Section A: Subject Information

Credit Points: 48
Delivery Method: On Campus
Campus Locations: Wollongong
Pre-requisite(s): WAM of 65 or greater
Co-requisite(s): None

Subject Contacts

Subject Coordinator/Lecturer
Name: A/Professor Barbara Meyer
Location: School of Medicine, Building 41, Room 316
Consultation mode and times: Mondays 15:30-17:30 and Fridays 13:30-15:30
Telephone: 61 2 4221 3459
Email: barbara_meyer@uow.edu.au

SOM Head of School of Medicine
Name: Dr Ian Wilson
Location: School of Medicine, Building 28, Room G01F
Telephone: 61 2 4221 4096 (Tracey Wheatley)
Email: tracey_wheatley@uow.edu.au

eLearning Space
This subject has materials and activities available via eLearning. To access eLearning you must have a UOW user account name and password, and be enrolled in the subject. eLearning is accessed via SOLS (student online services). Log on to SOLS and then click on the eLearning link in the menu column.

For information regarding the eLearning spaces please use the following link:
Moodle - [http://uowblogs.com/moodlelab/files/2013/05/Moodle_StudentGuide-1petpo7.pdf](http://uowblogs.com/moodlelab/files/2013/05/Moodle_StudentGuide-1petpo7.pdf)

Learning Outcomes

On completion of this subject, students should be able to:

(a) Plan, design and conduct a research project.
(b) Enhance ability to find and critically evaluate relevant literature.
(c) Develop a research proposal (with research aim and complementary hypotheses).
(d) Collect and analyse data using appropriate statistical design while adhering to relevant ethics and OHS policy.
(e) Evaluate data, clarify results and integrate results with relevant ideas and concepts.
(f) Identify assumptions and limitations in problem solving and evaluate the adequacy of the approach of self and others.
(g) Communicate research findings in a scholarly manner verbally in a research seminar and in written format in the form of a thesis and potentially a journal publication.
(h) Contribute professionally in a research environment and, when necessary, work as part of a team, collaborate and exchange ideas with both colleagues and peers.
(i) Experience research with the advice and guidance of one of the research groups within the SOM while extending your knowledge in a chosen area of research.
Graduate Qualities
The University of Wollongong has developed five graduate qualities which it considers express valuable qualities that are essential for UOW graduates in gaining employment and making an important contribution to society and their chosen field. Student development of the following graduate qualities in particular will be enhanced by their participation in this subject:

1. **Informed**: Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.

2. **Independent learners**: Engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.

3. **Problem solvers**: Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high standards.

4. **Effective communicators**: Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognise how culture can shape communication.

5. **Responsible**: Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.

Mandatory Minimum Attendance Requirements
On-campus delivery: It is expected that students will allocate 48 hours per week to this subject, including class attendance. Class attendance is not an assessable component for the purposes of accumulating marks, but attendance at certain classes may be compulsory and failure to meet attendance requirements may result in a Technical Fail for the subject– please see Section B: Assessment Information for details.

Lecture, Tutorial, Laboratory Times
All timetable information is subject to variation. Check the latest information on the university web timetable via the Timetable link under Study Resources on the Current Students webpage or log into SOLS to view your personal timetable prior to attending classes, as of publishing the following applied.

PASS Program to support Honours in 2012 and beyond
In 2012 a Peer Assisted Study Session was introduced, which also ran in 2013 and will run again in 2014; The PASS leader for SHS400 will be Danielle Camer (dc608@uowmail.edu.au). More information will be provided about this at the beginning of the session.

What is PASS?
PASS is an academic assistance program that utilises peer-led group study to help students succeed. The PASS sessions are facilitated by PASS peer leaders, students who have previously completed the targeted subject and have demonstrated strong competency. PASS is based on Supplemental Instruction, which is a program that can be found in tertiary institutions around the world.


