students will also be expected to submit a statement of their poetics (up to 1500 words) in relation to the folio.

Graphic Design

Students working in graphic design and new media will be expected to present a substantial body of work as a project that reflects their technical skills, knowledge and use of materials, and ability to develop, sustain and execute original ideas in a cohesive, applied and theoretically supportable manner. As an example, web designers should submit a fully functioning interactive multimedia web site plus storyboard, brief and strategy and supporting folio of research ideas and source materials. Equivalent workloads will be expected of students working in other fields of graphic design and new media. Accompanying the project will be documentation (1000 - 1500 words) that articulates the student's conceptual approach to the work.

NOTE: Creative work on exhibit must not be removed until after the final advertised exhibition date as examiners may attend the exhibition at any time up to, and including, the closing date.

Media Arts

Students working in media art will be expected to present a substantial exhibition of work that demonstrates sophisticated conceptual and technical skills. The work should demonstrate the capacity to develop, sustain and execute original ideas in a thematically cohesive and technically accomplished manner. As an example, an electronic media artist may submit one or a set of exhibitable standard installation works. Equivalent workloads will be expected of students working in other areas of media art. Accompanying the exhibition of visual work must be supporting material (plans, drawings, notes, etc) and a catalogue essay of between 1000-1500 words that articulates the student's conceptual approach to the work.

NOTE: Creative work on exhibit must not be removed until after the final advertised exhibition date as examiners may attend the exhibition at any time up to, and including, the closing date.

Sound and Music Composition

Students working in the fields of sound and music composition/production will be expected to submit a portfolio of original creative work reflecting their technical skills and their ability to develop, sustain and execute ideas in a cohesive, applied and theoretically supportable manner. As an example, composers/producers should submit at least four works, including at least one major work in digital and/or score based format, together with brief annotations (about 300 words per work) outlining the conceptual framework employed.

Performance, Theatre and Technical Theatre

Students working in performance, theatre or technical theatre will be expected to participate in a production, or present a substantial body of work that reflects their technical skills, conceptual understanding and creative abilities.

Students will be assessed on their involvement in a production, as follows:

- a) A major creative role in a full-length production or equivalent work. The student's role may encompass any major creative role in theatre including directing, performance, or acting;
- b) Technical Theatre students may negotiate their role in a production of similar scope and equivalent workload. The student's role may encompass any major creative or practical role such as design, producing, stage or production management. Candidates will submit a production brief and strategy, as well as a supporting folio or research ideas and source materials in support of their project.
- c) All candidates will submit a 1000 – 1500-word analysis of the performance or production process.

Visual Arts

Students working in the visual arts will be expected to present a substantial exhibition of work that reflects their technical skills, knowledge and use of materials, and ability to develop, sustain and execute original ideas in a cohesive and thematic way. As an example, painters should submit at least eight major pieces plus drawings and supporting material of exhibitable standard. Equivalent workloads will be expected of students working in other areas of the visual arts. Accompanying the exhibition of visual work must be a catalogue essay of between 1000-1500 words that articulates the student's conceptual approach to the work.

NOTE: Creative work on exhibit must not be removed until after the final advertised exhibition date as examiners may attend the exhibition at any time up to, and including, the closing date.

Marks/Grades for CREA402

Satisfactory completion

85% to 100% High Distinction

75% to 84% Distinction

65% to 74% Credit

50% to 64% Pass

Unsatisfactory completion

0% to 49% Fail

The following criteria for each grade are provided solely as a guide as their relative weighting may vary according to the submission.

High Distinction

Exceptional response to creative and/or interpretative concepts

Demonstration of outstanding artistry

Unflinching application of sophisticated technical skills

Complete synthesis of content and style

Professional presentation

Insightful written exposition of artist's approach to the presentation

Distinction

Imaginative response to creative and/or interpretative concepts

Demonstration of genuine artistry

Draws on wide range of advanced technical skills

Genuinely attempts to synthesize content and style

Professionalism of presentation

Articulate written statement of artist's approach to the presentation

Credit

Substantial attempt to express creative and/or interpretative concepts

Achieves some artistic impetus

Solid but limited use of advanced technical skills

Content and style are not always well matched or conceived

Reliable presentation but falls short of thorough professionalism

Adequate written statement of artist's approach to the presentation

Pass

Adequate but limited response to creative and/or interpretative concepts

Work shows limited artistry and imagination

Satisfactory technical ability

Only occasional connection between content and style

Adequate presentation but often flawed

Limited statement of artist's approach to the presentation

Fail

Little or no understanding of creative process

Work is largely derivative and shows little or no imaginative response

Severely limited technical skills

Complete incongruence between content and style

Inadequate presentation as a piece of professional work

Poorly expressed statement of artist's approach to the presentation

Evidence of plagiarism leads to automatic failure.

