Faculty of Education

Physical and Health Education Honours

Handbook for 2011/2012
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<tr>
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<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 May 2011</td>
<td>Deadline for Honours applications</td>
</tr>
<tr>
<td>June 2011</td>
<td>Finalisation of project proposals for candidates accepted into honours programs for 2011.</td>
</tr>
<tr>
<td>July 2011 (date to be advised)</td>
<td>Honours Welcome Session</td>
</tr>
<tr>
<td>19 August 2011</td>
<td>Minutes from first supervisory meeting (Appendix C) - lodged with the Research Officer.</td>
</tr>
<tr>
<td>2 September 2011</td>
<td>First Progress Report due – submit to Research Officer</td>
</tr>
<tr>
<td>October 2011 (date to be advised)</td>
<td>Research Project Plan Presentation</td>
</tr>
<tr>
<td>9 December 2011</td>
<td>Second Progress Report due – submit to Research Officer</td>
</tr>
<tr>
<td>March 2012 (date to be advised)</td>
<td>Presentation – Show and Tell</td>
</tr>
<tr>
<td>23 March 2012</td>
<td>Nomination of Examiners form due – submit to Research Officer</td>
</tr>
<tr>
<td>4 May 2012</td>
<td>Thesis due - Three spiral copies of thesis submitted to the Research Officer</td>
</tr>
<tr>
<td>July 2012 (date to be advised)</td>
<td>Presentation at Honours Alumni Education Chapter Prize Evening</td>
</tr>
<tr>
<td>July 2012</td>
<td>Two bound and corrected copies of thesis due – submit to Research Officer</td>
</tr>
</tbody>
</table>
Objectives of the Honours Program

The Faculty of Education offers the following undergraduate Honours Programs:

- Bachelor of Early Childhood Education (Honours)
- Bachelor of Primary Education Honours
- Bachelor of Physical and Health Education Honours

Valuable qualities gained by UOW graduates are essential for gaining employment and making an important contribution to society and their chosen field – further information is available at http://www.uow.edu.au/about/teaching/qualities/. Engagement in an Honours program in the Faculty of Education will contribute to each student’s development of the following UOW Graduate Qualities:

<table>
<thead>
<tr>
<th>Graduate Qualities</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informed</td>
<td>Sound knowledge of the teaching profession with understanding of its current issues, locally and internationally. Understand how an area of study has developed and how it relates to other areas.</td>
</tr>
<tr>
<td>Independent learners</td>
<td>Engage with new ideas and ways of thinking and critically analyse issues. Find and evaluate information, using a variety of sources and technologies.</td>
</tr>
<tr>
<td>Problem solvers</td>
<td>Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond to challenges and opportunities.</td>
</tr>
<tr>
<td>Effective communicators</td>
<td>Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings.</td>
</tr>
<tr>
<td>Responsible</td>
<td>Act with integrity as part of local, national, global and professional communities.</td>
</tr>
</tbody>
</table>

In particular, Honours students are encouraged to:

- Make a contribution to theory, research and pedagogy of education;
- Conduct independent research in education and report its outcomes in a scholarly manner in the form of a thesis as well as other forums such as conference presentations and journal articles;
- Work co-operatively with individuals and groups, including students, supervisors, the Honours Coordinator and faculty research groups, as well as participants and informants in research sites;
- Conduct educational research in ways that are intellectually honest, with professional integrity and knowledge and enactment of appropriate ethical standards;
- Be aware of changing conditions and situations in research settings;
- Seek out opportunities and apply knowledge in educational research that will contribute beneficially to educational research and practice;
- Participate in the research culture within the Faculty of Education.
Structure of the PHE Honours Program

The Physical and Health Education (PHE) Honours Program in the Faculty of Education has particular subject requirements and structures that are set out below.

Bachelor of Physical and Health Education Honours

The honours program for the Bachelor of Physical and Health Education is embedded into the Spring semester of the third year and the complete fourth year of undergraduate study. Students enrol in EDPR401: Honours Thesis in lieu of 18 credit points of electives. Candidates must pass EDPR401 to be awarded the degree of Bachelor of Physical and Health Education (Hons.).

The class of honours will be based on the weighted average mark (WAM) achieved for all subjects (100-400 level) undertaken during the four years of study. (See section Range of Honours for more details.)

EDPR401: Honours Thesis (18 credit points)

The student will be required to complete a project, approximately 18,000 words in length, based upon a course of supervised study on a topic negotiated by the student and supervisors and approved by the Faculty. The thesis is to be completed within two semesters, that is, Spring semester in 3rd year and Autumn semester in 4th year.

Admission requirements

Bachelor of Physical and Health Education (Honours)

1. Attainment of an approved standard of achievement (WAM of 75+) during the first, second and third year (first semester) of the undergraduate degree;
2. A suitable study proposal; and
3. A suitable and willing principal supervisor and co-supervisor.

Responsibilities of Honours Students

Honours students have the primary responsibility for the timely completion of their Honours project and other assessment tasks. Specific responsibilities are:

1. Develop an Honours project proposal and plan for completing the project within a timeframe agreed to by supervisors;
2. Maintain regular contact with the principal supervisor and co-supervisor;
3. Discuss any proposed variation of enrolment or leave of absence with their supervisors and Honours Coordinator/ head of academic unit;
4. Establish with the principal supervisor and co-supervisor the level of support required for successful completion of the degree;
5. Present required written material to the principal supervisor and co-supervisor in sufficient time to allow for comments and discussions before scheduled meetings;
6. Undertake additional work towards their project identified as necessary by the principal supervisor and co-supervisor;
7. Accept responsibility for the quality and originality of all submitted work.