Peer Assisted Study Sessions (PASS) are available for SHS400 in Autumn 2014
Whether you are a top performer or could use some improvement, you will benefit from the skills and understanding gained from attending PASS. PASS sessions are facilitated by senior students who have excelled in this subject. Many students each year find this subject challenging, and PASS has a strong record of helping those students to get through the subject. In 2012, over 5900 participants attended PASS@UOW at least once and 97% of students surveyed agreed that participating in PASS improved their understanding of subject content (2127 respondents).
<table>
<thead>
<tr>
<th>Session</th>
<th>Week</th>
<th>Date &amp; Time</th>
<th>Room</th>
<th>Seminar</th>
<th>Assessment Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>O-week*</td>
<td>Tuesday 25/02/14 12:30-14:30</td>
<td>19.2114</td>
<td>Welcome Seminar</td>
<td>Discussion about Honours program</td>
</tr>
<tr>
<td></td>
<td>O-week*</td>
<td>Wednesday 26/02/14 10:30-11:30</td>
<td>B17.110 B</td>
<td>EndNote Session ¹ (ITS computer lab Mercury)</td>
<td></td>
</tr>
<tr>
<td>1*</td>
<td>Monday 3/03/14 12:30-13:30</td>
<td>41.203</td>
<td>Critical analysis of literature</td>
<td>Submit abstract to Honours co-ordinator via email by 1pm Monday 10/03/14 for discussion on Tuesday 11/03/14</td>
<td></td>
</tr>
<tr>
<td>2*</td>
<td>Tuesday 11/03/14 11:30-12:30</td>
<td>24.G02</td>
<td>Statistical Analysis ² (Dr Marijka Batterham)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Monday 24/03/14</td>
<td>24.G02</td>
<td>Written Honours Proposals due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6*</td>
<td>Monday 7/04/13 9:00-15:00</td>
<td>24.G02</td>
<td>Proposal seminar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Monday 14/04/14 12:30-13:30</td>
<td>41.203</td>
<td>Informal meeting with Honours co-ordinator (A/Prof Barbara Meyer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Monday 19/05/14 12:30-13:30</td>
<td>41.203</td>
<td>Informal meeting with Honours co-ordinator (A/Prof Barbara Meyer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Monday 23/06/14 12:30-13:30</td>
<td>41.203</td>
<td>Informal meeting with Honours co-ordinator (A/Prof Barbara Meyer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>21 (Week 1)</td>
<td>Monday 28/07/14 12:30-13:30</td>
<td>41.203</td>
<td>Informal meeting with Honours co-ordinator (A/Prof Barbara Meyer)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24 (Week 4)</td>
<td>Monday 18/08/14 12:30-13:30</td>
<td>41.203</td>
<td>Informal meeting with Honours co-ordinator (A/Prof Barbara Meyer)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>28 (Week 8)</td>
<td>Friday 19/09/14</td>
<td>41.203</td>
<td>Completion &amp; submission of the Nomination of Examiners form</td>
<td>Completion &amp; submission of the Honours by publication form (if applicable)</td>
</tr>
<tr>
<td></td>
<td>33 (Week 12)</td>
<td>Monday 20/10/14</td>
<td></td>
<td>Soft-bound copy of Honours Thesis due</td>
<td></td>
</tr>
<tr>
<td></td>
<td>34 (Week 13)</td>
<td>Monday 27/10/14</td>
<td></td>
<td>Final Seminar</td>
<td>Abstract due</td>
</tr>
<tr>
<td></td>
<td>35* (Recess)</td>
<td>Friday 07/11/14</td>
<td>8.G25</td>
<td>Final Seminar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>37 (Exam 2)</td>
<td>Friday 21/11/14</td>
<td></td>
<td>Final Thesis submission</td>
<td></td>
</tr>
</tbody>
</table>

* Compulsory attendance is required.

¹ Preparation for library skills – It is highly recommended that you familiarise yourselves with EndNote before attending the library skills session. Look at the library EndNote guide at http://uow.libguides.com/endnote especially the “Introduction to EndNote” workbook, as this is used as the basis for the presentation.

² Preparation for statistics – To take full advantage of the statistics workshop with Dr Marijka Batterham, you will be asked to provide an abstract of your research proposal prior to the workshop. Dr Batterham will be able to use this information to tailor the statistical guidelines she provides.
Prescribed Readings (includes eReadings)
There is no prescribed text but you will be doing lots of reading of scientific journal articles related to your research topic.