Student Progress Report

Students and supervisors are required to complete a Student Progress Report (see APPENDIX III). The Student Progress Report enables the Honours Co-ordinator to determine the progress of the student and the supervision, and provide advice as appropriate.

Please note the last day to withdraw from an Annual subject as listed on the Key Dates.

Submission/Receipt of Creative Work

Students submitting creative work in written (or equivalent manuscript) form should provide three spiral bound copies for the purposes of assessment by the date listed in the Key Dates. Creative work involving

performances and exhibitions must be also be finalised by this date. Accompanying written components (annotation, catalogue essay etc) must also be submitted.

The student should complete and attach a Submission of Written Creative Work form (see APPENDIX VI) available from LHA Central (19.1005) or the Honours website. They will be issued with a receipt verifying submission of their work, as set out at the bottom of this form.

The creative work will be assessed by one internal and one external assessor, neither of whom shall be the supervisor.

BCA (Hons) General Information

Change of Research Topic / Creative Proposal

An Honours student who wishes to change his/her research topic or creative proposal from that which was approved on admission must submit a request in writing to the Faculty Honours Co-ordinator no later than Friday of Week 4 of Autumn session. The request must be accompanied by a brief rationale for the change. The Co-ordinator will take into account the merit of the request, the qualifications of the student, the opinion of the supervisor and any subsequent change in supervision that may be required. Students will be advised in writing if the change has been approved. Please note that it is not simply a matter of a supervisor approving a change - except for minor refinements of topic.

Referencing

The Faculty of Law, Humanities and the Arts uses the UOW Author-Date system (Harvard) as its referencing system. The following website provides a useful guide to using this system:

<https://www.uow.edu.au/student/learning-co-op/referencing-and-citing/>

It is the responsibility of students to ensure they are familiar with the UOW/Harvard system and that it is used correctly in any written work or presentation that draws on material or information provided by others.

Plagiarism

Plagiarism is the use of another person's work or ideas as if it were your own. The other person may be an author, artist, critic, lecturer or another student or material on a web site. When it is desirable or necessary to use other people's material, students must take care to include appropriate references and attribution - do not pretend the ideas are your own. Take care not to plagiarise unintentionally. Penalties for plagiarism are severe: examples include 0% fail for the particular assessment task, fail grades for the subject, and expulsion from the University.

Students may be required to submit written work via the 'Turnitin' plagiarism detection web site.

Students are strongly advised to refer to the following University of Wollongong web site for access to information and policies concerning Acknowledgement Practice and Plagiarism:

www.uow.edu.au/about/policy/UOW058648

Late Submission

A request for late submission of BCA (Hons) work for examination must be made in writing to the Honours Co-ordinator and in association with an application for Academic Consideration via SOLS.

The Faculty's Late Work Policy for work submitted late without approval is as follows:

- Work submitted within three (3) working days beyond the due date will be marked at no higher than within the Pass Grade (50-64%);
- Work submitted beyond three (3) working days beyond the due date will be assessed as a component of the subject but no mark will be awarded.

Late submissions are to be lodged by 5.00pm (Monday - Friday) at LHA Central (19.1005).

Academic Consideration

Academic consideration is a process intended to help minimize the impact of serious or extenuating circumstances beyond a student's control which significantly impair a student's ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

Academic consideration is not intended to excuse students from meeting their responsibilities as outlined in the Student Charter, or to accommodate those common occurrences which interfere with daily life. Students who need assistance with study skills, essay writing or time management should contact Student Central.

For more information go to: www.uow.edu.au/about/policy/UOW060110

Awards

University Medal

Honours students who achieve a minimum of Honours Class I and have outstanding academic results over the entirety of their undergraduate degree may be considered for the award of a University Medal.

The Faculty will not make nominations for this award until the results for all potential medallists in the particular year have been finalised.

Campus Alumni Chapter Honours Year Prize

Each year the Campus Chapter of the University of Wollongong Alumni Association awards a prize of a \$300 book voucher which can be exchanged for purchases at the UniCentre Shop. The prize is awarded to a student enrolled in a one year Honours degree course who performs best, as determined by the relevant Faculty, in the three-year pass degree upon which entry to the Honours course was based. Specific details on eligibility and criteria for this prize are available from LHA Central (19.1005).

