UNIVERSITY
OF WOLLONGONG
AUSTRALIA

School of Earth, Atmospheric and Life Sciences
Faculty of Science, Medicine and Health

Honours Guide 2022
Subject Code: ENVI402

Courses:

1880: Bachelor of Environmental Science (Honours)

1703: Bachelor of Environmental Science (Honours) (Dean's Scholar)

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Science, Medicine and Health – HONOURS Guide

Course: Bachelor of Environmental Science Honours

Subject: ENVI402: 2022 Honours

Honours Guide

Annual 2022 / or part-time
Wollongong

Subject Information

Credit Points: 36 / 18
Pre-requisite(s): Nil
Co-requisite(s): Nil
Restrictions: Honours is restricted to approved applicants
Contact Hours: As per subject database

A1. Key Contact

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Section A: Honours Outline

Requirements for Admission to Honours

All students entering the Bachelor of Environmental Science (Honours) or the Bachelor of Environmental Science (Honours) (Dean's Scholar) are automatically in an honours stream with satisfactory academic performance. Maintenance of satisfactory academic progress is essential throughout the program. This normally means achieving a credit average for the BEnvSc(Hons) or a distinction average for the Dean's Scholar program. Students who do not achieve the required academic standard will normally be advised to consider a change of program.

Applying for Admission to Honours

Satisfactory performance must be achieved (normally a Weighted Average Mark (WAM) of 70% or greater in EESC320 plus 3 major strand/discipline related 300-level subjects) for entry into the fourth year of the Bachelor of Environmental Science Honours degree. Students with a WAM below 70% in the relevant 300-level subjects may only progress into the fourth year of the Bachelor of Environmental Science with the approval of the Environmental Science Coordinator.

Students who do not gain entry into the fourth year of the Bachelor of Environmental Science (Honours) degree will normally be required to transfer into the Bachelor of Science (Environment) degree.

Part-time Honours Enrolment

Honours may be undertaken on a part-time basis providing candidates can show to the satisfaction of the Head of School that they have circumstances that prevent them from undertaking full-time enrolment.

Arrangements must be made well in advance (at least 6 months prior to starting the project) if part-time completion of the project is contemplated. This is to facilitate arrangements with the external organisation and other administrative matters. Part-time status must be confirmed by the University before the census date (25 April 2022). For students completing the honours project part-time, the dates for completion of specific tasks will be defined in the Honours Project Terms of Reference document developed at the beginning of the project.

Selection/Allocation of Research Projects

For most students, the process for developing research projects is managed by the Professional Officer in the Environmental Science program. The normal process is as follows.

- In July/August of each year, a group of external organisations is approached to see if they are willing to host ENVI402 students for both Autumn and Spring starters in the following year, and asking them to forward a list of potential projects.
- On receipt of the lists of proposed projects, they are reviewed by Environmental Science staff for their suitability in terms of academic standard, resource implications, timing and location. Projects considered unsuitable are deleted from the overall list.
- A revised list of proposed projects is then circulated to potential university supervisors to determine those that staff would be able to supervise. Any projects where no supervisor can be identified are deleted from the list.
- The final list of projects considered suitable and having potential supervisors is presented to the incoming 4th year class (both autumn and spring starters). Students are asked to select up to 4 projects from this list.
- Environmental Science staff finalise the project allocations taking into account student and supervisor preferences, supervisor and organisation loads, timing and location of projects. A final allocation listing is made available in November.
- Once the student has obtained a project, the Environmental Science program Professional Officer arranges an initial project meeting where the student, university supervisor, host organisation supervisor and Environmental Science program Professional Officer to work out the details of the project and develop the terms of reference for the project. The draft terms of reference document is circulated for comment, and then a final document is signed off by all involved parties (student, university supervisor, host organisation supervisor and the

Environmental Science program Coordinator/School of Earth, Atmospheric and Life Sciences). The initial meetings must be completed by end February for autumn starters and by end of July for spring starters.

A mid-project progress meeting is arranged where all the parties discuss the student's progress and determine what changes, if any, are required to enable the student to successfully complete the work and submit the report on time.

Roles & Responsibilities

The University has the responsibility to:

a. take measures to protect the intellectual property (IP) arising from the work of its students in accordance with the University's IP Intellectual Property Policy;

b. where possible, ensure each student enrolling full time in an Honours Degree and who submits their Honours Project within the required timeframes, specified by the Faculty, is given the opportunity to complete all subjects in time for them to graduate with their cohort at the end of that academic year.

The Academic Unit has the responsibility to:

a. appoint an Honours Coordinator to oversee the progress of students enrolled in the Honours Degree
b. ensure that each Honours Student meets the minimum requirements for admission to the Honours Degree and is capable of undertaking the proposed Honours Project and other requirements of the Honours Degree;
c. ensure that the curriculum for each Honours Degree satisfies the requirements for the Bachelor Honours Degree within the AQF;
d. ensure that each proposed Honours Project is of an appropriate standard for the award having regard to relevant discipline standards and that meets the requirements for a Bachelor Honours Degree within the AQF;
e. provide to each Honours Degree student an Honours Guide or, where permitted, a Subject Outline that sets out all procedures and requirements pertaining to assessment in either physical or electronic form;
f. foster a supportive environment for Honours Degree students;
g. ensure that reasonable resources are made available to Honours Degree students to support them in undertaking their Honours Project;
h. ensure that appropriate provision is made in academic workloads for supervision of Honours Projects;
i. ensure that each Honours Degree student undertaking an Honours Project has a Supervisor, and, where necessary, a co-supervisor;
j. ensure that procedures are in place to select the most appropriate Supervisor(s) for assisting the Honours Degree student to complete their Honours Project;
k. ensure that Supervisors of Honours Degree students are appropriate to undertake those responsibilities (refer to page 27);
l. where an Honours Project is undertaken across two disciplines (inter-disciplinary or joint honours), approve the program of study with the head of the other Academic Unit and negotiate the appointment of co-supervisors and subject requirements prior to enrolment;
m. ensure that there is no conflict of interest between the Supervisor(s) and Honours Degree student;
n. ensure that quality supervision is provided throughout the student's candidature or, in the case of Embedded Honours, throughout the period during which the student is undertaking their Honours Project;
o. ensure that arrangements are made to provide for alternative supervision if a Supervisor is absent for more than two weeks; and
p. ensure that honours examiners have adequate time (generally three weeks) to report before the meeting of the relevant Assessment Committee.

The responsibilities of an Academic Unit are assumed by the head of the Academic Unit but may be delegated by the head of the Academic Unit to the Honours Coordinator where appropriate.

Students are encouraged to discuss any general problems they may have with the relevant major

Coordinator or Professional Officer. These may include strategic planning of their time leading to timely submission of their thesis, availability or otherwise of the facilities needed for their research, and personal difficulties or personality problems with other students or staff that may impede their work.

The Professional Officer is responsible for the smooth running of the program, including reminding students, supervisors and examiners and academic staff of their responsibilitites. The Professional Officer will invite all students to a "Welcome to Honours" information session in the first week of the program which will ensure that students are aware of how to get maximum benefit from their Honours experience.Students will also meet regularly, as a group, with the Professional Officer to discuss general issues and the preparation of assessment tasks.

Supervisors have the responsibility to:

Depending on the project(s) selected, Honours students will be assigned to one or more academic supervisors. The role of the academic supervisor(s) is to provide guidance on the best methods to use to complete the course, to discuss and develop the concepts and conclusions derived during the course and to provide critical evaluation of the research work. Students take responsibility for the quality of their work that is presented for examination by the Assessment Committee. The thesis must reflect the work of the student.

The overriding responsibility of a supervisor is to provide continuing support to students in researching and producing an Honours thesis and/or creative presentation to the best of the student's ability. The supervisor/s must be familiar with the information in this Guide, general rules pertaining to the degree and the Code of Practice– Honours.

In accordance with the Code of Practice - Honours, specific other responsibilities of the Supervisor are to:

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

- Academic Integrity Policy,
- the Code of Practice – Research, UOW_COD_20 Honours Policy October 2020 Page 9 of 17 Hardcopies of this document are considered uncontrolled please refer to the UOW website or intranet for the latest version
- 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

It is essential that the student's thesis is within the supervisor's field of expertise and that the subject pursued be of interest to the supervisor. Adequate resources for the satisfactory completion of both the research and the thesis must be available.

Supervisors should meet with students on a regular basis – preferably weekly, but not less than fortnightly – to discuss work in progress and to advise on the direction of the work. They should comment critically on any drafts of the thesis (including aspects of referencing, bibliographic work and proofreading). They should provide regular advice and timely feedback necessary to the production of a thesis of merit.

