



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Guide for Students, Supervisors and Examiners

Bachelor of Communication and Media (Honours)

2020

The University of Wollongong attempts to ensure that the information contained in this publication is correct at the time of production [September 2019] but sections may be amended without notice by the University in response to changing circumstances or for any other reason. You should check with the University at the time of application/enrolment whether any later information is available.

University Session Dates 2020

Session Dates:	First (Autumn) Session	Second (Spring) Session
First Day of Session	2 March	27 July
Mid-Session Recess	13 – 17 April	28 September – 2 October
Study Recess	8 – 12 June	2 – 6 November
End of Session	24 July	19 November

Dates may be subject to change Please check closer to commencement of session.

2020 University Key Dates

<https://www.uow.edu.au/student/dates/key-sessions/>

Key Dates: Honours - 2020

Honours Thesis Due Dates

Autumn Session submission: Wednesday 6 May 2020 (Week 9)

Spring Session submission: Wednesday 8 October 2020

Honours Mini-Conference(s)

All Honours students are to give a 3-minute presentation on their thesis.

May submissions: TBC April 2020 (venue: TBC)

October submissions: TBC August 2020 (venue: TBC).

Thesis presentations made at the Honours Mini-Conference are not assessed.

Application Deadlines:

2019

Autumn entry

Applications due: 31 October 2018*

#Late applications accepted until: 7 December 2018

*Processing of applications received after this date may be delayed due to staff availability during this period.

#Potential Applicants wishing to submit a late application should consult with the Honours Co-Ordinator.

Spring entry:

Applications due: 31 May 2019*

*late applications may be accepted after this date but offers will be delayed

2020:

Applications due: 31 October 2019#

#Late applications accepted until: 7 December 2019

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Bachelor of Communication and Media (Honours)

Course Codes

Bachelor of Communication and Media (Honours) is 878

About Honours

Overview/Course Aims

The Honours year has two functions in the university curriculum: as an in-depth project at the end of undergraduate study, and as a bridge between undergraduate study and advanced research. While it does offer, through its coursework subjects, the chance to complete coverage of a discipline, it aims primarily to provide depth of study, developing sophisticated analysis and research skills in a specialised area of interest.

Honours is the most direct pathway to further academic research, especially Higher Degree Research (HDR) – Honours Class II Division 2 (II.2) is the minimum requirement for entry into a Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) program without the need to complete further coursework and/or research training. The Honours year provides:

- training in research skills and the use of information systems (e.g. archives, the Library, databases, electronic research networks);
- opportunity to practise articulating complex ideas orally and in writing;
- experience in working closely with a supervisor on a project and in preparing a major project to meet a deadline;
- experience in devising, researching and writing up an individual topic of study in an extended argument/thesis.

Honours Program Learning Outcomes

Students graduating from the Bachelor of Media and Communication (Honours) will be able to:

1. Independently plan and execute a research-based project or piece of scholarship that demonstrates in-depth understanding and critical analysis of areas in the Humanities.
2. Demonstrate advanced theoretical knowledge and critically reflect on, synthesise and evaluate information, problems, concepts and theories.
3. Communicate a coherent and sustained argument, explaining and disseminating research results and conclusions.
4. Apply an advanced knowledge of research, research integrity, ethics and the rights and safety of others, to independently plan and execute a substantial piece of research.

Entry Requirements

Entry into the Honours program is determined by a recommendation from the Honours Coordinator, following the student's application to the University and the School for admission to the Honours year. To qualify for admission to a course leading to an Honours degree a person shall have:

- satisfactorily completed a 500 word description and justification of the proposed topic of the thesis research using the required pro forma (see page 3)

AND

- qualified at this University for the award of a relevant pass bachelor degree*, with an average normally of at least 75% across the major in which the Honours degree will be undertaken & / or a WAM of 75 across the degree as well as a minimum of a Distinction in two subjects at 300 level in the specific major,

OR

- qualified at another tertiary institution for the award of a pass bachelor degree containing a coherent study equivalent to a relevant major study with an average of at least 75% across the major in which the Honours degree will be undertaken, with the additional requirement of a Distinction in two subjects at 300 level in the specific major.

OR

- satisfactorily completed other approved requirements (if necessary).

Under exceptional circumstances these requirements may be waived in light of other results subject to the student making a special appeal to the Honours Coordinator.

* **Note:** It is not necessary to have formally graduated prior to applying for admission to Honours.

