



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

# **School of Earth, Atmospheric and Life Sciences**

## **Honours Guide Spring 2022**

**741: Bachelor of Science (Honours)**

**HONS410/411**

## Science, Medicine and Health – HONOURS Guide

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**Course:** Bachelor of Science Honours (SEALS)

**Subject:** HONS410/411: 2022 Spring start Honours

### Honours Guide

Spring start 2022 / or part-time  
Wollongong

### Subject Information

Credit Points: 48 / 24  
Pre-requisite(s): Nil  
Co-requisite(s): Nil  
Restrictions: Honours is restricted to approved applicants  
Contact Hours: As per subject database

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## **Student Support and Advice**

Student Central: [askuow@uow.edu.au](mailto:askuow@uow.edu.au)

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## Section A: General Information

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### Requirements for Admission to Honours

Admission into Honours is competitive. To be considered for entry into the Honours programs in the Faculty of Science Medicine and Health, students will:

- Have completed at least 24 credit points of 300-level subjects relating to the Honours discipline;
- Normally have a Weighted Average Mark (WAM) of at least 75 for the 24 credit points of 300-level subjects relating to the Honours discipline;
- Complete an Expression of Interest form for *Consideration of Honours*.
- Be approved by the relevant Head of School.

### Applying for Admission to Honours

An application form needs to be completed and lodged online <https://www.uow.edu.au/study/apply/>

Formal enrolment in the Honours program is completed by the student through SOLS, upon the receipt of a formal offer to study Honours from the University of Wollongong. For assistance with enrolment see <http://www.uow.edu.au/student/enrolment/UOW008285.html> or the Honours Coordinator.

For enrolment enquiries please contact Student Central:

Information available on line at [Student Central - University of Wollongong – UOW](#)

Telephone: 1300 275 869 (1300 ASK UOW) or 02 4221 3927

Email: [askuow@uow.edu.au](mailto:askuow@uow.edu.au)

### 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.

Students wishing to change from Full - time to Part-time registration must make an application to the Head of School prior to the census date (31 Aug 2022). Student requests to reduce their study load will be considered on individual circumstances. Where an application is made in the second session of study, a successful applicant will be given an extension of a maximum of 17.5 calendar weeks (or 19.5 weeks if the period includes the Summer Recess) from the initial due date of the thesis for the candidate.

### Honours Method Used in this Course

Method 1 will be used to calculate the grade:

The final grade is calculated entirely on the required work completed during the Honours program.

1 for 400 level subjects that constitute the Honours program

### Grades of Honours possible in this Course

#### Honours method 1 is used in this course

Honours: Class I: 85% to 100%

Class II, Division 1: 75% to less than 85%

Class II, Division 2: 65% to less than 75%

Class III (where awarded): 50% to less than 65%

Honours not awarded for 0% to less than 50%

## **Roles and 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; and
- b. where possible, ensure each student enrolling full time in an End-On Honours Degree and who submits their Honours Project within the required timeframes, specified by the Faculty, is given the opportunity to complete all subjects in time for them to graduate with their cohort at the next possible graduation ceremony.

### **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
- 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 responsibilities. 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.

**The Supervisor has the responsibility 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

**Student Responsibilities**

Honours Degree students have the primary responsibility for the timely completion of the Honours Project and other assessment tasks required in order to meet the requirements for the award of the Honours Degree.

Specific responsibilities are to:

- a. develop an Honours Project proposal and a plan for completing the project within a timeframe and, where applicable, with access to resources and other support agreed to by the Supervisor(s) and, where possible, the Honours Coordinator;
- b. complete the Honours Project in accordance with the approved proposal and within the approved timeframes;
- c. maintain regular contact with the Supervisor(s);

- d. discuss any proposed variation of enrolment or leave of absence with their Supervisor(s), the Honours Coordinator or the Head of Academic Unit;
- e. present required written material to the Supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
- f. undertake any additional work towards their Honours Project identified as necessary by the Supervisor(s) or, where appropriate, the Honours Coordinator;
- g. accept responsibility for the quality and originality of all submitted work;
- h. ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research; and
- i. ensure they read and understand relevant University policy documents

## Course Learning Outcomes

1. Communicate detailed and advanced knowledge and ideas in a specific discipline in the area of Earth, Atmospheric and Life Sciences clearly and coherently to others
2. Integrate and apply knowledge and skills in Earth, Atmospheric and Life Sciences together with research principles and methods to plan and execute a substantial scholarly/research activity.
3. Critically review and analyse current literature and data sets.
4. Apply knowledge of research, research integrity, ethics and project management to plan and execute a piece of research.
5. Demonstrate skills in analysing and synthesising evidence to identify and solve problems
6. Produce a piece of scholarly/research activity in the form of a thesis.