Key References
Recommended readings are not intended as an exhaustive list, students should use the Library catalogue and databases to locate additional resources.

Textbooks and Materials to be purchased by students

Textbooks
There is no prescribed reading for this subject.

Materials
Nil

Recent Changes to this Subject
Change: Incorporation of Thesis by Publication Agreement into the Subject Outline.

Reason: It provides information to the Honours students early in the year should they wish to write their thesis by publication(s).

Student Support and Advice
SMAH Central
Location: 41.152
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au

Other Information
Students should refer to the Faculty of Science, Medicine and Health Student Guide for general advice and information. The Student Guide is available on the SHS400 eLearning site.

In addition to this Subject Outline, refer to Student and Supervisor Guidelines for further details about the SOM Honours Program.

This subject is also supported by an eLearning space, so please refer to this for details about the subject, communications and discussions.

For details about the UOW policy related to Honours program, please see the link below: http://www.uow.edu.au/about/policy/UOW058661.html.

Assessment Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>Percentage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Submission of Honours Written Research Proposal</td>
<td>24/03/14</td>
<td>0%</td>
<td>(satisfactory/unsatisfactory)</td>
</tr>
<tr>
<td>2- Honours Oral Presentation on Research Proposal</td>
<td>07/04/14</td>
<td>0%</td>
<td>(satisfactory/unsatisfactory)</td>
</tr>
<tr>
<td>3- Submission of Honours Thesis for Assessment</td>
<td>20/10/14</td>
<td>85%</td>
<td></td>
</tr>
<tr>
<td>4- Submission of Final Honours Research Seminar Abstract</td>
<td>27/10/14</td>
<td>85%</td>
<td>included in assessment task 3 (85%)</td>
</tr>
<tr>
<td>5- Honours Final Oral Presentation on Research Project</td>
<td>07/11/14</td>
<td>0%</td>
<td>(satisfactory/unsatisfactory)</td>
</tr>
<tr>
<td>6- Submission of Final Corrected Thesis</td>
<td>21/11/14</td>
<td>0%</td>
<td>(satisfactory/unsatisfactory)</td>
</tr>
</tbody>
</table>
## Section B: Assessment

### Details of Assessment Tasks

See details in the Appendices for further information about the Honours marking classification and guides to completion of the following assessment tasks.

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Research Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Written Proposal</td>
</tr>
<tr>
<td>Due date</td>
<td>4pm Monday 24(^{th}) March 2014</td>
</tr>
<tr>
<td>Weighting</td>
<td>Must receive a satisfactory grade to pass the subject overall</td>
</tr>
<tr>
<td>Length</td>
<td>Maximum 5,000 words (excluding references)</td>
</tr>
</tbody>
</table>

Details

The research proposal should outline the background and justification of the research through presentation of an introduction detailing the research hypotheses, a brief literature review and a clear statement of the research design and proposed procedures for the collection and analysis of the data. Expected outcomes should also be included. The proposal document is to be prepared in accordance with the following specifications: the text of the document (in English) must be in double-spaced typescript in 12-point font (Times New Roman font) or 11-point font (Arial);

- the document is to be printed on standard A4 size (297 x 210 mm) white opaque paper;
- the text must be printed single-sided with the pages numbered sequentially;
- the margins on each sheet will be 40 mm on the left-hand side, 20 mm on the right hand side, 30 mm at the top and 20 mm at the bottom; and
- the document should include the following sections:
  - Title page (title, name, student number and Supervisors)
  - Introduction (brief literature review, research aim, hypotheses and/or objectives)
  - Materials and Methods (research design, procedures for data collection and analysis, including statistical design)
  - Summary (anticipated outcomes of the project)
  - References & Appendices (if appropriate)

The research proposal is reviewed by two Examiners\(^*\) for scientific integrity, project scope and appropriateness of the project for an Honours year. At the completion of the proposal seminars, the Honours Assessment Committee will meet to discuss the proposals. If there are any problems with your proposal, your Supervisor(s) and the Examiners will be called into the meeting to discuss the research proposal (in conjunction with the proposal seminar). All research proposals will be marked Satisfactory/Unsatisfactory. Should a student receive a mark of Unsatisfactory, remedial action (e.g. resubmitted research proposal) may be necessary to correct any problems identified by the Committee before the student continues their Honours project.