Occupational Health and Safety

The University of Wollongong is committed to ensuring the health, safety and welfare of the working environment for its staff and students and encourages all members of the University community to regard accident prevention and working safely as a collective and individual responsibility. In the first instance, students should consult with their supervisor/s to ensure their research activities comply with all relevant legislation and standards. In the planning stages, a risk assessment should be conducted for all exhibitions, installations, or performances undertaken as part of CREA402.

Students are also advised to refer to the following University of Wollongong web site for access to information and regulations concerning Health and Safety: www.uow.edu.au/about/policy/whs/

Ethics Requirements

In accordance with the relevant legislation, the University has established the following Ethics Committees: Animal Ethics Committee; Human Research Ethics Committee; and Gene Technology Review Committee. The role of these Committees is to review the ethical aspects of research involving animals, humans or biological matter. Before conducting or commencing any research investigation involving these variables, students are required to submit a research ethics application to the appropriate Committee and obtain approval to ensure that all statutory requirements are met.

Any questions or requests for further information should be directed to the Ethics Officer in the Research Services Office. Phone: 4221 3386, email: research-services@uow.edu.au.

Students are advised to refer to the following University of Wollongong web site for access to information about Research Ethics Committees and Guidelines: www.uow.edu.au/research/rso

UOW Library and the Faculty Librarian

The University Library is located in Building 16. The Library web site provides access to a wide range of information resources. These include the Library Catalogue, electronic journals, full-text databases and links to web sites in various subject areas. To assist students to make the most of these resources, the Library offers help and training guides, web-based tutorials and hands-on workshops.

Honours students are encouraged to make an individual appointment with the Faculty Liaison Librarian for assistance with identifying and/or locating reference material.

Save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere.

Ask Us: <http://www.library.uow.edu.au/ask/UOW026599.html> or *Google* - uow library ask us

Online – Ask a Librarian	Ask questions and receive a response within 1 business day
In person – Book a Librarian	30-minute appointment with an Librarian
Research Consultation Service	1 hour appointment with an information specialist. Available to UOW academics, HDRs, postgraduates, Honours and Masters students.
By phone	(02) 4221 3548

Essential Policy Information

Students are advised to refer to the following University of Wollongong web sites for access to relevant codes, policies and information. This information is critical to understanding UOW procedures and regulations relating to your course and to provide information to help you shape your research and creative work.

Academic Consideration Policy:	uow.edu.au/about/policy/UOW060110
Acknowledgment Practice/ Plagiarism:	uow.edu.au/about/policy/UOW058648
Code of Practice - Honours:	uow.edu.au/about/policy/UOW058661
Code of Practice - Research:	uow.edu.au/about/policy/UOW058663
Student Charter:	uow.edu.au/student/charter
Code of Practice - Teaching and Assessment:	uow.edu.au/about/policy/UOW058666
Ethics Committees:	uow.edu.au/research/ethics
Health and Safety:	uow.edu.au/about/policy/whs/
Intellectual Property Policy:	uow.edu.au/about/policy/UOW058689
Inclusive Language Guidelines:	uow.edu.au/about/policy/alphalisting/UOW140611.html
Policy on Authorship:	uow.edu.au/about/policy/UOW058654

Notes for Students

Responsibilities of Students

Honours students have the primary responsibility for the timely completion of their Honours submissions and other assessment tasks. They should be familiar with the information in this Guide which is equivalent to Subject Outlines for the BCA (Hons) program.

In accordance with Section 4.4 of the Code of Practice - Honours, specific responsibilities include:

- a. develop an Honours project proposal and plan for completing the project within a timeframe agreed to by the supervisor(s);
- b. maintain regular contact with the supervisor(s);
- c. discuss any proposed variation of enrolment or leave of absence with their supervisor(s) and Honours Coordinator/ head of academic unit;
- d. establish with the supervisor(s) the level of support required for successful completion of the program;
- e. present required written material to the supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
- f. undertake additional work towards their project identified as necessary by the supervisor(s);
- g. accept responsibility for the quality and originality of all submitted work.

Student Progress Report

Students and supervisors are required to complete a Student Progress Report (see APPENDIX III) by the date listed on the Key Dates. This Report should provide a frank appraisal of the student's progress by both the student and the supervisor. It is to the benefit of both the student and the supervisor that all issues, problems and associated solutions are documented in the Report which then enables the Honours Co-ordinator to determine the progress of the student and the supervision, and provide advice as appropriate.