Supervisors must alert the student and the Honours Coordinator(s) of any situation, which indicates that the student might not meet the given deadlines for the thesis or any other assessment task, or appears incapable of attaining appropriate standards.

Honours Degree Students have the responsibility to:

Honours students have the primary responsibility for the timely completion of their Honours submissions and other assessment tasks. They should be familiar with the information in this Guide. In accordance with the Code of Practice – Honours.

Specific responsibilities are to:

a. 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;
b. maintain regular contact with the Supervisor(s);
c. discuss any proposed variation of enrolment or leave of absence with their Supervisor(s) and Honours Coordinator/ Head of Academic Unit;
d. establish with the Supervisor(s) the level of support required for successful completion of the Honours Project;
e. present required written material to the Supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
f. undertake additional work towards their Honours Project identified as necessary by the Supervisor(s);
g. accept responsibility for the quality and originality of all submitted work;
h. ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research;
i. ensure they read and understand relevant University policy documents including: Academic Integrity and Plagiarism Policy; Code of Practice – Research; IP Intellectual Property Policy; IP Student Assignment of Intellectual Property Policy, IP Student Assignment of Intellectual Property Guidelines; Research Misconduct Policy; and, Authorship Policy (See Section C), Code of Practice - Student Professional Experience;
j. comply with the requirements of assessment;
k. comply with the University of Wollongong's policy on plagiarism;
l. submit for assessment their own individual and unassisted work, except as otherwise permitted;
m. respect the rights of staff and other students engaged in the teaching process and to conform to the "Code of Practice Students"; and,
n. comply with all WHS requirements at the university and while working on their projects outside the university (e.g. in the field, at conferences).

Honours Course Learning Outcomes

On successful completion of this subject, students will be able to:
1. Demonstrate coherent and advanced knowledge of the principles and concepts associated with an aspect of Earth and environmental sciences;
2. Develop knowledge of research principles and methods that are at the forefront of modern Earth and environmental science research;
3. Demonstrate the necessary technical and cognitive skills required to review, analyse and synthesize information to formulate solutions to an Earth and environmental science research question;
4. Demonstrate critical thinking and appropriate judgement to develop, implement and communicate new understanding;
5. Illustrate within the research report and oral presentation clear and coherent communication of knowledge and ideas;
6. Evaluate, adapt and integrate knowledge and skills so that they can be applied to an existing environmental issue within a host organisation;
7. Demonstrate the ability to plan and execute a research project within Earth and environmental sciences.

Description

The Bachelor of Environmental Science (Honours) provides exceptional environmental science students with the opportunity to extend their knowledge and skills to a higher level. There is an increasing need for graduates to develop more advanced and extensive knowledge in the discipline than can be attained in a pass degree.

Readings, References and Materials

Textbooks

The following text(s) will need to be purchased by students enrolled in this class.
Nil

Prescribed Readings (includes eReadings)

The following readings are prescribed for this subject, but students are not expected to purchase these. They are available to students through the library on the subject's eLearning site.
Readings will be available through the moodle site

Materials

Nil

Recommended Readings

The following references complement the prescribed readings and textbooks:
UOW Library Referencing guide

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

Recent Changes to this Course

2022 changes to end on Honours courses/ subjects to ensure a consistent approach within SMAH

Key Dates

Official commencement date	14 February 2022
Initial Project Meeting	Week starting 14 or 21 February 2022 (Dates to be confirmed)
Working Safely in SMAH Workshop	9am – 12noon 23 February 2022
Submission of ethics application (where applicable)	As appropriate according to committee dates – seek advice from your UOW supervisor
Progress report (Mid-Term)	June/July 2022 (Dates to be confirmed)
Submission of Draft Report (thesis) to Supervisor(s) for comment	Should aim for mid-September
Assessment 1 - Submission of final written project (thesis)	5pm 12 October 2022
Assessment 2 - Oral presentation	19 October 2022 (exact time to be confirmed)

Coursework Requirements

In the BEnvSc(Hons) and the BEnvSc(Hons)DS the grade of honours is determined using a Weighted Average Mark (WAM), based on a number of 300 and a 400 level subjects. The full list of subjects that students take in Years 3 and 4 of the program is given below. The program below represents the 2019 Handbook. Students are expected to follow the Handbook for the year they commenced the course, or can receive permission from Head of Students to alter their enrolment (contact the Professional Officer for advice). Handbooks can be found on-line at https://www.uow.edu.au/student/handbook/

Year 3:
Students specialise in one of our majors: • Land Resources • Earth Sciences • Life Sciences • Environmental Chemistry

Subject Code	**Subject name**	**Credit points**	**Session (s)**
Year 3 – Please select ONE of the following four majors:			

Earth Sciences			
Autumn			
EESC201	Earth's Inferno	6	Autumn
EESC321	Plate Tectonics, Macrotopography and Earth History	6	Autumn
STS 302	Climate change Policy, Possible Futures	6	Autumn
Spring			
EESC320	Capstone: Earth and Environmental Sciences	6	Spring
LAW 381	Law for Environmental Managers	6	Spring
EESC326	Resources and Environments	6	Spring
EESC250	Field Geology	6	Summer

			2020/2021
Plus ONE subject from the following list:			
EESC209	G-cubed: Geochemistry, Geochronology, Geophysics	6	Spring
EESC332 (replaced by GEOS215)	Sedimentology, Stratigraphy and Palaeoenvironments	6	Autumn

Land Resources			
Autumn			
EESC323	Fluvial Geomorphology and Sedimentology	6	Autumn
STS 302	Climate Change Policy, Possible Futures	6	Autumn
Spring			
EESC320	Capstone: Earth and Environmental Sciences	6	Spring
GEOG222	Society and Environment: Resources, Challenges, Futures	6	Spring
EESC322	Coastal Environments: Process and Management	6	Spring
LAW 381	Law for Environmental Managers	6	Spring
Plus TWO subjects from the following list:			
EESC209	G-cubed: Geochemistry, Geochronology, Geophysics	6	Spring
EESC331	Changing Global Environments	6	Spring
EESC332 (replaced by GEOS215)	Sedimentology, Stratigraphy and Palaeoenvironments	6	Autumn
GEOG337	Environmental and Heritage Management	6	Spring

Life Sciences*			
Autumn			
BIOL240	Biodiversity of Marine and Freshwater Organisms	6	Autumn
BIOL361	Conservation Biology	6	Autumn
STS 302	Climate Change Policy, Possible Futures	6	Autumn
Spring			
EESC320	Capstone: Earth and Environmental Sciences	6	Spring
BIOL252	Evolution and Behaviour	6	Spring
BIOL241	Biodiversity of Terrestrial Organisms	6	Spring
BIOL365	Marine and Terrestrial Ecology	6	Spring
LAW 381	Law for Environmental Managers	6	Spring

* It is recommended that Life Sciences students undertake one of the recommended Year 4 Autumn subjects and delay one of the third year Spring subjects to make a 4:4 even workload.

Environmental Chemistry			
Autumn			
CHEM211	Inorganic Chemistry II	6	Autumn
CHEM212	Organic Chemistry II	6	Autumn
CHEM337	Environmental Chemistry	6	Autumn
STS 302	Climate Change Policy, Possible Futures	6	Autumn
Spring			
EESC320	Capstone: Earth and Environmental Sciences	6	Spring
CHEM213	Molecular Structure, Reactivity and Change	6	Spring
LAW 381	Law for Environmental Managers	6	Spring
Plus ONE subject from the following list:			

CHEM370	Modern Inorganic and Bio-inorganic Chemistry	6	Spring
CHEM360	Organic Synthesis III	6	Spring

Year 4			
ENVI402	Research Report	36	Annual, Autumn, Spring.
ENVE383	Environmental Engineering	6	Autumn
MGNT208	Introduction to Management for Professionals A	6	Autumn

Useful Honours Information

Useful information and guidance on all aspects of Honours is provided on:

- SOLS – SEALS Honours Moodle site

Section B: Assessment of Honours Project

B1. Types of Assessment Used to assess of ENVI402 Honours Project

Assessment Type	Date for Submission	Weighting in Determining Final Mark
Progress Report (Mid-Term)	June/July 2022 (date TBC)	No Weighting Assigned
Submission of Draft Report (thesis) to Supervisor for comment	Mid-September 2022	No Weighting Assigned
Research Report (thesis)	5pm 12 October 2021	90%
Oral Presentation	19 October 2021	10%

B2. Criteria for Assessment of ENVI402 Honours Project

Assessment 1	Progress Report (Mid-Term)
Date for Submission	June/July 2022 (date TBC)
Weighting	No Weighting Assigned
Details	A brief progress report will be prepared by the student and presented to the UoW and Host Organisation supervisors and Professional Officer at a progress meeting. Feedback will be provided at the meeting regarding project planning leading to research report submission
Marking Criteria	Ungraded but a copy will be kept on file for reference of progress.