Submission

Submit three (3) spiral-bound hardcopies of your assignment to SMAH Central on Level 1 in Bld 41

\(^*\) one of whom may be external to SOM
<table>
<thead>
<tr>
<th>Assessment 2</th>
<th>Proposal Seminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Oral presentation</td>
</tr>
<tr>
<td>Due date</td>
<td>Monday 7th April 2014</td>
</tr>
<tr>
<td>Weighting</td>
<td>Must receive a satisfactory grade to pass the subject overall Compulsory attendance for all Honours students.</td>
</tr>
<tr>
<td>Length</td>
<td>20 minutes (15 min oral presentation plus 5 min questions)</td>
</tr>
</tbody>
</table>

**Details**

The proposal seminar will be a PowerPoint presentation presented to SOM staff and students outlining the proposed research project. The style of presentation will be determined by each student and Supervisor(s) with due consideration to the need to present in as clear and concise a manner as possible to a broad audience. Data projection facilities will be provided but it is the responsibility of each student to ensure that their presentation functions at the venue.

Students are expected to clearly indicate the background and aims of their research project, describe the methods/procedures that will be used to collect and analyse your data, including statistical design, and demonstrate their ability to answer questions using their limited knowledge of the field. The proposal seminar will be reviewed, in conjunction with the research proposal, by the Honours Assessment Committee. All proposal seminars will be marked Satisfactory/Unsatisfactory. Should a student receive a mark of Unsatisfactory, remedial action (e.g. repeated proposal seminar) may be necessary to correct any problems identified by the Committee before the student continues their Honours project.

**Submission**

N/A
<table>
<thead>
<tr>
<th>Assessment 3</th>
<th>Soft-Bound Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Thesis</td>
</tr>
<tr>
<td>Due date</td>
<td>20th October 2014</td>
</tr>
<tr>
<td>Weighting</td>
<td>85%</td>
</tr>
<tr>
<td>Length</td>
<td>Maximum 15,000 words (excluding Title page, tables of contents, abstract, references, tables, figures, captions and appendices)</td>
</tr>
</tbody>
</table>

**Details**

The thesis MUST be a true representation of work produced and written by the student. A recommended structure for the thesis is provided in Appendix A of Honours Students and Supervisor Guidelines 2013. While Supervisors are free to request their Honours students present the thesis according to the Supervisors stylistic preferences, the overall criteria for success is that the thesis must represent a well-written document that is both concise and informative.

The thesis is to be prepared in accordance with the following specifications:

- the text of the document (in English) must be in double-spaced typescript with the exception of tables, figures and captions which may be prepared in single-spaced typescript;
- the print size of the text in the document will be 12 point with the exception of footnotes that may be 10 point font where appropriate;
- the document is to be printed on standard A4 size (297 x 210 mm) white opaque paper;
- the text must be printed single-sided with pages numbered sequentially using Roman numerals for the initial sections and Arabic numerals starting from the first page of the Introduction;
- the margins on each sheet will be 40 mm on the left-hand side, 20 mm on the right hand side, 30 mm at the top and 20 mm at the bottom;
- the thesis will be “soft” bound (spiral binding);
- tables and figures must be incorporated into the text and they should be easy to understand without reference to the text and must include an appropriate caption (captions for tables are inserted above the table; captions for figures are inserted below the figure); and
- the thesis should be divided into chapters or sections (each of which start on a separate page) in accordance with Appendix A of Honours Students and Supervisor Guidelines 2014.

The thesis will be evaluated on such points as the clarity, precision and brevity of the reporting, the general arrangement and organisation of the material reported, and the quality and relevance of illustrations and tabulated data. Details on how the thesis will be assessed are provided on pages 19-23 of Honours Students and Supervisor Guidelines 2014.

**OR**

With approval from your supervisors and the Honours co-ordinator, the format of your thesis can be written primarily as a paper for publication. This format would consist of your literature review, your paper for publication in the format according to “Guidelines to Authors” from the specific scientific journal (usually approximately 4000-5000 words) PLUS a separate literature review and a more detailed discussion section (and if applicable more detailed methods as supplementary on-line materials, like some journals are currently specifying) approximating an additional 5000 words.