The Application Process

To help you identify potential supervisors it is advised that you explore the academic profile pages on the relevant School webpage and make contact with the Discipline Leader of the academic major you intend to do Honours in well in advance of submitting an application. They will be able to assist in preliminary discussions of possible thesis topics, constructing a thesis proposal and possible supervisors. The final decision on supervision is made by the School Honours Coordinator based on advice from the Discipline Leader and Head of School.

The Honours year is treated as a new course rather than a part of the Bachelor of Communications and Media degree, so students need to apply for entry. The application form is available from the Student Services Division in Building 36 or online at:

<https://www.uow.edu.au/apply/index.html>

In addition to the information required on the form students need to include a 500 word outline of the proposed thesis topic. The outline should briefly indicate the topic, the research question to be investigated, the methodology, likely primary sources, data or texts to be analysed and relevant secondary literature, using the pro forma available at:

<http://lha.uow.edu.au/current-students/lhacentral/UOW181305.html>

Once applicants have completed the Undergraduate application form and submitted it to the Student Services Division, the School considers the application. Applicants will then receive a letter advising on the outcome of their application.

The Enrolment Process

Successful students will receive a letter of offer that will contain a link to enrol online.

To activate the honours offer, students will need to go:

<http://getstarted.uow.edu.au/enrol/index.html> and select the 'Enrol Now' button and proceed from there.

Before enrolling in Honours online, students will need to ensure any conditions on their offer have been cleared and their undergraduate status is complete. To ensure your undergraduate status is set to complete soon after the release of your final session results, you must ensure that you have applied to graduate, regardless of whether or not you intend on attending graduation. Access to results is dependent on all fines been paid.

Once you have accepted your offer and enrolled in your Honours course, you will be able to enrol in your Honours subject from 2 January in the following year.

Every student is required to enrol in one of these subject codes – LHA 480 Thesis (Full-time) or LHA 482 Thesis (Part-time). See the Enrolment Schedule on page 5.

To find out the exact structure of the coursework components, students should refer to the Honours Enrolment Schedule (page 5) Formal enrolment is necessary to (re)activate a student's library card.

Part-Time Enrolment Procedure

There are no separate part-time subjects in Honours. Part-time enrolment is indicated by enrolment in the correct thesis code, LHA 482 – 12cp Thesis (part-time component). Students enrolling in part-time Honours are required to enrol in LHA 482 in two of the four sessions of their part-time enrolment. Coursework for part-time students has to be completed in the session it is normally on offer: that is, students cannot spread one coursework subject across two sessions. See the Schedule on page 5 (Enrolment in Honours). Please note, this does not apply to students changing from full-time Honours to part-time Honours studies (or vice-versa). Students wishing to change their enrolment status should read the Change of Status section below.

Length of candidature

For full-time students the Honours degree should be completed in two consecutive sessions. Part-time students are allowed up to four consecutive sessions (not including Summer Session).

Leave of Absence

Leave of Absence (LOA) during the Honours program is normally not possible except under exceptional circumstances as the availability of a supervisor cannot be guaranteed. LOA applications must be submitted through SOLS. Student Services will contact the Honours Coordinator who will consult with all relevant parties before making a decision. It is recommended that any student considering applying for LOA consult their supervisor before submitting an application.

Change of Status (full-time or part-time)

Applications for change of enrolment status are not automatically approved, as they need to be assessed for their impact on coursework completion and thesis supervision. Students who wish to change their enrolment status (full-time to part time or vice-versa) need to consult their thesis supervisor & the Honours Coordinator.

Honours Enrolment Schedule: Table

Full Time Student – Commencing Autumn 2020			
Subject Code	Subject Name	Credit	Session
BCM 470	Bachelor of Communication and Media Studies Honours	12	Autumn 2020
LHA 401	The Writer: Critic, Analyst, Voice	12	Autumn 2020
LHA 480	Thesis (Full-time)	24	Spring 2020
Part Time Student – Commencing Autumn 2020			
BCM 470	Bachelor of Communication and Media Studies Honours	12	Autumn 2020
LHA 401	The Writer: Critic, Analyst, Voice	12	Autumn 2020
LHA 480	Thesis (Full-time)	24	Autumn & Spring 2020
OR (instead of LHA 480*)			
LHA 482	Thesis (Part-time)	12	Autumn 2020
LHA 482	Thesis (Part-time)	12	Autumn 2021
Full-time Student – Commencing Mid-year Entry 2020			
LHA 401	The Writer: Critic, Analyst, Voice	12	Spring 2020
BCM 470	Bachelor of Communication and Media Studies Honours	12	Autumn 2021
LHA 480	Thesis	24	Spring 2020 & Autumn 2021

