



HONOURS POLICY

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Supporting documents, procedures & forms of this policy:	The Student Charter Admissions Procedures (Coursework) Admissions Procedures (HDR) Authorship Policy Academic Integrity Policy Code of Practice – Responsible Conduct of Research Course Design Procedures Coursework Rules Procedures for the Review of Marks or Grades and Other Academic Decisions (Coursework) Review and Appeal of Academic Decisions Policy Human Research Ethics Forms and Policies IP Intellectual Property Policy Research Integrity and Conduct Policy: Breaches, Concerns and Complaints Student Academic Consideration Policy Teaching and Assessment: Code of Practice – Teaching Teaching and Assessment: Assessment and Feedback Policy Teaching and Assessment: Subject Delivery Policy Work Health and Safety Policy		
Relevant Legislation & External Documents:	Australian Qualifications Framework Higher Education Standards Framework (2015)		
Audience:	Public – accessible to anyone		

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1 Purpose of Policy

1. The purposes of the Honours Policy are to:
 - a. set out a framework for designing and undertaking Honours Degrees and Honours Projects; and
 - b. describe roles and responsibilities of staff and students in completing the requirements for Honours Degrees and in undertaking Honours Projects.
2. The Honours Policy replaces the Code of Practice – Honours.

2 Definitions

Word/Term	Definition (with examples if required)
Academic Unit	Faculty, School, Unit or Discipline.
AQF	Australian Qualifications Framework.
Embedded Honours	An Honours Degree comprising of four (4) years' EFT of study as a stand-alone degree or not less than three (3) years EFT of study as part of a double degree and including an Honours Project or Projects of at least 12cp. Embedded Honours includes Professional Honours.
End On Honours	An Honours Degree comprising of one (1) year EFT of study that is undertaken following successful completion of an undergraduate Bachelor Pass degree, and involving an Honours Project of 24cp or more.
EFT	Equivalent Full Time study load.
Head, Academic Unit	A member of academic staff who is ultimately responsible for the matters regarding an Honours Degree.
Honours Coordinator	A member of academic staff who is responsible for the operation of the Honours Degree and/or the coordination of Honours Projects.
Honours Degree	An undergraduate qualification that qualifies individuals who apply a body of knowledge in a specific context to undertake professional work and as a pathway for research and further learning, and that otherwise meets the requirements of Level 8 of the Australian Qualifications Framework.
Honours Examiner	An appropriately qualified person with relevant expertise and with responsibility for the assessment of an Honours Project undertaken as a required component of an Honours Degree.
Honours Project	A component of study within the Honours Degree that involves project work and/or a piece of research and scholarship with some independence and that is discipline specific, inter-disciplinary or joint.
Professional Honours	An Honours Degree that involves Embedded Honours designed to, in addition, meet the requirements of professional registration in fields such as engineering, law or teaching.



Supervisor	A member of academic staff who is appropriately qualified and has relevant expertise to oversee the progress of an Honours Project and to supervise a student undertaking the Honours Project.
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3 Application & Scope

1. The Honours Policy applies to all Honours Degrees at the University of Wollongong whether delivered onshore, offshore and regardless of mode of delivery, including
 - a. Embedded Honours (including Professional Honours) and
 - b. End-On Honours.
2. The Honours Policy applies to the Bachelor of Research.
3. The assessment requirements for an Honours Project and the processes for examination of the Honours Project are set out in the [Teaching and Assessment: Assessment and Feedback Policy](#).
4. The specific responsibilities of Supervisors to students undertaking an Honours Degree arise and must be met during the session(s) during which the student is designing and undertaking the Honours Project.

4 Policy Principles

1. The University has established a framework to design, deliver and assure a range of high standard Honours Degree courses to students in order to:
 - a. enable them to achieve the learning outcomes at AQF Level 8;
 - b. clarify and confirm the roles and responsibilities of the University, the relevant academic unit, the honours supervisor and students; and
 - c. provide pathways for students into professional practice and/or further study as a higher degree research student.
2. The University will maintain a consistent and transparent framework for the design and delivery of different forms of Honours Degree courses, and within these courses, the design, completion and examination of an Honours Project in order to assure learning at Level 8 and against the relevant course learning outcomes.