The Code of Practice Honours is available at the following URL:
Support for Honours Students

Faculty of Education Student Services Centre
Building No 23, Ground Floor
Telephone 61 2 42213 981
Facsimile 61 2 42213 892
Email ssc@uow.edu.au
Student OnLine Services http://www.uow.edu.au/student/sols

Library details
Telephone 61 2 4221 3548
Web http://www.library.uow.edu.au

Use the Library website to link to the catalogue, databases, guides to finding resources, online tutorials and information on Library resources and services for students studying within Australia and overseas.

The Main Library (Building 16) and Curriculum Resources Centre (Building 22) are located at the Wollongong Campus. UOW Libraries at other locations are listed on the Library website.

Student Support Services
A range of services, programs and resources designed to support students can be found at http://www.uow.edu.au/student/services/

Scholarship Opportunities
There are different scholarship opportunities for Honours students. The Honours Coordinator will notify students of such opportunities.

Alumni Network Education Chapter Prize
All honours students in the Faculty of Education are strongly encouraged to apply for this prize as part of their honours studies. Students submit their research proposal, an application form, a copy of the transcript of their academic record, and a letter of support from their supervisors by the advertised date in July. A panel appointed by the Education Chapter Committee then selects a winner ($1000 prize) and in the event of other outstanding proposals being submitted, the committee may consider awarding runner-up prizes. At a special meeting of the Education Chapter of the Alumni Association, all applicants give a 5-minute presentation on their project topic. The Honours Coordinator will alert students to dates and expectations as part of the presentation schedule.

Faculty Honours Student Support Fund
Students are able to claim back up to $100 for their studies. Claims must be supported by an original receipt and/or tax invoice and should be given to Research Officer. Claims can be made for expenses incurred in the preparation of research instruments associated with a student research project or to cover costs associated with the preparation, printing, and binding of the final thesis following examination and after amendments have been made.

Undergraduate Research Space
Honours students will have access to the Undergraduate Research Space. This is a room where a studying space (in the form of a “hot desk”), printing and photocopying facilities are provided.
The Honours Year

Overview
An overview of typical activities in the honours year is indicated below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun/Jul</th>
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</thead>
<tbody>
<tr>
<td>Submit ethics application</td>
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<td>X</td>
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<tr>
<td>Prepare drafts of introduction and literature review chapters for supervisor comment and feedback</td>
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<td>Prepare drafts of methodology chapter for supervisor feedback</td>
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<td>Pilot method of data collection</td>
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<tr>
<td>Recruit participants</td>
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<tr>
<td>Data collection</td>
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<td>X</td>
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<tr>
<td>Prepare draft results chapter for supervisor feedback</td>
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<tr>
<td>Prepare draft discussion chapter for supervisor feedback</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Revise and work on final versions of chapters</td>
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<td></td>
<td>X</td>
<td>X</td>
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<tr>
<td>Submit thesis for examination</td>
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<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Make corrections and have thesis hard bound</td>
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</tbody>
</table>

Students and supervisors need to carefully negotiate a time-line for the completion of tasks. It is important that communication between the parties is clear and opportunities for regular support and encouragement are provided for to meet the tight framework for the completion of the project. In your first initial meeting it is expected that you will discuss and complete your supervisory agreement (see appendix C).

Ethics Applications
Candidates are required to submit an application to the University of Wollongong’s Human Research Ethics Committee for approval to undertake research involving human subjects. This application must be approved before candidates can collect any data. The Committee meets once a month (see the following web page for 2011 meeting dates (http://www.uow.edu.au/research/ethics/index.html) and often amendments need to be made and the application resubmitted before it is formally approved. Therefore, students are strongly advised to submit their application by August. The application form and guidelines are available electronically at: http://www.uow.edu.au/research/ethics/human/index.html. Your supervisor will closely guide and assist you in writing your application. An ethics checklist can be found at Appendix D. A monitoring report must be completed on conclusion of the study. A Progress Report template can be downloaded from the above web site.

Students who wish to conduct research in Department of Education and Training (DET) schools, will also need to seek approval from State Office through the State Education Research Approval Process (SERAP). DET guidelines and an application form are available electronically at: http://www.det.nsw.edu.au/research/index.htm. You then need to download the Guidelines for Approving Applications from External Agencies to Conduct Research in NSW Government Schools (pdf 269kb) from this web page. You should submit this form in July/August as the approval process takes at least four weeks.
Students who wish to conduct research in Catholic Education (CEO) schools in the Diocese of Wollongong, will also need to seek ethics approval. CEO guidelines and an application form are available electronically at: http://www.dow.catholic.edu.au/ under the ‘Policies’ link (Conducting Research in Diocesan Catholic Schools – Guidelines and Application Forms). You should also submit this form in July/August as the approval process takes at least four weeks.

Please note that applications to both the University and DET/CEO can be submitted simultaneously.

**Progress Reports**
Honours students are required to complete two progress reports throughout their candidature. These are a way of ensuring that students are making adequate progress and of outlining any problems that may have affected progress. The First Progress Report is due in September and the Second Progress Report is due in December (specific dates will be provided upon acceptance into the Honours program). Where problems are identified, the student and supervisors may meet with the Honours Coordinator to resolve relevant issues. It is expected that an ethics application will have been submitted by the deadline for the first Progress Report. The Introduction, Literature Review, and Methodology chapters should be written by the deadline for the second progress report along with the commencement of data collection. Both students and supervisors need to sign these progress reports and submit them to the Research Officer.