***Note that there are a number of different permutations for part-time students. This example is a guide only.**

Prizes and Awards

Alumni Bookshop Prize

This prize is awarded to a full-time or part-time candidate who performs best, as determined by the relevant School, in one of the following:

- a) the three year pass degree upon which entry to the honours course was based; or
- b) the first three years of a four year course; or
- c) all completed relevant subjects preceding the final year of an approved double degree program.

Grade of Honours

The overall grade of Honours is determined by calculation of the weighted average mark (WAM) for the 400-level subjects in which the student is enrolled*. Honours is awarded in the following categories:

Class I (WAM 85 to 100%)

Class II, Division 1 (WAM 75 to less than 85%)

Class II, Division 2 (WAM 65 to less than 75%)

Class III (WAM 50 to less than 65%)

If the WAM is below 50%, an Honours grade is not awarded.

*Where the weighted average mark ends in 0.5-0.9, the mark is rounded up.

University Medal

Honours students who achieve a minimum of Honours Class 1 and have outstanding results over the entirety of their undergraduate degrees may be considered for the Award of the University Medal. Nominations for this award will not be made until the results for all potential medallists in the particular year have been finalised.

Nominations for the University Medal are by recommendation only.

What happens during the Honours year?

Honours is a 48 credit point course comprising coursework (24 credit points) and a research thesis (24 credit points). Full-time students complete the work in one year and part-time students take as long as two years.

Coursework

Coursework comprises 50% of the total Honours mark (the thesis is the other 50%). Students considering joint Honours in any form are encouraged to talk to the Honours Coordinator well in advance to seek approval for enrolment and to discuss their coursework program. Coursework normally comprises of two subjects, taken in alternate semesters (see Enrolment Schedule, page 5).

1. The Writer: Critic, Analyst, Voice (LHA 401)

Our research is only as ever as good as our capacity to communicate it. Developing skills as a writer is an essential part of learning to be an effective researcher; it's how we convince and persuade our readers, challenge beliefs and advocate for a different viewpoint. The art of persuasion relies heavily on our relationship to words and their capacity to spark the imagination and open up new ways of thinking and new worlds. This subject takes students through key aspects of becoming an academic writer and producing high-quality, well informed and effective research that is based in sound argumentation skills, attention to disciplinary genres, style and the development of an academic voice.

2. BCM 470 Bachelor of Communication and Media Studies Honours

The subject offers advanced training in the area of communication and media studies, informed by current theoretical and methodological approaches. Students will be encouraged to apply these approaches to their research projects and develop appropriate strategies for successful research in the field. Particular attention will be given to key concepts and theories, their development and application.

Honours Research Thesis (LHA 480 or LHA 482)

The Honours thesis is normally around 15,000 words in length (excluding references) and is structured like an extended research essay rather than a report. It constitutes 50% of the overall grade for Honours. Students write their thesis under the guidance of (normally) one supervisor who is a member of academic staff. The thesis is not marked by the supervisor but rather by two examiners, one of whom must be external to the Academic Unit in which the student is enrolled and may be external to the university. The allocation of a supervisor is determined by a number of factors, including the fit between the proposed research topic, the supervisor's expertise and staff availability, and needs to be approved by the Honours coordinator in consultation with the Discipline Leader.

The objectives of writing a thesis are: to develop research skills, acquire experience in constructing an extended argument, and to learn how to communicate research results to a relevant audience.

In general the thesis should provide evidence of the candidate's ability:

- to demonstrate a good working knowledge of scholarship in a specific discipline or disciplines;
- to collect materials or data according to a methodology appropriate to the topic and their discipline or disciplines;
- to develop an argument that effectively links the collected materials or data to the appropriate scholarship, and
- to write at a satisfactory academic level.

The thesis is not expected to be an original contribution to scholarship as if it were a miniature PhD, but it should still demonstrate the potential for the candidate to do research at a higher level.

Referencing

All references to texts should be suitably acknowledged. Please communicate with your supervisor for information on the appropriate conventions to be used for your discipline.