**Submission**

Submit three (3) spiral-bound hard copies of your assignment to SMAH Central on Level 1 in Bld 41.
## Assessment 4

**Final Seminar Abstract**

**Format**
Abstract

**Due date**
4pm Monday 27th October 2014

**Weighting**
Must receive a satisfactory grade to pass the subject overall

**Length**
Maximum 250 words

**Details**
The final seminar abstract should provide a concise overview of the thesis. The final seminar abstract should be written in complete sentences and is to be prepared using the template provided in Appendix D of Honours Students and Supervisor Guidelines 2014. A soft copy of the abstract template will be sent via email.

The Final Seminar Abstract will be reviewed by the Honours Coordinator and given a mark of Satisfactory/Unsatisfactory. Should a student receive a mark of Unsatisfactory, the student will be asked to resubmit the Final Seminar Abstract. If the abstract is not received by the due date and you have not received Academic Consideration, you will be removed from the Final Seminar presentation schedule.

**Submission**
Email an electronic version of your assignment to the Honours co-ordinator

## Assessment 5

**Final Seminar**

**Format**
Oral Presentation
Compulsory attendance for all Honours students.

**Due date**
Friday 7th November 2014

**Weighting**
15%

**Length**
30 minutes (20 min oral presentation plus 10 min questions)

**Details**
The final seminar will be a PowerPoint presentation presented to SOM staff and students. The style of presentation will be determined by each student and Supervisor(s) with due consideration to the need to present in as clear and concise a manner as possible to a broad audience. Data projection facilities will be provided but it is the responsibility of each student to ensure that all forms of their presentation will function at the venue.

The following is a suggested format for your oral presentation:

- Title of the project
- Purpose of the study: restate your research questions/hypotheses
- Methods: briefly state who were the participants, what you measured (variables) and how you measured them (instruments); as well as how you analysed the data (including statistical analysis of the data)
- Results: briefly report what you found
- Discussion: interpret the meaning of your results
- Conclusions: briefly summarise what you found
- Recommendations: what should be done from here?

The final seminar will be marked by SOM academic staff within each main field of research within SOM. The student will then be awarded a mark that reflects the average mark given by the Examiners. Therefore, you should take care to present your Honours project with regard to general and specific information.

**Submission**
Email an electronic version of your assignment to the Honours co-ordinator
### Assessment 6

<table>
<thead>
<tr>
<th>Format</th>
<th>Final Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>4pm Friday 21st November 2014</td>
</tr>
<tr>
<td>Weighting</td>
<td>Must receive a satisfactory grade to pass the subject overall (if not submitted, mark will be withheld)</td>
</tr>
<tr>
<td>Length</td>
<td>Maximum 250 words</td>
</tr>
<tr>
<td>Details</td>
<td>Following examination of the thesis, the Examiner's reports will be made available to the student and Supervisor. Students, in consultation with their Supervisor, will be required to make any major corrections to their theses and then submit one PDF copy of the thesis to the Honours Co-ordinator. Students should also provide each of their Supervisors with a PDF copy of the corrected thesis.</td>
</tr>
<tr>
<td>Submission</td>
<td>PDF copy for SOM submitted to the Honours Co-ordinator. Please give a PDF copy to each Supervisor involved in your research study.</td>
</tr>
</tbody>
</table>

### Minimum Requirements for a Pass in this Subject

To receive a clear pass in this subject a total mark of 50% or more must be achieved. In addition, students must meet all of the minimum performance requirements as listed below. Failure to meet any of the minimum performance requirements is grounds for awarding a Technical Fail (TF) in the subject even where total marks accumulated are greater than 50%.