Assessment 2	Draft report (draft thesis)
Date for Submission	Mid-September 2022
Weighting	No Weighting Assigned
Details	To be submitted electronically to supervisor(s). Will be read by the supervisor(s) and feedback provided prior to final submission of the research report.
Marking Criteria	Ungraded

Assessment 3	Research Report (thesis)
Date for Submission	5pm 12 October 2022, via Turnitin on the Moodle site and an electronic copy to the Professional Officer via OneDrive or similar.
Weighting	90%
Details	The core thesis should be about 20 000 words.
Marking Criteria	As the nature of the honours research projects varies enormously, it is difficult to give precise criteria for the assessment of the reports. Some general characteristics are provided below to assist examiners. All reports are given a mark out of 100. In determining the mark, examiners are asked to note that: • this report represents the first attempt at a major research project for the student; • as ENVI402 is worth 36 credit points, or 75% of the 4th year, students have significantly less time available to complete the project than is normally available to those completing end-on honours project (100% of their 4th year).. *Thus examiners should note that comparison with end-on honours theses is inappropriate*; • the project has been completed in collaboration with an external organisation, and the nature of the project is determined to a large extent by the organisation (as they are funding the project). The student has, therefore, to complete the project within the resources and facilities made available by the organisation. For a High Distinction, the quality of the research and reporting should be highly professional. There may be some minor deficiencies, but some of such work is often of publishable standard.

	For a Distinction, the report should be of high quality, but some problems may arise with the analysis and/or interpretation of the results or with the conclusions and recommendations. The quality of presentation is slightly below that of high distinction work, but should still be relatively free of errors and the arguments easy to follow. For a Credit, the report is of lower quality either in terms of the amount of work completed with the available time (about 4.5 month full-time equivalent), or there are significant concerns about the data analysis, interpretation, conclusions and recommendations. The presentation style may make it difficult for the examiner to fully interpret what has been done. For a Pass, the report is generally poor with significant problems in project design, data analysis and interpretation, recommendations and conclusions, or there is evidence of barely satisfactory effort on the part of the student to complete the project. If the report clearly shows that the student has not completed the project, has made minimal effort, or has not written up anything that shows an understanding of what has been done, then a fail grade may be awarded. Examiners are asked to assess the work against the following: a. **Project Identification and Encapsulation** This should provide an introduction to the project covering the reasons for undertaking the work, relevant literature review and a clear statement of the objectives. **b. Information Gathering, Data Production, Synthesis and Analysis** This section should clearly describe the procedures used, the study area, any special equipment involved in sufficient detail for another scientist to repeat the work. The results obtained should be laid out in a clear and understandable format, and discussion of the results should include the limitations of the work, relationship to previous work and significance of the work. Some projects may produce management plans - these should be assessed in the light of their readability, relevance to the objectives and practicality. c. **Conclusions and Recommendations** This section should contain a statement on the conclusions that can be drawn from the work done, recommendations for action, and/or suggestions for future work. The instructions sent to examiners are at Appendix 3

Assessment 4	Oral Presentation
Date for Submission	19 October 2022
Weighting	10%
Details	Length 10 minutes plus 5 minutes for questions The subject to be based on the research report. The seminar should provide introduction/background to the project, methods, results, discussion and conclusions. The seminar should also provide information relevant for the external partner organisation.
Marking Criteria	Seminars will be assessed for both presentation and content by academic staff present, with the average mark taken. Specific things to consider: • Overall presentation and organisation • Diagram, map, table and photo usage • Essence of project expressed (Introduction, Aims)

	• Accuracy of content • Comprehension of techniques (Methodology) • Ability to reason logically / critical evaluation • Relevance for the external partner organisation • Ability to answer questions

***NB Corrections / Feedback of Thesis Drafts by Supervisors**

Scholarly writing is an integral part of a research project, because there is a need not only to undertake research in a competent fashion, but also to communicate the results. This communication must be tailored with the audience in mind. In the case of the Honours Thesis, the audience is specialist researchers in the same field (initially your supervisor(s) and the examiners).

By Honours level, students are expected to be proficient in all aspects of scholarly writing. Therefore it is the primary responsibility of the student to write a Thesis that is well-organised, logically-structured, grammatically correct and properly formatted and referenced. Supervisors are there to give guidance on writing. To help with this, supervisors will only review drafts of each chapter a maximum of 2 times.

Required Number of Copies of Written Materials

Students are required to provide an electronic copy of the Research Report (PDF format with figures included) via a large scale file transfer platform such as OneDrive or similar. Digital copies will be provided to the external organisation and examiners. Should a hard copy for the external organisation, external examiners or student be required, copies may be made by the student at the organisation's expense. External examiners have the right (in lieu of payment) to retain a hard copy, if sent to them.

Should hard copies of the report be required, they should be submitted in spiral binders with clear plastic covers back and front so the title page is clearly legible.

If more than one organisation supports the project, additional e-/hard copies of the report may be required. This will be determined at the initial or mid-project meetings.

An electronic copy will be kept within the School as well as The University of Wollongong Honours Thesis Digital Copy collection via 'Research Online' (if approved by the School Assessment Committee and with the agreement of the host organisation and student via 'Honours Thesis Declaration Digital Copy' form).

Turnitin (Plagiarism software)

Prior to final submission, the student will be required to submit a copy of their report to "Turnitin" (www.turnitin.com) as a means to assess plagiarism via the Moodle Site. The final "Turnitin submission will need to be approved by the supervisor. Please note that examiners look out for plagiarism while marking as well. If you need more information about this please talk to your supervisors well in advance of submission.

Arrangements for Acknowledging Submission of Written Materials

A receipt for submitted written materials will be issued at times of submission.

Late Submission

Policy Regarding Late Submission:

Late submission of an assessment task without an approved extension of the deadline is not acceptable. If you are unable to submit an assessment due to extenuating circumstances (e.g. medical grounds or compassionate grounds), you can make an application for academic consideration via SOLS. Not all circumstances qualify for academic consideration. Requests for extensions of time must be made in writing with the supervisor(s) support to the Head of School via the Honours coordinator/s no later than one week before the thesis is to be submitted. The Head of School or Honours Coordinator will inform a candidate of the outcome of a request for an extension in writing before the due date. Failure to give one week's notice may make it impossible for an extension to be granted in writing by the due date.

Penalties:

The penalty for a thesis submitted late is 5% deduction from the final thesis mark per day or part day late.

Please note:

- Students who do not submit their theses by the due time and date without academic consideration or an approved extension run a substantial risk of "dropping a grade" even if they are only 1 or 2 days late.
- If an assessable thesis is submitted late or the examiners' reports have not been received in time, the timetable for the assessment and processing of a mark may be compromised. Students should be aware that they may not be able to graduate at the next scheduled graduation ceremony following a delayed mid-year or end-of-year submission respectively.

Procedures, Criteria and possible Outcomes in the Handling of Requests for Student Academic Consideration

Any requests for academic consideration need to be submitted via SOLS to Student Central following the same procedure as for undergraduate subjects. The Assessment Committee will take into consideration whether or not a student was disadvantaged by illness (in which case medical certificates must have been submitted) or personal/extenuating circumstances (official letter of support/Statutory Declaration must have been submitted).

Academic Consideration Policy: http://www.uow.edu.au/about/policy/UOW060110.html

Quality Assurance Process to Ensure the Independent, Transparent and Impartial Assessment of all Honours Project(s):

The Research Report is examined by 2 examiners, one of whom will normally be external to the University. Examiners will be academics, researchers in industry or government, or senior practising environmental scientists in government or industry. No one may be an examiner for the report of a student they have supervised, but will provide the Coordinator with a Supervisor's Report.

Most examiners will have supervised honours projects and are familiar with the standards required and the support given to students in undertaking the projects. 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. After assessing the report, each examiner is required to provide a mark, and a written statement justifying the mark awarded. The names of the examiners and copies of the examiners' reports are available to the student after the final mark has been declared.

At the School's Examination Committee (comprising all available academic staff), all collated marks are presented and discussed. The examiners' reports are available to all the staff, with a copy of the Major Report. The supervisor is given an opportunity to interpret, defend, or rebut the comments of the examiners. The Examination Committee then comes to a resolution on the final mark and grade of Honours to be forwarded to the University. It reserves the right to apply the above policies flexibly, on a case-by-case basis, or develop new policies as it sees fit to deal with unexpected circumstances.

