



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

# Guide for Students, Supervisors and Examiners

**Bachelor of Arts (Honours)**  
**Bachelor of International Studies (Honours)**  
**Bachelor of Politics, Philosophy and Economics  
(Honours)**

**2020**

*The University of Wollongong attempts to ensure that the information contained in this publication is correct at the time of production [6 March 2020] 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 2020	27 July 2020
Mid-Session Recess	13 – 17 April 2020	28 September – 2 October 2020
Study Recess	8 – 12 June 2020	2 – 6 November 2020
End of Session	24 July 2020	19 November 2020

*Dates may be subject to change Please check closer to commencement of session.*  
<https://www.uow.edu.au/student/dates/>.

## 2020 University Key Dates

[https://www.uow.edu.au/student/dates/UOW187066.html#Autumn\\_Session\\_2019](https://www.uow.edu.au/student/dates/UOW187066.html#Autumn_Session_2019)

## Key Dates: Honours – 2020

### Honours Thesis Due Dates

Autumn Session submission: Wednesday 13 May 2020

Spring Session submission: Wednesday 14 October 2020

## Honours Mini-Conference(s)

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

May submissions: Tuesday 14 April (venue: Research Hub 19.2072, 10.00 to 12.00)

October submissions: Friday 30 August 2020 (venue: TBC).

Thesis presentations made at the Honours Mini-Conference are non-assessable.

## Application Deadlines:

### 2020

#### Autumn entry

Applications due: 31 October 2019#

#Late applications accepted until: 7 December 2019

\*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 2020\*

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

### 2020:

Applications due: 31 October 2020#

#Late applications accepted until: 7 December 2020

## Contacts

LHA Central Telephone: 4221 3456

email: [lha-enquiries@uow.edu.au](mailto:lha-enquiries@uow.edu.au)

room: 19.1050

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## **Bachelor of Arts (Honours)**

## **Bachelor of International Studies (Honours)**

## **Bachelor of Politics, Philosophy and Economics (Honours)**

### **Course Codes**

Bachelor of Arts (Honours) is 701

Bachelor of International Studies (Honours) is 322

Bachelor of Politics, Philosophy and Economics (Honours) is 389

### **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 Arts (Honours), Bachelor of International Studies (Honours) and the Bachelor of Politics, Philosophy and Economics (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 Arts, Bachelor of International Studies or the Bachelor of Politics, Philosophy and Economics, 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

<b>Full Time Student – Commencing Autumn 2020</b>			
<b>Subject Code</b>	<b>Subject Name</b>	<b>Credit</b>	<b>Session</b>
Discipline Specific Subject	Discipline Specific Subject	12	Autumn 2020
LHA 401	The Writer: Critic, Analyst, Voice	12	Autumn 2020
LHA 480	Thesis (Full-time)	24	Spring
<b>Part Time Student – Commencing Autumn 2020</b>			
Discipline Specific Subject	Discipline Specific Subject	12	Autumn 2020
LHA 401	The Writer: Critic, Analyst, Voice	12	Spring 2020
LHA 480	Thesis	24	Autumn & Spring 2021
OR (instead of LHA 480*)			
LHA 482	Thesis (Part-time)	12	Autumn 2020
LHA 482	Thesis (Part-time)	12	Autumn 2021
<b>Full-time Student – Commencing Mid-year Entry 2020</b>			
LHA 401	The Writer: Critic, Analyst, Voice	12	Spring 2020
Discipline Specific Subject	Discipline Specific Subject	12	Autumn 2021
LHA 480	Thesis	24	Spring 2020 & Autumn

\*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.

### **Mary Wade Prize for Honours Thesis in Australian History**

This prize is awarded to the student with the best Honours Thesis written on nineteenth or early twentieth-century (to 1939) Australian history in the Faculty of Law, Humanities and the Arts in the year preceding in which the award is to be presented. In the event of a tie, the prize will be shared equally.