Students are advised to refer to the following University of Wollongong web sites for relevant information:

Authorship Policy

<https://www.uow.edu.au/about/policy/UOW058654.html>

Code of Practice - Research

<http://www.uow.edu.au/about/policy/UOW058663.html>

Inclusive Language Guidelines

<http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html>

Intellectual Property Policy

<http://www.uow.edu.au/about/policy/UOW058689.html>

Plagiarism

Plagiarism is the use of another person's work or ideas as if it were your own. The other person may be an author, artist, critic, lecturer or another student or material on a website. When it is desirable or necessary to use other people's material, students must take care to include

appropriate references and attribution – do not pretend the ideas are your own. Take care not to plagiarise unintentionally. Penalties for plagiarism are severe: examples include 0% fail for the particular assessment task, fail grades for the subject, and expulsion from the University.

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

<http://www.uow.edu.au/about/policy/UOW058648.html>

Ethics Requirements

If the project requires ethics approval students are advised to refer to the following University of Wollongong web site for access to information about Research Ethics Committees and Guidelines:

<https://www.uow.edu.au/research/ethics/human/index.html>

All projects where people are to be interviewed require ethics approval prior to the interviews being undertaken.

Student and Supervisor relationship

First formal meeting between Supervisor and Student

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

- the duration, location and timing of future meetings;
- the structure of future meetings, including which supervisors will attend and the responsibilities of student and supervisor(s) in the event of postponement of meeting;
- timetabling of and completion and presentation of research proposal; the details of what is required in the thesis proposal and criteria for an acceptable thesis proposal;
- a broad timetable, taking into account the level of the thesis, the student's timetable for the thesis, any foreseen intervening matters (e.g. major conferences), coursework required and the timetable agreed for completion and criteria of such work;
- 'remedial' work required and a timetable agreed for completion and criteria of such work;
- processes for submission of work e.g. whether material should be submitted before meetings;
- access to equipment, study space, computer/software, and where and when these are/will be available and likely resource implications;
- requirements to attend seminars/orally present research proposal;
- the question of whether or not to keep a diary of meetings or another method of record keeping.
- explanation of Intellectual Property Policy, and the consequences of this for the student's research;
- Human Research Ethics Policy and its requirements;
- If applicable, guidelines for ethical research in Australian indigenous communities;
- Grievance Procedures Policy;

- Support services available (Disability Services, Learning Development, etc.)
- Students and supervisors will be provided with a form early in the session which both parties sign to record their agreement on a meeting schedule. This form is lodged with the Honours Administrator. There is an assumption that there should be at a minimum, fortnightly contact between student and supervisor.

Responsibilities of Students

Honours Degree students have the primary responsibility for the timely completion of the Honours Project and other assessment tasks. Specific responsibilities are to:

- develop an Honours Project proposal and plan for completing the project within a timeframe agreed to by the Supervisor(s) and, where possible, the Honours Coordinator;
- maintain regular contact with the Supervisor(s);
- discuss any proposed variation of enrolment or leave of absence with their Supervisor(s) and Honours Coordinator/ Head of Academic Unit;
- establish with the Supervisor(s) the level of support required for successful completion of the Honours Project;
- present required written material to the Supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
- undertake additional work towards their Honours Project identified as necessary by the Supervisor(s);
- accept responsibility for the quality and originality of all submitted work;
- ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research; and
- ensure they read and understand relevant University policy documents including:
 - i. Academic Integrity Policy;
 - ii. Code of Practice - Research;
 - iii. IP Intellectual Property Policy;
 - iv. IP Student Assignment of Intellectual Property Policy;
 - v. IP Student Assignment of Intellectual Property Guidelines;
 - vi. Research Misconduct Policy; and
 - vii. Authorship Policy.

Responsibilities of the Supervisor

The overriding responsibility of Supervisors is to provide continuing support to Honours Degree students under their supervision in researching and producing an Honours Project report to the best of the student's ability.