See Code of Practice – Teaching and Assessment, Section 8, (http://www.uow.edu.au/about/policy/UOW058666.html) on assessment of projects with a weighting of 24 credit points or more for more detail.

Method for Choosing Honours Examiners

1. Honours examiners shall be assigned by the Honours Coordinator in conjunction with the Professional Officer. One of the examiners may be external to the Faculty.
2. A Supervisor cannot examine an Honours Project with a weighting of 24cp or more that they have supervised.
3. To be suitable for the role, an honours examiner must be familiar with the expectations and requirements of an Honours Degree course. They must also:
    a. hold an AQF Level 9 qualification or higher, or equivalent; and
    b. be an active researcher or have a proven research record; or
    c. have previous successful experience in supervision or examination of Honours Degree students; or
    d. have some research experience and have substantial specialised knowledge in the subject matter of the Honours Project.

Honours Assessment Committee

When the assessments are received from the examiners, supervisors will be given the opportunity to view the assessment reports and raise issues or points of clarification with the Course Coordinator prior to the School Assessment Committee meeting.

The assessment reports from the honours examiners and the marks recorded for both the Research Report and any coursework components are forwarded to the relevant Assessment Committee for final declaration of mark.

A supervisor may attend the Assessment Committee meeting when the results for any student they have supervised are being discussed (to participate in the discussion of, and vote on, the performance of that student only). Both external and internal supervisors are also asked to complete a Supervisors Report (see Appendix 2) which helps to assess the students' performance. The information in this report may contribute to the discussion at the Assessment Committee meeting.

Procedure for Dealing with Discrepancies between Marks Awarded by Different Honours Examiners

Where there is a discrepancy of more than 10% in marks awarded by different examiners, the Coordinator of Environmental Science will arrange for the Report to be reviewed by a third examiner (the third examiner may be internal or external). The Report should be examined prior to the Schools Assessment Committee meeting if possible. The additional examiner is 'blind' and is not provided with previous examiners reports. The Assessment Committee may then decide to either: (a) simply take an average of the three marks, or (b) disregard the mark of one examiner where the mark of this examiner is more than 10 percentage points above or below the average of those of the other two examiners. The final marks determined by the Coordinator are used to determine the WAM and grade of honours and then are reported to the School Assessment Committee.

Method for determining Class of Honours

The degrees of Bachelor of Environmental Science (Honours) and Bachelor of Environmental Science Dean's Scholar are awarded for performance in third and fourth year subjects, based on a Weighted Average Mark (WAM) formula in accordance with Method 3 in the General Course Rules Section 8

Explanation of Honours Method Used in this Course

In the BEnvSc program the grade of honours is determined using a Weighted Average Mark (WAM), based on a number of 300 and 400 level subjects. The weighting, reflecting the level of the subject, will be 1 for 300-level and 4 for 400-level subjects.

The WAM is determined as follows:

1. 400 level subjects are given a weighting of 4, 300 level subjects are given a weighting of 1, all other subjects are given a weighting of 0.
2. The WAM is based on all 300 and 400 level subjects, and is obtained using the formula

$$WAM = \frac{\sum mlc}{\sum lc}$$

where m = actual mark obtained in a subject
l = weighting for that subject
c = credit point value for the subject.

The regulations governing the award of Honours and the formula used for the calculation of the final grade are set out in the Course Rules in the University's Online Course Handbook: www.uow.edu.au/handbook

Grades of Honours in this Course

The approved ranges of marks for the award of Honours grades are:

- Honours Class I, 80 to 100%
- Honours Class II, Division 1, 72.5 to less than 80%
- Honours Class II, Division 2, 65 to less than 72.5%
- Pass degree 50 to less than 65%

Scaling

Scaling will not occur in this subject.

Supplementary Assessments

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

Minimum Attendance Requirements

Students must attend the Working Safely in SMAH Workshop, the Welcome to Honours meeting, the initial project meeting, the progress meeting and the final seminar, as a minimum attendance requirement.

Students will also have the opportunity to attend information sessions offered during the year which are designed to assist managing your research project. In addition, Honours students are encouraged to attend a wide range of School and Research Centre seminars.

Honours Report Preparation Guidelines

Length, Style and Format of Honours Project

Prior to final preparation of the manuscript, a draft must be approved by the supervisors. The length of the report should not normally exceed 20,000 words although diagrams, references, etc., may be added. .

The thesis must have:

a) A title page, containing the thesis title, author's name and the relevant alternative of the following statements in the lower part of the page: "A thesis submitted in part fulfilment of the requirements of the Bachelor of Environmental Science(Honours), or Bachelor of Environmental Science(Honours) (Dean's Scholar)in the School of Earth, Atmospheric and Life Sciences, Faculty of Science, Medicine and Health, University of Wollongong (year)"
b) A page containing the statement: "The information in this thesis is entirely the result of investigations conducted by the author, unless otherwise acknowledged, and has not been submitted in part, or otherwise, for any other degree or qualification." This statement must be signed and dated in writing by the candidate.
c) Acknowledgements
d) A copyright page (if required)
e) An abstract succinctly stating findings (maximum length of 250 words)
f) A table of contents listing chapter headings, appendices, etc. and appropriate page numbers
g) List of Figures/Plates
h) List of Tables
i) The main body of the Report
j) A list of cited references written out in full.
k) There may be appendices (e.g. Materials which, if included in the main text, would disrupt the flow of presentation, should be included in the appendices. These include mathematical and numerical procedures details, charts, computer program listings, electronic data, etc.)

Note: Examples of title page and table of contents are included in Appendix 1.

Main Body of the Report

The main body of the report will normally be divided into a number of chapters. Each chapter should contain a number of sections and each section may contain a number of sub-sections. The use of sub-sub-sections should be avoided. The numbering system used herein may be adopted for ease of cross referencing.

A common sequence of report presentation is as follows:

a) The first chapter is an "Introduction". It should include a literature review, an outline of the scope of the research and give a clear statement of the objectives.
b) If the report contains an extensive literature review it can be inserted in a separate chapter.
c) The next chapter is devoted to the materials and methods (experimental and computational) used in the work.
d) The next chapter should include the presentation and discussion of results.

e) The final chapter should present the conclusions and recommendations for future work.
f) The first and final chapters need to be cohesive and the abstract should complement these two chapters.

Drawings, maps, tables, photographs, etc., should be inserted where necessary. All such materials should be designed to allow the main features to be discernible after photocopying.

Word Processing

The report should be presented in a permanent and legible form.

The specifications given below shall be followed unless otherwise agreed by the supervisor:

a) The text of the report should be word processed with one and a half spacing.
b) The size of the paper shall approximate ISO paper size A4 (297 mm x 210 mm), except for special additional materials such as drawings, maps and printouts, on which no restriction is placed except that they must be capable of being included in the spiral binding.
c) The margins on each sheet should be not less than 25 mm on top, bottom and both sides.
d) A title sheet showing the title, author's name, degree and date of submission (see Appendix 1) must be included.
e) Pages (including diagrams, tables, etc.) should be numbered consecutively (numbers top and centre).
f) Diagrams, tables etc., with proper captions, should appear on pages close to where reference is first made to them. Photographs on single weight printing paper should be securely fixed in the thesis.

System of Referencing to be used in Honours Project

Systems of referencing vary across disciplines and also across publications. When submitting papers to particular journals you must ensure that you conform to the instructions to authors of that particular journal. For the purpose of your Literature Review and Thesis, referencing should follow the system used, for example, by CSIRO publications. The examples given below are from the instructions to authors submitting to a CSIRO journal.

In the text:

. References are cited chronologically by the author and date and are not numbered.

a. Names of two co-authors are linked by `and'; for three or more, the first author's name is followed by `*et al.*' (note italics and the full stop after al).

In Reference list:

b. All references cited must be listed alphabetically at the end of the paper; all entries in this list must correspond to references in the text. Titles must be included for all references.
c. Titles of periodicals must not be abbreviated. References should be in the following format:

For a book

Haswell, W. A. (1882). `Catalogue of the Australian Stalk- and Sessile-eyed Crustacea.' (Australian Museum: Sydney.)

For a Journal article

Sluys, R., and Ball, I. R. (1988). A synopsis of the marine triclads of Australia and New Zealand (Platyhelminthes : Tricladida : Maricola). *Invertebrate Taxonomy* **2**, 915-959.

For a Chapter in an edited book

Voss, G. L. (1988). Evolution and phylogenetic relationships of deep-sea octopods (Cirrata and Incirrata). In `The Mollusca. Vol. 12. Palaeontology and Neontology of Cephalopods'. (Eds M. R. Clarke and E. R. Trueman.) pp. 253-276. (Academic Press: London, UK.)