**Project Presentations**
Project presentations are scheduled throughout the Honours year and these are opportunities for students to present their work-in-progress and to showcase their work. Feedback will be provided to students on the basis of the presentations. The schedule of project presentations is as follows:

- Research Project Plan (Spring semester, 3rd year - October)
- Show and Tell (Autumn semester, 4th year - March)
- Alumni Prize Night (4th year – July)

Prior to each presentation, the Honours Coordinator will advise of specific details. These presentations will be open to all Faculty staff, postgraduate students, and interested undergraduate students.

**Network Meetings**
The Honours Coordinator will negotiate Network Meetings with Honours students throughout the year of candidature. These will be organised to facilitate a sense of community amongst students with opportunities for question and answer, dissemination of important information and other research activities.

**Submission of Honours Thesis**
The thesis is due in early May. Supervisors nominate two internal and two external examiners. One external and one internal examiner from this list will examine the thesis. When the examiners' comments and marks are returned, supervisors are to discuss the examiners’ reports with their student and discuss any required amendments to the thesis.

**Copies of Honours Thesis for Faculty and Library**
Two copies of the final, amended and hard-cover bound project are given to the Faculty of Education prior to graduation. One copy is retained in the Faculty Thesis Library. The other copy is forwarded to the Collection Service in the University Library for registration before it is sent to the Curriculum Resources Centre (CRC) in the Faculty of Education.
Range of Honours

For the Bachelor of Physical and Health Education, the ranges for Honours degrees and the associated weighted average mark (WAM) are:

- Class I (WAM of 80-100%)
- Class II, Division 1 (WAM of 72.5% to less than 80%)
- Class II, Division 2 (WAM of 65% to less than 72.5%)

Note: All subjects from 300-400 levels are used to calculate the WAM. The weights are: 4 for 400 level subjects and 1 for 300 level subjects. If you enter the Honours program and fail to achieve any of the above grades of Honours you will not be awarded an Honours degree, but you may still be eligible for a Bachelor of Education Pass degree.

Supervision

Each Honours student has two supervisors; a principal and co-supervisor. In the first supervision meeting the checklist provided in Appendix C should be followed and discussed. Minutes from this meeting should be prepared by the Honours student and signed by both supervisors, with a copy lodged with the Research Officer.

All members of academic staff are eligible to be supervisors of honours students if they have a degree equivalent to or higher than an honours degree and they;

- are currently active researchers;
- have proven research records; or
- have previous successful experience in supervising honours students.

Supervisors should take no more than two honours students in one year.

As stated in the Code of Practice – Honours (see Relevant University and Faculty Procedures and Policies section), supervisors have the responsibility to provide continuing support to students under their supervision in researching and producing an Honours project report to the best of the student's ability. Specific responsibilities are to:

1. 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;
2. Advise students about their procedural and substantive rights and responsibilities contained in this Handbook and in the Code of Practice – Honours;
3. Advise and assist students to comply with occupational health and safety and ethics requirements where relevant;
4. Support students in developing a proposal for their Honours project within a negotiated time frame;
5. Assist students to develop a plan for completing the Honours project within an appropriate time frame;
6. Maintain regular contact with students in order to monitor their progress;
7. Inform students about any planned absences during the candidature and arrangements for supervision during those absences;
8. Provide timely and helpful written feedback to students on any submissions and to assist them to develop solutions as problems are identified;
9. Advise students of inadequate progress or work below the standard generally required and to suggest appropriate action;
10. Attend meetings of the academic unit Assessment Committee where students’ grades are determined;
11. 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 (see Relevant University and Faculty Procedures and Policies section).

**Supervisor Leave**

Supervisors should ensure that students have accurate information about any planned leave (e.g., study leave, conference leave, long service leave, retirement) during an Honours student's candidature. Clear supervision arrangements should be made for these absences.

**Grievances Concerning Supervision**

Any unresolved problems or disagreements between a student and supervisor during the candidature may be referred in writing by the student to the Honours Coordinator. If the matter cannot be resolved at this level then students wishing to take further action must follow the procedure set out in the Academic Grievance Policy Coursework and Honours Students (see Relevant University and Faculty Procedures and Policies section).

**Honours Thesis Submission and Examination**

**Thesis Submission**

The thesis is due in early May. Students are required to submit to the Research Officer three spiral bound copies of their thesis for examination with the completed Submission of Project and Certification of Completion form (see Appendix H). Please note that a section of this form needs to be completed by your supervisor and that this deadline must be strictly observed. Following examination of the Honours thesis and subsequent revisions, two corrected and hard-bound copies of the project must be submitted to the Research Officer.

On submission of the Honours thesis, and in addition to the ‘Submission of Project’ form (Appendix H), an assignment cover sheet is to be completed and signed. This signed sheet is a receipt of submission and must be retained by the student.

A checklist is provided in Appendix K to assist students in the preparation for thesis submission.

The preferred format for the Honours thesis is the same as the Higher Degree Research format. Please follow the instructions below when constructing the margins and layout of your thesis.

**Margins and Layout**

Theses are to be prepared in accordance with the following specifications:

- the text of the thesis (in English) must be in double-spaced or one and a half-spaced typescript;
- the print size of the text in the main body of the thesis should not be less than 10 point;
- International Standards Organization paper size A4 size (297mm x 210mm) white opaque paper of good quality must be used, except for illustrative material such as drawings, photographs, printouts and sleeves for audio records, on which no restriction is placed;
- the text may be printed double-sided or single-sided;
- the margins on each sheet must be not less than 40 mm on the left-hand side, 20 mm on the right-hand side, 30 mm at the top and 20 mm at the bottom. NB: If printing double-
sided, note that the left and right-hand margins should be reversed on the even numbered pages;
• pages should be numbered sequentially.