A Technical Fail (TF) grade **will** be awarded for the subject even where the total marks accumulated are 50% or higher, if one or more of the following criteria are not met:

- does not attempt all assessment tasks
- does not attend all Seminar activities
- does not achieve a "satisfactory" grade on the Research Proposal
- does not achieve a "satisfactory" grade on the Proposal Seminar
- does not achieve a "satisfactory" grade on the Final Seminar Abstract
- does not achieve a "satisfactory" grade on the Final Thesis

### Minimum Requirements: Student Participation

Student attendance at seminars and is compulsory and students must attend 100% of classes. Absences will require a medical certificate or other suitable documentation which must be presented to Student Centre along with an application for Academic Consideration as soon as practical after the absence has occurred. Students who do not meet minimum attendance requirements may be awarded a Technical Fail (TF) for this subject.

**Minimum Participation:** Student participation in seminars is an assessable component of this course. Students who do not meet minimum participation requirements may be awarded a Technical Fail (TF) for this subject.

Students who do not meet the overall minimum performance level requirements outlined above may be given a Technical Fail (TF) grade on their academic transcript even where the total marks accumulated are 50% or higher. Where a Technical Fail is awarded, the grade is displayed as TF but a mark is not displayed on the academic transcript. For the purposes of calculating a Weighted Average Mark (WAM) a TF is allocated a mark of 49.

### Scaling

Scaling will not occur in this subject.
Late Submission
Late submission of an assessment task without an approved extension of the deadline is not acceptable. Marks will be deducted for late submission at the rate of 5% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 5 marks per day (5% of 100 possible marks per day). The formula for calculating the late penalty is the total possible marks x 0.05 x number of days late. For example:

Student A submits an assignment which is marked out of 100. The assignment is submitted 7 days late. This means that a late penalty of 35 marks will apply (100 x 0.05 x 7). The assignment is marked as per normal out of 100 and is given a mark of 85/100, and then the late penalty is applied. The result is that the student receives a final mark of 50/100 for the assignment (85 (original mark) – 35 marks (late penalty) = 50/100 (final mark)).

Student B submits a report which is marked out of 20. The report is submitted three days late. This means that a late penalty of 3 marks will apply (20 x 0.05 x 3). The report is marked as per normal out of 20 and is given a mark of 17/20, and then the late penalty is applied. The result is that the student receives a final mark of 14/20 for the report (17 (original mark) – 3 marks (late penalty) = 14/20 (final mark)).

For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

No marks will be awarded for work submitted either: a) after the assessment has been returned to the students or b) more than two weeks after the due date, whichever is the sooner. Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.

Extensions
The Honours year is very time focused and, as such, extensions for assessment items and other associated tasks will only be granted in exceptional circumstances by the Honours co-ordinator. Students seeking an extension must submit an application for academic consideration through SOLS with appropriate documentation PRIOR to the deadline for submission of the assessment task. Pressure of work, either from employment or from other studies, is not an acceptable reason for seeking an extension of time. Carefully note the due date for each assignment and plan your work so that deadlines can be met.

There is normally no provision for resubmission of an Honours project.

Extensions are rarely granted in the SOM Honours year as delays may substantially affect the student’s progress and ability to graduate or gain a future PhD scholarship.

Supplementary Assessments
Students can log on to SOLS and click on the link titled “Supplementary Assessment” to view any applicable offers or use the following link: http://www.uow.edu.au/student/exams/suppassess/index.html

This subject has been identified as unsuitable for supplementary assessment, and no supplementary assessment will be offered.

System of Referencing Used for Written Work
The School uses the Harvard system of referencing, unless otherwise specified for a particular assignment – check Details of Assessment Tasks.

Use of Internet Sources
Students are able to use the Internet to access the most current information on relevant topics and information. Internet sources should only be used after careful critical analysis of the currency of the information, the role and standing of the sponsoring institution, reputation and credentials of the author, the clarity of the information and the extent to which the information can be supported or ratified by other authoritative sources.

Plagiarism
The full policy on Academic Integrity and Plagiarism is found in the Policy Directory on the UOW website.

"The University's Academic Integrity and Plagiarism Policy, Faculty Handbooks and subject guides clearly set out the University's expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement. Plagiarism can be detected and has led to students being expelled from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as ‘resources’), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the university to be intentionally or recklessly helping other students to cheat. This is considered academic misconduct and students place themselves at risk of being expelled from the University."

Submission of Assignments
Please note: Students at satellite campuses, please refer to your campus admin or campus manager for assignment submission details.