Please note the last day to withdraw from an Annual subject as listed on the Key Dates.

Grievances Concerning Supervision

It is expected that students will maintain appropriate progress on both their theoretical and creative work. Should problems arise concerning supervision, Section 5 of the Code of Practice - Honours sets out the following procedures to deal with grievances:

- 5.1 Where there are unresolved problems or disagreements between a student and supervisor during the candidature, students may follow the procedures in the Academic Grievance Policy (Coursework and Honours Students), where applicable.

Grievances Concerning Assessment Outcomes

Section 7 of the Code of Practice - Honours sets out the following procedures to deal with grievances concerning assessment outcomes:

1. There is no provision for re-submission of an Honours project.
2. Students who have an issue or concern regarding assessment of their Honours project or other assessable work may follow the grievance resolution procedures in the Student Academic Grievance Policy (Coursework and Honours Students).
3. Special consideration is available to students whose work is affected by serious documented illness or misadventure. (Refer to Student Academic Consideration Policy.)
4. Inadequate supervision or other arrangements during the period of study will not be taken into consideration in reviewing the assessment of an Honours project, unless documented efforts have been made by the student to report these issues which have not been adequately addressed.

For further information, the University's Procedures for Investigating Grievances can be found at: www.uow.edu.au/about/policy/UOW058640

Faculty Academic Complaint Procedure

Please refer to the Faculty's website at: lha.uow.edu.au/taem/current-students/UOW034546

Notes on Supervision

The Role of the Supervisor

The overriding responsibility of a supervisor is to provide continuing support to students in researching and producing an Honours thesis and/or creative presentation to the best of the student's ability. The supervisor/s must be familiar with the information in this Guide which is equivalent to Subject Outlines for the BCA (Hons) program.

Should disciplines determine to offer discipline-based seminars to its Honours candidates, students are to understand that such classes do not replace the formal supervision process and the reciprocal responsibilities of students and supervisors. Rather, these seminars are intended to provide additional critical comment and feedback to the student for reflective consideration in the development of their theoretical and creative work. Staff contributing to such seminars are not to be considered defacto supervisors for students not formally designated their responsibility.

In accordance with Section 3 of the Code of Practice - Honours, specific other responsibilities of the supervisor include:

- a. advise the head of the academic unit of any situation which might lead to a conflict of interest which could unduly advantage or disadvantage a student, e.g. if there is or has been a close personal relationship between a supervisor and an actual or potential student;
- b. advise students about their procedural and substantive rights and responsibilities contained in this Code;
- c. advise and assist students to comply with occupational health and safety and ethics requirements where relevant;
- d. support students in developing a proposal for their Honours project within a negotiated time frame;
- e. assist students to develop a plan for completing the Honours project within an appropriate time frame;
- f. maintain regular contact with students in order to monitor their progress;
- g. inform students about any planned absences during the candidature and arrangements for supervision during those absences;
- h. provide timely and helpful written feedback to students on any submissions and to assist them to develop solutions as problems are identified;
- i. advise students of inadequate progress or work below the standard generally required and to suggest appropriate action;
- j. attend meetings of the academic unit Assessment Committee where students' grades are determined;

- k. ensure the IP Intellectual Property Policy, Code of Practice – Research, Research Misconduct Policy and Authorship Policy, and the consequences for the candidate’s research of breaching these Policies and Code, are explained carefully to the student.

It is essential that the student’s thesis/creative presentation is within the supervisor’s field of expertise and that the subject pursued is of interest to the supervisor. Adequate resources for the satisfactory completion of both thesis and creative presentation must be available.

Supervisors should make themselves familiar with the general rules pertaining to the degree of BCA (Hons) and the Code of Practice - Honours, and bring these to the attention of the student wherever necessary.

Supervisors should meet with students on a regular basis - *preferably weekly, but not less than fortnightly* - to discuss work in progress and to advise on the direction of the work. They should comment critically on any drafts of the thesis (including aspects of referencing, bibliographic work and proofreading) and/or on the creative presentation as a work-in-progress. They should provide regular advice and timely feedback necessary to the production of a thesis and/or creative presentation of merit.

Students and supervisors should refer to the Checklist - First Formal Meeting between Supervisor and Student set out on the following page.