This is an excerpt from Guidelines for Higher Degree Research Candidates on the preparation and submission of Higher Degree Research Theses, available from http://www.uow.edu.au/research/rsc/student/thesis/index.html. For more information about how to format an Honours thesis, refer to this web page.

Additional information and guidance can be found on the Learning Development website: http://learning.uow.edu.au/resources/

Selection of Examiners
Supervisors need to complete Appendix G (Nomination of Examiners for Bachelor of Education Honours Theses) and submit it to the Research Officer. Supervisors are to nominate two internal and two external examiners. An external examiner is defined as being external to the academic unit, but may also be external to the University of Wollongong. One internal examiner and one external examiner from the list provided will be selected by the Honours Coordinator to assess the thesis.

An additional internal examiner is to be nominated by supervisors in the case where adjudication is necessary. This adjudicator is to be an academic staff member in the Faculty, who has considerable experience in supervising and examining honours theses and who does not have a conflict of interest with the student.

Supervisors are requested to ensure the availability of each examiner before names are lodged.

The selection of examiners is of critical importance. Supervisors should ensure that the student is consulted before the examiners are appointed. In considering examiners, account should be taken of the examiners understanding and position on the project topic and on the methodology employed and their expertise and status in the field.

Examiners should be familiar with the supervision/examination of honours theses (i.e., an understanding of the standard required for a fail, pass, credit, distinction, and high distinction), have empathy with the theoretical framework used by the student and should also:
• have a degree equivalent to or higher than that being supervised; or
• be currently active researchers or have proven research records; or
• have previous successful experience in supervision or examination of Honours students.

Examiners are asked to remember that the thesis represents the first attempt at a major research project for the student, rather than an assessment of an already established researcher.

Examination Process
Copies of the thesis are provided to two examiners, one external and one internal. Examiners are normally allowed four weeks to examine the project and provide a written report (Thesis examination report template is available in Appendix J). Examiners should be made familiar with the requirements of the University and the essential parts of the Rules governing the particular degree.

Students and supervisors must not contact any examiner until the examination is complete and Honours examination reports returned to and acted on by the Honours Examination Review
Committee (comprised of the Honours Coordinator, Associate Dean, Research, Director, Postgraduate Research and Sub Dean).

During the period of examination, there shall be no communication regarding the project between the examiners and any members of the academic unit and no examiner may see another examiner’s assessment of the project prior to submitting their own assessment. If an examiner has any questions on procedures they should contact the Honours Coordinator for clarification.

Marks and examination reports will be made available to supervisors only when all results and reports for the student have been received and forwarded to the Honours Examination Review Committee for consideration. Supervisors will be permitted to view the examination reports and raise issues or points of clarification prior to the Faculty Assessment Committee meeting.

The names of the examiners and copies of the examiners’ reports will be made available to the student after the final mark has been ratified by the Honours Examination Review Committee.

**Procedures for dealing with discrepancy in Honours thesis marks**

In the case of there being a difference of more than 10 marks awarded by the two examiners, an adjudicating marker shall be appointed (the adjudicator is nominated by the supervisors) and supervisors will be advised of this. The adjudicating marker will be provided with a clean copy of the Honours thesis and blinded copies of the previous examiners’ reports. Adjudicating examiners will be advised that the reports and marks must remain strictly confidential.

After considering the previous examiners’ reports, the adjudicating marker will determine a mark for the student and write a brief report explaining the basis for determining this mark. 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. This will then be the mark forwarded to the Honours Examination Review Committee as the final mark for the student’s Honours thesis.

**Appeals**

Only students have a right to appeal an Honours thesis mark. Normally there will be no re-submission of an Honours project. If a student has a grievance concerning the assessment of their project, they should approach the supervisor with their request for explanation and/or remarking. If the grievance is unresolved they should contact the Honours Coordinator, Associate Dean, Research., Sub-Dean, Dean of Faculty, then Dean of Students, in this order, contacting the next person only after receiving an unsatisfactory resolution from the previous person on the list. Students may consult the Dean of Students at any time for advice about these procedures.

**Assessment Criteria for Honours Research Theses**

Criteria by which Honours research theses are assessed are set out below. These criteria are given to examiners, as seen in Guidelines for Examiners of Bachelor of Physical and Health Education Theses (Appendix I).

Assessment criteria are:

**Introduction to the thesis (10%)**

- The research intent, theoretical framework and approach are introduced
- Intentions / objectives of the research are clearly stated
• Research questions are clearly written and / or hypotheses are testable
• Definitions of key terms provided
• The relevance of the research concerns established

Review and use of literature (20%)
• Good knowledge of the field in which the research is located is communicated
• The study draws upon research/ scholarly literature that is relevant, current or foundational
• The use of literature demonstrates skills of analysis, synthesis and evaluation
• Understanding of the significance of the problem for the field of study is demonstrated
• The literature review provides a compelling rationale for conducting the study

Methodology (20%)
• Articulation of research design is adequate and appropriate (relevant to the conceptual difficulty of the approach)
• Clear description of site and participants for study provided
• Data collection and analysis procedures are clearly presented and justified
• Analysis procedures are appropriate for research design and sample size
• Ethical considerations are evident and explained

Analysis, interpretation and discussion of research findings (30%)
• Analysis of data appears rigorous
• The argumentation throughout is linked to relevant literature and conceptual/theoretical framework
• The argumentation draws together analysis, interpretation and discussion insightfully, clearly and coherently
• The thesis presents the research findings with a clear warrant for claims made
• Future directions for the field are identified
• Statement of conclusion reiterates the main findings in relation to research purpose and its significance