### **Cunningham D'Souza Family Scholarship**

This scholarship honours the life of Bernard Joseph Cunningham (1905-1989) his wife Gertrude Lillias Cunningham (1905-1982) and their daughter Frances Mary D'Souza (1936-1986) all of whom were dedicated teachers who made notable contributions to education in the Illawarra region. It is a representation of their family's desire to support students who are nearing the end of their degree, and serves to recognise the next generation of quality educators by providing support to students seeking to do Bachelor of Arts (Honours) (in the areas of History or English) or Bachelor of Education (Honours).

## Areas of Study

An Honours year is available in the following areas:

- English Literatures
- French
- History
- Indigenous Studies
- Italian
- Japanese
- Philosophy
- Politics
- Sociology
- Spanish
- Writing and English Literatures

For Honours in Creative Arts, see the Bachelor of Creative Arts (Hons) Handbook at:

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

## 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. Discipline-specific coursework (disciplinary specific code)**

This is a 12-credit point subject undertaken within the subject area of your Major (e.g. Sociology, Philosophy). It contributes 50% of the coursework mark (i.e. 25% of the total Honours mark). It is necessary to enrol in the appropriate discipline-specific codes (e.g. SCTI470, PHIL470). The content of the discipline-specific coursework is determined by academics within the Academic Disciplines in consultation with the Honours Coordinator, and normally encompasses a program of study that is designed to deepen and extend disciplinary knowledge.

## 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.

To give you an idea of what is expected of a thesis, we have provided below three descriptions of thesis work taken from different disciplines.

### Example 1 — History

A thesis in History should

- survey the relevant historiography
- demonstrate your ability to locate and consult relevant primary and secondary sources
- apply relevant theoretical perspectives to the analysis of primary sources
- present a well-structured argument.

### Example 2 — Sociology

These are the required parts of a research proposal that give a clear idea of the elements of a completed thesis in Sociology.

- The boundaries of the research, the specific issue(s) or topic(s) to be investigated and a discussion of its (or their) sociological significance.
- A statement of the theoretical perspective that informs the work and its strengths and weaknesses.
- An outline of the research methodology - the justification of the method chosen, why this rather than others?
- A statement about the research population, data source or research materials and if appropriate a comment about sampling and the extent to which findings can be generalised.
- An outline of what will go into each chapter, for example: introduction (including aims of the study), literature survey, methods, results, discussion, and conclusion.

### **Example 3 — English Literatures**

A thesis should demonstrate your ability to work independently such that you are able to:

- Define your topic.
- Propose a (productive or profitable) question or hypothesis related to your chosen subject.
- Conduct an appropriate literature survey which demonstrates your familiarity with the current scholarly discourse or debate into which you are entering.
- Demonstrate sophisticated analytical skills as applied to primary and secondary material.
- Demonstrate an understanding of the primary and secondary sources in relation to their origin - the context out of which they arose.
- Demonstrate the ability to define and defend a proposition or hypothesis.
- Demonstrate the ability to organise your time effectively and responsibly.

## **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 – Responsible Conduct of 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.

If the project involves research with an Indigenous Australian community, refer to the Guidelines at:

<https://aiatsis.gov.au/research/ethical-research>.

## **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. Research Misconduct Policy; and
  - v. 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

2020 Due Dates: Wednesday 13 May 2020 (Autumn)

Wednesday 14 October 2020 (Spring)

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. An electronic copy (pdf) should also be submitted through the LHA 480 / LHA 482 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. Two bound copies, with a coversheet, should arrive within 48 hours of the due date at LHA Central, room 19.1050. The thesis should include an abstract of between 250 and 300 words outlining the thesis. The layout of the thesis would be as follows:

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 (choose one)

BACHELOR OF ARTS (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)

## **Proofreading and Editing of an Honours Thesis before submission**

The proofreading and editing of an Honours thesis is allowed by designated professional people in accordance with the University's policy for a PhD. Information is available at:

<https://www.uow.edu.au/research-and-innovation/graduate-research/thesis-and-examinations/>

## **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 Guide 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>

## **Honours Programs**

### **Bachelor of Arts (Honours) - Course Code 701**

#### **English Literatures**

For entry requirements see page 2.