For web-based material

Goudet, J. (2001). 'FSTAT', a program to estimate and test getne diversitites and fixation indices (Version 2.9.3)' Available at http://www2.unil.ch/popgen/softwares/fstat.htm .

For a Thesis
Erzinclioglu, Y. Z. (1984). Studies on the Morphology and Taxonomy of the Immature Stages of Calliphoridae, with Analysis of Phylogenetic Relationships within the Family, and Between It and other Groups in the Cyclorrhapha (Diptera). PhD thesis, University of Durham, UK.

A learning support product which provides a structured framework to guide students through citing and referencing protocols across a range of styles including AGLC, Harvard, APA6, Oxford, Chicago and MLA is available from the library website:

http://public01.library.uow.edu.au/refcite/style-guides/html/

If you are unsure how to reference a particular item check with your supervisor.

Endnote
Students are strongly encouraged to use EndNote (a bibliographic software package, Copies are available from the Library to load onto your personal computer. The Library also provides online tutorials http://uow.libguides.com/endnote. Appointments can also be made with specialised librarians: http://www.library.uow.edu.au/index.html.

Students should be familiar with the university's policy on academic integrity and plagiarism available at: http://www.uow.edu.au/about/policy/UOW058648.html

Administrative Tasks on Completion of Research Project
Honours students are required to complete a Research Project Release Form at the end of their project and submit it with their electronic thesis, Honours Thesis Declaration Digital Copy' form and any room keys to the School Office. The following steps should be completed:

1. Download the Research Project Release Form which is available from the Honours Moodle site.
2. Identify the areas that are applicable to the research work you have undertaken.
3. Complete the actions required for clean-up of material, workspaces and data.
4. Obtain sign-off from Area Supervisors, where applicable.
5. Obtain signature from your Supervisor and discuss any further action that may need to be undertaken.
6. Check similarly that any items on loan have been returned and that all work spaces, etc., are left as required by the external host organisation.

Cataloguing Specimens
The thesis **must** quote catalogue numbers from the Earth and Environmental Sciences Collection for any rock, sediment samples, thin sections or fossils mentioned or illustrated in the thesis. Therefore students and supervisors must determine whether any material from an honours project will require cataloguing and then arrange the details with Penny Williamson **prior** to the submission date.

The type of information required for cataloguing in the EES Collection includes catalogue number, field number, thin section number, description, locality name, grid reference including map sheet, formation, age and anything else appropriate (i.e., drill hole depth, stratigraphic height, date of collection, different collector, preparations, etc). This information must be provided to the curator on an Excel spreadsheet, in both hard and soft copy. Once students have the required R numbers, they must place these numbers on all specimens to be archived, using a specific method, as advised by the curator.

Submission of Assessments
Refer to the submission requirements under the details of the individual assessments. Students should ensure that they receive a receipt acknowledging submission. 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 assessments in the event that re-submission is required.

Retention of Submitted Work
The University may retain copies of student work in order to facilitate quality assurance of assessment processes, in support of the continuous improvement of assessment design, assessment marking and for the review of the subject. The University retains records of students' academic work in accordance

with the University Records Management Policy and the State Records Act 1988 and uses these records in accordance with the University Privacy Policy and the Privacy and Personal Information Protection Act 1998.

Procedures for Returning Assessed Materials

After the official release of marks by the University, the names of the honours examiners and copies of the honours examiners' reports will be made available to the student after the final mark has been declared. It is expected that the supervisor will be available for consultation with the student to discuss these reports and the marking process after the mark has been officially released.

Marking Rubrics

Marking rubrics are on the SEALS Honours Moodle site.

Section C: General Information

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

Equipment, Study Space and Computer/Software Available to Honours Degree Students

The following is the procedure for the Environmental Science discipline within SEALS. Your supervisors should be consulted for appropriate contacts where work is being done outside of this discipline, e.g., many students will work on site at their external host organisation.

Equipment for field work is available from SEALS Field Equipment support/FESS team and should be booked two weeks in advance.

Equipment in laboratories can be used after induction and arrangement with the appropriate Laboratory Manager (see sign on door of Laboratory) in consultation with your supervisor. Strict rules apply in regard to laboratory procedures.

All full-time Honours students may be able to access shared desk space in the School's Honours room (41.165) and a storage locker. Shared general purpose computers and software are available in the Honours room. Honours room keys should be requested as a part of the Induction form. Students can choose one locker for use during their honours project. Complete the form located in the Honours room to gain a key.

If your project will require the use of spatial technologies such as GIS, Remote Sensing, aerial imagery or spatial data (whether hardcopy or digital), you will need access to the Schools Spatial Analysis Laboratories (SAL). For initial information about the SAL, please review the SAL Portal located at http://www.salportal.com**.**

Honours students intending to use the SAL and its resources will need to go through a project registration process. This can be done online using the Project Registration form, which can be accessed via the drop-down menu under "Toni O'Neill Spatial Research Lab" on the SAL Portal Website (http://www.salportal.com**)**. You will receive a confirmation email on submission of your project details. One of the SAL Staff will then contact you to arrange a meeting to discuss your project's geospatial needs.

Importantly, gaining access to SAL resources and, in particular, sourcing new spatial data, requires time. Therefore, you are encouraged to begin the process as soon as you and your supervisors have come to an agreement on the location(s) and scope of your research project. Please do not leave this to your last month of honours, even if all you need is a site or location map.

Statistical Consulting Service

You are entitled to consult staff in the Statistical Consulting Service in the School of Mathematics and Applied Statistics about your research. Further information can be obtained by visiting the web site http://www.uow.edu.au/informatics/maths/scs/index.html.

Financial or Material Assistance Available

External Organisation

While undertaking the research project, it is anticipated that a proportion of the time will be spent with the external organisation. The facilities and financial support provided by the organisation will be negotiated at the initial project meeting. Support should be available for essential fieldwork expenses, for laboratory support requirements, and for printing. If a hard copy of the research report is required, the host organisation should cover the costs of the research report printing/photocopying; either in kind by use of their printing or binding facilities, or through an account as determined prior to the research report submission date. Hard copies cannot be made on the Schools printers.

Students should acquire appropriate clothing for fieldwork, and, if using laboratories, will need lab coats and safety glasses. External agencies may provide assistance with special clothing equipment for hazardous activities, but this must be determined at the initial planning meeting.

Where a University account is set up for the project costs it is managed by the university supervisor following normal university financial regulations.

School of Earth, Atmospheric & Life Sciences

School support staff are very willing and able to provide advice and training in a wide range of technical tasks and procedures necessary for the successful completion of a research project. All requests for work to be completed by support staff must be made via your supervisor(s). The appropriate support and research staff and their current major area(s) of expertise in the Earth and Environmental Sciences discipline are listed below:

seals-admin@uow.edu.au	School Administrative Assistant
Kristy Blackburn	Professional Officer, student liaison, support and logistics
seals-fieldequipment@uow.edu.au	SEALS Field Equipment support/FESS team
Shona Rankin-Lawless	Field support
Heidi Brown	Spatial Analysis Laboratories Manager
Jose Abrantes	Thin and polished sections, XRD, SEM
Terry Lachlan	Geochronologist, AAR Laboratory
Penny Williamson	Cataloguing, photography

Working with External Agencies

As all the ENVI402 projects are undertaken with external agencies, students must comply with workplace rules and regulations laid down by these organisations and the University of Wollongong's Code of Practice – Student Professional Experience as appropriate: http://www.uow.edu.au/about/policy/UOW058662.

Insurance

The University has in place insurance protection that provides cover for University students who are undertaking coursework for student personal accident or property damage or personal injury resulting from student negligence. However, such protection is not exhaustive and the University expects that a host organisation will have its own insurance to cover that host institution's legal liability. You should enquire about insurance with your supervisor or the host organisation prior to commencement of any work.

Prizes, Scholarships and Grants

University Medal

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

The Allan Sefton Memorial Prize

This prize is awarded to the best graduate in the BEnvSc(Hons) program, each year. The prize is presented on the occasion of the Allan Sefton Memorial Lecture in the following year.

Campus Alumni Chapter Honours Year Book Prize

Each year the Campus Chapter of the University of Wollongong Alumni Association awards a prize of a $300 book voucher, which can be exchanged for purchases at the UniCentre Shop. The prize is awarded to a student enrolled in a one year Honours degree course who performs the best, as determined by the relevant Faculty, in the three year pass degree upon which entry to the Honours course was based.

Scholarships

The Holt Estate provide support for an honours scholarship that BEnvSc(Hons) students are eligible to apply for. Applications close in late November and are determined prior to the commencement of the fourth year of BEnvSc(Hons). All students will have received information about the scholarship prior to applications closing.

Occasionally, other external organisations do make scholarships available. When this happens, information is circulated to students with an invitation to apply. The method of selection and selection criteria are circulated with the notice. Funding support from the host organisations can either be as a grant or as in-kind contributions, or a combination of both.

Student Consultation and Communication

University staff receive many emails each day. In order to enable them to respond to your emails appropriately and in a timely fashion, students are asked to observe basic requirements of professional communication.

Please ensure that you include your full name and student number and identify your practical class or tutorial group in your email so that staff know who they are communicating with and can follow-up personally where appropriate.

Consider what the communication is about

- Is your question addressed elsewhere (e.g. in the subject outline or, on the eLearning site)?
- Is it something that is better discussed in person or by telephone? This may be the case if your query requires a lengthy response or a dialogue in order to address. If so, see consultation times above and/or schedule an appointment.
- Are you addressing your request to the most appropriate person?

Specific email subject title to enable easy identification of issue

- Identify the subject code of the subject you are enquiring about (as staff may be involved in more than one subject) put this in the email subject heading. Add a brief, specific query reference after the subject code where appropriate.

Professional courtesy

- Address the staff member appropriately by name (and formal title if you do not yet know them).
- Use full words (avoid 'text-speak' abbreviations), correct grammar and correct spelling.
- Be respectful and courteous.
- Allow 3 – 4 working days for a response before following up. If the matter is legitimately urgent, you may wish to try telephoning the staff member (and leaving a voicemail message if necessary) or inquiring at the School Office.

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
https://www.uow.edu.au/student/learningcoop/software/emailetiquette/index.html

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:
https://www.uow.edu.au/student/elearning/index.html

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.

Extraordinary Changes for the Subject after Release of the Subject Outline

In extraordinary circumstances the provisions stipulated in this Honours Guide/Subject Outline may require amendment after the Subject Outline has been distributed. All students enrolled in the subject must be notified and have the opportunity to provide feedback in relation to the proposed amendment, prior to the amendment being finalised.

Learning Analytics

Data on student performance and engagement (such as Moodle and University Library usage, task marks, use of SOLS) will be available to the Subject Coordinator to assist in analysing student engagement, and to identify and recommend support to students who may be at risk of failure. If you have questions about the kinds of data the University uses, how we collect it, and how we protect your privacy in the use of this data, please refer to
https://uow.edu.au/dvce/ltc/analytics/

The Assessment Quality Cycle

The Assessment Quality Cycle provides a level of assurance that assessment practice across the University is appropriate, consistent and fair.

Assessment Quality Cycle Activities are undertaken to contribute to the continuous improvement of assessment and promote good practices in relation to the:
a. design of the assessment suite and individual assessment tasks;
b. marking of individual assessment tasks;
c. finalisation of subject marks and grades; and
d. review of the subject prior to subsequent delivery

Copies of student work may be retained by the University in order to facilitate quality assurance of assessment processes.

Quality Assurance Process to Ensure the Independent, Transparent and Impartial Assessment of all Honours Project(s):

The School developed its procedures to ensure that each student receives the fairest possible treatment in what is a very difficult process of awarding a mark for Honours. Safeguards must be in place to avoid bias and to maintain standards from year to year.

First, we have a set of objectives for each of the Honours programs. These cover both achievement of generic skills and mastering the knowledge and concepts of a research field, at the forefront of a particular field. The assessment in Honours is designed to test the level of achievement against these objectives.

All current Honours Supervisors are part of the pool of examiners. For this degree, the Major Project is examined by a panel of two assessors (excluding the supervisor), one of whom may be external.

At the School's Examination Committee (comprising all available academic staff), all collated marks are presented and discussed. The examiners' reports are available to all the staff, with a copy of the Major Report. The supervisor is given an opportunity to interpret, defend, or rebut the comments of the examiners. The Examination Committee then comes to a resolution on the final mark and grade of Honours to be forwarded to the University. It reserves the right to apply the above policies flexibly, on a case-by-case basis, or develop new policies as it sees fit to deal with unexpected circumstances.

Academic Integrity Policy

The University's policy on acknowledgement practice and plagiarism provides detailed information about how to acknowledge the work of others: http://www.uow.edu.au/about/policy/UOW058648.html

"The University's Academic Integrity 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 or without the explicit permission of the Subject Coordinator. 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. Uploading an assessment task, subject outline or other course materials without express permission of the university is considered academic misconduct and students place themselves at risk of being expelled from the University."

Grievance Procedures

Any grievance between students or between students and staff should be resolved as quickly as possible. If you are comfortable in doing so, the best person to approach is the person with whom you have the grievance. If you are not comfortable with this, or you feel it is not appropriate, you may approach your supervisor, the Honours Coordinator, Head of School or the Head of Students. The University has a Policy on Grievance Resolution Procedures and these can be accessed via the University Web pages at:

- Academic Complaints Policy (Coursework and Honours Students): http://www.uow.edu.au/about/policy/alphalisting/UOW058653

Ethics Application Requirements

Before conducting or commencing any research investigation that requires the use of humans or other vertebrate animals or their parts, staff and students of the University are required to submit a research ethics application to either the Animal Research Ethics Committee or the Human Research Ethics Committee and obtain approval, to ensure that all statutory requirements are met.

Any questions or requests for further information should be directed to the Ethics Officer, Phone 4221 3386 – Research Services Office.
Human Research Ethics: http://www.uow.edu.au/research/ethics/human/index.html
Animal Research Ethics: http://www.uow.edu.au/research/ethics/animal/UOW108401.html

Workplace Health and Safety Requirements

It is a requirement of the Work Health &Safety (WHS) Act (2011) and University Policy that all students and staff follow WH&S regulations and procedures.

The University's Workplace Health and Safety Policy can be found at:
http://www.uow.edu.au/about/policy/UOW016894.html
Guidelines and forms can be found via the WHS link on the relevant School's homepage:
http://smah.uow.edu.au/biol/health-safety/index.html
For latest UOW COVID response see:
https://www.uow.edu.au/coronavirus/

If the work is being undertaken on the premises of (or under the jurisdiction of) an external organisation or another Faculty of UOW, any additional WHS requirements must also be addressed.

Induction

All new staff and students in the Faculty will require WH&S induction. Induction for Honours students will comprise completion of the on-line Induction modules, and completion of the relevant safety quizzes through Moodle, as well as attendance at the annual Faculty WHS information session "Working Safely in SMAH". If you have not completed these modules or are unable to attend the information session you must consult with the Faculty Operations Manager for relevant information.

Specific areas within the Schools may also require a local area induction and/or specific training. Some of these may be covered by modules on Moodle (http://moodle.uowplatform.edu.au)(eg Field work; driving of UOW vehicles; Biosafety and working with GMO's), while others will be covered by the staff responsible for the specific area or lab.
While this is not an exhaustive list, these areas include the Ecological Research Centre (ERC),

Biology boat, Diving.

Your supervisor should help arrange the appropriate training.

Key/Swipe Card Access

If you require access to buildings and laboratories, key and swipe card request forms can be requested. Please complete these forms, have your Supervisor sign them and then submit for the Head of School's signature. You will then be notified when your key and/or swipe card is available to be picked up from Buildings & Grounds.

Risk Assessments (RAs)

All research work (including field work) should be assessed for risk. For any medium to high risk activities, e.g., wet/chemical laboratory work and field work, a documented risk assessment is required and must be completed with input from your supervisor and discussed with the relevant - **prior to the commencement** of your field or laboratory work.
The University's on-line safety management system **SafetyNet** provides guidelines and templates for the lodgement of RA's
Please note that **Fieldwork** Risk Assessments cannot be completed on SafetyNet. Only a hard copy of the latest Fieldwork Risk Assessment Form will be accepted. Fieldwork RA Templates are available on SafetyNet and be used as guidelines. For fieldwork RA's see BIOL. Sci. health and safety web site.

Safe Work Procedures (SWPs)

All medium to high risk activities within a laboratory or undertaken in the field should have a documented safe work procedure, which takes the risks identified in the RA into account. If SWP's do not already exist, these must be developed, taking the risks into account. It is the researcher's (ie **your**) responsibility to read these and ensure that they are adequate, and adhere to the various guidelines included.

Please note that smoking is not permitted on the UOW campus, or in any University building or equipment, or in UOW vehicles or boats. Dress and footwear restrictions apply to all laboratory areas, and eating or drinking are not permitted in any wet, dry or computer laboratory.

Please note that a risk assessment needs to be approved by your supervisor (and possibly Head of School depending on the level of risk) and copies lodged with the School, and kept by the student for their reference.

Field Work Safety

The University has developed Field Activity Guidelines and Procedures to assist in minimising the risks associated with the hazards involved in undertaking activities in the field (Please refer to the UOW fieldwork guidelines available online). UOW SMAH Communication and Emergency procedures should also be consulted when completing a Fieldwork Risk Assessment.

The School of Earth, Atmospheric and Life Sciences has recently launched a new online program named Field Equipment & Safety System (FESS) which is used for all planning and approvals for fieldwork in addition to reserving/hiring equipment. FESS will be a one stop shop for all field related activities. You can access it here
https://fess.uow.edu.au
You will need to log-in using your username and password to begin exploring the site. There are video tutorials in the help section (top right hand corner of screen ? icon). The program will guide you by providing the forms you are required to complete for various types of fieldwork.

During the Honours Induction you will be provided with a demonstration of this system and some workshops will be provided.

The following is a brief list of some of the essential documents that must be in consultation with your supervisor prior to any field work activities:

1. Fieldwork Risk Assessment Form (completed in Safetynet)
2. Fieldwork Participant Acknowledgement (for all staff and students on the field trip)
3. Volunteer Acknowledgement Form (for those with volunteer help from outside the University – all volunteers must be approved prior to participation).

Forms 2 and 3 must be taken into the field with you as they contain emergency contacts for participants.

Incident Reporting

Always report an incident whether or not it is the first time it has occurred and regardless of whether you, or property, were injured or not. Hazard and Incident Reports are completed on line using **SafetyNet.**

Personal Protective Clothing & Equipment (PPCE)

Lab coats, safety glasses and enclosed shoes (**not** sandals or thongs) are the minimum safety requirement at any time when working in all laboratories within the School. Footwear must be worn at all times whilst in the School. A minimum requirement in the field is generally sturdy shoes with ankle support, long pants and sleeves, hat, sunglasses and sunscreen. Any further PPCE determined in a field trip risk assessment must be worn during field work by all involved, including volunteers.

WHS Training

For some students it may be relevant and very important to undertake certain WHS training before commencing work. Discuss this with your supervisor and see what courses are available by visiting the following web site with the assistance of your supervisor:
http://staff.uow.edu.au/ohs/training/index.html

Please note that some training courses may compulsory for specific areas, especially if unsupervised, e.g. 'Working with Hazardous Substances' is required in most wet lab areas, and if working in the OSL lab 'Radiation Safety' is required.

First Aid

If you, or someone you are with, requires first aid, either contact or ask a staff member to contact nominated First Aid Officers. You should make note of the First Aid officers closest to your work places. Please note that Security staff (ext 4900 or via SafeZone app) are first aid trained, and available 24/7.

PC1 and PC2 Laboratory Rules

There are specific requirements necessary for working in PC1 and PC2 laboratories. These requirements are outlined in the UOW Biosafety Manual at:

http://staff.uow.edu.au/ohs/workingsafely/Biosafety/index.html

Lab coat Protocol for PC1 Teaching Labs

- Lab coats are to be put on before entering the lab and must be worn at all times while in the lab.
- If you need to leave the lab, take your coat off and hang it on the hook in the lab. Put coat back on when you return to the lab.
- When the lab is finished place your lab coat in a plastic bag (supplied by the School) and take home for washing.
- Your lab coat must be washed as soon as possible after wearing. Ensure your lab coat has been washed before wearing again.

Student Services and Support

There are a range of services available to students that are provided free of charge.
A good place to get to know services that may be of use to you is the Get Started @ UOW web page, accessed here https://getstarted.uow.edu.au/index.html or search for "*Get Started @ UOW*".

Services available include:

Service	Link to information about the service
Aboriginal & Torres Strait Islander	https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted
Careers advice	https://www.uow.edu.au/careers/index.html?ssSourceSiteId=getstarted
Counselling	https://www.uow.edu.au/student/counselling/index.html?ssSourceSiteId=getstarted
Disability	https://www.uow.edu.au/student/disability/index.html?ssSourceSiteId=getstarted
Information Tech.	https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted
Study Skills	https://www.uow.edu.au/student/learningcoop/index.html?ssSourceSiteId=getstarted
Heads of Students	https://www.uow.edu.au/science-medicine-health/contact-us/

Student Support Adviser (SSA)

If you have a temporary or ongoing issue or a problem that is affecting your study, including issues that are related to belonging to an equity group, then the Student Support Advisers may be able to help. There are Student Support Advisers available to assist students who are studying at all UOW Campuses and in all UOW Faculties. Contact details can be found on the UOW website:
https://www.uow.edu.au/student/services/SSA/contact/index.html

The Learning Co-Op

Provides online resources, access to Peer Coaches and Academic Consultants to support your learning at UOW.

Student Advocacy Service

The Student Advocacy Service (SAS) is free, confidential and independent service for all UOW students.
The SAS provides advocacy and referral for a range of academic, procedural and administrative issues. For more information visit: https://www.uow.edu.au/student/support-services/advocacy/
https://www.uow.edu.au/student/learning-co-op/

Library Services

To save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere via Ask Us: https://www.library.uow.edu.au/ask/index.html or *Google* "UOW library ask us".

Online – Ask a Librarian	Ask questions and receive a response within 1 business day (Wollongong time)
In person – Book a Librarian	30-minute appointment with an Librarian
Research Consultation Service	1 hour appointment with an information specialist. Available to UOW academics, HDRs, Postgraduate Coursework, Honours and Masters students.
By phone	+61 2 4221 3548

UOW Grade Descriptors

The University of Wollongong Grade Descriptors are general statements that describe student performance at each of the University's grade levels.

Grade	Mark %	Descriptor
High Distinction		A High Distinction is awarded for performance that provides evidence of an outstanding level of attainment of the subject learning outcomes, demonstrating the attributes of a Distinction grade plus (as applicable) one or more of the following: • consistent evidence of deep and critical understanding • substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches • critical evaluation of problems, their solutions and their implications for future investigation or research • consideration of any shortcomings in methodology or integration of findings, drawing on relevant theories and previous research • use of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work • creativity in application as appropriate to the discipline • eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline • consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy • all or almost all calculation based data is correct, very little or no data is incorrect
Distinction		A Distinction grade is awarded for performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a Credit grade plus (as applicable) one or more of the following: • evidence of integration and evaluation of critical ideas, principles, concepts and/or theories • distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts • demonstration of frequent originality in defining and analysing issues or problems and providing solutions • fluent and thorough communication of information and ideas in terms of the conventions of the discipline • frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy • most calculation based data is correct, little or no data is incorrect
Credit		A Credit grade is awarded for performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a Pass grade plus (as applicable) one or more of the following: • evidence of learning that goes beyond replication of content knowledge or skills demonstration of solid understanding of fundamental concepts in the field of study • demonstration of the ability to apply these concepts in a variety of contexts • use of convincing arguments with appropriate coherent and logical reasoning • clear communication of information and ideas in terms of the conventions of the discipline • regular application of appropriate skills, techniques and methods with high levels of precision and accuracy • most calculation based data is correct, some data is incorrect
Pass		A Pass grade (where awarded) is awarded for performance that provides evidence of a satisfactory level of attainment of the relevant subject learning outcomes, demonstrating (as applicable) one or more of the following: • knowledge, understanding and application of fundamental concepts of the field of study • use of routine arguments with acceptable reasoning • adequate communication of information and ideas in terms of the conventions of the discipline • ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy • a combination of correct and incorrect data is presented.
		A Fail grade is awarded where there is insufficient evidence of a satisfactory level of attainment of attainment of the relevant subject learning outcomes, on the basis of one or more of the following: • the project or research goal of the relevant honours project is nullified by major problems in the conceptualisation or execution of the project • the student is unable to present arguments with clarity or coherence • the student is unable to apply appropriate skills, techniques and methods with a satisfactory level of precision and accuracy • data is frequently incorrect • there are issues with adherence to academic integrity principles or practices

More details on UOW Grade descriptors can be found on the following link
http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow194941.pdf

University Policies

Academic Integrity Policy

Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and research. It involves acting with the principles of honesty, fairness, trust and responsibility and requires respect for knowledge and its development. The Policy can be found at:
http://www.uow.edu.au/about/policy/UOW058648.html

Authorship Policy

This policy outline the principles for determining authorship of publications that are a result of research undertaken at UOW
https://documents.uow.edu.au/about/policy/uow058654.html

Code of Practice – Research

This Code mandates the current policy and best practice relating to procedures for responsible research. The Code can be found at:
http://www.uow.edu.au/about/policy/UOW058663.html

Honours Policy

This Code sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at:
https://documents.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow058661.pdf

Human Research and Ethics Forms and Policies

https://www.uow.edu.au/research-and-innovation/researcher-support/ethics/human-ethics/

Inclusive Language Guidelines

UOW endorses a policy of non-discriminatory language practice in all academic and administrative activities of the University. Further information is available from:
http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html

Intellectual Property Policy

UOW's Intellectual Property Policy provides guidance on the approach taken to Intellectual Property (IP), including its ownership, protection and exploitation. Further information about the management of IP is available at http://www.uow.edu.au/about/policy/UOW058689.html

Teaching and Assessment: Assessment and Feedback Policy

The purpose of this Policy is to set out the University of Wollongong's approach to effective learning, teaching and assessment, including the principles and minimum standards underlying teaching and assessment practice. The Policy can be found at:
http://www.uow.edu.au/about/policy/alphalisting/UOW222905.html

Teaching and Assessment: Code of Practice - Teaching

This Code is a key document in implementing the University's Teaching and Assessment Policy and sets out the specific responsibilities of parties affected in relation to learning, teaching and assessment, as well as procedures for teaching staff. The Code can be found at:
http://www.uow.edu.au/about/policy/UOW058666.html

Teaching and Assessment: Subject Delivery Policy

This Policy sets out specific requirements in relation to the delivery of Subjects. The policy can be found at: http://www.uow.edu.au/about/policy/alphalisting/UOW222906.html

Student Academic Consideration Policy

The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for assessable components of a subject to be evaluated in a fair, reasonable, timely and consistent manner throughout the University. The Policy can be found at:
http://www.uow.edu.au/about/policy/UOW058721.html

The Student Charter – Your Rights and Responsibilities

The Student Charter is based on principles that guide all members of the University and that promote responsible partnerships within and beyond the University community.
http://www.uow.edu.au/student/charter/index.html

Student Assignment of Intellectual Property (IP) Policy

This policy applies to all Students (under-graduate and post-graduate) of the University of Wollongong (UOW). It may also apply to other persons by agreement. This policy sets out the approach taken by UOW in relation to Student assignment of intellectual property. Further information about this policy can be found here:
http://www.uow.edu.au/about/policy/UOW058690.html

Student Conduct Rules

These Rules outline the required conduct of students of UOW, and direct staff and students to University Rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable student conduct, and the management of alleged student misconduct.
http://www.uow.edu.au/about/policy/UOW058723.html

Workplace Health & Safety Policy

The Workplace Health and Safety (WHS) unit at UOW aims to provide structures, system and support to ensure the health, safety and welfare of all at the campus. Further information is available from:
https://www.uow.edu.au/about/policy/alphalisting/UOW016894.html

Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
1	10/12/2021	K Blackburn Professional Officer		ENVI402 Hons Guide 2022 DRAFT

APPENDIX 1: Typical Table of Contents, Chapter Presentation and Title Page

Examples of the table of contents, the presentation of chapters and title page respectively are shown below.

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UNIVERSITY
OF WOLLONGONG
AUSTRALIA

AN INVESTIGATION OF THE PROBLEMS ASSOCIATED WITH DISPOSAL OF INDUSTRIAL EFFLUENTS IN WOLLONGONG

By

ANNE M. SMITH

A research report submitted in partial fulfilment of the requirements for the award of the degree of

BACHELOR OF ENVIRONMENTAL SCIENCE (HONOURS)

OR

BACHELOR OF ENVIRONMENTAL SCIENCE (HONOURS) (DEAN'S SCHOLAR)

SCHOOL OF EARTH, ATMOSPHERIC AND LIFE SCIENCESSCIENCES

FACULTY OF SCIENCE, MEDICINE AND HEALTH

THE UNIVERSITY OF WOLLONGONG

October (year)

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

APPENDIX 2: Template for Supervisor's Report

UNIVERSITY OF WOLLONGONG

ENVIRONMENTAL SCIENCE PROGRAM

Supervisor's Report on Honours Research Project (ENVI402)

Name of Candidate .....

Title of Project .....

Name of Supervisor .....

Position.....

Organisation .....

This report assesses the performance of the student while working on the project. Please complete the following section by circling the most appropriate number in the column on the right.

(1=Poor, 2=Below Average, 3=Average, 4=Above Average, 5=Good)

Interest in work.....	1	2	3	4	5
Attitude to work	1	2	3	4	5
Interaction with work colleagues	1	2	3	4	5
Personal initiative	1	2	3	4	5
Seeking advice.....	1	2	3	4	5
Response to advice.....	1	2	3	4	5
Ability to learn new techniques.....	1	2	3	4	5
Overall performance while carrying out the project	1	2	3	4	5

Additional Comments (This should include comments on problems encountered in carrying out the project which may have affected the outcome of the project, plus reasons for changes from original outline (if any), etc.)

Supervisor's Signature .....Date.....

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APPENDIX 3: Information for Examiners

UNIVERSITY OF WOLLONGONG

ENVIRONMENTAL SCIENCE PROGRAM

Additional Information for the Guidance of Examiners for the Research Reports in the Honours BEnvSc(Hons) Degree

The purpose of this section is to provide guidance to examiners of research reports submitted as part of the Honours BEnvSc(Hons) degree at the University of Wollongong. If you have any questions about the examination process, which are not answered here, please do not hesitate to contact the School Office (02 4221 3013) for further information.

Guidelines for examination of the research reports are presented on Pages 20-21 of this booklet. Only some additional points are presented here.

The Research Report should demonstrate the candidate's ability to present the work completed in a written format. It should be free from typographical and grammatical errors and communicate the purpose and results of the work in a concise and effective manner. Each report will be marked by two (2) examiners, at least one of whom will be from outside the university. The marks awarded will be reported to the Schools Assessment Committee, which makes the final award recommendation.

Confidentiality of the Thesis
Examiners are expected to regard the material contained in the report as confidential and, by agreeing to act as examiners, are bound to confidentiality. This also applies to the mark awarded. (An electronic copy of the report will eventually be available for public access in the University of Wollongong Honours Thesis Digital Copy collection via 'Research Online' (once approved by the School Assessment Committee and with the agreement of the host organisation and student.)

Retention of written submissions by the School and Library
Electronic copies of the theses are retained on file in the School of Earth, Atmospheric and Life Sciences as well as The University of Wollongong Honours Thesis Digital Copy collection via 'Research Online' (once approved by the School Assessment Committee and with the agreement of the host organisation and student.)

Award of a Mark
As the final Honours grade is dependent upon a weighted average of performance in several subjects it is essential that each examiner provide a numerical grade for the report. This should be completed on the attached form, which contains guidelines for arriving at an overall mark. The weighting given to each section of the report is at the discretion of the Examiner within the limits specified. A typical mark sheet is attached. Examiners should provide a statement justifying the mark awarded.

The mark awarded by the Report Examiner should comply with the University subject guidelines which are:

High Distinction	85 - 100%
Distinction	75 - 84%
Credit	65 - 74%
Pass	50 - 64%
Fail	0 - 49%

Please return the completed assessment form to the School of Earth, Atmospheric and Life Sciences general office.

UNIVERSITY
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UNIVERSITY OF WOLLONGONG

ENVIRONMENTAL SCIENCE PROGRAM

Examiner's Report on Honours Project Research Report (ENVI402)

Name of Candidate

Title of Report

Name of Examiner

Organisation

Examiners are requested to mark the report under the following headings:	**Mark**
Project Identification and Encapsulation This should provide an introduction to the project covering the reasons for undertaking the work, relevant literature review and a clear statement of the objectives.	**/30**
Information Gathering, Data Production, Synthesis and Analysis This section should clearly describe the procedures used, the study area, any special equipment involved in sufficient detail for another scientist to repeat the work. The results obtained should be laid out in a clear and understandable format, and discussion of the results should include the limitations of the work, relationship to previous work and significance of the work. Some projects may produce management plans - these should be assessed in the light of their readability, relevance to the objectives and practicality.	**/50**
Conclusions and Recommendations This section should contain a statement on the conclusions that can be drawn from the work done, recommendations for action, and/or suggestions for future work.	**/20**
TOTAL MARK	**/100**

N.B. This report should be marked using the following grade ranges:

High Distinction	85 - 100%
Distinction	75 - 84%
Credit	65 - 74%
Pass	50 - 64%
Fail	0 - 49%

Examiner's signature..... .... Date.....

Comments supporting the above marks should be given below or on a separate sheet.

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AUSTRALIA

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