Contribution to knowledge (10%)
• The thesis presents new perspectives and/or insights, addresses a gap in knowledge, or encourages reconsideration of some issue, evidence or idea
• Parts of the thesis are worthy of publication

Clarity of expression and logic of argument (10%)
• Written expression is lucid and fluent in its capacity to discuss ideas and arguments
• Argument is convincing through the management of reasons, evidence, comparisons and contrasts, examples and counterexamples
• Clear, appropriate and coherent use of chapter headings and subheadings
• Comprehensive and accurate reference list
• Consistent and appropriate referencing
• Appendices are adequate and used appropriately
• Text uses conventional syntax, spelling and punctuation and shows evidence of proofreading
Relevant University and Faculty Procedures and Policies

The Code of Practice - Honours
For information about the University’s Code of Practice for Honours, go to:

Code of Practice – Authorship
For information about the University’s Code of Practice for authorship, please see

Code of Practice – Research
For information about the University’s Code of Practice for research, please see

Code of Practice – Student Conduct
In line with UOW’s commitment to academic integrity, new rules related to student conduct
have been in effect since 1 January 2008. Relevant information may be found at

Student Rights and Responsibilities
Information about the responsibilities and expectations that UOW and its students can fairly
expect of each other may be found at http://www.uow.edu.au/student/rights/index.html. This site
provides a summary of relevant rules and policies.

Academic Grievance Policy (Coursework and Honours Students)
UOW aims to provide a transparent and consistent process for resolving student academic
grievances. Further information is available at

Faculty of Education Student Academic Grievance Policy

Non-discriminatory Language Practice and Presentation
UOW endorses a policy of non-discriminatory language practice in all academic and
administrative activities of the University. Further information is available from

Occupational Health & Safety
The OHS unit at UOW aims to provide structures, system and support to ensure the health,
safety and welfare of all at the campus. Further information is available from

Intellectual Property
UOW’s Intellectual Property Policy provides guidance on the approach taken to Intellectual
Property (IP), including its ownership, protection and exploitation. Further information about the
management of IP is available at http://www.uow.edu.au/research/legal/ip/

Human Research Ethics Guidelines
The Human Research Ethics Committee protects the welfare and rights of the participants in
research activities. Further information can be found at
**Leave of absence/extensions**

Student Academic consideration is available to students whose work is affected by documented illness or misadventure. Please refer to University Policy on Student Academic Consideration and important application deadlines available at: http://www.uow.edu.au/student/honours/rules/cops/index.html

Students who wish to take leave of absence from or apply for an extension to their honours studies should write a letter of request to the Honours Coordinator. If written consent is approved, an application from the Honours Coordinator will be made to the Academic Registrar before the end of the fourth week of the first session for which leave is sought.
Important Contacts

Faculty Honours Coordinator
Dr Shirley Agostinho
Telephone Number: 4221 5512
Room Number: 67.310
Email: shirleya@uow.edu.au

Research Officer
Kim Oborn
Faculty support contact for Honours students
Telephone Number: 4221 4371
Room Number: 23.G21
Email: koborn@uow.edu.au

Education Faculty Librarian
Bernadette Stephens
Phone (in Library) 4221 5447
Email: bernadet@uow.edu.au
Bernadette can provide assistance with database searching and retrieval and accessing of information for your research studies.

Learning Development Centre (LDC)
Building 19.G102; Phone 4221 3977
The LDC runs a number of free project-related academic skills workshops such as reading & note-making and structuring arguments & critical thinking. For more information visit their web address: http://www.uow.edu.au/student/services/ld/

Student Support Advisor
Kerry Banks
Student Services
Telephone Number: 4221 4529
Room Number: 23.G20
Email: kerryb@uow.edu.au

Thesis Binding
Kwikkopy
288 Keira Street
Wollongong NSW 2500
Phone: 4228 4033
Email: print@ong.kwikkopy.com.au
Appendix A

Format for Honours Research Proposal

Provided in Faculty of Education Honours Handbook for 2011/2012 Prospective Students (Physical and Health Education)
Appendix B

Assessment of Honours Student Proposal Form

Provided in Faculty of Education Honours Handbook for 2011/2012 Prospective Students (Physical and Health Education)
Appendix C – Faculty of Education

Checklist first formal meeting between supervisor and student

At their initial meeting student and supervisors should discuss and agree upon or note the following:

1. Duration, location and timing of future meetings.

2. Structure of future meetings, including which supervisors will attend and the responsibilities of student and supervisor(s) in the event of postponement of meeting.

3. A broad timetable, taking into account the level of the project, the student’s timetable for the project, any foreseen intervening matters (e.g. major conferences), coursework required and the timetable agreed for completion and criteria of such work.

4. Processes for submission of work e.g. whether material should be submitted before meetings.

5. Access to equipment, study space, computer/software, and where and when these are/will be available and likely resource implications.

6. Requirements to attend presentations to orally present research proposal.

7. Whether to keep a diary of meetings or organise another method of record keeping.

8. Intellectual Property Policy, and the consequences of this for the student’s research are explained carefully.

9. Human Ethics Policy and its requirements.


Minutes of this meeting should be lodged with the Research Officer by due date stated in the Key Dates section. The honours student should prepare these minutes with the supervisors’ signatures stating they are an accurate account of the discussion.
Appendix D

Ethics Application Checklist for Faculty of Education

Once you understand how to do your research project, it takes approximately two weeks to develop an ethics proposal and go through relevant quality channels within the Faculty of Education. All the information is on the Research Services Human Research Ethics URL at: http://www.uow.edu.au/research/ethics/index.html

You will need to submit an ethics application, information sheet, consent form and all data gathering details. Further information can be gained from Eve Steinke (Ethics Officer) on 4221 4457 or email eve_steinke@uow.edu.au. You need to submit 14 copies of your application to the Research Services if your research involves children. Only one copy is needed for expedited review if your research involves university students or healthy members of the community. If you are doing research in DET schools you will also have to submit an application to their research committee and guidelines can be found at: https://www.det.nsw.edu.au/research/index.htm

A brief summary of the required details is presented below but check the web site for guidelines about how to complete the application form.