The English Literatures Honours Program is designed to prepare students for postgraduate study as well as being advantageous for certain careers. The Honours in English Literatures program consists of coursework (50%) and a thesis of 15,000 words (50%) on a research topic designed by the student and approved by the supervisor in consultation with the Honours Coordinator.

Students undertaking **English Literatures** (ENGL) Honours enrol in ENGL470 (12 credit points); LHA 480/482 (Thesis 24 credit points) and must also complete LHA 401 (12 credit points).

#### **ENGL470 English Honours**

##### **Subject Description:**

The subject consists of two coursework seminars which reflect the specialist interests and expertise available in the program. These may include areas such as Modernism, Post-colonial writing, US literature, contemporary African writing, women's writing, life writing, literature and memory, and early modern literature. Students will be offered advanced study in these specialist areas, informed by current theoretical and methodological approaches. The seminars on offer may vary from year to year, depending on staffing, and may include areas of literary study not listed above.

For more information on this subject consult the Discipline Leader.

#### **French**

For entry requirements see page 2.

Students undertaking **French (FREN)** Honours enrol in LANG470 (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.

#### **LANG470 Research Methods in Languages and Linguistics**

##### **Subject Description**

LANG470 consists of seminars where students focus on an area of specialisation which reflects their research interests, academic strengths and career aspirations. Topics will be informed by current interdisciplinary theoretical and methodological approaches. Students will develop their research expertise and utilise authentic materials in the language of study.

#### **History**

For entry requirements see page 2.

History Honours is a fourth year taken by students with a demonstrated ability and interest in historical scholarship and research. Seminars examine problems of theory and method in History and a thesis investigates original research. The History Honours program comprises coursework and a supervised thesis and is designed to prepare students for further research in future employment or future study. The coursework consists of two components: the common Honours subject LHA 401: The Writer: Critic, Analyst, Voice (12 credit points) and HIST470 History Honours (12 credit points). The student will also complete a thesis (50%) of 15,000 words on a research topic developed by the student and supervisor in consultation with the Honours Coordinator.

An Honours thesis in the discipline of History requires the development, research and writing of a 15,000 word research thesis under the supervision of an academic at the University of Wollongong, a person normally located within the History Program.

Students undertaking **History (HIST)** Honours enrol in HIST470 (12 credit points), LHA 401 (12 credit points) and LHA 480/482 (Thesis 24 credit points). For enrolment details refer to the Schedule on page 5.

### **HIST470 History Honours**

#### **Subject Description:**

History Honours consists of a two-hour weekly seminar (12 credit points) during Autumn session, which explores discipline-specific issues, through reading, discussion and writing. Two essays are assessed and double marked for a combined total of 7,000-8000 words. Where possible, student consultation is sought in suggesting readings for the session and in introducing the discussion.

NB: Students enrolled in HIST470 must also enrol in and attend the Faculty Honours subject, LHA 401: The Writer: Critic, Analyst, Voice (12 credit points).

### **Indigenous Studies**

For entry requirements see page 2

Students who complete a major in Indigenous Studies are encouraged to apply for study in Indigenous Studies Honours. Students undertaking Indigenous Studies Honours enrol in SCTI470 (12 credit points) see page 22 for subject description; LHA 480/482 (Thesis 24 credit points) and LHA 401 (12 credit points). For enrolment details refer to the Schedule on page 5.

To be awarded a BA (Hons) in Indigenous Studies students must successfully complete coursework subjects (SCTI470 and LHA 401) and a supervised research thesis of 15,000 words (LHA 480 / 482).



## **SCTI470 Honours in Critical and Social Inquiry**

### **Subject Description:**

SCTI470 provides high-level intellectual development and support for students intending to use their research skills for a career in the public service, the non-profit sector, the tertiary education sector, or elsewhere. Strong emphasis is placed on intellectual and logistical support and the articulation of a supportive community of inquiry in the production of theses and in the run-up to thesis submission, together with the development of students' capacity for analysis, the preparation and organization of research materials, and contextual engagement in contemporary debates pertaining to students' research areas and topics. The subject ordinarily has two components: (i) assessments at the beginning and end of the subject aimed at developing the thesis methodology and identifying any problems students may be having with their thesis research; (ii) directed reading in an area relevant to the thesis topic, assessed by the development of an annotated bibliography and a research essay.