Supervisors must alert the student and the Honours Co-ordinator to any situation which indicates that the student might not meet the given deadlines for the thesis or creative presentation or appears incapable of attaining appropriate standards.

Student Progress Report

Students and supervisors are required to complete a Student Progress Report (see APPENDIX III) by the date listed on the Key Dates This Report should provide a frank appraisal of the student’s progress by both the student and the supervisor. It is to the benefit of both the student and the supervisor that all issues, problems and associated solutions are documented in the Report which then enables the Honours Co-ordinator to determine the progress of the student and the supervision, and provide advice as appropriate.

Please note the last day to withdraw from an Annual subject as listed on the Key Dates.

Checklist for First Formal Meeting between Supervisor/s and Student

At their initial meeting, or within a month after this, the BCA (Hons) student and supervisor/s should discuss the Code of Practice: Honours with particular reference to the sections dealing with the responsibilities of the supervisor/s and student. Where there is more than one supervisor, the student should be notified of the particular responsibilities of each supervisor. Student and supervisor/s should then discuss and agree upon or note:

- the duration, location and timing of future meetings;
- the structure of future meetings, including which supervisor/s will attend and the responsibilities of student and supervisor/s in the event of postponement of a meeting;
- timetabling of and completion and presentation of research proposal; the details of what is required in the thesis/creative proposal and criteria for an acceptable thesis/creative proposal;
- a broad timetable, taking into account the level of the thesis/creative work, the student's timetable for the thesis/creative work, any foreseen intervening matters (e.g. major conferences), coursework required and the timetable agreed for completion and criteria of such work;
- completion and submission of the Student Progress Report;
- 'remedial' work required and a timetable agreed for completion and criteria of such work;
- processes for submission of work e.g. whether material should be submitted before meetings;
- access to equipment, study space, computer/software, and where and when these are/will be available and likely resource implications;
- requirements to attend seminars/ orally present research material;
- the question of whether or not to keep a diary of meetings or another method of record keeping;
- Intellectual Property Policy, and careful explanation of the consequences of this for the student's research; www.uow.edu.au/about/policy/UOW058689
- Research Ethics Policy and its requirements: www.uow.edu.au/research/ethics/index.html
- Grievance Policy and procedure www.uow.edu.au/about/policy/UOW058653
- support services available (Disability, Learning Development, etc).

Notes on Examination

Process

The position regarding the examination of BCA (Honours) students is as follows:

For each of CREA401 (thesis component) and CREA402 (creative work), assessment will be by two examiners, one internal assessor (not being the supervisor) and one external assessor. External here is understood to be *external to the School, preferably to the Faculty*. Two assessors external to the Faculty or the University may be used if there is insufficient available expertise within the School, or if a conflict of interest exists. The examiners for CREA401 may or may not be the same as those for CREA402.

Examiners are required to submit an independent result and confidential report for each assessment. Marks and reports will be made available to supervisors only once all results and reports for the student have been received and forwarded to the Honours Assessment Committee for consideration.

Students must receive a passing grade in the thesis component of CREA401 in order to successfully complete this subject. Students must also receive a passing grade from both examiners of the thesis. In the case where one examiner gives a fail grade for the thesis that is within 10% of the passing grade given by the other examiner, the work will be assessed by an adjudicating examiner.

In order to successfully complete CREA402, students must also receive a passing grade from both examiners of the creative submission. In the case where one examiner gives a fail grade for the work that is within 10% of the passing grade given by the other examiner, the work will be assessed by an adjudicating examiner.

Integrity of the Examination Process

The Faculty has developed its procedures to ensure that each student receives the fairest possible treatment in what is a very difficult process of awarding a mark for Honours. Safeguards must be in place to avoid bias and to maintain standards from year to year.

The Faculty has a set of objectives for each of the Honours subjects. These cover both achievement of generic skills and mastering the knowledge and concepts of a discipline area. The assessment in Honours is designed to test the level of achievement against these objectives.

Every endeavour is made to preserve the integrity of the examination process, from the nomination of examiners through to the publication of the results by the University. Should evidence emerge that this process has been comprised at any stage, the Honours Co-ordinator shall, in consultation with the Dean

or Chair of the Faculty Assessment Committee, determine an appropriate resolution of the situation. This may involve re-examination of the student's work.

Selection of Examiners

Supervisors should give consideration to the choice of appropriate examiners, including potential adjudicating examiners, for each student. Their availability and capacity to meet the required deadlines should also be taken into account.