* Clear aims of the proposal and justify research design in relation to the aims
* Clear social or scientific value of research
* Ensure confidentiality and privacy (Will a pseudonym for school and student be used?)
* How will the data be used? (Will a report be presented to the school or feedback to participants?)
* How have participants been chosen for recruitment and do they have right of withdrawal?
* Have researchers completed a Child Protection (Prohibited Persons) Declaration?
* Are risks and burdens clearly stated and warranted for benefit of research?
* Data storage e.g. in a locked cabinet in the supervisors office for five years and then destroyed
* Have cultural factors been considered in the process of data gathering?
* Participant Information sheet (see university ethics website for details)
  • written on university letterhead
  • title of project, clear explanation and researcher’s name, procedures to be used
  • how participants have been identified and right of withdrawal anytime without penalty
  • explain what participants are to do and how data is to be stored
  • project has been reviewed by HREC and provide contact number of university supervisor and Eve Steinke, Ethics Officer
* Participant Information Sheet and separate Consent Form (there is an example on the web site)
  • written on university letterhead
  • information about the project, what is required of participants and state risk or inconvenience
  • right of withdrawal at any time without penalty
  • contact number of university supervisor and Ethics Officer
  • section for signing and dating the form
* Data gathering methods
  • surveys need to be attached
  • interview questions need to be attached
  • details of how unstructured interviews are to be conducted need to be presented
* Signed by the Associate Dean, Research & Graduate
* Correct number of copies to Research Services Office (14 if study involves children, 1 for healthy adults)
### Appendix E - Faculty of Education

**First Progress Report for Bachelor of Education Honours Students**

**Due: Friday 2 September 2011**

<table>
<thead>
<tr>
<th>Student’s Name: __________________________</th>
<th>Student Signature: __________________________</th>
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<tbody>
<tr>
<td>Supervisors’ Names: ______________________</td>
<td>__________________________</td>
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<tr>
<td>Supervisor Signatures: __________________</td>
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#### STUDENT’S COMMENTS

1. Briefly describe what you have done so far in your Honours project.

2. Has the progress of your project been affected adversely in any way so far?

3. Please describe briefly what you intend to accomplish over the next three months.

#### SUPERVISOR’S COMMENTS

1. To what extent did the student achieve what they had outlined in negotiated time line?

2. Has there been any problems that has affected the student’s progress so far? If so, what steps have been taken to address these problems?

3. Is what the student intends to accomplish over the next three months realistic & appropriate?
Appendix F - Faculty of Education

Second Progress Report for Bachelor of Education Honours Students
Due: Friday 9 December 2011

Student’s Name: ____________________________  Student Signature:____________________

Supervisors’ Names: ____________________________  ____________________________

Supervisor Signatures: ____________________________  ____________________________

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<thead>
<tr>
<th>STUDENT’S COMMENTS</th>
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<tr>
<td>1. Briefly describe what you have done (since your last progress report).</td>
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<td>2. Has the progress of your project been affected adversely in any way since your last progress report?</td>
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<td>3. Please describe briefly what you intend to accomplish over the next three months.</td>
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<th>SUPERVISOR’S COMMENTS</th>
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<tr>
<td>1. To what extent did the student achieve what they had outlined in negotiated time line?</td>
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<td>2. Has there been any problems that has affected the student’s progress since the last progress report? If so, what steps have been taken to address these problems?</td>
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<tr>
<td>3. Is what the student intends to accomplish over the next three months realistic &amp; appropriate?</td>
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Appendix G
Nomination of Examiners for Bachelor of Education (Honours) Theses

Name of Student: ----------------------------------------------------------- Student No: -----------------------------

Supervisors: ---------------------------------------------------------------------------------------------------------------------------------------

Note for Supervisors about selection of examiners:
Examiners should be familiar with the supervision/examination of honours theses (i.e., an understanding of the standard required for a fail, pass, credit, distinction, and high distinction), have empathy with the theoretical framework used by the student and should also:

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

INTERNAL EXAMINER (nominate TWO)
An internal examiner is an academic member of faculty. The Honours Coordinator will select one internal examiner from this list to assess the thesis.

1. Name, Title, & Position: -----------------------------------------------------------

Suitability:
Provide information on the credentials of the examiner in relation to his/her suitability to perform the examination:

________________________________________________________________________

________________________________________________________________________

Indicate extent of involvement, if any, of the examiner in the research and/or practical preparation work of the student:

________________________________________________________________________

________________________________________________________________________

2. Name, Title, & Position: -----------------------------------------------------------

Suitability:
Provide information on the credentials of the examiner in relation to his/her suitability to perform the examination:

________________________________________________________________________

________________________________________________________________________

Indicate extent of involvement, if any, of the examiner in the research and/or practical preparation work of the student:

________________________________________________________________________

________________________________________________________________________
EXTERNAL EXAMINER (nominate TWO)

An external examiner is defined as being external to the academic unit, but may also be external to the University of Wollongong.

Name, Title, & Position: ____________________________________________________________

Contact Address:_________________________________________________________________

Email: __________________________________________________________________________

Telephone: ________________________________________________________________________

Suitability:

Provide information on the credentials of the examiner in relation to his/her suitability to perform the examination:

________________________________________________________________________________

________________________________________________________________________________

Indicate extent of involvement, if any, of the examiner in the research and/or practical preparation work of the student:

________________________________________________________________________________

________________________________________________________________________________

Name, Title, & Position: ____________________________________________________________

Contact Address:_________________________________________________________________

Email: __________________________________________________________________________

Telephone: ________________________________________________________________________

Suitability:

Provide information on the credentials of the examiner in relation to his/her suitability to perform the examination:

________________________________________________________________________________

________________________________________________________________________________

Indicate extent of involvement, if any, of the examiner in the research and/or practical preparation work of the student:

________________________________________________________________________________

________________________________________________________________________________
ADDITIONAL INTERNAL EXAMINER (nominate ONE) – if Adjudication is required

In the case of there being a difference of more than 10 marks awarded by the two examiners, an adjudicating marker (nominated by supervisors) shall be appointed. The adjudicator is to be an academic staff member in the Faculty, who has considerable experience in supervising and examining Honours theses and who does not have a conflict of interest with the student.

If either internal examiner from the above list would be appropriate as an adjudicator just state: “select one from internal examiner list.”

Name, Title, & Position: .............................................................................................................................................

Suitability:
Provide information on the credentials of the examiner in relation to his/her suitability to perform the examination:

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Indicate extent of involvement, if any, of the examiner in the research and/or practical preparation work of the student:

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Please inform examiners of thesis word count, and time-frame for examination (ie., 4 weeks from mid October-mid November). Please ensure agreement to mark thesis (includes availability) is received from all potential examiners.

☐ Agreement received from all potential Examiners
Appendix H
Faculty of Education
Bachelor of Education (Honours)
Submission of Project and Certification of Completion Form

TO BE COMPLETED BY STUDENT

Enclosed are three (3) informally (i.e., spiral) bound copies of my thesis in partial fulfilment of my approved program of study.

Name of Student: .......................................................... Student No. ................................
Title: .................................................................................. ...........................................................................
Supervisors’ Names: ................................................................. .................................................................
Signature: .................................................................................. Date: ..............................................................

TO BE COMPLETED BY SUPERVISORS

We certify:

1. The Honours thesis conforms to the requirements of the Rules for the preparation and submission of theses for higher degrees;
2. The Honours thesis includes the certificate indicating the work has been performed by the student;
3. The Honours thesis has been proof-read and any instances of inadequate presentation have been pointed out to the student for correction;
4. The Honours thesis is appropriately presented and is prima facie worthy of examination;
5. The student has completed an approved program of study and research as required.

Signatures: ...................................................................... Date: ..............................................................

1. This certificate is for the information of the Faculty of Education and will not be sent to examiners. It is to be submitted with the three unbound copies of the thesis to your supervisor following Faculty procedures for the submission of written work.
2. This certificate presumes that the Honours thesis has been read by the supervisors and checked for grammar and presentation.
3. If the supervisors are unable to certify that the thesis conforms to the requirements outlined above, the thesis will not be submitted for examination unless the Honours Thesis Examination Review Committee determines otherwise. Students are also advised that if any recommendations made by the supervisors in the process of preparing the thesis have not been incorporated into the thesis, a statement defending the omissions must be attached to the form.
Appendix I – Faculty of Education

Guidelines for Examiners: Bachelor of Physical and Health Education Honours Theses

The enclosed project has been submitted in accordance with the requirements for the award of honours degrees in the Faculty of Education at the University of Wollongong. In marking the assessment of the project, examiners should keep in mind that the Bachelor of Education (Honours) is a scholarly program that aims to develop students as members of a research community. Students should have demonstrated 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.

The Honours program is embedded into the third and fourth year of the degree. It is an 18 credit point subject and students complete other subjects. This means that the Honours thesis represents approximately 40% of a year’s work. The Honours thesis is approximately 18,000 words in length.

Please note: The thesis represents the first attempt at a major research project for the student, rather than an assessment of an already established researcher.

Criteria for assessing have been made known to all Honours students. These criteria are set out below (and included in the attached examination report marking template):

Introduction to the thesis (10%)
• The research intent, theoretical framework and approach are introduced
• Intentions / objectives of the research are clearly stated
• Research questions are clearly written and / or hypotheses are testable
• Definitions of key terms provided
• The relevance of the research concerns established

Review and use of literature (20%)
• Good knowledge of the field in which the research is located is communicated
• The study draws upon research/ scholarly literature that is relevant, current or foundational
• The use of literature demonstrates skills of analysis, synthesis and evaluation
• Understanding of the significance of the problem for the field of study is demonstrated
• The literature review provides a compelling rationale for conducting the study

Methodology (20%)
• Articulation of research design is adequate and appropriate (relevant to the conceptual difficulty of the approach)
• Clear description of site and participants for study provided
• Data collection and analysis procedures are clearly presented and justified
• Analysis procedures are appropriate for research design and sample size
• Ethical considerations are evident and explained

Analysis, interpretation and discussion of research findings (30%)
• Analysis of data appears rigorous
• The argumentation throughout is linked to relevant literature and conceptual/theoretical framework
• The argumentation draws together analysis, interpretation and discussion insightfully, clearly and coherently
• The thesis presents the research findings with a clear warrant for claims made
• Future directions for the field are identified
• Statement of conclusion reiterates the main findings in relation to research purpose and its significance

Contribution to knowledge (10%)
• The thesis presents new perspectives and/or insights, addresses a gap in knowledge, or encourages reconsideration of some issue, evidence or idea
• Parts of the thesis are worthy of publication

Clarity of expression and logic of argument (10%)
• Written expression is lucid and fluent in its capacity to discuss ideas and arguments
• Argument is convincing through the management of reasons, evidence, comparisons and contrasts, examples and counterexamples
• Clear, appropriate and coherent use of chapter headings and subheadings
• Comprehensive and accurate reference list
• Consistent and appropriate referencing
• Appendices are adequate and used appropriately
• Text uses conventional syntax, spelling and punctuation and shows evidence of proofreading

Overall Mark:
• Fail    <50%
• Pass    50-64%
• Credit  65-74%
• Distinction  75-84%
• High Distinction  >=85%

Please bear in mind that you are not assessing the grade of Honours to be awarded.

Submission of Report
Please submit your report to the Faculty of Education Research Officer, by no later than 4 June 2012. If you are unable to meet this time frame, please advise the Honours Coordinator* so that appropriate arrangements can be made.

Without in any way limiting your right to comment on any other facet, you are asked to provide a written report, using the previous criteria for your commentary on the project. An Honours Thesis Examination Report template is attached and an electronic copy will be emailed to you.

In addition to this written report, examiners may mark errors and corrections of a typographical kind in pencil in the thesis itself. Examiners’ reports will be made available to the student after they have been considered by the Honours Theses Assessment Committee.

* Dr Shirley Agostinho, Honours Coordinator, Faculty of Education
Telephone: (02) 4221 5512
Email: shirleya@uow.edu.au
Appendix J – Faculty of Education

Faculty of Education Honours Thesis Examination Report

Student Name: __________________________________________

Excellent (Ex): accurate, extremely appropriate
Very Good (VG): predominately accurate, very appropriate
Good (G): mostly accurate, largely appropriate
Satisfactory (S): fairly accurate, reasonably appropriate
Unsatisfactory (U): inaccurate, inappropriate

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<thead>
<tr>
<th>Introduction to the thesis</th>
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<th>Notes</th>
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<tbody>
<tr>
<td>The research intent, theoretical framework and approach are introduced</td>
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<td>Intentions / objectives of the research are clearly stated</td>
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<td>Research questions are clearly written and/or hypotheses are testable</td>
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<td>Definitions of key terms provided</td>
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<td>The relevance of the research concerns established</td>
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<th>Review and use of literature</th>
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<tr>
<td>Good knowledge of the field in which the research is located is communicated</td>
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<td>The study draws upon research/scholarly literature that is relevant, current or foundational</td>
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<td>The use of literature demonstrates skills of analysis, synthesis and evaluation</td>
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<td>Understanding of the significance of the problem for the field of study is demonstrated</td>
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<td>The literature review provides a compelling rationale for conducting the study</td>
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<td>Articulation of research design is adequate and appropriate (relevant to the conceptual difficulty of the approach)</td>
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<td>Clear description of site and participants for study provided</td>
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<td>Data collection and analysis procedures are clearly presented and justified</td>
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<td>Analysis procedures are appropriate for research design and sample size</td>
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<td>Ethical considerations are evident and explained</td>
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<td>Analysis of data appears rigorous</td>
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<td>The argumentation throughout is linked to relevant literature and conceptual/theoretical framework</td>
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<td>The argumentation draws together analysis, interpretation and discussion insightfully, clearly and coherently</td>
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<td>The thesis presents the research findings with a clear warrant for claims made</td>
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<td>Future directions for the field are identified</td>
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<td>Statement of conclusion reiterates the main finding/s in relation to research purpose and its significance</td>
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This section should contribute 30% to the total mark

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<tr>
<td>The thesis presents new perspectives and/or insights, addresses a gap in knowledge, or encourages reconsideration of some issue, evidence or idea</td>
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<td>Parts of the thesis are worthy of publication</td>
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This section should contribute 10% to the total mark
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<thead>
<tr>
<th>Clarity of expression and logic of argument</th>
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<th>VG</th>
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<th>Notes</th>
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<tr>
<td>Written expression is lucid and fluent in its capacity to discuss ideas and arguments</td>
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<td>Argument is convincing through the management of reasons, evidence, comparisons and contrasts, examples and counterexamples</td>
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<td>Clear, appropriate and coherent use of chapter headings and subheadings</td>
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<tr>
<td>Comprehensive and accurate reference list</td>
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<td>Consistent and appropriate referencing</td>
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<td>Appendices are adequate and used appropriately</td>
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<td>Text uses conventional syntax, spelling and punctuation and shows evidence of proofreading</td>
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This section should contribute 10% to the total mark

Final Comments:

Examiner's Name and Signature:

Note for examiners:
A student with mostly Excellent should receive a grade 85 – 100
A student with mostly Very Good should receive a grade 75 – 84
A student with mostly Good should receive a grade 65 – 74
A student with mostly Satisfactory should receive a grade 50 – 64
A student with mostly Unsatisfactory should receive a grade less than 50
Appendix K

Checklist for submission of Honours thesis

In order to submit a thesis, the student should note the following:

**Prior to Marking:**

- The thesis has been proofread by the student, supervisors, or other appropriate person
- All typographical errors, and other corrections found during the proofing process have been made
- Submission of Project and Certification of Completion form - Appendix H completed.
- Three (3) bound copies of the thesis have been provided to the Research Officer

**Once Marking is Complete:**

- From the marking feedback provided by the thesis examiners, corrections have been made to the thesis
- Two (2) hard bound copies of the thesis have been provided to the Research Officer prior to graduation.