## **Italian**

For entry requirements see page 2.

Students undertaking **Italian (ITAL)** Honours enrol in LANG470 (12 credit points); LHA480/482 (Thesis 24 credit points) and LHA 401 (12 credit points). For enrolment details refer to the Schedule on page 5.

## **LANG470 Research Methods in Languages and Linguistics**

### **Subject Description**

LANG470 consists of seminars where students focus on an area of specialisation which reflects their research interests, academic strengths and career aspirations. Topics will be informed by current interdisciplinary theoretical and methodological approaches. Students will develop their research expertise and utilise authentic materials in the language of study.

## **Japanese**

For entry requirements see page 2.

Students undertaking **Japanese (JAPA)** Honours enrol in LHA 401 (12 credit points), LHA 480/482 (Thesis 24 credit points) and LANG470 (12 credit points). For enrolment details refer to the Schedule on page 5.

## **LANG470 Research Methods in Languages and Linguistics**

### **Subject Description**

LANG470 consists of seminars where students focus on an area of specialisation which reflects their research interests, academic strengths and career aspirations. Topics will be informed by current interdisciplinary theoretical and methodological approaches. Students will develop their research expertise and utilise authentic materials in the language of study.

## **Mandarin**

For entry requirements see page 2.

Students undertaking **Mandarin (MAND)** Honours enrol in LHA 401 (12 credit points), LHA 480/482 (Thesis 24 credit points) and LANG470 (12 credit points). For enrolment details refer to the Schedule on page 5.

## **LANG470 Research Methods in Languages and Linguistics**

### Subject Description

LANG470 consists of seminars where students focus on an area of specialisation which reflects their research interests, academic strengths and career aspirations. Topics will be informed by current interdisciplinary theoretical and methodological approaches. Students will develop their research expertise and utilise authentic materials in the language of study.

## **Philosophy**

For entry requirements see page 2.

The Philosophy Honours program is designed to provide good Philosophy students with the opportunity to develop their abilities in philosophical analysis and research. Honours students gain expertise in a particular area of research, and acquire the skills necessary to continue their studies at the postgraduate level. Honours in Philosophy can be taken as a single area of study or in combination with another major in Arts or in another faculty.

The Honours degree consists of course work (50%) and an Honours thesis (50%). A Philosophy Honours thesis is a research project of 15,000 words (24 credit points) focusing on a topic chosen by the student and a supervisor in consultation with the Honours Coordinator. In the thesis, students are expected to demonstrate an ability to research, analyse, and critically assess a prominent philosophical problem.

Students undertaking Philosophy (PHIL) Honours enrol in PHIL470 (12 credit points); LHA 480/482 (Thesis 24 credit points) and must also complete LHA 401 (12 credit points).

In addition to course work and thesis writing, Honours students are expected to attend regular seminars and workshops hosted by the Philosophy program.

## **PHIL470 Philosophy Honours**

### Subject Description:

Honours students will gain a practical understanding of issues of fundamental importance for carrying out advanced independent research in academic philosophy. Training in this subject will focus on the following topics: how to choose a non-trivial thesis topic; how to write a research proposal; which methods should be used in designing and planning a philosophical research project; and what is required for writing strong research papers. Students will have the opportunity to test their ideas by presenting their work through Work-in-Progress sessions. Students will learn: what is required for developing a research career in philosophy; strategies for publishing in strong venues; why it is important to work on topics that have impact beyond academia; and what should be included in a competitive CV.

## **Politics and International Studies**

For entry requirements see page 2.

The Politics discipline welcomes both empirical and theoretical thesis topics at Honours level. Students are expected to have demonstrated significant ability in both empirical research and theoretical enquiry in prior study. The thesis is expected to make at least a modest contribution to knowledge in Political Science such as knowledge and understanding of a particular political system (or systems), political theory, thought and/or behaviour, comparative politics, and/or international relations.