5 Characteristics of Honours Degree Courses

1. The Course Design Procedures detail the University's requirements with regard to the naming, duration and credit point values for Honours Degree courses.
2. Honours Degree courses are to be designed and delivered consistent with the AQF requirements for Level 8 Bachelor Honours Courses (as detailed in Appendix 1), to ensure that graduates will have advanced knowledge and skills for professional or highly skilled work and/or further learning.
 - a. research, or
 - b. advancing the knowledge, skills and application gained in a Bachelor Degree, or
 - c. for professional practice for which higher level of learning outcomes are required for entry.
3. Each Honours Degree course is to include the completion of an Honours Project.

6 Admission to Honours Degree Courses

1. The requirements for admission to an Honours Degree course are determined in accordance with the Coursework Rules and the Admissions Procedures and specified in the information provided to prospective students.



2. The Credit for Prior Learning Policy provides that no external credit is given towards the Honours Project component within a one year stand-alone honours degree.

7 Characteristics of Honours Project

1. The Honours Project is to be designed to assist in assuring learning at Level 8 of the AQF for students undertaking an Honours Degree.
2. The Honours Project is to be designed, undertaken and assessed so as to operate as a capstone in the Honours Degree for the purposes of the UOW Curriculum Model.
3. For any subject in which an Honours Project is an assessment task, the Honours Project must have a weighting of at least 70%.

End-On Honours Courses

4. For an End-On Honours Degree, the subject in which the Honours Project forms all or part of the assessment task(s) shall be not less than 24 credit points and not more than 48 credit points.

Embedded Honours Courses

5. For an Embedded Honours Degree other than a Professional Honours Degree, the subject in which the Honours Project forms all or part of the assessment task(s) shall be not less than 24 credit points and not more than 48 credit points.
6. For a Professional Honours Degree, the subject in which the Honours Project forms all or part of the assessment task(s) shall be not less than 12 credit points.

Bachelor of Research

7. For the Bachelor of Research, the subject in which the Honours Project forms all or part of the assessment task(s) shall be not less than 12 credit points.

General Provisions

8. To support the successful completion of an Honours Project, and in order to assist in assuring learning at Level 8 of the AQF, each student enrolled in an Honours Degree course will be provided with knowledge and skills in research methods in order to support the successful design and completion of an Honours Project.
9. An Honours Project may be designed and approved on the basis of collaboration among students in the design and collection of research data, provided that each student shall be individually responsible for the analysis, evaluation and transformation of information, the generation and transmission of solutions to complex problems and the transmission of knowledge, skills and ideas to others in an Honours Project.
10. The Honours Degree course must also incorporate an assessment task requirement (weighted or non-weighted) to make a written and oral presentation of the Honours Project proposal and/or findings, including one or more of the following:
 - a. Seminar presentation;
 - b. Poster display; and/ or
 - c. Oral defence.

8 Grades of Honours

1. The following grades of Honours Degrees may be awarded:
 - a. Honours Class I
 - b. Honours Class II, Division 1



- c. Honours Class II, Division 2
- d. Honours Class III (where specified)

Methods for Determining Honours Grades

2. For each Honours Degree course other than the Bachelor of Research, one of the methods specified in Appendix 3 must be adopted to determine the Honours grade. The method used for determining honours grades depends on the specific program a student has completed. The Honours Method is detailed in the Course Handbook entry for each Honours Degree course. Students graduating with the Bachelor of Research do not have an Honours Grade declared.
3. In addition to the provisions relating to the Bachelor of Research, an Honours Degree may be awarded with no grade of Honours where the relevant course rules as specified in the Course Handbook so provide.
4. Where a student has completed an Honours Degree course which applies Methods 2, 3 or 4 but has not achieved a mark entitling the student to an award of Honours, the student will be eligible for a suitable cognate pass degree if they meet the requirements for that degree and subject to completion of a course transfer with academic approval from the Delegated Authority.
5. Where the method for determining the grade of Honours applied for a particular Honours Degree is changed after a student has commenced that course, the Faculty must ensure that the student is not disadvantaged by the change. This may require the application of a previous method of determining Honours grades to that student.