External examiners could be either suitably qualified academics or high-level practitioners within the appropriate field.

Examiners must be familiar with the expectations of an Honours degree and must also:

- have a degree equivalent to or higher than that being examined; and/or
- be currently active researchers or have proven research records; and/or
- have previous successful experience in supervision or examination of Honours students.

Within the discipline of Visual Arts it may be appropriate to use a person with a broad knowledge of visual arts (for example an art critic, or a curator) to assess students' creative work in a range of media at a group exhibition.

Supervisors must make arrangements to ensure that all examiners of performances for CREA402 attend and assess the same performance. The designated performance should be indicated on the Nomination of Examiners form.

A short list of possible examiners must be discussed with the student to ensure there are no issues relating to conflict of interest, possible bias etc., though the student should not be made aware of the final choice of examiner. Supervisors must then complete a Nomination of Examiners Form (see APPENDIX VII) available from LHA Central (19.1005) or the Honours website. This form should be completed and submitted to the Honours Co-ordinator by the date listed on the Key Dates.

Appointment of Examiners

Appointment of examiners is subject to approval by the Honours Co-ordinator in consultation with the program Convenor or Chair of the Faculty Assessment Committee.

Examiners will be notified in writing concerning the work they are to assess and due dates for the submission of their report/s. All examiners will be made aware of the assessment requirements as set out in this Guide. Rates of payment for external examiners for both single and multiple assessments are available from LHA Central (19.1005).

Examiners Marks/Reports

Examiners are asked to complete an Assessment Form (see APPENDIX VIII) on which they declare a mark. In considering their mark, examiners are asked to remember that the research/creative work represents the first attempt at a major research/creative project for the student, rather than an assessment of an already established researcher/creative artist. BCA (Hons) students spend nine months on their submissions. The thesis is worth 80% of the overall assessment for the subject CREA401. The creative presentation is worth 100% of the assessment for CREA402.

Examiners are not permitted to suggest that the submitted work be revised and resubmitted for examination – they are obliged to recommend a mark. They are also asked to submit a word-processed report (one page minimum). *Neither the recommended mark nor the examiner's name should be contained within the body of the report.* In addition to general comments made in the examiner's report, examiners may mark errors and corrections of a typographical kind *in pencil* in the thesis itself. Once the report is submitted, the examiner is not permitted to amend the given mark without prior discussion with the Honours Co-ordinator. Any change of mark will require written confirmation of the reasons for amending that mark.

In order to enable the Faculty Assessment Committee to meet University deadlines for the declaration of marks (and so that students may be considered for graduation and scholarships), examiners are asked to return their Assessment Form and Reports by the date noted on the Key Dates. Please note that marks cannot be considered unless accompanied by the examiner's report.

Adjudication

Adjudication will be sought where:

- there is a difference of more than 10% between the marks awarded by the two examiners;
- one examiner gives a fail grade for the thesis component of CREA401 that is within 10% of a passing mark given by the other examiner; or
- one examiner gives a fail grade for the creative submission for CREA402 that is within 10% of a passing mark given by the other examiner.

Selection of the adjudicating examiner must be done in accordance with the guidelines for the selection of the two original examiners.

Where a performance or exhibition is to be examined, it is imperative that the adjudicating examiner be appointed at the same time as the principal examiners and attend the same performance or within the same exhibition dates.

Students should note that, if it is necessary for their work to be sent to an adjudicating examiner, it is likely that the final declaration of their results will be delayed which may prevent them from participating in the December graduation ceremony.

Adjudicating Examiner's Mark/Report

The adjudicating examiner shall be requested to consider the comments of the two original examiners when allocating their mark and to allocate a mark within the range of marks of the two original examiners. That is, the adjudicating examiner may choose to support the view of either examiner or to nominate a mark that falls between the two marks.

Adjudicating examiners will be given the marks and reports from the internal and external examiners, but the names of the examiners will not be provided. Adjudicating examiners will be advised that the reports and marks must remain *strictly confidential* until the mark has been formally approved for declaration and published to the student via SOLS. The information contained in the reports should not be divulged to either academic staff or the student at any time, since to do so would compromise the integrity of the examination process.

Adjudicating examiners are asked to complete an Assessment Form on which they declare a mark. Examiners are not permitted to suggest that the submitted work be revised and resubmitted for examination – they are obliged to recommend a mark. They are also asked to submit a word-processed report. *Neither the recommended mark nor the examiner's name should be contained within the body of the report.* Once the report is submitted, the examiner is not permitted to amend the given mark without prior discussion with the Honours Co-ordinator. Any change of mark will require written confirmation of the reasons for amending that mark.