## Description

The Bachelor of Science (Honours) provides exceptional 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

Task	HONS410 (full-time) deadline	HONS411 (part-time) deadline
Submission of ethics application (where applicable)	Deadlines for the submission of animal ethics applications can be located at: <a href="http://www.uow.edu.au/research/ethics/UOW009369.html">http://www.uow.edu.au/research/ethics/UOW009369.html</a>	Deadlines for the submission of animal ethics applications can be located at: <a href="http://www.uow.edu.au/research/ethics/UOW009369.html">http://www.uow.edu.au/research/ethics/UOW009369.html</a>
Official commencement date	18 July 2022	18 July 2022
Working Safely in SMAH Workshop - compulsory	9am – 12noon Wed 20 July 2022	9am – 12noon Wed 20 July 2022
Welcome to Honours Information Session - compulsory	2.30pm – 3.50pm Wed 20 July 2022	2.30pm – 3.50pm Wed 20 July 2022
First Aid Training - compulsory	9am – 5pm Tuesday 26 July 2022	9am – 5pm Tuesday 26 July 2022
Assessment 1 - Oral project proposal	24 Aug 2022 (exact time to be advised)	28 Sept 2022 (exact time to be advised)
Assessment 2 - Written project proposal	5pm 7 Sept 2022	5pm 26 Oct 2022
Assessment 3 - Submission of final written project (thesis)	5pm 15 March 2023	5pm 8 Nov 2023
Assessment 4 - Seminar	22 March 2023 (exact time to be advised)	22 Nov 2023 (exact time to be advised)
Assessment 5 - Viva voce	29 and 30 March 2023 (exact time to be advised)	6 Dec 2023 (exact time to be advised)

## Section B: Assessment of Honours Project

### Assessment Summary

Assessment Item	Form of Assessment	HONS410 Due Date	HONS411 Due Date	Return/Feedback Due Dates	Weighting
Assessment 1	Oral project proposal	24/08/2022	28/9/2022	As soon as possible	5%
Assessment 2	Written project proposal	07/09/2022	26/10/2022	Up to 21 days later	5%
Assessment 3	Final Report (thesis)	15/03/2023	8/11/ 2023	Up to 28 days later	80%
Assessment 4	Seminar	22/03/2023	22/11/2023	As soon as possible	10%
Assessment 5	Viva voce	29 and 30/03/2023	6/12/2023	No feedback provided	No weighting assigned

### Details of Assessment Tasks

Assessment tasks will be marked using explicit criteria that will be provided to students prior to submission.

<b>Assessment 1</b>	Oral project proposal
Due date	24 August 2022 (HONS410) or 28 Sept 2022 (HONS411)
Weighting	5%
Submission	Oral proposal will be held live via webex or in person – exact timing TBA
Type of Collaboration	Individual Assessment
Length	15 minutes (10 minutes presentation plus 5 minutes questions)
Details	Outlines the "Project Proposal", background to the project and intended directions. Your supervisor can view TWO versions of your oral presentation to help in the development of a clear communication style. The exact time and location of the presentation will be organised by the professional officer (subject to room availability) and you will be notified in advance via email.
Style and format	Powerpoint presentation (in person or via webex)
Subject Learning Outcomes	1,2,3,5
Marking Criteria	<p>Marking of the oral project proposal will be conducted by academics within SEALS and is aimed at assessing the <i>overall</i> quality of the presentation and the student's ability to answer questions. Any comments will be passed on to the student as soon as possible to assist in the development of the written project proposal.</p> <p>(85-100%) – well rehearsed and very clear presentation with professional delivery; close attention to timing; excellent use of visual aids; voice modulation and enthusiasm holds audience's interest; stimulating and incisive response to questions.</p> <p>(75-84%) – well presented, but less polished overall; visual aids a little unclear (e.g. too much text); voice needs more volume or clarity; somewhat less thorough responses to questions.</p> <p>(65-74%) – presentation uninspiring; adequate use of visual aids, but with less preparation and care in layout; monotonous and unenthusiastic presentation; difficulty distinguishing main points; mostly correct, but minimal responses to questions.</p> <p>(50-64%) – information not presented clearly; inaudible voice; failure to</p>

	<p>keep to time; frequently halts or loses place; visual aids hard to interpret or obscure in some fundamental way; answers to questions betray poor familiarity with material.</p> <p><b>Fail (&lt; 50%)</b> – not of the standard expected from an Honours student.</p> <p><b>Major points to consider:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of research area, introduction to literature review and knowledge gaps, accurate and easy to understand</li> <li>• Clearly stated aims/hypothesis (justification of what is planned to be done and why)</li> <li>• Comprehension of study/ experiments/ critical scientific approach that will be undertaken. Use of figures/ visuals</li> <li>• Expected outcomes/ potential results summarised in a meaningful fashion. Timeline clearly established.</li> <li>• Clear and sufficient use of references</li> <li>• Concise and valid answers</li> <li>• Well-rehearsed, good timing, confident, enthusiastic, stimulating, easy to understand, appropriate use of figures/ tables/ photos</li> </ul>
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<b>Assessment 2</b>	Written project proposal
Due date	7 September 2022 (HONS410) or 26 October 2022 (HONS411)
Weighting	5%
Submission	<p>Submit an electronic copy of your assignment via upload to Turnitin via Moodle by 5pm on the due date. This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit you final version by the due date.”</p> <p>In addition, submit one (1) copy via email to the professional officer, supervisor and honours coordinators by 5pm on the due date.</p> <p>If needed, please refer to detailed information regarding submission of assignments on the subject’s eLearning site.</p>
Type of Collaboration	Individual Assessment
Length	Up to 2,000 words of text (excluding figure captions, tables and references). The document should be single sided and double spaced.
Details	Outlines the "Project Proposal", background to the project and intended directions in written style in order to develop a high standard of scientific writing to facilitate the development of project proposal in written format.
Style and format	A written proposal is to be submitted, based on wider reading of the literature to date and discussions with your supervisor in your Honours year. Marks will be based on the suitability of the work proposed and for writing style, logical arguments, format and breadth of referencing. Your supervisor can read TWO drafts only of this paper to help in the development of a scientific writing style.
Subject Learning Outcomes	1, 2, 3, 5
Marking Criteria	<p>There will be two examiners of the written project proposal i.e. your panel members), <u>one</u> of whom may be external to the School of Earth, Atmospheric and Life Sciences.</p> <p>The written proposal should be awarded a mark out of 10. The aim of this</p>