9 Honours Project Grade Descriptors

1. The Honours Project Grade Descriptors describe student performance in an Honours Project and must be communicated to students in the Honours Guide or the Subject Outline.
2. Staff should refer to the UOW Honours Project Grade Descriptors:
 - a. prospectively when designing the Honours Project and marking criteria and when marking the Honours Project, including using them as a basis for crafting marking rubrics, and
 - b. retrospectively when undertaking benchmarking and review of marking and grading of Honours Projects.
3. The Honours Project Grade Descriptors also provide a frame of reference for moderation of the Honours Project, to ensure that assessment practice across the University is appropriate, consistent and fair.
4. The Honours Project Grade Descriptors are set out in Appendix 4.

10 University and Academic Unit Responsibilities

University

1. It is the responsibility of the University to:
 - a. take measures to protect the intellectual property (IP) arising from the work of its students in accordance with the University's IP Intellectual Property Policy; and
 - b. where possible, ensure each student enrolling full time in an End-On Honours Degree and who submits their Honours Project within the required timeframes, specified by the Faculty, is given the opportunity to complete all subjects in time for them to graduate with their cohort at the next possible graduation ceremony.

Academic Unit

2. It is the responsibility of the Academic Unit to:



- a. appoint an Honours Coordinator to oversee the progress of students enrolled in the Honours Degree or, in the case of Embedded Honours, all students undertaking Honours Projects within the Academic Unit;
 - b. ensure that each Honours Student meets the minimum requirements for admission to the Honours Degree and is capable of undertaking the proposed Honours Project and other requirements of the Honours Degree;
 - c. ensure that the curriculum for each Honours Degree satisfies the requirements for the Bachelor Honours Degree within the AQF;
 - d. ensure that each proposed Honours Project is of an appropriate standard for the award having regard to relevant discipline standards and that meets the requirements for a Bachelor Honours Degree within the AQF;
 - e. provide to each Honours Degree student (in the case of Embedded Honours, no later than the beginning of the session in which the student undertakes an Honours Project) an Honours Guide or, where permitted, a Subject Outline that sets out all procedures and requirements pertaining to assessment including those listed in the checklist set out in Section A of Appendix 2 to this Policy, in either physical or electronic form;
 - f. foster a supportive environment for Honours Degree students;
 - g. ensure that reasonable resources are made available to Honours Degree students to support them in undertaking their Honours Project;
 - h. ensure that appropriate provision is made in academic workloads for supervision of Honours Projects;
 - i. ensure that each Honours Degree student undertaking an Honours Project has a Supervisor, and, where necessary, a co-supervisor;
 - j. ensure that procedures are in place to select the most appropriate Supervisor(s) for assisting the Honours Degree student to complete their Honours Project;
 - k. ensure that Supervisors of Honours Degree students are appropriate to undertake those responsibilities (refer to section 12);
 - l. where an Honours Project is undertaken across two disciplines (inter-disciplinary or joint honours), approve the program of study with the head of the other Academic Unit and negotiate the appointment of co-supervisors and subject requirements prior to enrolment;
 - m. ensure that there is no conflict of interest between the Supervisor(s) and Honours Degree student;
 - n. ensure that quality supervision is provided throughout the student's candidature or, in the case of Embedded Honours, throughout the period during which the student is undertaking their Honours Project;
 - o. ensure that arrangements are made to provide for alternative supervision if a Supervisor is absent for more than two weeks; and
 - p. ensure that honours examiners have adequate time (generally three weeks) to report before the meeting of the relevant Assessment Committee.
3. The responsibilities of an Academic Unit are assumed by the head of the Academic Unit but may be delegated by the head of the Academic Unit to the Honours Coordinator where appropriate.