Specific other responsibilities of the Supervisor are to:

- 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;
- advise Honours Degree students about their procedural and substantive rights and responsibilities contained in this Code (directly or through the Honours Guide);
- advise and assist Honours Degree students to comply with workplace health and safety and ethics requirements where relevant;
- support Honours Degree students in developing a proposal for their Honours Project within a negotiated time frame;
- assist Honours Degree students to develop a plan for completing the Honours Project within an appropriate time frame;
- maintain regular contact with Honours Degree students in order to monitor their progress;
- inform Honours Degree students about any planned absences during the candidature and arrangements for supervision during those absences;
- provide timely and helpful written feedback to Honours Degree students on any submissions and to assist them to develop solutions as problems are identified;
- advise Honours Degree students of inadequate progress or work below the standard generally required and to suggest appropriate action; and
- ensure the Academic Integrity Policy, the Code of Practice – Research, the Research Misconduct Policy, the IP Intellectual Property Policy, the IP Student Assignment of Intellectual Property Policy, the IP Student Assignment of Intellectual Property Guidelines and the Authorship Policy, and the consequences for the candidate's Honours Project of breaching these Policies, are explained carefully to the student.

Thesis Submission

The text should be in 12 point font, have 1.5 line spacing, be neatly formatted with adequate margins (at least 2.5-3cm), and preferably printed double-sided. The text should use the method of citation and presentation of bibliographies or lists of work cited appropriate to the specific discipline. Two bound copies should be submitted by 4.00 pm on the due date for examination. These are handed in to LHA Central, room 19.1050. An electronic copy (pdf) should also be submitted through the LHA 480 Moodle site. The electronic copy will automatically be submitted to Turnitin. The Turnitin link is set so that a thesis is NOT kept in the Turnitin database.

2020 Due Dates: Wednesday May 6 2020/ (Autumn)
Wednesday October 7 2020/ (Spring)

The front pages of the thesis should follow this order:

1. Title Page with the following:

(TITLE OF WORK)

Honours thesis submitted in partial fulfilment
of the requirements for the award of the degree

BACHELOR OF ARTS (HONOURS)/

BACHELOR OF COMMUNICATIONS AND MEDIA (HONOURS)/

BACHELOR OF INTERNATIONAL STUDIES (HONOURS)

BACHELOR OF POLITICS PHILOSOPHY AND ECONOMICS (HONOURS)

from

UNIVERSITY OF WOLLONGONG

(Student's full name)

(YEAR)

2. Abstract
3. Declaration Page with the following note:

'I certify that this thesis is entirely my own work except where I have given full documented references to the work of others, and that the material contained in this thesis has not been submitted for formal assessment in any formal course and the word length is [AUTHOR TO FILL IN WORD LENGTH].'

(AUTHOR'S SIGNATURE)

(DATE)

4. Table of contents (which should include, where relevant, tables and/or illustrations)
5. Acknowledgments (optional)

Late Submission of Honours Work

It is very important to keep to deadlines for both coursework and thesis. Not doing so has student equity considerations and can also have an impact on the availability of completed results. This is especially important for students who are applying for a HDR scholarship, where the more complete the result is the easier the process becomes.

Late submission of Honours work is governed by the rules set out below.

Coursework:

The subject outline for any coursework component of the Honours program will give due dates for any assessable work during session. Honours students are expected to meet these deadlines, unless they are prevented from doing so by circumstances covered by the University's Academic Consideration Policy.

Students who have difficulty meeting any deadline on account of such circumstances can apply for an extension to submit the work. Such requests should be made via SOLS. Requests for extensions on coursework components should be handled by the Subject Coordinator responsible for that component.

Where no extension has been granted, late work will be subject to a penalty of 10% per day to the original mark that would have been given. Work received after seven calendar days will not be marked and will automatically receive a mark of 0%.

Thesis:

The Honours Handbook gives due dates for the thesis. A request for consideration of late submission of a thesis must be accompanied by a request for Academic Consideration. Requests for extensions of five (5) working days or less will be addressed by the Honours Coordinator, and the thesis supervisor. Applications for extensions of more than five (5) working days will be assessed through the following procedures, which are based on the University's Academic Consideration Policy.

- Students should consult their supervisor and the Honours Coordinator
- applications must be made through SOLS to the Honours Coordinator.
- a panel of at least two staff, Head of Students (or nominee) and Honours coordinator, one of whom should not be currently teaching the applicant, must consider the application;
- the panel may elect to interview the applicant;
- the panel's decision on an application, together with brief written reasons addressing relevant standard criteria, shall be kept on file and communicated in writing to the applicant;
- the panel's decision shall be forwarded to the relevant course examiners meeting;
- where the reasons for the application are so personal as to warrant confidentiality and the student has requested strict confidentiality: i. All panel members shall still be apprised of all details of an application; ii. Only the decision shall be forwarded to the exam committee.
- copies of each application, reasons, decisions and corresponding recommendations, reasons and decisions shall be retained for a minimum of three years following the final decision.
- the applicant will be informed in writing, within five (5) working days of the Honours Coordinator receiving the application, whether the outcome is successful.

A thesis submitted late, without an approved application for Academic Consideration, will be subject to a deduction in marks.

Academic Consideration

Academic consideration is a process to help students minimise the impact of certain adverse and unforeseen circumstances on their progression in a course and their performance in subjects. Academic consideration will be considered for illness, injury, other serious cause, or extenuating circumstances which,

- significantly impact a student's ability to meet the requirements of a subject's teaching/learning and/or assessment tasks as defined in the Subject Outline
- are beyond the student's control, not due to their action or inaction, and which could not have been reasonably foreseen nor avoided
- are supported by documentary evidence as outlined in Section 8 of the Academic Consideration Policy

Illness, injury, other serious cause, or extenuating circumstances may include;

- medical conditions or events including illness or injury, hospitalisation, treatment programs, exacerbation of existing medical condition or disability;
- compassionate grounds such as loss or bereavement, family relationship breakdown, sudden loss of income, significant disruption to domestic arrangements, or victim of crime;
- extenuating circumstances such as substantial unplanned carer's responsibilities, legal commitments, simultaneous in-session tests, military service, one off unusual work commitments, accidents, participation in sporting events at state, national or international level with an official sporting body, religious or cultural obligations and events.

Students are advised to refer to the following University of Wollongong website for detailed information as set out in the Academic Consideration Policy:

<http://www.uow.edu.au/about/policy/UOW058721.html>

Bachelor of Communication & Media (BCM) – Course Code 878

For entry requirements see page 2.

To be awarded a BCM Honours students must successfully complete two 12 credit point coursework subjects, LHA 401 (12 credit points)] and BCM 470 (12 credit points); and a supervised research project to be presented as a thesis of 15,000 words.

BCM 470 Communication and Media Honours

Subject Description

The subject offers advanced training in the area of communication and media studies, informed by current theoretical and methodological approaches. Students will be encouraged to apply these approaches to their research projects and develop appropriate strategies for successful research in the field. Particular attention will be given to key concepts and theories, their development and application.

Students undertaking BCM Honours must enrol in BCM 470 (12 credit points); LHA 480/482 (Thesis 24 credit points) and LHA 401 (12 credit points). For enrolment details refer to the Schedule on page 5.

Marking Coursework and Thesis

Procedures for Marking Coursework

Majors in the BCM (Hons) offer a variety of seminar programs that are undertaken in conjunction with a supervised research thesis. The seminar components of Honours will be distinct from the thesis such that seminar forms of assessment and content might be related but not included in the student's thesis. All majors will adopt a double-marking policy for a significant piece of written assessment in each of the non-thesis components of the honours degree. 'Significant' is understood to comprise 30% or more of the final mark in the component. (This implies that assessment of non-thesis components at Honours level must include a significant written assignment). Double-marking will be undertaken by the coordinator of the component and a non-casual staff member within the program or major, and will follow procedure as stipulated for the Honours thesis.

Procedure for Examination of Thesis

Selection of and Guidelines for Examiners

These procedures are based on Section 8 of the University's 'Teaching and Assessment: Assessment Feedback Policy', supplemented by practices followed in the Faculty.

- The assessment of an Honours project is to be undertaken by two examiners, one of whom must be external. An external examiner is defined as being external to the Academic Unit the student has completed their thesis and may be external to the University.
- The choice of examiners is a process involving both the candidate and the supervisor. Together they should generate a list of at least four examiners, having regard to the known disciplinary bias of those suggested. The final choice will be made from this list by the supervisor and Honours Coordinator. If the list of names agreed upon between candidate and supervisor is exhausted then the candidate must be consulted in drawing up a new list.
- A supervisor cannot examine an Honours project that they have supervised.
- Examiners shall be familiar with the expectations of an Honours degree. They shall also:
 - i. have a degree equivalent to or higher than that being supervised; or
 - ii. be currently active researchers or have proven research records; or
 - iii. have previous successful experience in supervision or examination of Honours students.
- Examiners will be allowed up to 15 working days to provide a report to the assessment committee, to enable the Faculty to meet University deadlines for the declaration of marks and for students to be considered for scholarships.
- A general knowledge of the field may be all that is necessary or possible for an internal examiner.
- Examiners should have a reasonable familiarity with the theoretical framework used by the student and a sense of fairness when evaluating an argument.
- The examination process remains anonymous. Care should be taken that the external examiner does not have any relationship with the supervisor that might constitute a conflict of interest: personal or professional (i.e. research collaboration, consultancy partnership or similar). The examiners should not have a personal or professional relationship with the student.

- The supervisor in consultation with the Honours Coordinator will contact the potential examiner to ask if s/he is willing to examine the honours thesis.
- Names of examiners will be given to the Honours Administrator.
- Formal invitations to examine the thesis will normally be signed by the Honours Coordinator except where there is a supervisory relationship between the candidate and that person.
- Examiners will be made familiar with the requirements of the University and the essential parts of the rules governing the particular degree. The letter outlining guidelines for examination and report will include word length and percentage value of thesis, grading system, requested report length and date by which the report should be returned, and request that the thesis be evaluated for demonstrated research potential.
- Each examiner must submit independent results. There should be a written report to support the specified mark.
- Until the assessment of an Honours project is complete and a report is submitted by an examiner, all communication between the examiner and the University regarding the Honours project shall be directed through the Honours Coordinator. Students and supervisors shall not contact any examiner concerning the assessment of the Honours project until the reports of all examiners are returned to and acted on by the assessment committee of the academic unit.
- The reports from the examiners and the grades recorded for both the thesis/research report and any coursework components of the subject are to be forwarded to the Unit/Centre for compilation of grades and then to the Faculty Examination Committee.
- The names of the examiners and copies of the examiners' reports will be made available to the student after the Assessment Committee has made its determination.

Receipt of Marks

- Upon receipt of reports from examiners the Honours Administrator will notify the results to the Honours Coordinator, who will, in turn, when both reports are received, notify supervisors of the outcome.
- Results for discipline specific Honours subjects should be discussed at the relevant Discipline examiners meeting.
- The Honours Administrator will compile a table showing the coursework results (discipline specific subject and LHA 401) for the student as well as the marks from each examiner. These results will be tabled and discussed and a final grade for Honours agreed upon at the Faculty Honours examination Committee meeting.

Procedures for dealing with differences in coursework marks

Where a piece of written assessment for a coursework component is double-marked, the procedure for dealing with differences in the two marks will be as set out for the Honours thesis.

Procedures for dealing with a difference in thesis marks

- When examiners reports are within 10 marks of each other, the two marks are averaged to provide a thesis mark.
- Where there is a discrepancy of more than 10 marks between the marks determined by the two honours examiners, the Honours Co-ordinator will ask the examiners to discuss their marks and come to an acceptable mark. In contacting the examiners, the Honours Co-ordinator will advise the examiners of the two marks. In cases where the discrepancy cannot be resolved by discussion between the honours examiners, a moderator will be appointed by the Honours Coordinator to assess the Honours Project. The moderator's mark will stand as

the thesis mark. When this delays the assessment process, the Honours Degree student should be notified that further advice has been sought.

- The requirements of the moderator are: experience in a field of study relevant to the thesis; experience in marking Honours theses, must be senior faculty staff, eg. Dean, Head of Students, Associate Dean or Head of School or similar. The moderator is to be chosen in conjunction with the Honours Coordinator.
- The Faculty Honours Examination Committee will determine the final grade with advice from the Honours Coordinator.
- Where two examiners assess an Honours thesis, there is no provision for an academic review of the mark or grade awarded for the Honours thesis.

Collection of Thesis

Once marks have been formally declared by the Faculty Assessment Committee, the Honours Administrator will inform students that they can collect the other copy of the thesis. A copy of the thesis will be deposited in the Faculty thesis collection.

Inclusion of an Honours Thesis in Research Online (RO)

Excellent Honours theses may be considered by the Faculty of Law, Humanities & Social Inquiry for upload to Research Online which is managed by the library. The Research Online website is: <http://ro.uow.edu.au>. Students are required to submit a Digital Acknowledgement Form giving permission for their thesis to be included in Research Online should it be deemed suitable. The Digital Acknowledgement Form will be available through the LHA 480/ 482 Moodle site.

Grievances concerning assessment outcomes and Academic Consideration Policy

Students who wish to pursue a grievance regarding the assessment of their Honours project or other assessable work must follow the procedures set out in the Coursework Student Academic Complaints Policy.

<http://www.uow.edu.au/about/policy/UOW058653.html>

Services, Facilities and Resources

Space and Resources

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

* Honours students are allocated a small printing allowance which is uploaded to their Student Card after the Census date of the first semester they are enrolled.

The Faculty's Honours page can be found here:

<http://lha.uow.edu.au/current-students/lhacentral/UOW181305.html>

Library Resources and Services

Your University ID card is also your library card. The Library web site provides access to a wide range of information resources. These include the Library Catalogue, electronic journals, full text databases and links to web sites in various subject areas. To assist you with making the most of these resources the Library offers help/training guides, web-based tutorials and hands-on workshops.

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

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

Online – Ask a Librarian	Ask questions and receive a response within 1 business day
In person – Book a Librarian	30-minute appointment with an Librarian
Research Consultation Service	1 hour appointment with an information specialist. Available to UOW academics, HDRs, postgraduates, Honours and Masters students.
By phone	02 42213548

The Library contacts for Batemans Bay, Bega, Shoalhaven and Southern Highlands Campuses are:

Batemans Bay	Jodee Burnett Email: jodee@uow.edu.au Ph: 02 44725850
Bega	Linda Albertson Email: lindaalb@uow.edu.au Ph: 02 64992243
Shoalhaven	Brian Kenady Email: bkenady@uow.edu.au Ph: 02 44480812
Southern Highlands	Zdena Peldova Email: zdena@uow.edu.au Ph: 02 48680121

For more information about library resources and services check the Library's Services for Students web page:

<https://uow.libguides.com/our-services/students>

You should also make use of the Library Resources for Law Humanities and the Arts web page:

<http://uow.libguides.com/lha>

Disability Liaison Officer

Adjustments and resources are available for enrolled students with a medical condition, injury or disability that significantly impacts upon their studies. Disabilities can include back injury, learning disability, psychological conditions, hearing or vision impairment, arthritis, severe chronic or short term medical conditions, cancer or arm/hand injuries.

Adjustments can include alternative exam arrangements, use of assistive technology, assistance with lecture material and advice to academics. Students are required to register with Disability Services and provide supporting documentation in order that reasonable adjustments can be determined and provided. For further information refer to the Disability Services website:

<https://www.uow.edu.au/student/disability/index.html>

Telephone: 4221 4529 | email: disability_services@uow.edu.au

Student Support Adviser (SSA)

If there is an issue or problem that is affecting a student's study, the faculty's Student Support Adviser may be able to assist.

Some of the things the SSA can help with includes:

- Advice about who the best person in the Faculty, or University, is to help with the problem
- Assisting with issues that affect international students especially, such as adjusting to life in Australia visas or compliance
- Referring students to welfare support or counselling services at the University of Wollongong or in the local community
- Issues relating to renting, accommodation and insurance
- Where to find support for legal or financial matters
- Where to find English conversation groups and classes
- Assisting with having your illness, disability or medical condition taken into account whilst you are studying here
- Information about policies and procedures at UOW including complaints and appeals processes

More information and contact details are available at this link:

<http://www.uow.edu.au/student/services/SSA/index.html?ssSourceSiteId=getstarted>

Work Health and Safety

Students are advised to refer to the following University of Wollongong web site for access to information and regulations concerning Health and Safety:

<http://www.uow.edu.au/about/policy/UOW016894.html>

Relevant Codes, Policies & Information

Students are advised to refer to the following University of Wollongong web sites for access to relevant codes, policies and information:

Code of Practice – Honours (under review as at 27/11/18)

<http://www.uow.edu.au/about/policy/UOW058661.html>

Teaching and Assessment Code of Practice - Teaching:

<http://www.uow.edu.au/about/policy/UOW058666.html>

Code of Practice (Research)

<http://www.uow.edu.au/about/policy/UOW058663.html>

Student Academic Consideration Policy:

<http://www.uow.edu.au/about/policy/UOW060110.html>

Authorship Policy:

<http://www.uow.edu.au/about/policy/UOW058654.html>

Academic Integrity/Plagiarism:

<http://www.uow.edu.au/about/policy/UOW058648.html>

Work Health and Safety:

<http://www.uow.edu.au/about/policy/UOW016894.html>

Inclusive Language Guidelines

<http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html>

Intellectual Property Policy:

<http://www.uow.edu.au/about/policy/UOW058689.html>

Research Ethics Committees and Guidelines:

<http://www.uow.edu.au/research/committees/index.html>