Marks will not be considered unless accompanied by the adjudicating examiner's report.

Adjudicating examiners will be asked to provide a mark and report on creative work within 14 days and on a thesis within 4 weeks, or less, where possible.

Honours Assessment Committee

Examiners Reports and the marks awarded for CREA401 (thesis) and CREA402 (creative work) shall be forwarded to the Faculty Honours Assessment Committee. The members of this Committee are:

- Faculty Honours Co-ordinator (Chair)
- Program Convenor
- Chair of Faculty Examination Committee
- Lecturer, Research Methods Seminar
- Supervisors

The Terms of Reference for this Committee will follow those set out by the University for Unit Faculty Assessment Committees.

Determination of Final Marks

At the Honours Assessment Committee meeting examiners' marks and reports shall be tabled for consideration. The supervisor/s or his or her nominee/s will be invited to comment on the proposed marks. The Honours Assessment Committee shall then recommend to the Faculty Assessment Committee the final marks for CREA401 and CREA402 and the grade of Honours to be awarded. Marks will not be considered unless accompanied by the examiner's report.

Copies of the examiners' reports will be made available to the student only after the final marks have been formally approved for declaration and published to the student via SOLS. Until that time, all results and reports remain confidential.

Where an Honours student submits final work after the Faculty Honours Assessment Committee has met, the Honours Co-ordinator shall recommend the proposed mark to the Chair of the Faculty Assessment Committee for declaration. The mark shall be ratified at the next meeting of the Faculty Honours Assessment Committee.

Grade of Honours

The overall grade of Honours is determined by calculation of the weighted average mark (WAM1) for CREA401 and CREA402. Honours is awarded in the following categories:

- Class I (WAM 85-100%)
- Class II, Division 1 (WAM 75-84%)
- Class II, Division 2 (WAM 65-74%)
- Class III (WAM 50-64%)
- Fail (WAM 0-49%)

Determination of WAM

In the majority of cases the WAM will be determined by averaging the marks for CREA401 and CREA402. However, the Honours Assessment Committee has the right to amend the Honours WAM, independently of the average of the marks for CREA401 and CREA402. In most cases this will be used to adjust a mark in close proximity to a border between two grades of honours.

Contact with Examiners

Students and supervisors must not have contact with any examiner concerning the assessment of Honours work until the reports of all examiners are returned to and acted on by the Honours Assessment Committee, and the results are formally released to the student by the University.

If communication between the examiner and the Faculty regarding the Honours work is necessary, it must be directed through the Honours Co-ordinator, the Head of Postgraduate Studies or the Chair of the Faculty Assessment Committee.

Return of Written Material Submitted for Examination and Examiners' Reports

All written material (including thesis, creative folios, annotations and copies of examiners' reports) will be available for collection by students from LHA Central (19.1005) once results have been formally released to students via SOLS.

Retention of Written Material

Written material submitted by students for examination will be retained by the Faculty for a period of one year only.

Assessment Grievances

Where there is a grievance concerning the assessment outcome for the BCA (Hons), students and supervisors should refer to:

- Section 7 of the Code of Practice – Honours
- Section 9 of the Code of Practice - Teaching and Assessment
- Faculty of Law, Humanities and the Arts Grievance Policy and Procedure at <https://documents.uow.edu.au/about/policy/uow058683.html>

Service, Facilities and Resources

Faculty Spaces and Resources

The LHA Honours collaborative workspace is located in Building 19 Room 1063. This space is shared with Dean's Scholar students. Access to computers, printing (using Pre-paid system with Faculty allocated quota), lockers and a telephone are available. To access this room, please request the door code from LHA Central in Building 19 Room 19.1050.

Honours Printing and Quota

Each student has been allocated free of charge for each academic year \$100 of printing or photocopying. This may be used on the printer/copier on campus.

To use the printer/photocopier students need to apply for access on the appropriate form which is available from LHA Central (19.1005). If students use their entire quota before the end of the year they can purchase additional print credits.

Rehearsal and Studio Space

Rehearsal spaces for music and theatre students may be arranged. Students should contact their supervisor/s in the first instance to ascertain availability.

Visual Arts students are required to provide their own studio space as the Faculty has very limited available space for honours students.

Library Borrowing Rights

BCA (Hons) students can borrow 20 library items for up to 21 days.