11 Supervision of Honours Projects

1. To be eligible to exercise the responsibilities of a Supervisor, the academic staff member must:
 - a. hold a qualification at Level 9 of the AQF (Masters Degree) or higher (or a lesser qualification combined with experience equivalent to a Level 9 AQF qualification) and



- b. hold a continuing or fixed term academic position with the relevant Honours Degree course-owning Faculty and,
- c. either,
 - i. be a currently active researcher, or
 - ii. have a proven research records, or
 - iii. have previous successful experience in supervising Honours Degree students.
2. The role of co-supervisor may be held by an academic staff member, visiting or honorary academic provided that the principal Supervisor meets the requirements of section 11(1).
3. The overriding responsibility of a Supervisor is to provide continuing support to Honours Degree students under their supervision in researching and producing an Honours Project to the best of the student's ability.

Supervisory Responsibilities

4. Specific other responsibilities of the Supervisor are to:
 - a. advise the head of the Academic Unit of any situation which might lead to a conflict of interest which could unduly advantage or disadvantage a student, e.g. if there is or has been a close personal relationship between a Supervisor and an actual or potential Honours Degree student;
 - b. advise Honours Degree students about their procedural and substantive rights and responsibilities contained in this Policy (directly or through the Honours Guide or Subject Outline);
 - c. advise and assist Honours Degree students to comply with occupational health and safety and ethics requirements where relevant;
 - d. in consultation with the Honours Coordinator, support Honours Degree students in developing a suitable proposal for the Honours Project (including, where applicable, a joint proposal involving working with other students on the design and collection of research data) within a negotiated time frame and with negotiated access to resources and support;
 - e. assist Honours Degree students to develop a plan for completing the Honours Project within an appropriate time frame;
 - f. maintain regular contact with Honours Degree students in order to monitor their progress;
 - g. inform Honours Degree students about any expected period(s) during which the Supervisor will be absent and unable to communicate during the period during which they are completing an Honours Project, and arrangements for alternative supervision during that or those periods;
 - h. provide timely and helpful written feedback to Honours Degree students on any submissions and to assist them to develop solutions as problems in undertaking the Honours Project are identified;
 - i. advise Honours Degree students of inadequate progress or work below the standard generally required for an Honours Project and to suggest appropriate corrective action;
 - j. submit marks and grades for Honours Projects for review, acceptance and publication in a timely manner
 - k. be available to attend meetings of the Academic Unit Assessment Committee where Honours Degree students' grades are determined; and
 - l. ensure the following policies and the consequences for the candidate's Honours Project of breaching these Policies, are explained carefully to the student:
 - i. Academic Integrity Policy,
 - ii. the Code of Practice – Research,



- iii. the Research Misconduct Policy,
- iv. the IP Intellectual Property Policy,
- v. the IP Student Assignment of Intellectual Property Policy,
- vi. the IP Student Assignment of Intellectual Property Guidelines and
- vii. the Authorship Policy.

Student Responsibilities

5. Honours Degree students have the primary responsibility for the timely completion of the Honours Project and other assessment tasks required in order to meet the requirements for the award of the Honours Degree.
6. Specific responsibilities are to:
 - a. develop an Honours Project proposal and a plan for completing the project within a timeframe and, where applicable, with access to resources and other support agreed to by the Supervisor(s) and, where possible, the Honours Coordinator;
 - b. complete the Honours Project in accordance with the approved proposal and within the approved timeframes;
 - c. maintain regular contact with the Supervisor(s);
 - d. discuss any proposed variation of enrolment or leave of absence with their Supervisor(s), the Honours Coordinator or the Head of Academic Unit;
 - e. present required written material to the Supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
 - f. undertake any additional work towards their Honours Project identified as necessary by the Supervisor(s) or, where appropriate, the Honours Coordinator;
 - g. accept responsibility for the quality and originality of all submitted work;
 - h. ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research; and
 - i. ensure they read and understand relevant University policy documents including:
 - i. [Academic Integrity Policy](#);
 - ii. [Code of Practice – Responsible Conduct of Research](#);
 - iii. [IP Intellectual Property Policy](#);
 - iv. [Research Integrity and Conduct Policy: Breaches, Concerns and Complaints](#); and
 - v. [Authorship Policy](#).