	<p>assessment item is to stimulate the students to frame their questions, explain the rationale and methodology for their project in written form.</p> <p>(85-100%) – the expectations of a proposal awarded a first class mark would be that, to the extent to which this is possible, and if it was of a professional, scholarly standard. The proposal should show evidence of critical thought and present logical arguments supported by appropriate figures where relevant.</p> <p>(75-84%) – a good proposal but one which would likely require revision of one or more sections, e.g. to tighten arguments, broaden contexts and the interpretation of data.</p> <p>(65-74%) – a weaker proposal clearly in need of major revision to improve aspects such as layout, appropriate presentation of the data, writing style, or the use of literature. The paper may contain some logical or logistical flaws.</p> <p>(50-64%) – a poorly written proposal, lacking critical thought and logical argument, with inappropriate presentation of background information, and serious logical or logistical flaws.</p> <p><b>Fail (&lt; 50%)</b> – not of the standard expected from an Honours student.</p> <p><b>Major points to consider:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated sound knowledge of research area</li> <li>• Demonstrated solid critical review of literature that identifies knowledge gaps</li> <li>• Clearly stated aims/hypotheses</li> <li>• Adequate description of how study/experiments will be performed</li> <li>• Methods chosen demonstrate a critical scientific approach</li> <li>• Timeline clearly established</li> <li>• Expected outcomes summarised in a meaningful fashion</li> <li>• Well organized structure</li> <li>• Use of appropriate language</li> <li>• clear and sufficient use of references</li> <li>• Use of figures/tables/photos/illustrations where relevant</li> </ul>
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<b>Assessment 3</b>	Final Report (thesis)
Due date	5pm 15 March 2023 (HONS410) or 8 November 2023 (HONS411)
Weighting	80%
Submission	<p>Submit an electronic copy of your assignment via upload to Turnitin via Moodle by 5pm on the due date. This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date.”</p> <p>In addition, submit one (1) electronic copy via email OR via OneDrive (make sure anyone has permission to view the file) to the Professional Officer by 5pm on the due date. If requested you may be required to submit one or more hard copies for examination to the professional officer/front office by the due date.</p> <p>If needed, please refer to detailed information regarding submission of assignments on the subject’s eLearning site.</p>

Type of Collaboration	Individual Assessment
Length	Up to 25, 000 words of text (excluding, figure captions, tables, references, title page, and appendices). The document should be single sided and double spaced with line numbers throughout.
Details	<p>Previous theses are a guide to standard formats and there is a useful template provided on the faculty Honours webpage (<a href="https://www.uow.edu.au/science-medicine-health/schools-entities/school-of-earth-atmospheric-and-life-sciences/">https://www.uow.edu.au/science-medicine-health/schools-entities/school-of-earth-atmospheric-and-life-sciences/</a>)</p> <p>This project will be conducted under the supervision of at least one member of the academic staff. The topic and aims of the project must be finalised as soon as possible (in consultation with the supervisor and supervisory committee i.e. panel members).</p>
Style and format	<p>The thesis must include:</p> <ul style="list-style-type: none"> <li>• A title page containing the Thesis title, Author's full name, Degree, University, Month and Year</li> <li>• A page following containing a signed and dated declaration statement. For example: This thesis is submitted in accordance with the regulations of the University of Wollongong in partial fulfilment of the degree of <b>BSc Hons degree</b>. It does not include any material published by another person without due reference within the text. The field and laboratory work presented in this thesis was performed by the author, except where acknowledged. This thesis has not been submitted for a degree at any other university.</li> <li>• An abstract</li> <li>• Table of Contents</li> <li>• Acknowledgements</li> <li>• Abbreviations</li> <li>• List of Figures</li> <li>• List of Tables</li> <li>• Main Body of Thesis</li> <li>• References (formatted appropriately)</li> <li>• Appendices</li> </ul> <p>Work on the project will normally be spread over 34 weeks of the academic year, but care must be taken to allocate sufficient time for the preparation of seminars and other assessment tasks.</p> <p>It is recommended that you begin writing your thesis well in advance and that you submit a thesis outline to your supervisory committee for comment. Make sure you obtain as much general feedback as possible as the thesis develops and make certain that the thesis is carefully proofread.</p>
Subject Learning Outcomes	1-6
Marking Criteria	<p>There will be two examiners of the thesis (i.e. your panel members), <u>one</u> of whom may be external to the School of Earth, Atmospheric and Life Sciences.</p> <p>The written thesis should be awarded a mark out of 100. The aim of this assessment item is to stimulate the students to frame their questions, explain the rationale and methodology, results and discussion of their project in written form that would be fit for publication.</p> <p><b>1. Overall presentation</b></p> <p>I Potentially suitable for publication with relatively little editing; presentation refined and scholarly.</p> <p>II.1 May still be suitable for publication, but with more editing;</p>