Services Support Students

UOW offers a range of services to support students including (but not limited to):

- Student Support Advisors
- Counselling Services

- Disability Services

For a full list of services see uow.edu.au/student/services

Woolyungah Indigenous Centre

The Woolyungah Indigenous Centre provides academic and personal support for Aboriginal and Torres Strait Islander and other indigenous students. The Centre is also involved in teaching, course development, research, tutoring programs and in Aboriginal community projects. For further information please go to: www.uow.edu.au/wic/

Information for Potential BCA (Hons) Candidates

Key Dates for entry in 2020

Monday, 17, Tuesday 18 June, Wednesday 19 June and Friday 21 June 2019	BCA (Hons) presentations for current candidates <i>(Prospective Honours candidates for the following academic year are encouraged to attend these presentations)</i>
10 September 2019	Prospective BCA (Hons) applicants' Information Session
25 September 2019	Honours Proposal Workshop
Saturday 31 October 2019	Applications for BCA (Hons) due
27 November 2019	Summer Reading Program to be commenced
December 2019	Thesis proposals for candidates accepted into BCA (Hons) to be finalised in consultation with supervisor
TBA December 2019	Library Seminar for prospective BCA (Hons) candidates

Requirements for Admission

The BCA (Hons) is regarded as a scholarly grounding for further academic research rather than a professional degree such as the Master of Creative Arts. Prospective candidates need to possess a high level of research competency and a strong foundation in theoretical work; they should have a demonstrated ability to focus on a defined topic and to sustain an argument. In general, a weighted average mark (WAM) at distinction level in both theory and practice in prior undergraduate study is recommended. Only candidates who have completed the requirements for a Bachelor's degree in Creative Arts (144 credit points) or an approved equivalent degree are eligible for entry to the Honours year. Please note that it is the applicants' responsibility to ensure that they have completed all requirements for their degree upon which entry to the BCA (Hons) is based.

Application Process

300 level candidates enrolled in the BCA at the University of Wollongong intending to apply for the BCA (Hons) should attend an information session for prospective Honours candidates to be held in the Faculty on the date noted in the Key Dates. Such students should discuss their intention to apply for Honours with their Program Convenor or potential supervisor in the first instance.

Applicants should note that Honours proposals must be a continuation of major interests and research undertaken in previous study - the Honours year should not be seen as the occasion to embark upon work which might be viewed as a major departure from their previous focus of study.

Candidates should complete an Undergraduate Application form (available from Student Services Division in Building 36 or online at uow.edu.au/future/apply) indicating BCA (Hons) as their course preference. They must include proposals for both their Honours thesis and creative project (at least 500 words each) as well as a current academic record of their undergraduate studies. Completed applications and accompanying documents should be submitted to Student Services Division on or before 31 October in any given year.

Selection of Applicants

Selection of applicants will be made by the relevant Program Convenor and academic staff. The Program Convenor will complete a discipline-based Application Assessment Report form (see APPENDIX I) requiring comment on each applicant's prior academic performance, the suitability of their theoretical and arts practice background and the suitability of their proposed field of theoretical and creative work. Recommendations will be forwarded to the Honours Co-ordinator for approval and the Faculty Research Committee for noting. Nominated supervisors must agree to supervise before the candidate's application is forwarded to Student Services Division for an offer to be formally made.

Successful candidates are required to attend a workshop conducted by the Faculty Librarian on research for thesis writing.

Summer Reading Program

Successful candidates are also required to undertake the BCA (Hons) Summer Reading Program. The purpose of the Program is to prepare candidates for the successful completion of CREA401 Minor Thesis in Creative Arts, the theoretical thesis component of the BCA (Hons). By completing a preliminary reading program relevant to their research topic as specified in their approved BCA (Hons) application, candidates will be well placed to produce a CREA401 thesis of depth and quality, and also be able to give more time to the creative requirements of CREA402 Creative Arts Presentation. Following advice of their successful application to the BCA (Hons) program, students will be issued

with a discipline specific reading list. It is also the responsibility of the student, in the first instance, to compile a list of additional readings and to submit this list to their appointed supervisor for feedback. Students should meet with their supervisor in early December to finalise their list of readings. The final approved list of readings is to be completed by 28 February of the year in which the BCA (Hons) is to be undertaken.

Deferral

If accepted into the Honours program, it is not possible to defer commencement to another year as the availability of supervision cannot be guaranteed. Candidates will be required to submit a new application for consideration for the intended year of study.