12 Reviews and Appeals Regarding the Honours Project

1. Provisions relating to the review of the marking and grading of an Honours Project are set out in the Teaching and Assessment: Assessment and Feedback Policy.
2. An Honours Degree student with concerns regarding their candidacy may raise these concerns with their Supervisor(s) or the responsible Honours Coordinator.
3. Any unresolved issues between an Honours Degree student and their Supervisor(s) during the student's candidature or, in the case of Embedded Honours, during the period where the student is undertaking the Honours Project, may be raised by the student as provided in the Review and Appeal of Academic Decisions Policy.



13 Assessment of Honours Projects

1. Provisions regarding the Assessment of Honours Projects are outlined in the Teaching and Assessment: Assessment and Feedback Policy.

14 Honours Information to Students

1. Every Faculty, Academic Unit or Honours Degree course must have an Honours Guide common for students, staff and honours examiners that includes the information set out in Appendix 2 to this Policy.
2. The Honours Guide, and other information for students available via the University website or in Course Handbook entries, must be consistent with this Policy.
3. All commitments and requirements stipulated in an Honours Guide shall be adhered to.
4. For Professional Honours Degrees where the Honours Project is less than 24 credit points, information relevant to the Honours Project in the an Honours Guide may alternatively be incorporated as an annexure to the Subject Outline for the relevant subject in respect of which the Honours Project is an assessment task that meets the requirements set out in the Teaching and Assessment: Subject Delivery Policy.

15 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	6 July 2020	Vice-Chancellor	New version replacing the Code of Practice – Honours
2	12 October 2020	Deputy Vice-Chancellor (Education)	Administrative amendment to clause 11.2 to correct misnumbered clause reference.
3	22 October 2020	Vice-Chancellor	Consequential administrative amendments to reflect the rescission of the Coursework Student Academic Complaints Policy replaced by the Review and Appeal of Academic Decisions Policy and the Procedures for the Review of Marks or Grades and Other Academic Decisions (Coursework).



Appendix 1 – AQF Requirements for the Bachelor Honours Degree

Summary	The Bachelor Honours Degree qualifies individuals who apply a body of knowledge in a specific context to undertake professional work and as a pathway for research and further learning
Knowledge	Graduates of a Bachelor Honours Degree will have coherent and advanced knowledge of the underlying principles and concepts in one or more disciplines and knowledge of research principles and methods
Skills	Graduates of a Bachelor Honours Degree will have: <ul style="list-style-type: none">• cognitive skills to review, analyse, consolidate and synthesise knowledge to identify and provide solutions to complex problems with intellectual independence• cognitive and technical skills to demonstrate a broad understanding of a body of knowledge and theoretical concepts with advanced understanding in some areas• cognitive skills to exercise critical thinking and judgement in developing new understanding• technical skills to design and use research in a project• communication skills to present a clear and coherent exposition of knowledge and ideas to a variety of audiences
Application of Knowledge and Skills	Graduates of a Bachelor Honours Degree will demonstrate the application of knowledge and skills: <ul style="list-style-type: none">• with initiative and judgement in professional practice and/or scholarship• to adapt knowledge and skills in diverse contexts• with responsibility and accountability for own learning and practice and in collaboration with others within broad parameters• to plan and execute project work and/or a piece of research and scholarship with some independence
Volume of Learning	The volume of learning of a Bachelor Honours Degree is typically 1 year (EFT) following a Bachelor Degree. A Bachelor Honours Degree may also be embedded in a Bachelor Degree, typically as an additional year.



Appendix 2 – Honours Guide Checklist

Section A – General

1. Name of Academic Unit and details of key contact people within that unit, including the Honours Coordinator(s) where appropriate
2. Course code
3. In the case of End On Honours Degrees, mechanisms for applying for admission
4. Where relevant, details regarding and arrangements for part-time Honours enrolment.
5. Honours Degree course learning outcomes
6. Roles and responsibilities of the University, Academic Unit, Supervisor, Honours Coordinator and Honours Degree student
7. Key dates, e.g.
 - a. deadline for applications for admission (where applicable),
 - b. finalisation and, if applicable, presentation of the honours project proposal,
 - c. submission of ethics application (where applicable),
 - d. progress reports,
 - e. oral and or written presentations,
 - f. submission of final written project and any other final presentation requirements,
8. For End-On Honours Degrees, required coursework making up the Honours Degree course requirements, including subject codes and titles in full, with brief outline and credit points. If coursework is not organised by subject code and credit points a description of the structure of the Honours Degree program coursework with a brief outline and explanation of the weighted value of each component of the coursework program.
9. Ethics application requirements (where relevant)
10. Occupational health and safety requirements
11. Support services and facilities available to students, including contact details of the Student Support Adviser and the Faculty Librarian (within the library)
12. Equipment, study space and computer/software available to Honours Degree students
13. Grades of Honours applying to the course and the Honours Method applicable for the course
14. Where relevant, University supplied materials that students should purchase and estimated costs
15. Financial or material assistance (where available)
16. Prizes, scholarships and grants applicable to the course

Section B – Assessment of Honours Project

1. Types of assessment to be used to assess Honours Project
2. Weight given to Honours Project and other components of assessment in determining final result
3. Honours Grade Descriptors
4. Dates for submission of any written Honours Project(s) and other material for assessment
5. Policy regarding and penalties for late submission
6. Clear criteria for assessing the Honours Project



7. Guidelines for honours examiners
8. Quality assurance process specific to the Faculty or Academic Unit to ensure the independent, transparent and impartial assessment of all Honours Project(s)
9. Whether marks in any components will be modified or scaled
10. Method for determining class of Honours
11. Minimum attendance requirements where appropriate
12. Length, style and format of any written Honours Project(s), where relevant
13. System of referencing to be used in written Honours Project(s), noting the University policy on plagiarism
14. Method for choosing honours examiners
15. Procedure for dealing with discrepancies between marks awarded by different honours examiners
16. Procedures, criteria and possible outcomes in the handling of requests for Student Academic Consideration
17. Method for submitting written materials for assessment
18. Required number of copies of written materials
19. Arrangements for acknowledging submission of written materials
20. Procedures for returning assessed materials
21. Details of other matters relevant to the assessment of the Honours Project

Section C – University Policy

1. References to the following University codes of practice and policies, with web links:
 - a. [The Student Charter](#)
 - b. [Honours Policy](#)
 - c. [Code of Practice - Research](#)
 - d. [Teaching and Assessment: Code of Practice – Teaching](#)
 - e. [Teaching and Assessment: Assessment and Feedback Policy](#)
 - f. [Teaching and Assessment: Subject Delivery Policy](#)
 - g. [Review and Appeal of Academic Decisions Policy](#)
 - h. [Academic Integrity Policy](#)
 - i. [Authorship Policy](#)
 - j. [Human Research Ethics Forms and Policies](#)
 - k. [IP Intellectual Property Policy](#)
 - l. [Research Misconduct Policy](#)
 - m. [Student Academic Consideration Policy](#)
 - n. [Workplace Health and Safety Policy](#)



Appendix 3 – Honours Grade Calculation Methods

Calculation of Weighted Average Mark

1. Honours grades will be determined using a weighted average mark calculated as follows:

$$\text{Weighted Average Mark} = \frac{\sum mlc}{\sum lc}$$

Where:

- a. “m” is the actual mark obtained in each attempt at each subject;
- b. “c” is the credit point value of the subject;
- c. “l” is the weight reflecting the level of the subject (as per each Honours Method set out below).
- d. Summation in the numerator and denominator is over all subjects attempted (and including each attempt by the student at that or those subjects) in the Honours Degree course, other than any subject with a grade of Satisfactory or Unsatisfactory.

Method 1:

2. Weightings for different subject levels (i.e. the “l” factor set out in Appendix 3, section 1(c) above):
 - a. 1 for 400 level and Honours level subjects
 - b. 0 for 300 level
 - c. 0 for 200 level
 - d. 0 for 100 level
3. Ranges for grades of Honours:
 - a. Class I - 85% to 100%
 - b. Class II, Division 1 - 75% to less than 85%
 - c. Class II, Division 2 - 65% to less than 75%
 - d. Class III (where awarded) - 50% to less than 65%
 - e. Honours not awarded - 0% to less than 50%

Method 2:

4. Weightings for different subject levels (i.e. the “l” factor set out in Appendix 3, section 1(c) above):
 - a. 4 for 400 level
 - b. 3 for 300 level”
 - c. 2 for 200 level
 - d. 1 for 100 level
5. Ranges for grades of Honours:



- a. Class I - 77.5% to 100%
- b. Class II, Division 1 - 72.5% to less than 77.5%
- c. Class II, Division 2 - 67.5% to less than 72.5%
- d. Class III (where awarded) - 62.5% to less than 67.5%
- e. Honours not awarded - 0% to less than 62.5%

Method 3:

6. Weightings for different subject levels (i.e. the “1” factor set out in Appendix 3, section 1(c) above):
 - a. 4 for 400 level”
 - b. 1 for 300 level
 - c. 0 for 200 level
 - d. 0 for 100 level
7. Ranges for grades of Honours:
 - a. Class I - 80% to 100%
 - b. Class II, Division 1 - 72.5% to less than 80%
 - c. Class II, Division 2 - 65% to less than 72.5%
 - d. Honours not awarded - 0 to less than 65%

Method 4:

8. Weightings for different subject levels (i.e. the “1” factor set out in Appendix 3, section 1(c) above):
 - a. 1 for 400 level
 - b. 1 for 300 level
 - c. 1 for 200 level
 - d. 1 for 100 level
9. Ranges for grades of Honours:
 - a. Class I - 75% to 100%
 - b. Class II - Division 1 72.5% to less than 75%
 - c. Class II, Division 2 - 70% to less than 72.5%
 - d. Honours not awarded 0 to less than 70%



Appendix 4 – Honours Project Grade Descriptors

Grade	Descriptor
High Distinction	<p>A High Distinction is awarded for performance that provides evidence of an outstanding level of attainment of the subject learning outcomes, demonstrating the attributes of a Distinction grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none">• consistent evidence of deep and critical understanding• substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches• critical evaluation of problems, their solutions and their implications for future investigation or research• consideration of any shortcomings in methodology or integration of findings, drawing on relevant theories and previous research• use of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work• creativity in application as appropriate to the discipline• eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline• consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy• all or almost all calculation based data is correct, very little or no data is incorrect
Distinction	<p>A Distinction grade is awarded for performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a Credit grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none">• evidence of integration and evaluation of critical ideas, principles, concepts and/or theories• distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts• demonstration of frequent originality in defining and analysing issues or problems and providing solutions• fluent and thorough communication of information and ideas in terms of the conventions of the discipline• frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy• most calculation based data is correct, little or no data is incorrect
Credit	<p>A Credit grade is awarded for performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a Pass grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none">• evidence of learning that goes beyond replication of content knowledge or skills



	<ul style="list-style-type: none">• demonstration of solid understanding of fundamental concepts in the field of study• demonstration of the ability to apply these concepts in a variety of contexts• use of convincing arguments with appropriate coherent and logical reasoning• clear communication of information and ideas in terms of the conventions of the discipline• regular application of appropriate skills, techniques and methods with high levels of precision and accuracy• most calculation based data is correct, some data is incorrect
Pass	<p>A Pass grade (where awarded) is awarded for performance that provides evidence of a satisfactory level of attainment of the relevant subject learning outcomes, demonstrating (as applicable) one or more of the following:</p> <ul style="list-style-type: none">• knowledge, understanding and application of fundamental concepts of the field of study• use of routine arguments with acceptable reasoning• adequate communication of information and ideas in terms of the conventions of the discipline• ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy• a combination of correct and incorrect data is presented.
Fail	<p>A Fail grade is awarded where there is insufficient evidence of a satisfactory level of attainment of attainment of the relevant subject learning outcomes, on the basis of one or more of the following:</p> <ul style="list-style-type: none">• the project or research goal of the relevant honours project is nullified by major problems in the conceptualisation or execution of the project• the student is unable to present arguments with clarity or coherence• the student is unable to apply appropriate skills, techniques and methods with a satisfactory level of precision and accuracy• data is frequently incorrect• there are issues with adherence to academic integrity principles or practices