	<p>mostly clear and concise.</p> <p>II.2 Adequate explanations, but expression may be awkward, unrefined, verbose or ungrammatical; some inconsistencies in layout and style.</p> <p>III Poor, consistently unclear expression; basic presentation.</p> <p><b>2. Grasp of the literature/context</b></p> <p>I Shows evidence of critical thought and thorough knowledge of the literature. Criticism should be reflected in analysis of individual studies and the overall field.</p> <p>II.1 Somewhat less comprehensive and thoughtful, but nonetheless very good.</p> <p>II.2 Rather shallow and selective in scope.</p> <p>III A minimal effort to source suitable publications.</p> <p><b>3. Appropriateness of approach</b></p> <p>I Excellent, with flair and marked aptitude displayed in the design and technical details.</p> <p>II.1 Very good experimentally, but may show rather less imagination and care in design.</p> <p>II.2 Adequate, but limited in scope; may have some flaws.</p> <p>III Unimaginative and fundamentally flawed.</p> <p><b>4. Interpretation and analysis of the data</b></p> <p>I Sophisticated, complete and insightful; maximum information yielded from the data.</p> <p>II.1 Thorough analysis, although underlying assumptions may not be fully understood; data interpretation solid.</p> <p>II.2 Analysis rather basic; some statistical tests inappropriate; data may be misinterpreted.</p> <p>III Analysis fundamentally flawed to some degree; interpretation seriously limited or lacking.</p> <p><b>5. Justification given for conclusions</b></p> <p>I Careful and exhaustive, with some arguments that are advanced or complex.</p> <p>II.1 Good critique of data; discussion may be narrower in focus.</p> <p>II.2 Adequate, but arguments are shallow and unsophisticated.</p> <p>III Conclusions with very little, poor or limited explanation.</p> <p>In summary, each assessment grade is said to have the following general characteristics:</p> <p>(85-100%) The quality of research and communication is highly professional. There may be a few minor inadequacies but at least some of the work is of a standard suitable for publication.</p> <p>(75-84%) The thesis is still of high quality, but there may be some problems in the analysis and/or interpretation of the results or in the conclusions. The writing style is not quite of the quality of a Class I thesis.</p> <p>(65-74%) A less sound piece of work; there are several serious flaws in the data analysis, interpretation or conclusions. This grade is also appropriate if the amount of work done appears markedly less than expected of a nine-month period. The writing style may hamper the reader's interpretation of the research.</p> <p>(50-64%)</p>
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	A thesis of this standard is generally unsound in some fundamental way. There are abundant serious flaws in design, analysis and/or interpretation, and the writing style is poor
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<b>Assessment 4</b>	Seminar
Due date	22 March 2023 (HONS410) or 22 November 2023 (HONS411)
Weighting	10%
Submission	Seminar will be held live via webex or in person – exact timing TBA and will be based on room and academic availability
Type of Collaboration	Individual Assessment
Length	15 minutes plus 5 minutes questions
Details	The purpose of the seminar is to provide students with practise and opportunity to deliver the results of their honours degree in an oral presentation format and to receive feedback from academics in attendance. It must be pitched to a general audience. Students will develop their presentation skills and oral communication skills and learn how to handle questions from the audience live. Your supervisor can view TWO versions of your seminar presentation to help in the development of a clear communication style. The exact time and location of the presentation will be organised by the professional officer (subject to room availability) and you will be notified in advance via email. Feedback received by students is expected to be incorporated into the final thesis.
Style and format	PowerPoint slide presentation
Subject Learning Outcomes	1-5
Marking Criteria	<p>Marking of the seminar will be conducted by academics within SEALS and is aimed at assessing the <i>overall</i> quality of the presentation and the student's ability to answer questions.</p> <p>(85-100%) – well rehearsed and very clear presentation with professional delivery; close attention to timing; excellent use of visual aids; voice modulation and enthusiasm holds audience's interest; stimulating and incisive response to questions.</p> <p>(75-84%) – well presented, but less polished overall; visual aids a little unclear (e.g. too much text); voice needs more volume or clarity; somewhat less thorough responses to questions.</p> <p>(65-74%) – presentation uninspiring; adequate use of visual aids, but with less preparation and care in layout; monotonous and unenthusiastic presentation; difficulty distinguishing main points; mostly correct, but minimal responses to questions.</p> <p>(50-64%) – information not presented clearly; inaudible voice; failure to keep to time; frequently halts or loses place; visual aids hard to interpret or obscure in some fundamental way; answers to questions betray poor familiarity with material.</p> <p><b>Fail (&lt; 50%)</b> – not of the standard expected from an Honours student.</p> <p><b>Major points to consider:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated sound knowledge of research area, literature review, knowledge gap, accurate and easy to understand</li> <li>• Clearly stated aims/hypothesis</li> <li>• Comprehension of technology/experiment/scientific approach performed, use of figures/ visuals to illustrate</li> <li>• Meaningful and comprehensible summary, validity of conclusions</li> <li>• Demonstrated critical thinking regarding results, ability to put</li> </ul>

	<p>findings in context of other research, limitations of project, suggested further work</p> <ul style="list-style-type: none"> <li>• Clear and sufficient use of references</li> <li>• Concise and valid answers to questions</li> <li>• Well-rehearsed, good timing, confident, enthusiastic, stimulating, easy to understand, appropriate use of figures/ tables/ photos</li> </ul>
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<b>Assessment 5</b>	Viva voce
Date for Submission	29 and 30 March 2023 (HONS410) or 6 December 2023 (HONS411)
Weighting	No Weighting Assigned
Length	30 minutes
Details	<p>The purpose of the viva voce is to provide students with the opportunity to address specific questions regarding their thesis before marks are assigned. It is not intended to be an interrogation of students, or a formal thesis defence. The process should be seen as an opportunity for markers to seek clarification from the student directly, without input from the supervisors. The panel will consist of: Thesis markers (x2), and the panel chair (Academic Programme Director). Supervisors can be present during the viva voce to provide support for students, but will not be involved in answering or asking questions.</p> <p>Each Viva Voce will take place over 30 minutes. The panel will initially meet for 5 minutes, at which time the markers should identify any specific issues they may have with the thesis. To ensure that the 30 min time-frame is adhered to, the panel chair may provide guidance about how many questions each marker can ask. Students will then be called in and introduced to the panel. They will then be given a chance to briefly describe their research project, and identify any highlights or problems they may have encountered. Markers will then be allowed to ask specific questions of the student. Markers will ask specific questions about the thesis (e.g. clarification of methodology, controls, references), rather than general questions about the overall value of the project. Long, convoluted questions which require the student to address multiple points in one answer should be avoided. At the end of the question session, the student will be dismissed, and the panel will reconvene to discuss the outcome. Examiners will be given the opportunity to submit their final thesis mark either at the end of the meeting, or the following day.</p>
Marking Criteria	The viva voce is not formally marked.

## Minimum Requirements for a Pass in this Subject

The minimum performance requirements for this subject are:

- attempt all assessment tasks

Attendance at all School of Earth, Atmospheric and Life Sciences seminars is compulsory. If a student is unable to attend a seminar they must make a formal apology to the Honours Coordinator. Seminars will be advertised via the 'SEALS All' email list. Students should also attend and participate in the Research Institute or laboratory discussion groups with which they are associated.

Honours students will meet, as a group, on average, once each month with the Professional Officer. These meetings are an excellent way of obtaining current information, discussing upcoming assignments and meeting with fellow students to discuss common concerns. A schedule of meeting dates for the year will be circulated at the beginning of the year when suitable times have been established. Students should let the Professional Officer know if they are unable to attend.

## 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 of academic

consideration. Not all circumstances qualify for academic consideration. For further details about applying for academic consideration visit the Student Central webpage: <http://www.uow.edu.au/student/central/academicconsideration/index.html>

### **Late Submission Penalty – at 5%**

Late submission of an assessment task without an approved extension of the deadline is not acceptable. Marks will be deducted for late submission at the rate of 5% of the total possible marks for that particular assessment task per day. This means that if a piece of work is marked out of 100, then the late penalty will be 5 marks per day (5% of 100 possible marks per day). The formula for calculating the late penalty is the total possible marks x 0.05 x number of days late. For the purposes of this policy a weekend (Saturday and Sunday) will be regarded as two days.

For example:

- Student A submits an assessment which is marked out of 100. The assessment is submitted 4 days late. This means that a late penalty of 20 marks will apply ( $100 \times 0.05 \times 4$ ). The assessment is marked as per normal out of 100 and is given a mark of 85/100, and then the late penalty is applied. The result is that the student receives a final mark of 65/100 for the assessment ( $85$  (original mark) – 20 marks (late penalty) = 65/100 (final mark)).
- Student B submits a report which is marked out of 20. The report is submitted three days late. This means that a late penalty of 3 marks will apply ( $(20 \times 0.05 \times 3)$ ). The report is marked as per normal out of 20 and is given a mark of 15/20, and then the late penalty is applied. The result is that the student receives a final mark of 12/20 for the report ( $15$  (original mark) – 3 marks (late penalty) = 12/20 (final mark)).

No marks will be awarded for work submitted after the assessment has been returned to the students (except where a particular assessment task is undertaken by students at different times throughout the session, but where the assessment is based on experiments or case studies specific to a student). Notwithstanding this, students must complete all assessment tasks to a satisfactory standard and submit them, regardless of lateness or loss of marks, where submission is a condition of satisfactorily completing the subject.

### **Academic Consideration**

If you believe that your submission of, performance in or attendance at an assessment activity, including an examination, has been affected on compassionate grounds, by illness or by other serious extenuating circumstances beyond your control, you can apply for academic consideration in Student On Line Services (SOLS). Do not assume that an application for academic consideration will be automatically granted. For more information please refer to the Student Academic Consideration Policy at: <http://www.uow.edu.au/about/policy/UOW058721.html>

### **Supplementary Assessments**

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

### **System of Referencing Used for Written Work**

The Author-Date (Harvard) referencing system should, unless otherwise specified for a particular assessment (check Details of Assessment Tasks), be utilised. A summary of the Harvard system can be accessed on the Library website at: <http://uow.libguides.com/refcite>

### **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.

- 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:**

- 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.
- 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 genetic diversities and fixation indices (Version 2.9.3) Available at <http://www2.unil.ch/popgen/softwares/fstat.htm> .

#### **For a Thesis**

Erzincioğlu, 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>

## **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.

## **Assessment Return**

Students will be notified when they can collect or view their marked assessment. In accordance with University Policy marked assessments will usually only be held for 21 days after the declaration of marks for that assessment.

## **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.

## **Assessment Criteria**

In recommending the final class of "Honours" awarded, the Academic Program Committee will utilise the following criteria as a guide:

### **Honours Class I**

Demonstrates excellence in approach to the research area in:

- i) Possessing a clear understanding of the research question and its relationship to the current body of knowledge (i.e. relevant literature) in the area.
- ii) Mastery of experimental procedure, design and data collection, or in the case of non-experimental theses, techniques of gathering information appropriate to the problem.
- iii) Use of the appropriate statistical analysis, and facility in interpreting the results in terms of the thesis topic, or in the case of non-experimental theses, facility in interpreting the information derived in terms of the thesis topic.
- iv) Clear and concise presentation and organisation of all aspects within the thesis.

### **Honours Class II, Division 1**

The student satisfies all but one of the former criteria.

### **Honours Class II, Division 2**

The student satisfies the following criteria:

- i) Demonstrates competence in carrying out experimental work, or in the case of a non-experimental thesis, proficiency in surveying sources but lacks complete insight in the research area.
- ii) Shows an adequate knowledge of the conceptual framework of the thesis area.

### **Honours Class III**

The student satisfies either (i) OR (ii) criteria listed for Honours Class II Division 2.

## **Marking Rubrics**

Marking rubrics are on the SEALS Spring 2022 Honours Moodle site.

## Section C: General Advice

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

### 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/lrc/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.

### **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.”

## 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 and Safety (WHS) Act (2011) and University Policy that all students and staff follow WHS regulations and procedures.

The University's Workplace Health and Safety Policy can be found at:

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

Further guidelines and forms can be found using the quick links on the [UOW Safe at work webpage](https://www.uow.edu.au/about/services/safe-at-work/):  
<https://www.uow.edu.au/about/services/safe-at-work/>

For latest UOW COVID response details refer to the [UOW COVID-19 response webpage](https://www.uow.edu.au/coronavirus/):  
<https://www.uow.edu.au/coronavirus/>

The SMAH Work Health and Safety webpage also has some useful resources:

<https://www.uow.edu.au/science-medicine-health/whs/>

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 Training

All new staff and students in the Faculty are required to complete induction training prior to commencing any work or research. Induction training for Honours students involves:

1. Completion of any relevant building inductions. This will depend on which buildings you will be working in.
2. Completion of ALL requirements of the SMAH Local WHS Induction.
3. Completion of the SMAH Training Needs Analysis. *The training which needs to be completed within this document will be identified in consultation with your supervisor.*
4. Attendance at the bi-annual Working Safely in SMAH session.

It is important that ALL THREE DOCUMENTS outlined in points 1 to 3 above are forwarded to [smah-whs@uow.edu.au](mailto:smah-whs@uow.edu.au) once your supervisor has verified that the training has been completed. This information is used to apply for your key/card access.

### Accessing the Induction Training Documents

The induction training documents and further instructions, can be found in the [SMAH Workplace Health and Safety Induction \(TRNG224 14\)](https://moodle.uowplatform.edu.au/course/view.php?id=3217) on Moodle;  
<https://moodle.uowplatform.edu.au/course/view.php?id=3217>.

### Some further information about the Induction Training

The completion of the induction training uses a combination of delivery methods; online modules and quizzes, attendance at in-person training sessions and face-to-face instructions.

Some modules will be supplemented with additional practical components, such as Vehicles, Boating and SCUBA Diving.

There are also areas that have their own induction processes which can be completed once the minimum requirements of the online inductions have been met, such as a PC2 Laboratory Induction following the completion of Module 4 – Biosafety and GMOs, or the Ecological Research Centre

(ERC) Induction.

The Induction documentation provides URL links and contacts for the various training modules. Your supervisor will assist you in identifying your training needs and can assist you in arranging the appropriate training.

If you have any questions regarding the induction process, please email your enquiries to [smah-whs@uow.edu.au](mailto:smah-whs@uow.edu.au).

### **Additional WHS Training**

For some students it may be relevant and very important to undertake additional WHS training before commencing work.

All SEALS Honours students are required to complete the *Apply First Aid* course at the commencement of their program. It is an accredited, nationally recognised, approved course providing the successful participant with the *Apply First Aid* competency for three years. The course includes both theoretical and practical exercises and participants will be required to complete an online workbook prior to attending the in-person training session.

First Aid training is an important component of the SEALS Honours induction, especially for those undertaking fieldwork or other medium to high risk activities. The University will cover the cost of the *Apply First Aid* course for SEALS Honours students. Please see your supervisor for enrolment information.

Discuss any additional WHS training needs, such as *Apply First Aid in a Remote or Isolated Area*, with your supervisor and see what courses are available by visiting the [Safe at Work Training Courses website](https://www.uow.edu.au/about/services/safe-at-work/training-courses/); <https://www.uow.edu.au/about/services/safe-at-work/training-courses/>. There are instructions on the webpage regarding how to enrol.

### **Risk Assessments (RAs)**

#### **Research Activities**

All research work shall be assessed for risk prior to commencing any work. For medium and high risk activities, e.g., wet/chemical laboratory work, a documented risk assessment must be completed. The risk assessment requires input from your supervisor and must be discussed with the relevant parties and approved **prior to the commencement** of your laboratory work.

#### **Fieldwork and Off-Campus Activities**

It is a requirement for Fieldwork Leaders to conduct a risk assessment for all fieldwork and off-campus activities, including medium and high risk activities.

The risk assessment should list all potential fieldwork hazards and risk controls that can be put in place to minimize the risks. The risk assessment will need to be submitted to your supervisor for review and approval and then uploaded to the Field Equipment and Safety System (FESS). FESS will be discussed in further detail in the Fieldwork Safety section.

All risk assessments are to be completed in the UOW [SafetyNet](https://www.uow.edu.au/about/services/safe-at-work/report-an-incident/safetynet/) system. This system can be accessed by students here: <https://www.uow.edu.au/about/services/safe-at-work/report-an-incident/safetynet/>.

#### **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 SWPs 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.

## Field Work Safety

The School of Earth, Atmospheric and Life Sciences (SEALS) has an online Field Equipment & Safety System (FESS) program which is used for all planning and approvals for field work in addition to hiring school equipment. The SEALS Field Support Team provide FESS training workshops at the start of each session to assist new staff and students with using FESS and to cover the universities expectations of students when conducting field work.

You can access FESS here, using your UOW student username and password to login.

<https://fess.uow.edu.au>

The FESS Resources page has a range of documents to assist staff and students with using FESS. We recommend reading the FESS User and Supervisor guide and the [UOW Fieldwork and Off-Campus Activities Safety Manual and Guidelines](#).

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

1. Fieldwork Risk Assessment Form (completed in [SafetyNet](#) and uploaded to your FESS trip)
2. [Fieldwork Participant Acknowledgement Form](#) (for all staff and students on the field trip - uploaded to your FESS trip)
3. [Volunteer Acknowledgement Form](#) (for those with volunteer help - uploaded to your FESS trip).

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

The Fieldwork webpage also provides quick links to important information and can be accessed using the following link: <https://www.uow.edu.au/about/services/safe-at-work/safety-topics/fieldwork/>.

## First Aid Kits and First Aid Training Requirements for Fieldwork Activities

When planning fieldwork activities, please consider the nature of injuries that could occur whilst undertaking the proposed activity, the number of participants and the distance from immediate emergency assistance. This will assist in determining the type of first aid kit needed and the number of first aiders required.

UOW's best practice guidelines recommends the following minimum First Aid training requirements for fieldwork activities:

- Independent fieldwork, low risk fieldwork – one (1) First Aid trained personnel in attendance.
- General fieldwork – two (2) First Aid trained personnel in attendance.
- Remote fieldwork – two (2) Remote First Aid trained personnel in attendance.

Further guidance for specific activities, larger groups and the requirements for Oxygen Resuscitation First Aiders is available in the [UOW Fieldwork and Off-Campus Activities Safety Manual and Guidelines](#).

If a Risk Assessment has determined the fieldwork to be low risk, then one First Aid trained personnel is acceptable. For example, the fieldwork may be medium risk by definition, but implemented controls will reduce the risk to a low level.

Honours students are encouraged to support each other to meet the recommended minimum First Aid training requirements for fieldwork activities. By accompanying other students during fieldwork, you will obtain additional skills and experience in the field through being exposed to different techniques, geographical areas and/or environments.

For additional assistance with field work planning please contact the SEALS Field Support Team; [seals-fieldequipment@uow.edu.au](mailto:seals-fieldequipment@uow.edu.au).

## 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 online using [SafetyNet](https://safetynet.uow.edu.au/uowauth/login); <https://safetynet.uow.edu.au/uowauth/login>.

## Personal Protective Equipment (PPE)

Lab coats, safety glasses and enclosed shoes (**not** sandals or thongs) are the minimum safety requirements at any time when working in any laboratory within SEALS. There may be additional requirements depending on the risks associated with the work being carried out in a particular laboratory, if there have been any further PPE requirements determined in a Risk Assessment, or the type of laboratory (e.g., PC1 or PC2 laboratory). There are signs on the door at the entry to the laboratory which outlines the minimum PPE requirements.

A minimum requirement in the field is generally sturdy shoes with ankle support, long pants and long-sleeved shirt, hat, sunglasses and sunscreen. Any further PPE requirements determined in a fieldwork RA must be worn when working in the field by all involved, including volunteers.

Please ensure all PPE requirements are adhered to.

## First Aid

If you, or someone you are with, requires first aid, either contact, or ask a staff member to contact, a nominated First Aid Officer. You should make note of the First Aid Officer closest to your work area. Please note that Security staff (ext 21 4900 or via SafeZone app) are first aid trained, and available 24/7.

## Other Important WHS Information

**Smoke-Free Policy** – In 2016 UOW became a cleaner and healthier campus by committing to be smoke free. Please note that smoking is not permitted on all University property, in University vehicles and at all University activities and events, with the exception of designated smoking areas in the UniBar, Student Accommodation Facilities and Innovation Campus. Please refer to [UOWs Smoke-free webpage](#) for further details.

Eating or drinking is **not** permitted in any wet, dry or computer laboratory.

## 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.

You will meet with a panel consisting of the two examiners, a moderator (usually the course co-ordinator), and your Supervisor for a “viva voce”. The viva voce is not assessed; however, it provides you with the opportunity to answer specific questions relating to the technical aspects of your thesis, and to clarify any points of confusion examiners may have, prior to your final mark being assigned.

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.

### **Method for choosing Honours Examiners**

1. Honours examiners shall be assigned by the Honours Coordinator.
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.

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

Where there is a discrepancy of more than ten percentage points between the marks determined by any two honours examiners, and the discrepancy cannot be resolved by discussion between the honours examiners, an additional marker shall be appointed by the head of the Academic Unit to assess the Honours Project.

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

The third Examiner shall be normally selected from the Nomination of Examiners Form by the Honours Coordinator, in consultation with the Supervisor. The third Examiner will be provided with a clean copy of the Honours thesis. The third Examiner will then determine a mark for the student and write a brief report explaining the basis for determining this mark. This mark will then be forwarded to the Honours Assessment Committee for discussion. **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 Academic Unit Assessment Committee (where appropriate) is responsible for recommending the overall Honours mark to the Faculty Assessment Committee but, in all cases, the Faculty Assessment Committee declares the final mark.

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

**Equipment:** Access to specific equipment items, study space and computers should be discussed with your Supervisor. HONS410 students are able to access facilities across two buildings, Building 41 and Building 35.

### **Building 41**

#### **Honours Room 41.165**

1. **Drop-in hot desk space with some computers to use and lockers.** Please note, this is a quiet working area and all noise must be kept to a minimum. This is a shared space and operates on a "drop in" principle. Please do not save your work to the desktop, always use a USB. Lockers are available for Honours students to use during the course of their project. Complete the form inside the room for use. All lockers must be kept neatly.
2. **A kitchenette with fridge, hot water urn, microwave and basic facilities** is available for use just near the honours room.

### **Building 35**

#### **Honours Room 35.G06**

1. **Drop-in hot desk space with some computers to use.** Please note, this is a quiet working area and all noise must be kept to a minimum. This is a shared space and operates on a “drop in” principle. Please do not save your work to the desktop, always use a USB. **Kitchenette 35.111**

**1. Tea room** with fridge, hot water urn, microwave and basic facilities is available for use just near the honours room.

**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.

**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>.

## 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	<a href="https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted</a>
Careers advice	<a href="https://www.uow.edu.au/careers/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/careers/index.html?ssSourceSiteId=getstarted</a>
Counselling	<a href="https://www.uow.edu.au/student/counselling/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/student/counselling/index.html?ssSourceSiteId=getstarted</a>
Student Accessibility and Inclusion	<a href="https://www.uow.edu.au/student/support-services/sai/">https://www.uow.edu.au/student/support-services/sai/</a>
Information Tech.	<a href="https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted</a>
Study Skills	<a href="https://www.uow.edu.au/student/learningcoop/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/student/learningcoop/index.html?ssSourceSiteId=getstarted</a>
Heads of Students	<a href="https://www.uow.edu.au/science-medicine-health/contact-us/">https://www.uow.edu.au/science-medicine-health/contact-us/</a>

### 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".

<b>Online – Ask a Librarian</b>	Ask questions and receive a response within 1 business day (Wollongong time)
<b>In person – Book a Librarian</b>	30-minute appointment with an Librarian
<b>Research Consultation Service</b>	1 hour appointment with an information specialist. Available to UOW academics, HDRs, Postgraduate Coursework, Honours and Masters students.
<b>By phone</b>	+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		<p>A High Distinction is awarded for performance that provides evidence of an outstanding level of attainment of the subject learning outcomes, demonstrating the attributes of a Distinction grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> <li>• consistent evidence of deep and critical understanding</li> <li>• substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem-solving approaches</li> <li>• critical evaluation of problems, their solutions and their implications for future investigation or research</li> <li>• consideration of any shortcomings in methodology or integration of findings, drawing on relevant theories and previous research</li> <li>• use of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work</li> <li>• creativity in application as appropriate to the discipline</li> <li>• eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline</li> <li>• consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy</li> <li>• all or almost all calculation based data is correct, very little or no data is incorrect</li> </ul>
Distinction		<p>A Distinction grade is awarded for performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a Credit grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> <li>• evidence of integration and evaluation of critical ideas, principles, concepts and/or theories</li> <li>• distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts</li> <li>• demonstration of frequent originality in defining and analysing issues or problems and providing solutions</li> <li>• fluent and thorough communication of information and ideas in terms of the conventions of the discipline</li> <li>• frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy</li> <li>• most calculation based data is correct, little or no data is incorrect</li> </ul>
Credit		<p>A Credit grade is awarded for performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a Pass grade plus (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> <li>• evidence of learning that goes beyond replication of content knowledge or skills</li> <li>• demonstration of solid understanding of fundamental concepts in the field of study</li> <li>• demonstration of the ability to apply these concepts in a variety of contexts</li> <li>• use of convincing arguments with appropriate coherent and logical reasoning</li> <li>• clear communication of information and ideas in terms of the conventions of the discipline</li> <li>• regular application of appropriate skills, techniques and methods with high levels of precision and accuracy</li> <li>• most calculation based data is correct, some data is incorrect</li> </ul>
Pass		<p>A Pass grade (where awarded) is awarded for performance that provides evidence of a satisfactory level of attainment of the relevant subject learning outcomes, demonstrating (as applicable) one or more of the following:</p> <ul style="list-style-type: none"> <li>• knowledge, understanding and application of fundamental concepts of the field of study</li> <li>• use of routine arguments with acceptable reasoning</li> <li>• adequate communication of information and ideas in terms of the conventions of the discipline</li> <li>• ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy</li> <li>• a combination of correct and incorrect data is presented.</li> </ul>
		<p>A Fail grade is awarded where there is insufficient evidence of a satisfactory level of attainment of attainment of the relevant subject learning outcomes, on the basis of one or more of the following:</p> <ul style="list-style-type: none"> <li>• the project or research goal of the relevant honours project is nullified by major problems in the conceptualisation or execution of the project</li> <li>• the student is unable to present arguments with clarity or coherence</li> <li>• the student is unable to apply appropriate skills, techniques and methods with a satisfactory level of precision and accuracy</li> <li>• data is frequently incorrect</li> <li>• there are issues with adherence to academic integrity principles or practices</li> </ul>

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>

### **School Specific (if not covered elsewhere)**

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### **Version Control Table**

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
1	25/05/2022	Kristy Blackburn	Jodie Douglas	HONS410/411 Spring Honours Guide 2022 FINAL