Students undertaking Politics (POL) Honours enrol in PAIS470 (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.

### **PAIS470 Politics Honours**

Subject Description:

This subject has three aims: a) to enable students to discuss their progress in the writing of their Honours theses and to receive collective feedback; b) to help students with methodological aspects of their honours theses; and c) to discuss complex themes in Politics and International Studies that enrich students' knowledge of political and international issues. Themes may include post-structuralist philosophies, global power and politics, public policy and global development.

### **Sociology**

For entry requirements see page 2.

Students who complete a major in Sociology are encouraged to apply for study in Sociology Honours.

To be awarded a BA (Hons) in Sociology, students must successfully complete SCTI470 along with the Arts common Honours subject, LHA 401. They must also undertake a supervised research project to be presented as a thesis of 15,000 words.

Supervised by sociology staff, students undertake an in-depth study of a particular theory or topic to develop an Honours thesis research proposal. Assessment is by written assignments totalling 8,000 words.

Students undertaking **Sociology (SOC)** Honours enrol in SCTI470 (12 credit points) see below for subject description; LHA 480/482 (Thesis 24 credit points) and LHA 401 (12 credit points). For enrolment details refer to the Schedule on page 5.

### **SCTI470 Honours in Critical and Social Inquiry**

Subject Description:

SCTI470 provides high-level intellectual development and support for students intending to use their research skills for a career in the public service, the non-profit sector, the tertiary education sector, or elsewhere. Strong emphasis is placed on intellectual and logistical support and the articulation of a supportive community of inquiry in the production of theses and in the run-up to thesis submission, together with the development of students' capacity for analysis, the preparation and organization of research materials, and contextual engagement in contemporary debates pertaining to students' research areas and topics. The subject ordinarily has two components: (i) assessments at the beginning and end of the subject aimed at developing the thesis

methodology and identifying any problems students may be having with their thesis research; (ii) directed reading in an area relevant to the thesis topic, assessed by the development of an annotated bibliography and a research essay.

## **Spanish**

For entry requirements see page 2.

Students undertaking **Spanish (SPAN)** Honours enrol in LANG470 (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.

## **LANG470 Research Methods in Languages and Linguistics**

### **Subject Description**

LANG470 consists of seminars where students focus on an area of specialisation which reflects their research interests, academic strengths and career aspirations. Topics will be informed by current interdisciplinary theoretical and methodological approaches. Students will develop their research expertise and utilise authentic materials in the language of study.

## **Writing and English Literatures**

See English Literatures on page 17.

For entry requirements see page 2.

## **ENGL470: English Honours**

The subject consists of two coursework seminars which reflect the specialist interests and expertise available in the program. These may include areas such as Modernism, Post-colonial writing, US literature, contemporary African writing, women's writing, life writing, literature and memory, and early modern literature. Students will be offered advanced study in these specialist areas, informed by current theoretical and methodological approaches. The seminars on offer may vary from year to year, depending on staffing, and may include areas of literary study not listed above.

For more information on this subject consult the Discipline Leader.

## **Bachelor of International Studies – Course Code 322**

For entry requirements see page 2.

Students with demonstrated ability and an interest in International Studies may undertake Honours in Politics and International Studies (PAIS). This is a fourth year program of specialised enquiry and research. The PAIS Honours program offers an exciting opportunity for students to engage in intensive research in areas that are of particular interest to them. PAIS Honours enables students to develop advanced research skills, both in their research thesis and in their coursework subjects.

The PAIS Honours year is available in the following broad areas:

- Political Theory
- International Relations
- International Political Economy
- Global Development and Environment
- International Media and Communication
- Peacekeeping
- Security Studies

The PAIS Honours program consists of 50% coursework and 50% research thesis. The coursework is divided into two subjects, each worth 12 credit points (PAIS470 and LHA 401). The research thesis component requires you to work with a specialist academic supervisor from the PAIS unit on a topic of your choosing. Your objective is to develop, research and write a 15,000 word research thesis to the highest standard possible. Co-supervision with other teaching units may be arranged, with the approval of the Faculty's Honours Coordinator.