Specific submission instructions have been included in the assignment details section of this outline. Assignments submitted at SMAH Central must have a SATS (Student Assignment Tracking System) coversheet attached to the front of the assignment. Instructions for generating a coversheet can be found on the SMAH Central web page: [http://smah.uow.edu.au/current-students/UOW151958.html](http://smah.uow.edu.au/current-students/UOW151958.html)

For an assignment to be successfully submitted at SMAH Central please note the following:
- The coversheet must be signed and dated.
- The assignment must have the correct coversheet i.e. the correct subject code and tutorial group (if applicable).
- A legible barcode with all numbers and digits below e.g. UOW20121007656.
- Assignments must be submitted by 4:00pm on the due date.

If an assignment is submitted to SMAH Central without any of the above we will contact you through your student email address and advise that you need to return to SMAH Central with the correct coversheet. Your assignment won’t be considered submitted until the correct coversheet is attached. This might mean that your assignment is submitted late.

An email receipt will be issued on the same day as submission of assignments and students are required to retain this receipt until they have received the final mark for that assessment task. It is your responsibility to contact SMAH Central if you have not received this receipt by the following business day. The receipt is proof of submission of assignments and students will be required to produce this in the event that an assessment task is considered to be lost. Students are also expected to keep a copy of all their submitted assignments in the event that re-submission is required. SATS Group Assignment Coversheets are printed by the lead member of the group and subsequent names can be added in the SATS student interface before printing. All members of the group must sign the printed SATS Group Assignment Coversheet before submitting the assignment.
Note that if assignments are submitted in the after-hours slot at SMAH Central it will be scanned into SATS the following business day. Assignments submitted via post will be scanned into SATS on the day of delivery. Any assignments received without the correct assignment coversheet attached will not be accepted by SATS. It is the student’s responsibility to ensure that the correct assignment coversheet is submitted with their assignment.

Students may post their assignments to:

SMAH Central (41.152)
University of Wollongong
Wollongong NSW 2522

Distance students who would like to have marked assignments returned must include a stamped self-addressed envelope with the posted assignment.

**Assessment Return**

Proposal and thesis feedback will be provided to students and Supervisors after all seminar presentations and consideration by the Honours Assessment Committee. In accordance with University Policy marked assignments will usually only be retained by the Subject Coordinator/Tutor for 21 days after the declaration of the marks for that assignment. After that time any uncollected assignments will be destroyed.

**Section C: General Advice**

Students should refer to the Faculty of Science, Medicine and Health website for information on policies, learning and support services and other general advice.

Students should also refer to the The SHS400 Honours guide, available on the subject eLearning site. This provides information for both students and supervisors regarding the requirements for this program.

**University Policies**

Students should be familiar with the following University policies:

a. Code of Practice – Teaching and Assessment

b. Code of Practice – Research, where relevant

c. Code of Practice – Honours, where relevant

d. Student Charter

e. Code of Practice – Student Professional Experience, where relevant

f. Academic Integrity and Plagiarism Policy

g. Student Academic Consideration Policy

h. Course Progress Policy
i. Graduate Qualities Policy  

j. Academic Grievance Policy (Coursework and Honours Students)  

k. Policy and Guidelines on Non-Discriminatory Language Practice and Presentation  

l. Workplace Health and Safety, where relevant  

m. Intellectual Property Policy  

n. IP Student Assignment of Intellectual Property Policy, where relevant  

o. Policy on Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects, where relevant  

p. Human Research Ethics Guidelines, where relevant  

q. Animal Research Guidelines, where relevant  

r. Student Conduct Rules and accompanying Procedures or Research Misconduct Policy for research students  

**Student Support Services and Facilities**

Students can access information on student support services and facilities at the following link. This includes information on “Academic Support”, “Starting at University,” “Help at University” as well as information and support on “Career’s and Jobs”.


**Student Etiquette**

Guidelines on the use of email to contact teaching staff, mobile phone use in class and information on the university guide to eLearning ‘Netiquette’ can be found at

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*Hardcopies of this document are considered uncontrolled please refer to UOW website or eLearning for the latest version*