



## Science, Medicine and Health – HONOURS Guide

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**Course: Bachelor of Medicinal Chemistry (Honours); course code 1773 and  
Bachelor of Medicinal Chemistry (Honours) (Dean's Scholar); course code 1772**

**Subject: CHEM470/480**

### Honours Guide

Annual 2024  
Wollongong

### Subject Information

Credit Points: CHEM470 – 12 cp / CHEM480 – 36 cp  
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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### Contacts

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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

All students entering the Bachelor of Medicinal Chemistry (Honours), or Medicinal Chemistry (Honours) (Dean's Scholar) are automatically in an honours stream as a result of satisfactory academic performance. Maintenance of satisfactory academic progress is essential throughout the program. Students should refer to the Course Handbook for details of the minimum performance requirements. Students who do not achieve the required academic standard will normally be advised to consider a change of program.

### Applying for Admission to Honours

No applications are taken for admission, entry to Honours is automatic, but students must still consult with chemistry staff to arrange supervisor and project. This process is coordinated by the BMedChem(Hons) Coordinator.

Information on Honours in the School is available at: <https://www.uow.edu.au/science-medicine-health/schools-entities/school-of-chemistry-and-molecular-bioscience/>

### 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 application to the Head of School within four weeks of commencement of a session. Where the 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. Student requests to reduce their study load will be considered on individual circumstances.

### Leave of Absence

Leave of Absence during the undertaking of CHEM470/480 is normally not possible, except under exceptional circumstances, as the availability of supervision cannot be guaranteed.

### Honours Method Used in this Course

The class of Honours awarded is based on performance in third and fourth year subjects, based on a Weighted Average Mark (WAM) formula in accordance with Method 3 in the UOW Honours Policy; (Appendix 3).

### Grades of Honours in this Course

The grading system for Honours is as follows:

First Class	80% to 100%
Second Class, Division 1	72.5% to less than 80%
Second Class, Division 2	65% to less than 72.5%
Honours not awarded	0 to less than 65%

## **Roles & Responsibilities**

### **The University has the responsibility to:**

1. specify clearly minimum entry standards for each Honours Degree;
2. 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;
3. maintain policy and procedures by which either the student or the Supervisor may take action as appropriate should significant difficulties arise with respect to the Honours Project;
4. 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:**

1. depending on the size of the Honours cohort, appoint an Honours Coordinator(s) to oversee the Honours Degree or, in the case of Embedded Honours, the Honours Projects within the Academic Unit;
2. 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;
3. ensure that the proposed Honours Project and all other requirements of the Honours Degree are of an appropriate standard for the award having regard to relevant discipline standards and that meets the requirements of the AQF;
4. where an Honours Project is undertaken across two disciplines (inter-disciplinary, joint honours), approve the course of study with the head of the other Academic Unit and negotiate the appointment of co-Supervisors and subject requirements before enrolment;
5. provide to each Honours Degree student (in the case of Embedded Honours, no later than the beginning of the session in which the student undertakes an Honours Project) an Honours Guide that sets out all procedures and requirements pertaining to assessment, in either physical or electronic form;
6. foster a supportive environment for Honours Degree students and clearly communicate to Honours Degree students the University's expectations of a successful Honours Degree student and a successful Honours Project;
7. ensure that reasonable resources are made available to Honours Degree students to support them in undertaking their Honours Project;
8. ensure that appropriate provision is made in academic workloads for supervision of Honours Projects;
9. ensure that the curriculum for each Honours Degree satisfies the requirements for the Bachelor Honours Degree within the AQF;
10. ensure that procedures are in place to select the most appropriate Supervisor(s) or Supervisory panel for assessing the Honours Project;
11. ensure that Supervisors of Honours Degree students have a qualification at Level 9 of the AQF (Masters Degree) or higher (or a lesser qualification combined with experience equivalent to a Level 9 AQF qualification) and that they:
  - a. are currently active researchers, or
  - b. have proven research records, or
  - c. have previous successful experience in supervising Honours Degree students;
12. ensure that there is no conflict of interest between the Supervisor(s) and Honours Degree student;
13. 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;
14. ensure that arrangements are made to provide for alternative supervision if a Supervisor is absent for more than two weeks;
15. 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 to the Honours Coordinator where appropriate.

**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 of BMedChem(Hons) and the Code of Practice– Honours.

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

1. 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;
2. advise Honours Degree students about their procedural and substantive rights and responsibilities contained in this Code (directly or through the Honours Guide);
3. advise and assist Honours Degree students to comply with workplace health and safety and ethics requirements where relevant;
4. support Honours Degree students in developing a proposal for their Honours Project within a negotiated time frame;
5. assist Honours Degree students to develop a plan for completing the Honours Project within an appropriate time frame;
6. maintain regular contact with Honours Degree students in order to monitor their progress;
7. inform Honours Degree students about any planned absences during the candidature and arrangements for supervision during those absences;
8. provide timely and helpful written feedback to Honours Degree students on any submissions and to assist them to develop solutions as problems are identified;
9. advise Honours Degree students of inadequate progress or work below the standard generally required and to suggest appropriate action;
10. attend meetings of the Academic Unit Assessment Committee where students' grades are determined;
11. ensure the Academic Integrity and Plagiarism Policy, the Code of Practice – Research, the Research Misconduct Policy, the IP Intellectual Property Policy, the IP Student Assignment of Intellectual Property Policy, the IP Student Assignment of Intellectual Property Guidelines and the Authorship Policy, and the consequences for the candidate's Honours Project of breaching these Policies, are explained carefully to the student.

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:

1. 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;
2. maintain regular contact with the Supervisor(s);
3. discuss any proposed variation of enrolment or leave of absence with their Supervisor(s) and Honours Coordinator/ Head of Academic Unit;
4. establish with the Supervisor(s) the level of support required for successful completion of the Honours Project;
5. present required written material to the Supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
6. undertake additional work towards their Honours Project identified as necessary by the Supervisor(s);
7. accept responsibility for the quality and originality of all submitted work;
8. ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research;
9. 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.

Students also have a responsibility to:

1. comply with the requirements of assessment;
2. comply with the University of Wollongong's policy on plagiarism;
3. submit for assessment their own individual and unassisted work, except as otherwise permitted;
4. respect the rights of staff and other students engaged in the teaching process and to conform to the "Code of Practice Students"; and,
5. 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 completion of CHEM470, students should be able to:
1. Demonstrate understanding of design processes for drug design, advanced drug discovery techniques, and the design of radiopharmaceuticals and advanced pharmacology;
2. Demonstrate broad and coherent understanding of their chosen research project in including its significance and the techniques involved in the progression of the science;
3. Communicate clearly and coherently knowledge and ideas related to an area of medicinal chemistry;
4. Exercise critical analysis and judgement.

On completion of CHEM480, students should be able to:
1. Demonstrate extensive and coherent knowledge in an area of medicinal chemistry;
2. Integrate and apply knowledge and skills associated with medicinal chemistry to plan and execute a substantial research project;
3. Communicate clearly and coherently knowledge, ideas and findings from their research work in an area of medicinal chemistry;
4. Apply knowledge of research principles and research skills; Exercise critical analysis of observations and data from primary and secondary sources.

## Description

The fourth year chemistry component of the BMedChem course introduces you to a broad range of forefront medicinal chemistry topics and provides you with sufficient knowledge to enable you to read the current research literature. You will participate actively in a current, advanced research project, and gain experience in presenting scientific data in the form of essays, seminars and a thesis on your research work. Generic skills and training such as occupational health and safety, library, communications and project management skills are part of this program. Satisfactory completion of the BMedChem(Hons) program satisfies the prerequisite for postgraduate (MSc, PhD) study.

The Advanced/Dean's Scholar experience acquired during the course substantially broadens the student's skills-base, providing much enhanced career and employment prospects. This course is available only to students enrolled in the Bachelor of Medicinal Chemistry, or the equivalent Advanced/Dean's Scholar Degree programs. Access to this course is by degree transfer.

## Readings, References and Materials

Readings, references and materials will be provided by project supervisors.

## Recent Changes to this Course

Changes to honours courses/ subjects to ensure a consistent approach within SMAH.

## Key Dates CHEM480

Formal Start	Monday, 12 <sup>th</sup> February 2024
Submission of Research Thesis	Thursday, 3 <sup>rd</sup> October 2024 (week 34 of Honours year)
Assessment Committee meeting	November 2024

## Course Requirements

The subjects required for the fourth year Honours component of the BMedChem(Hons) degree are stipulated below. Students in this degree must complete the subjects required for the first 3 years of their program before proceeding into this fourth year. Students should refer to the relevant Course Handbook page for further information.

Subject Code	Subject name	Session	Credit Points
CHEM470	Selected Topics in Medicinal Chemistry	SMAH Annual	12
CHEM480	Medicinal Chemistry Project	SMAH Annual	36



## Section B: Assessment of Honours

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### Assessment Summary

Assessment Type	Date for Submission	Weighting in Determining Final Mark
<b>FOR CHEM470:</b>		
Written Examinations or in-class assessment for 6 x topics	Friday, April 5 <sup>th</sup> 2024 and Friday May 31 <sup>st</sup> 2024	60%
Directed Studies Assignment	Wednesday, April 24 <sup>th</sup> 2024	10%
Project Essay	Wednesday, May 15 <sup>th</sup> 2024	20%
Seminar	Thursday, June 6 <sup>th</sup> 2024	10%
<b>FOR CHEM480:</b>		
Research Thesis	Thursday, 3 <sup>rd</sup> October 2024	90%
Final Seminar	Thursday, 17 <sup>th</sup> October 2024	10%

\* Submission dates are based on the standard 35 week Honours year – please note that mid-year starters are required to take an extended break over the Summer Holidays to fulfil this 35 week requirement.

### Criteria for Assessment

<b>Assessment 1</b>	Written Examinations
Date for Submission	Thursday, April 4 <sup>th</sup> 2024 and Friday, May 15 <sup>th</sup> 2024
Weighting	60%
Details	6 topics – Lecture topics are assessed at the end of each block with each topic of equal weighting in the (60%) assessment of Chem470. Topics can be assessed in the form of a written exam or in-class assignments or presentations, or other forms of assessment. You will be informed at the beginning of each block of how the assessment will take place. Written examinations will consist of compulsory questions - all sections of work are of equal value.
Marking Criteria	TBA

<b>Assessment 2</b>	Directed Studies Assignment
Date for Submission	4.00 pm Wednesday, April 24 <sup>th</sup> 2024
Weighting	10%
Details	This assignment should be based on topics to be given to you by your supervisor. Each assignment MUST follow the format of the "Mini Reviews in Medicinal Chemistry" journal - see the instructions for authors at: <a href="https://benthamscience.com/journals/mini-reviews-in-medicinal-chemistry/author-guidelines/#top">https://benthamscience.com/journals/mini-reviews-in-medicinal-chemistry/author-guidelines/#top</a> Use the word limit for 'Mini-Reviews' and use the 'instructions to authors' under the heading 'Manuscript Preparation' further down this webpage. Assignments outside this format will be returned unmarked. If there is a problem finding or following these instructions, please contact Paul Keller by email.
Submission	Submit your essay electronically to <a href="mailto:keller@uow.edu.au">keller@uow.edu.au</a> by 4.00 pm
Marking Criteria	TBA

<b>Assessment 3</b>	Project Essay
Date for Submission	4.00 pm Wednesday, May 15 <sup>th</sup> 2024
Weighting	20%
Details	<p>An essay on material relevant to the introduction to the research project thesis. It should be a concise but comprehensive coverage of literature relevant to the research project leading to the aims of the project and normally forms the basis of the introduction to the research thesis. It is to be strictly up to 15 typed pages (excluding references), Times or similar font, 1.5 spaced, A4 pages. Submit your essay electronically to <a href="mailto:keller@uow.edu.au">keller@uow.edu.au</a> by 5.00 pm</p> <p><b>Suggested Literature Sources For Literature Assignment</b></p> <p><i>Databases and Abstracts</i>      Scifinder Scholar &amp; Chemical Abstracts  Current Contents (on-line)  Medline (included in Scifinder Scholar 2001 version)  Biosis Biological Abstracts  World Wide Web (Virtual Chemistry Library, Pharm Web)  Protein Data Bank  Cambridge Crystallographic Database</p> <p><i>General Treatises</i>              Comprehensive Medicinal Chemistry  Burger's Medicinal Chemistry and Drug Discovery</p> <p><i>Dictionaries</i>                      Dictionary of Drugs (CD-structure search available)  Dictionary of Natural Products  Merck Index  MIMS</p> <p><i>Textbooks</i>                          Krogsgaard-Larsen, P. and Bungeard, H. "A Textbook of Drug Design and Development"</p>
Submission	Submit your essay electronically to <a href="mailto:keller@uow.edu.au">keller@uow.edu.au</a> by 4.00 pm
Marking Criteria	Essays longer than this maximum will be returned unmarked – Supervisors please ALSO take note.

<b>Assessment 4</b>	Seminar
Date	Thursday, June 6 <sup>th</sup> 2024
Weighting	10%
Details	<p>10 minute + 5 minutes discussion</p> <p>You should:</p> <ul style="list-style-type: none"> <li>• give a concise overview of the project <ul style="list-style-type: none"> <li>- background</li> <li>- results achieved</li> <li>- outcomes and conclusions</li> </ul> </li> <li>• pitch your talk to an audience of "generic" medicinal and other chemists, not your supervisor and immediate lab companions (they know it all already anyway!)</li> <li>• don't go into unnecessary detail</li> <li>• be entertaining and tell a good story, don't just recite the facts</li> </ul>

	<ul style="list-style-type: none"> <li>remember the rule of thumb - one overhead takes 1.5 - 2 minutes on average. Therefore, for a 10 minute seminar, count on 8-10 slides</li> </ul>
Marking Criteria	Content and Presentation (equal weighting)

<b>Assessment 5</b>	Research Thesis
Date for Submission	4pm Thursday, 3 <sup>rd</sup> October 2024
Weighting	90%
Details	<p>The research thesis should provide a detailed but succinct description of the project background, work carried out, results and conclusions.</p> <p>The report should be submitted in the approved format, which is detailed in Appendix 2.</p> <p>Here are some further useful hints:</p> <ul style="list-style-type: none"> <li>be clear and concise - you will normally find that you want to write more than the allowed 65 page limit</li> <li>don't use jargon - imagine you are writing your thesis to someone in another sub-discipline, (not to your supervisor)</li> <li>you must balance two essential attributes of a good research thesis</li> <li>to tell a good story which flows and has good logical structure</li> <li>to provide enough detail that a competent medicinal chemist could repeat your work by following your descriptions</li> <li>use an appendix for large volumes of detailed data or description which are necessary for their detail but would detract from the flow of the report</li> <li>pictures and tables can save pages of written description (and are usually more entertaining)</li> </ul> <p>It may be helpful to consult books on the subject of report writing. Some suggestions:</p> <ul style="list-style-type: none"> <li>A Guide to Scientific Writing by D. Lindsay, Longman Cheshire, 1984</li> <li>How to Write and Publish a Scientific Paper by R.A. Day, ISI Press 1979</li> <li>Style Manual for Authors Editors and Printers (Australian Government Publishing Service, 1972)</li> <li>The Complete Plain Words. A Guide to the Use of English by Sir Ernest Gowers (Pelican, 1963)</li> </ul>
Submission	Submit your thesis electronically to <a href="mailto:keller@uow.edu.au">keller@uow.edu.au</a> by 4.00 pm
Marking Criteria	<p>The research thesis will be evaluated on such points as the clarity, precision and brevity of the reporting, the general arrangement and organisation of the material reported, and the quality and relevance of illustrations and tabulated data.</p> <p>The attached pro forma provides a template of factors examiners consider in assessing the thesis. This document is completed, including written comments on the second page, signed and submitted to the Honours Coordinator during the <i>viva voce</i>.</p> <p>The supervisor cannot contribute a formal mark to the research project assessment. As agreed by the departmental examiners'</p>

	committee in 2003, the supervisor may submit a notional mark or comments of the student and the work during discussion within the meeting of the Departmental Examination Committee.  There is a <i>viva voce</i> which will take place soon after the final seminar.
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<b>Assessment 6</b>	Final Seminar
Date for Submission	Thursday, October 17 <sup>th</sup> 2024
Weighting	10%
Details	A research seminar based on the research thesis strictly 12 minutes + 3 mins question time
Marking Criteria	50% each for content and presentation

### Minimum Attendance Requirements

Students must present at the Seminar and Final Seminar, attend their nominated *viva voce* session and be present for the four exams as a minimum attendance requirements.

### Minimum Requirements for a Pass in this Subject

The minimum performance requirements for this subject are:

- attempt all assessment tasks
- a minimum of 50% Pass grade for all summative assessments and Satisfactory Completion for all formative assessment tasks

Additionally, attendance at all School of Chemistry and Molecular Bioscience seminars is strongly recommended. Seminars will be advertised via the 'SCMB All' email list. Students should also attend and participate in any Molecular Horizons or laboratory discussion groups with which they are associated.

### 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 x 0.05 x 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 x 0.05 x 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)).

## 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> .

## System of Referencing Used for Written Work

Students should use a system exemplified by a high ranking journal in the research area.

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.

## TURN-IT-IN (Plagiarism software)

Your ELECTRONIC COPY should be provided as a single PDF document *via* e-mail to [keller@uow.edu.au](mailto:keller@uow.edu.au). This version will be vetted by the software "turnitin" ([www.turnitin.com](http://www.turnitin.com)) as a means to assess plagiarism. Please note that we look out for plagiarism while marking as well. If you are concerned about this please talk to your supervisors early.

## 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.

## 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 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/email Etiquette/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>

### Length, Style and Format of Honours Project

The thesis should provide a detailed but succinct description of the project background, work carried out, results and conclusions. The ability to write clearly, accurately and concisely and to present scientific data effectively is essential for success in a scientific career. The thesis will be evaluated on such points as the clarity, precision and brevity of the reporting, the general arrangement and organisation of the material reported, and the quality and relevance of illustrations and tabulated data. The thesis must be submitted in the approved format, which



is detailed in the appendix.

Note that there is a length limit of 65 pages, including all text, diagrams and experimental details but excluding references (See appendix 1 for details). Large volumes of data, computer programs or other such detailed material may be added as an appendix *only* if the thesis stands alone without it, i.e. an appendix should contain only useful but supplementary material. Theses over the recommended length are viewed as unacceptable. Theses will only be accepted for submission when they conform to the length and format requirements. Late penalties will be applied if the submission of an acceptable thesis is after the submission date.

### **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://www.uow.edu.au/about/learning-teaching/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 & 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>

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/>

For latest UOW COVID response details refer to the UOW COVID-19 response webpage:

<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) 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, for example.

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)

### Risk Assessment

All research work (including fieldwork) shall be assessed for risk prior to commencing any work. For medium and high risk activities, e.g. wet/chemical laboratory work and fieldwork, 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 or fieldwork.

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

### Safe Work Procedures (SWP's)

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 (i.e **your**) responsibility to read these and ensure that they are adequate, and adhere to the various guidelines included.

### Fieldwork Safety

#### General

The University has developed the [UOW Fieldwork and Off-Campus Activities Safety Manual and Guidelines](#) to assist in minimising the risks associated with the hazards involved in undertaking hazards in the field.

The following documentation must be completed in consultation with your supervisor, and approved by your supervisor, prior to any fieldwork activities:

1. Fieldwork Risk Assessment Form (completed in [SafetyNet](#))
2. [Fieldwork Participant Acknowledgement Form](#) (for all staff and students on the field trip)
3. [Unpaid Work Engagement Form](#) (for those with volunteer help from outside UOW – all volunteers must be approved prior to participation).

Forms 2 and 3 must be taken into the field with you as they contain emergency contact details for all field participants. It is also recommended that copies of the above documents are retained by the student/volunteer for reference purposes.

Personal protective equipment (PPE) and training requirements must also be considered prior to any fieldwork.

The Fieldwork webpage 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**

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](#).

### **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>.

### **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 SCMB. There may be additional requirements depending on the risks associated with the work being carried out in a particular laboratory, e.g. if there are 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.

### **Additional WHS Training**

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

## 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.

## Work Integrated Learning (WIL)

Work Integrated Learning describes activities that integrate work practices with learning in an academic institution. Through WIL, students undertake authentic, experiential learning relevant to their program of study. WIL may occur in person or remotely, in a physical or simulated workplace, or in the classroom. It includes practicums, placements, internships, service learning, industry projects and experience, workplace simulations and professional activities.

WIL activities at UOW:

- are purposefully designed
- are informed by design principles
- draw on industry expertise, where relevant
- foster opportunities for reflection and engaged feedback
- shape and support students' career goals through alignment of activity with career development frameworks.

WIL is classified into five types: Co-curricular WIL, Foundational WIL, Embedded WIL, Applied WIL and Professional WIL. Honours is considered to be Professional WIL. Find out more about the UOW WIL design principles and the UOW WIL Curriculum Classification Framework at: <https://www.uow.edu.au/about/learning-teaching/curriculum-transformation/work-integrated-learning/>

## 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.

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.

The assessment scheme is determined by the Coordinator at the commencement of each year. For this degree, the thesis is examined by a panel of two assessors (excluding the supervisor), one of whom may be external. Once thesis marks are returned, you will meet with a panel consisting of the two examiners, a moderator (usually the course or Honours 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 Research Thesis. 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.

### **Guidelines for Honours Examiners:**

When assessing the research thesis the same criteria should be used in evaluating other Honours research theses.

For each student, the Coordinator will appoint two examiners who shall:

- make all assessments and provide feedback.
- assess the thesis and conduct a *viva voce*.

### **Method for Choosing Honours Examiners**

1. Honours examiners shall be chosen in consultation with the Head of the Academic Unit (who may delegate this function to the Honours Coordinator).
2. A Supervisor cannot examine an Honours Project with a weighting of 24 cp 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**

If the difference between the two examiners' marks is more than 10, the Honours Co-ordinator organises a meeting with the two examiners and attempts to mediate. If the examiners are unable to resolve their different views and bring their marks to within 10 marks of each other, a clean copy of the thesis is sent to a third examiner, who is asked to provide a mark and brief justification. The Honours Co-ordinator will then average the two closest marks. If the three marks are separated by the same difference (e.g. marks of 70, 80 and 90), the Honours Co-ordinator averages all three marks. 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 by the Honours Coordinator, in consultation with the Supervisor.

The Academic Unit Assessment Committee (where appropriate) is responsible for recommending the overall Honours mark to the Faculty Assessment Committee in all cases, the Faculty Assessment Committee declares the final mark.

### **Scaling**

No formal scaling is applied to assessments.

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

### **Inductions for Laboratory and Office areas**

All students must complete an induction within the first two weeks of arrival and prior to commencing any lab work. Induction information and resources will be administered *via* your School Administration Office and signed off by your supervisor. Once complete, you will be provided with access to any laboratories/specialised areas as requested on the induction form.

### **Work Station**

Honours students will be provided with a workstation during the onboarding process, which will be within their supervisor's student office (where possible) or delegated by the School Administration Office if in an open/shared space.

### **Printing/Photocopying Access**

Honours students will be provided with an access card as part of their onboarding, that will provide access to print and photocopying facilities around campus.

### **Stationary**

SCMB will provide Honours students with basic stationery and lab books which can be accessed via the central stationary stores in Building 18 and Building 42. Please contact [scmb-admin@uow.edu.au](mailto:scmb-admin@uow.edu.au) should you need assistance locating a store or if items need restocking.

### **Computer Use**

Honours students are expected to bring their own device to work from for their Honours project.

Students may also access the computers in the 4<sup>th</sup> Year Computer Lab in Building 41 Room 101. Please note, this is a shared Faculty computer lab and operates as a 'drop in' principle and as such, all noise must be kept to a minimum. Please do not save your work to the desktop, always use a USB.

If you do not have your own device or are concerned that the device you own is not satisfactory to carry out your studies, please notify your supervisor who will work with the School Administration Office to explore alternate arrangements.

### **Email Use:**

All email communication will be sent to your UOW Student email address so please ensure this is checked regularly. You will also be added to a SCMB Honours mailing list for the duration of your program to keep in the loop with general School updates and information regarding the program.

**If you have any concerns about the above, please raise this with your Supervisor and/or Honours Coordinator as early as possible during your Honours program.**

## **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>
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>
Disability	<a href="https://www.uow.edu.au/student/disability/index.html?ssSourceSiteId=getstarted">https://www.uow.edu.au/student/disability/index.html?ssSourceSiteId=getstarted</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 Coordinators

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 Coordinators may be able to help. There are Student Support Coordinators 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/>

### 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

## 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 Coordinators, Head of School, Dean of the Faculty or the Dean of Students. The University has a Policy on Grievance Resolution Procedures and these can be accessed via the University Web pages at:

Student Academic Complaints information can be found at:

<https://documents.uow.edu.au/about/policy/students/UOW189967.html>

## Laboratory and Research Work

The project proceeds under the direction of the chosen supervisor/s, who will normally provide all research guidance. Here are some important general hints:

- work steadily throughout the year - the last few weeks will be hectic enough.
- do your literature survey of the research project and the project essay early, so that you have a good overview of your project and keep it in perspective
- review progress periodically with your supervisor
- set a rigid date to finish lab work, normally early October, to allow time to finish thesis and seminar
- start summarizing your work and writing your thesis early - before ending lab work. This allows you to identify need-to-be-done final experiments.
- **Follow the advice of your supervisor!**

## Administrative Tasks on Completion of Research Project

Honours students are required to complete a Project Completion Form at the end of their honours. This form requires at least one Supervisor signature to indicate satisfactory completion. The Project Completion form lists a variety of tasks the student must complete prior to the official completion of the Honours project such as returning keys, cleaning lab spaces, archiving data etc. It is available in the Off-boarding section of the SMAH WHS Website: <https://www.uow.edu.au/science-medicine-health/whs/>



## 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 HD	<b>85-100</b>	<p>A high distinction grade (HD) is awarded for performance that provides evidence of an outstanding level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a distinction grade plus (as applicable):</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</li> <li>• use of quantitative analysis 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 answers correct, very few or none incorrect</li> </ul>
Distinction D	<b>75-84</b>	<p>A distinction grade (D) 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):</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 answers correct, few incorrect</li> </ul>
Credit C	<b>65-74</b>	<p>A credit grade (C) 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):</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> </ul>

		<ul style="list-style-type: none"> <li>• many answers correct, some incorrect</li> </ul>
Pass P	<b>50-64</b>	<p>A pass grade (P) is awarded for performance that provides evidence of a satisfactory level attainment of the relevant subject learning outcomes, demonstrating (as applicable):</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 answers</li> </ul>
Fail F	<b>&lt;50</b>	<p>A fail grade (F) is given for performance that does not provide sufficient evidence of attainment of the relevant subject learning outcomes.</p>
Technical Fail TF		<p>A technical fail (TF) grade is given when minimum performance level requirements for at least one assessment item in the subject as a whole has not been met despite the student achieving at least a satisfactory level of attainment of the subject learning outcomes.</p>

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>

### 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>

### Code of Practice – Honours

This Code sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at:

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

### The Code of Practice – Work Integrated Learning (Professional Experience)

The Code of Practice – Work Integrated Learning (Professional Experience) sets out what is expected from students, the University and Host Organisations in providing work integrated learning professional experience programs. It applies to professional experience programs that form the whole or part of a subject or course offered at the University. The Code assists in promoting a productive work integrated learning experience for students and in promoting relevant UOW Work Integrated Learning Design Principles.

<http://www.uow.edu.au/about/policy/UOW058662.html>

### Copyright Policy

The purpose of this Policy is to outline responsibilities and procedures regarding the use of third party copyright material, with the objectives of reducing staff and UOW exposure to the risks associated with the use of third party copyright material, assisting staff to make full legal use of the materials at their disposal by clearly identifying responsibilities and promoting

copyright compliance. The Policy can be found at:  
<http://www.uow.edu.au/about/policy/alphalisting/UOW026670.html>

### **Course Progress Policy**

The Course Progress Policy establishes the requirements, definitions and procedures to be used in determining the standards of acceptable course progress. The Policy can be found at:  
<http://www.uow.edu.au/about/policy/UOW058679.html>

### **Examination Rules and Procedures**

The UOW rules and procedures outline exam conditions, student conduct in exams, and the procedures for exam management. Further information can be found here:  
<https://www.uow.edu.au/about/policy/UOW118158.html>

### **Ethical or Religious Objection by Students to the Use of Animal and Animal Products in Coursework Subjects**

This policy provides a framework for recognition of and responses to students' ethical or religious objection to animal use in coursework subjects at the University of Wollongong. For the purpose of this policy, animal use includes killing of animals in experimental work, dissection of animals that are already dead, use of animal tissues, use of animal-derived products (such as sera). These uses are relevant to teaching and assessment. Further information about this policy can be found here:  
<http://www.uow.edu.au/about/policy/UOW058708.html>

### **Coursework Rules**

The Coursework Rules (hereafter the Rules) govern the admission, enrolment, progression through, and qualification for a coursework award offered by the University. Further information can be found here:  
<https://documents.uow.edu.au/about/policy/UOW262890.html>

### **Human Research Ethics**

The Human Research Ethics Committee protects the welfare and rights of the participants in research activities. Further information can be found here:  
<http://www.uow.edu.au/research/ethics/human/index.html>

### **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:  
<https://documents.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow058689.pdf>

### **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>

### **Review and Appeal of Academic Decisions Policy**

UOW aims to provide a transparent and consistent process for resolving a student concern about an academic decision that has affected their academic progress, including a mark or grade. Further information is available at:

<http://www.uow.edu.au/about/policy/UOW058653.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 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	01022024	Kristy Blackburn		

## Appendix 1: Honours Assessment Proforma

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Report Title: \_\_\_\_\_  
 FINAL MARK GIVEN \_\_\_\_\_ /100

ASSESSMENT	CRITERIA
Excellent.....Poor	Section 1: Technical Component
A B C D	1 (a) Development of project objectives identification and description of problem analysis of prior work gaps/shortcomings identified approach to problem valid rationale employed adequate assessment of alternative solutions/methods objectives are realistic and suitable to project timeframe
A B C D	1(b) Project Method and Results technical execution of chosen methods method shortcomings quantified where appropriate results are appropriately manipulated (eg. statistical methods)
A B C D	1(c) Outcomes and Impact Conclusions are soundly based Discussion of relevance of project outcomes to: original problem other work in the area of investigation Prospects for future work/improvements identified
	Section 2: Presentation Component
A B C D	2(a) Use of literature/other resources use of relevant material information is appropriately integrated into text information from other sources is cited correctly
A B C D	2(b) Structure and development of report appropriate Abstract or Summary - informative/representative of report Table of Contents, Introduction, Methods, Results, Discussion & Conclusion all reflect the technical component requirements all material in Appendices supports the report
A B C D	2(c) Control of language and writing style language appropriately formal, impersonal and technical appropriate use of discipline specific terminology appropriate choice of tense logical flow of information Figures appropriately introduced/referred to and discussed accurate sentence structure, appropriate use of punctuation legitimate paragraphing with clear focussed topic sentences spelling generally correct
A B C D	2(d) Diagram and data presentation Figures/tables used to convey concepts data are presented in an appropriate format and quality Figures, tables, photos, etc. are titled correctly axes of graphs labelled correctly visual data are integrated appropriately into text

IN ADDITION, PLEASE PROVIDE AND SIGN A SHORT REVIEW (Max. 1 page) COMMENTING ON THE REPORT USING A SEPARATE SHEET OF PAPER (OR THE REVERSE SIDE OF THIS FORM).

Examined by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2: Detailed Formatting Instructions for the Research Report (Thesis)

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- i. The research report (thesis) should be a maximum of 65 pages and 1.5 spaced typescript on size A4 paper. **This page limit will be strictly adhered to.**
- ii. The margins on each page should not be less than 4 cm on the bound side, 2 cm on the unbound side, 3 cm at the top and 2 cm at the bottom. The report can be either single-sided or doubled-sided – this is the choice of the student. However, if you intend to double-side your report, ensure that the paper that you use is of sufficient quality that the ink does not ‘ghost-through’ to the backside of the sheet – this is especially pertinent when considering colour.
- iii. The research report (thesis) must include the following sections:
  - (a) Title Sheet, format as follows:

TITLE

A research report (thesis) submitted in (partial) fulfillment of the requirements for the award of the degree of

**BACHELOR OF MEDICINAL CHEMISTRY**  
**with Honours**

from

The University of Wollongong

by

(AUTHOR'S NAME, DEGREE(S) HELD)

Supervisor - ( )

(NAME OF SCHOOL)

(MONTH, YEAR)

- (b) **Table of Contents**
  - (c) **Abstract:** A summary that states the results achieved, normally less than 150 words.
  - (d) **Introduction (10-15 pages):** which describes published work relevant to the thesis and forms the foundation of the topic.
  - (e) **Results and Discussion:** The main body of the thesis describing your work subdivided into headings according to the custom of refereed publications in the actual area of your research program. Tabulation of experimental results or data is encouraged when this leads to more effective presentation or more economical use of space.
  - (f) **Experimental:** Specific representative procedures should be given when possible, rather than repetitive individual descriptions. May proceed results and discussion if appropriate.
  - (g) **Conclusions:** a succinct summary of the outcomes of the project with considered future directions the research could take.
  - (h) **Acknowledgments**
  - (i) **References:** normally, a list of references according to the rules adopted by the American Chemical Society Journals. Other formats acceptable in consultation you're your supervisor.
  - (j) **Appendix (if required)**
- iv. The table of contents and abstract pages may be numbered separately with small Roman numerals.
  - v. An electronic version of the final corrected thesis must be submitted to the BMedChem(Hons) Coordinator, as well as a hardcopy bound version to the supervisor if requested.
  - vi. The lettering on the spine binding will be:
    - (a) 15 mm from the bottom and across - UW
    - (b) 70 mm from the bottom and lengthwise - the degree and, underneath, the year of submission. For example:  
2023 BMedChem(Hons)
    - (c) evenly spaced between the degree and top, reading upwards, the name of the author, initials first and surname or family name.

## Appendix 3: Notes for Supervisors and Assessors

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This section outlines BMedChem Honours supervisors' and assessors' responsibilities towards their students, the School/University, and the assessment process. They should be read in conjunction with the sections above, and the timetable of relevant dates. Responsibilities are set out roughly in the order they will arise through the BMedChem Honours year.

### Research Project – getting started

- Determine suitable research project (normally well before start of year).
- Set out year plan (see project management below).
- Ensure student makes good early progress on background literature review.

### Generic skills

#### OH&S

- Ensure student attends OH&S induction.
- Ensure student completes written tasks (risk assessments).
- Confirm that above satisfactorily are completed to Hons Coordinator (Email).

#### Library Skills

- Ensure student attends library skills course (1 day).

### Research project and thesis

- Provide guidance throughout the year on all aspects of the research project and thesis writing.
- Ensure the student makes steady progress and doesn't get bogged down or lost in dead ends.
- Ensure a suitable time to stop lab work and start writing up.
- Provide a forum for practice and fine tuning of seminar presentations.

NOTE that, following Faculty-wide policy, formal late penalties apply to late submission. In any event, late submission has always been, and remains, **very strongly discouraged**.

### Directed Studies

- Provide a detailed topic of study to student for topic by week 1 of session. This should be quite explicit about scope of study. There is room for flexibility in choosing the material – consult with BMedChem Hons Coordinator. For advanced text-type studies, the material may provide useful background understanding relevant to the research project, but should not be directly related to it. A good rule of thumb is to choose material that, if you had to run a 7 lecture undergraduate course on some topic beyond current undergraduate offerings, would provide improved background for the research area.
- Provide a copy to BMedChem Hons Coordinator.
- Assess exam and discuss mark with BMedChem Hons Coordinator.



## Appendix 4: Publishing Your Research 101

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<http://pubs.acs.org/page/publish-research/index.html>

### Episode 1. Publishing Your Research 101 (43 min, 28 s)

#### How to Write a Paper to Communicate Your Research

The first episode in our series is an interview with Professor George M. Whitesides from Harvard University who has published nearly 600 papers with ACS Publications, and over 1100 articles overall, and has served on the advisory boards of nine peer-reviewed journals.

1. Improving your writing skills (3:56)
2. Writing so people will notice (4:08)
3. What have you done when your article is rejected? (2:56)
4. What are your favourite articles? (1:58)
5. The impact of technology on scientific articles (5:51)
6. Videos and scientific communication (6:05)
7. How do you choose your areas for research? (2:30)
8. