HONOURS PROGRAM HANDBOOK FOR 2013 STUDENTS AND SUPERVISORS
CONNECT: EDUCATION

BACHELOR OF PRIMARY EDUCATION
AND
BACHELOR OF EDUCATION – THE EARLY YEARS
2013 Honours Handbook
for
Enrolled Students and Supervisors

Bachelor of Primary Education
and
Bachelor of Education – The Early Years

Revised: February 2013
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### Key Dates for 2013

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<th>Date</th>
<th>Event</th>
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<tr>
<td>7 December 2012</td>
<td>Deadline for Honours applications</td>
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<tr>
<td>December/January</td>
<td>Acceptance of candidates into Honours program for 2013, Finalisation of project proposals for candidates accepted into Honours program</td>
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<tr>
<td>February 2013</td>
<td>Honours Welcome Session</td>
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<tr>
<td>8 March 2013</td>
<td>Minutes from first supervisory meeting (Appendix C) - lodged with the Research Officer.</td>
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<tr>
<td>5 April 2013</td>
<td>First Progress Report due – submit to Research Officer</td>
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<tr>
<td>April 2013 (date to be advised)</td>
<td>Research Project Plan Presentation</td>
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<td>7 June 2013</td>
<td>Second Progress Report due – submit to Research Officer</td>
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<td>23 August 2013</td>
<td>Nomination of Examiners form due – submit to Research Officer</td>
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<tr>
<td>4 October 2013</td>
<td>Thesis due - Three spiral copies of thesis submitted to the Research Officer</td>
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<tr>
<td>November 2013 (date to be advised)</td>
<td>Presentation at Honours Alumni Education Chapter Prize Evening</td>
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<tr>
<td>13 December 2013</td>
<td>Two bound and corrected copies of thesis due – submit to Research Officer</td>
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Objectives of the Honours Program

UOW Education offers the following undergraduate Honours Programs:

- Bachelor of Education – The Early Years 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 contribute to each student’s development of the following UOW Graduate Qualities:

| Informed | 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. |
| Independent learners | Engage with new ideas and ways of thinking and critically analyse issues. Find and evaluate information, using a variety of sources and technologies. |
| Problem solvers | Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond to challenges and opportunities. |
| Effective communicators | Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. |
| Responsible | Act with integrity as part of local, national, global and professional communities. |

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 UOW Education.
Structure of the Honours Program

Each Education Honours Program has particular subject requirements and structures that are set out below.

**Bachelor of Education – The Early Years Honours**

The honours program for the Bachelor of Education – The Early Years degree is embedded into the fourth year of the degree. It comprises the following subjects:

- EYRT401: Thesis in Early Childhood (Annual subject, 24 credit points)
- EYCR400: Contemporary Research and Issues in Early Childhood (Annual Subject, 12 credit points).
- EDAR401: Advanced Research Methods (Autumn session, 6 credit points)
- One 400-level elective subject from the Bachelor Of Education – The Early Years course (6 credit points).

The class of honours will be based on the weighted average mark (WAM) achieved for the 400 level subjects that constitute the Honours program only. (See section *Range of Honours* for more details).

**EYRT401: Thesis in Early Childhood (24 credit points)**

The student will be required to complete a thesis, approximately 15,000 words in length, based upon a course of supervised study on a topic negotiated by the student and approved by the supervisors and the Faculty. The thesis can take the form of a qualitative, quantitative or mixed-mode research project.

**EYCR400: Contemporary Research and Issues in Early Childhood (12 credit points)**

This subject will deal with advanced theory in early childhood education and currently emerging issues in early childhood practice.

**EDAR401: Advanced Research Methods (6 credit points)**

This subject extends students’ understandings of qualitative and quantitative inquiry paradigms in educational research. This subject is designed particularly to support Honours students as they conduct their Honours thesis. As such, topics covered will extend students' understandings of ethics, and of identifying a research question, writing a literature review, choosing an effective research method, gathering, representing, analysing and interpreting data, and report writing.

**Bachelor of Primary Education Honours**

The Honours program for the Bachelor of Primary Education is embedded into the fourth year of the degree. It comprises the following subjects:

- EDRT401: Thesis (Annual subject, 24 credit points).
- EDAR401: Advanced Research Methods (Autumn session, 6 credit points).
- EDPD401: Professional Development 3 (Autumn session 6 credit points)
- EDPD402: Professional Development 4 (Spring session 12 credit points)

The class of honours will be based on the weighted average mark (WAM) achieved for the 400 level subjects that constitute the Honours program only. (See section *Range of Honours* for more details).

**EDRT401: Thesis (24 credit points)**

The student will be required to complete a project, approximately 15,000 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 can take the form of a qualitative, quantitative or mixed-mode research project.

*UOW Education. 2013 Honours Handbook for enrolled students and supervisors (revised February 2013)*
EDAR401: Advanced Research Methods (6 credit points)
This subject extends students' understandings of qualitative and quantitative inquiry paradigms in educational research. This subject is designed particularly to support Honours students as they conduct their Honours thesis. As such, topics covered will extend students' understandings of ethics, and of identifying a research question, writing a literature review, choosing an effective research method, gathering, representing, analysing and interpreting data, and report writing.

EDPD401 and EDPD402 (18 credit points)
These subjects are the 3rd & 4th subjects of the professional development sequence. There is a five-week internship attached to EDPD402. The Internship will be completed after the thesis has been submitted.

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 Research Application 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.
8. Ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research;

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

Admission requirements
For both the Bachelor of Education – The Early Years Honours program and the Bachelor of Primary Education Honours program, the admission requirements are as follows:

1. Completion of all required 100, 200 and 300 level subjects prior to admission to Honours (please review the Honours Subject checklist).
2. Achievement of an approved standard of achievement (WAM of 75+) during the first, second and third years of the undergraduate degree.
3. A suitable study proposal.
4. A suitable and willing primary supervisor and a co-supervisor.

Entry into the Honours program is a competitive process based on student academic performance. UOW Education offers approximately 15 Honours places for the Primary/Early Year Honours cohort each year.
All members of academic staff are eligible to be supervisors of Honours students if they have a degree equivalent to or higher than that being supervised and that they;

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

Departure from this supervision arrangement will be made at the discretion of the Honours coordinator and such supervision arrangements must be discussed prior to submission of the Honours application.

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

**Application Process**

**Selecting a project topic and preparing the application**

During the Autumn session in the third year of the Bachelor of Primary Education and the Bachelor of Education; The Early Years, the Honours Coordinator will provide an information session about the Honours program.

Prospective Honours candidates should also meet with their Program Director to ensure they have fulfilled the required course progression to be eligible to apply for the Honours program.

During Spring session, interested Primary students may enrol in a Project Subject (EDER302) in place of an Education Elective. The purpose of this experience is for students to engage with researchers within the Faculty and associated Research Strengths. Interested students could work either on a topic of their choice or within an existing research project and work on a ‘slice’ of the project under the guidance of an investigator within the project. The project will run for one session (13 weeks) and the student will be an active member of the research team as they review literature, contribute to data collection, assist with any data analysis and attend any Research Strength meetings. It is anticipated that this relationship would lead into an Honours project for the following year. Students enrolled in the Project Subject should also attend the information session.

Prospective Honours students are encouraged to meet with the Honours Coordinator and Faculty Academic Staff to help identify a project topic. The Honours Coordinator will compile a list of possible projects for the following year and students may peruse this list to help identify a topic and supervision team. Alternatively, negotiations may take place between students and individual staff members. Academic staff members are advised to supervise a maximum of two honours students each year; students are required to have two supervisors.

**Application Submission Process**

Students submit an Honours Research Application to the Research Officer by the first Friday in December (see Key Dates section). Appendix A provides a pro forma for the application.

The Honours Research Application is to be developed in collaboration with the supervisors. It is the responsibility of the prospective Honours candidate to arrange times to meet with the two supervisors well in advance of the application due date in order to devise a well written project proposal. A suggested timeline of activities for prospective Honours candidates to develop their Honours Research Application is as follows:

- **August/September:** Identify research project of interest and meet with the appropriate academic staff to commence discussion about possible supervision.
- **September/October:** Meet with supervisors and prepare a draft of the Honours research Application
- **November:** Meet with supervisors and refine drafts
- **Early December:** Submit Honours Application
Application Review Process
Honours Research Applications will be reviewed by the Honours Assessment Committee (comprised of Associate Dean, Research and Graduate, Director, Postgraduate Research, Honours Coordinator, and a nominated member from FRC by Associate Dean, Research and Graduate). The Honours Assessment Committee will apply the following process:

1. Rank students based on their WAM and EDER301 mark
2. Ensure that the Honours Research Application is completed according to the pro forma provided in Appendix A); and
3. Ensure two suitable supervisors have endorsed supervision.

The committee will complete the Assessment of Applicants form (Appendix B) for each application.

Students will be notified of the status of their application after this process (usually between mid- December/mid-January).

If a student has a grievance concerning the outcome of their application, they should initially contact the Honours Coordinator and then follow the UOW Education Student Academic Grievance Policy (see Relevant University and Faculty Procedures and Policies section).

Support for Honours Students

UOW Education Student Services Centre
Building No 23, Ground Floor
Telephone 61 2 4221 3981
Facsimile 61 2 4221 3892
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, Email or Chat to a Librarian services, 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. Some are listed below and the Honours Coordinator will notify students of any other opportunities.

Summer Vacation Research Scholarship Scheme
The Summer Vacation Research Scholarship Scheme is jointly funded by UOW Education and research centres with which Faculty staff are affiliated. The Scheme pays $200 per week and runs for 10 weeks over the Summer Session. Third year students who enrol in an honours program for 2011 are eligible. Information on the Scheme can initially be obtained by contacting the Research Officer.
Alumni Network Education Chapter Prize
All honours students in UOW 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 November. 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 will consider awarding up to two prizes to the value of $100 each. 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.

NSW Institute for Educational Research Student Research Grants
The NSW IER makes seeding grants of up to $1000 towards the costs of undertaking educational research at an honours level. Applications usually close early December. Information and an application form can be obtained from the URL: http://www.nswier.edu.au/

Faculty Honours Student Support Fund
Students are able to claim back $100 from the Research Budget for their studies. Claims must be supported by an original receipt and/or tax invoice and should be given to Professional Officer - Research. 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:

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<th>ACTIVITY</th>
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<td>Submit ethics application</td>
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<td>Prepare drafts of introduction and literature review chapters for supervisor comment and feedback</td>
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<td>Pilot method of data collection</td>
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<td>Recruit participants</td>
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<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>Revise and work on final versions of chapters</td>
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<tr>
<td>Submit thesis for examination</td>
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<td>Make corrections and have thesis hard bound</td>
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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 (a checklist is provided for all enrolled honours students).

## 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 meeting dates [http://www.uow.edu.au/research/rso/ethics/human](http://www.uow.edu.au/research/rso/ethics/human)) 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 February. The application form and guidelines are available electronically at: [http://www.uow.edu.au/research/rso/ethics/human](http://www.uow.edu.au/research/rso/ethics/human). 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 Communities (DEC) schools, will also need to seek approval from State Office through the State Education Research Approval Process (SERAP). DEC guidelines and an application form are available electronically at: [http://www.det.nsw.edu.au/research/index.htm](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 January or February 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 around February as the approval process takes at least four weeks.

Please note that applications to both the University and DEC/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 March and the Second Progress Report is due in June (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. Critical feedback will be provided to students on the basis of the presentations. The schedule of project presentations is as follows:

- Research Project Plan and Presentation (March)
- Alumni Network Education Chapter Honours Prize Evening (November)

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. It is expected that Honours students prepare their presentation in consultation with their supervisors.

Research Project Plan and Presentation: A research project plan is to be presented as part of EDAR401: Advanced Research Methods. Supervisors will be invited to attend. The purpose of this presentation is to provide feedback about the research study so that refinements can be made to the research design (if necessary).

**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.

**Honours Thesis Examination and Submission**
The thesis is due in early October. Supervisors nominate two internal examiners, one external examiner and one internal adjudicator (experts in the field within which the honours research is situated). The nominated external examiner and one of the nominated internal examiners from this list will assess the thesis.

Marks and examination 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. The names of the examiners and copies of the examiners’ reports will be made available to the student after the final mark has been declared. Students, in consultation with their
supervisors should then make the changes suggested by the examiners before formally binding their project and submitting two copies to the Research Officer prior to graduation.

Copies of Honours Thesis for Faculty and Library
Two copies of the final, amended and hardcover bound project are given to the Research Officer 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 UOW Education.

Range of Honours
For the Bachelor of Early Childhood Education, Bachelor of Education – The Early Years and the Bachelor of Primary Education, the ranges for honours degrees and the associated weighted average mark (WAM) are:

- Class I (WAM of 85 - 100%)
- Class II, Division 1 (WAM of 75 - 84%)
- Class II, Division 2 (WAM of 65 - 74%)

Note: Only 400 level subjects that constitute the Honours program are used to calculate the WAM. 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 – The Early Years or Bachelor of Primary 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.

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

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

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 and 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. (If either of the two internal examiners nominated by supervisors would be appropriate as an adjudicator the supervisors need only state: “select one from internal examiner list” instead of nominating an additional internal examiner in the Nomination of Examiners form.)

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.
Thesis Submission

Students are required to submit to the Research Officer in early October three spiral bound copies of their project ready 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 in December.

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/

Arrangements for acknowledging submission of written work

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.

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 Assessment Committee (comprised of the Honours Coordinator, Associate Dean, Research, and one other academic staff member from the Faculty with experience in supervising Honours students).

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 once all results and reports for the student have been received and forwarded to the Honours Assessment 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 declared. Students, in consultation with their supervisors should then make the changes suggested by the examiners before formally binding their project and submitting two copies to the Research Officer in December. Details of a local bookbinder can be found under “Important Contacts.”

**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 that adjudication is required. 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 Assessment Committee as the final mark for the student’s Honours thesis.
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 (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

Code of Practice – Honours
For information about the University’s Code of Practice for Honours, go to http://www.uow.edu.au/student/honours/rules/cops/index.html

Code of Practice – Authorship
For information about the University’s Code of Practice for authorship, please see http://www.uow.edu.au/student/honours/rules/cops/index.html

Code of Practice – Research
For information about the University’s Code of Practice for research, please see http://www.uow.edu.au/student/honours/rules/cops/index.html

Student Conduct
In line with UOW’s commitment to academic integrity, new rules related to student conduct have http://www.uow.edu.au/about/policy/rules/UOW060095.html

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/charter/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 http://www.uow.edu.au/student/honours/rules/cops/index.html

Faculty of Education Student Academic Grievance Policy
http://www.uow.edu.au/educ/students/UOW037398.html

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 http://www.uow.edu.au/student/rights/index.html

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 http://staff.uow.edu.au/ohs/

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 http://www.uow.edu.au/research/ethics/index.html

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/about/policy/UOW058721.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.

Appeals

Only an Honours student has the 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, then Sub-Dean, or Dean of Faculty/Head of School, then Dean of Students, in this order; 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.

If a student believes there has been a lack of due process in the reassessment procedures outlined above, such students may formally appeal, within two weeks of receiving the response from the Dean, to the Academic Review Committee to review the matter. The letter of appeal must state fully the reasons for the appeal and include any relevant documentary evidence to support such appeal. Please note, however, that the Committee’s role is to ensure that the proper procedures have been followed in relation to the assessment of the subject—the Committee’s role is not to reassess the academic quality of the work.

Appeals on grounds of inadequacy of supervisory or other arrangements during the period of study, are normally not permitted, unless the student can show that persistent efforts to deal with these issues were not adequately addressed. The grievance procedures outlined above, should be used for these matters at the appropriate time during the candidature.
Important Contacts

UOW Education Honours Coordinator
Dr Steven Capaldo
Telephone Number: 4221 4616
Room Number: 67-336
Email: scapaldo@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 Resource Centre (LRC)
Building 11.217, level 3, take lift near Unishop; Phone 4221 3977
The LRC 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: kerry_banks@uow.edu.au

Thesis Binding
Kwikkopy
288 Keira St
Wollongong NSW 2500
Phone: 4228 4033
Email: print@gong.kwikkopy.com.au
### Format for Honours Research Proposal

The following template is to be used for Honours proposals UOW Education. It is expected that students and supervisors collaborate on the completion of this application as this will assist to determine the suitability of the research for the nominated Honours program. Length is approximately 2 pages.

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include an adequate and appropriate title for the proposed research project (it may be adjusted and changed during the course of inquiry)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student's name, number, degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce</td>
</tr>
<tr>
<td>Provide an overview of the proposed project. This should briefly state what the proposal is about; for example, the broad aims. (approx. 50 words)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Problem Statement and Background to the research (approx 250 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the problem or issue to be addressed by the project. Provide a brief overview of the relevant literature to demonstrate adequate background knowledge of the proposed field and to motivate the proposed research.</td>
</tr>
<tr>
<td>What work has been done in this area according to the literature? What research gaps or problems have been identified?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Significance (approx 100 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argue for the significance of the research in terms of both practice and theory. Why is this study significant or worthwhile?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research question(s) (approx 100 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State research questions that will guide the study.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed Methodology and Research Design (approx 250 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the type of study proposed and how it will be done. The proposal may consider the following: the research approach, research design and data collection. Where appropriate, outline the theoretical approach that this study will follow. There should be clear links between this section and the problem statement and background to the research.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include a full list of all references cited in the proposal using the faculty approved referencing conventions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Research Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the Research Strength where the proposed research is located (discuss with supervisors).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Endorsement of Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>“I have discussed this research proposal with (insert name of principal supervisor and co-supervisor) and he/she has agreed to supervise me during my honours candidature”. (Include signatures of both supervisors)</td>
</tr>
</tbody>
</table>
Assessment of Honours Application Form

Student’s Name: ________________________________   Date: __________________

Program of current enrolment:  
- Early Years
- Primary
- Physical & Health Education

1. Does the student comply with the Faculty’s Admission Requirements into the Honours program?
   - Yes ☐
   - No ☐

Comment: <state overall WAM and mark for EDER301>
(Use this information to rank candidates)

2. Does application include a completed Honours Research Application according to the template provided in the Honours Prospective Students Handbook Appendix A?
   - Yes ☐
   - No ☐

Comment:

3. Is the Honours application endorsed by two suitable supervisors?
   - Yes ☐
   - No ☐

Comment:

Additional questions and/or suggestions for the student and supervisors:

Application approved ☐

Application not approved ☐

Comment:

Honours Coordinator (name and signature):
Appendix C

Checklist for 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, 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.

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. 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 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 UOW Education. All the information is on the Research Services Human Research Ethics URL at: http://www.uow.edu.au/research/rso/ethics/human/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 DEC 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 supervisor’s 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 Dr Honglin Chen (Associate Dean Research & Graduate)
* Correct number of copies to Research Services Office (14 if study involves children, 1 for healthy adults)
# First Progress Report for Bachelor of Education Honours Students

<table>
<thead>
<tr>
<th><strong>Student’s Name:</strong></th>
<th>___________________________</th>
<th><strong>Student Signature:</strong></th>
<th>__________________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisor 1 Name:</strong></td>
<td>________________________________</td>
<td><strong>Supervisor 1 Signature:</strong></td>
<td>________________________________</td>
</tr>
<tr>
<td><strong>Supervisor 2 Name:</strong></td>
<td>________________________________</td>
<td><strong>Supervisor 2 Signature:</strong></td>
<td>________________________________</td>
</tr>
</tbody>
</table>

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

3. Is what the student intends to accomplish over the next three months realistic & appropriate?
### Second Progress Report for Bachelor of Education Honours Students

| Student’s Name: ___________________________ | Student Signature: __________________ |
| Supervisor 1 Name: ___________________________ | Supervisor 1 Signature: __________________ |
| Supervisor 2 Name: ___________________________ | Supervisor 2 Signature: __________________ |

#### STUDENT’S COMMENTS

1. Briefly describe what you have done over the past three months (since your last report).

2. Has the progress of your project been affected adversely in any way over the past three months?

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 timeline?

2. What problems affected the student’s progress over the past three months? What steps were taken to address these problems?

3. Is what the student intends to accomplish over the next three months realistic & appropriate?
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.

1. 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:
   ____________________________________________________________________
   ____________________________________________________________________

2. 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 Education, 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:

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

Please inform examiners of thesis word count and time frame for examination (i.e. 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

Submission of Honours Thesis 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 is appropriately presented and is prima facie worthy of examination;
4. Any instances of inadequate presentation were pointed out to the student for correction;
5. The student has completed an approved program of study and research as required.

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

1. This certificate is for the information of UOW 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 Assessment 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

Education Honours Thesis Examination
Bachelor of Primary Education Honours
Bachelor of Education – The Early Years

Guidelines for Thesis Examiners

The enclosed project has been submitted in accordance with the requirements for the award of honours degrees UOW 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 fourth year of the degree.
The project is a 24 credit point subject for Early Childhood and Primary students. Students have completed other subjects totalling a further 24 credit points. This means that the Honours thesis represents 50% of a year’s work for these students.
The Honours thesis is approximately 15,000 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:
- HD High Distinction >84%
- D Distinction 75-84%
- C Credit 65-74%
- P Pass 50-64%
- F Fail <50%

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

The grade of Honours awarded in this Faculty for the Bachelor of Education in Early Childhood Education and for the Bachelor of Education in Primary Education is Class of Honours Method 1

Submission of Report
Please submit your report to the Research Officer, - Mrs Kim Oborn, by no later than Monday 11 November 2013. 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 Steven Capaldo, Honours Coordinator, UOW Education
Telephone: (02) 4221 4616
Email: scapaldo@uow.edu.au
Appendix J

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

<table>
<thead>
<tr>
<th>Introduction to the thesis - 10%</th>
<th>Ex</th>
<th>VG</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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<tr>
<th>Review and use of Literature - 20%</th>
<th>Ex</th>
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<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>Methodology - 20%</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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<tr>
<th>Analysis, Interpretation and discussion of research findings - 30%</th>
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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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<tr>
<th>Contribution of knowledge - 10%</th>
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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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**Clarity of expression and logic of argument - 10%**

| Written expression is lucid and fluent in its capacity to discuss ideas and arguments | Ex | VG | G | S | U | Notes |
| 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 | | | | | | |

**Final Comments:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Examiner’s Signature:**

**Final Mark:** /100

**Examiner’s Name:**

**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.