### **PAIS470 – Bachelor of International Studies (Honours)**

Subject Description:

This subject has three aims: a) to enable students to discuss their progress in the writing of their Honours theses and to receive collective feedback; b) to help students with methodological aspects of their honours theses; and c) to discuss complex themes in Politics and International Studies that enrich students' knowledge of political and international issues. Themes may include post-structuralist philosophies, global power and politics, public policy and global development.

## **Bachelor of Politics, Philosophy and Economics (Honours) – Course Code 389**

For entry requirements see page 2.

The Bachelor of Politics, Philosophy, and Economics (Honours) consists of 50% coursework and 50% research work. The exact composition of the coursework depends on the discipline selected.

For Honours in Politics or Philosophy the coursework is divided into two subjects, each worth 12 credit points (LHA 401: The Writer: Critic, Analyst, Voice, and a discipline related subject in Politics, or Philosophy). For Honours in Economics please see the Discipline Leader, Economics, by the end of your second year.

The research component takes the form of a research thesis (24 credit points) of 15,000 words completed under the supervision of an academic employed in the Faculty of Law, Humanities and the Arts. Co-supervision and cross-Faculty supervision may be arranged, with the approval of the Honours Coordinator for the School of Humanities and Social Inquiry.

An Honours year for the Bachelor of Politics, Philosophy and Economics is available in the following areas:

- Economics
- Philosophy
- Politics

### **PAIS470 – Bachelor of International Studies (Honours)**

Subject Description:

This subject has three aims: a) to enable students to discuss their progress in the writing of their Honours theses and to receive collective feedback; b) to help students with methodological aspects of their honours theses; and c) to discuss complex themes in Politics and International Studies that enrich students' knowledge of political and international issues. Themes may include post-structuralist philosophies, global power and politics, public policy and global development.

### **PHIL470 Research Methods in Philosophy**

Subject Description:

Honours students will gain a practical understanding of issues of fundamental importance for carrying out advanced independent research in academic philosophy. Training in this subject will focus on the following topics: how to choose a non-trivial thesis topic; how to write a research proposal; which methods should be used in designing and planning a philosophical research project; and what is required for writing strong research papers. Students will have the opportunity to test their ideas by presenting their work through Work-in-Progress sessions. Students will learn: what is required for developing a research career in philosophy; strategies for publishing in strong venues; why it is important to work on topics that have impact beyond academia; and what should be included in a competitive CV.

**For Honours in Economics**, students will complete 12 credit points of discipline specific subjects at 400 level to be determined in consultation with the Bachelor of Commerce Honours Coordinator.

Please contact the Faculty of Business to discuss your study plan.

## Marking Coursework and Thesis

### Procedures for Marking Coursework

Majors in the BA (Hons), BIS (Hons), BCMS (Hons) and BPPE (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/ LHA 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 (printers outside LHA Central) with Faculty allocated quota\*) and lockers. 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:

<https://www.uow.edu.au/the-arts-social-sciences-humanities/current-students/honours-programs/>

## 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

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

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

<b>Batemans Bay</b>	Jodee Burnett Email: <a href="mailto:jodee@uow.edu.au">jodee@uow.edu.au</a> Ph: 02 44725850
<b>Bega</b>	Linda Albertson Email: <a href="mailto:lindaalb@uow.edu.au">lindaalb@uow.edu.au</a> Ph: 02 64992243
<b>Shoalhaven</b>	Brian Kenady Email: <a href="mailto:bkenady@uow.edu.au">bkenady@uow.edu.au</a> Ph: 02 44480812
<b>Southern Highlands</b>	Zdena Peldova Email: <a href="mailto:zdena@uow.edu.au">zdena@uow.edu.au</a> Ph: 02 48680121

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

<https://www.uow.edu.au/library/students/>

## **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](mailto: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**

<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>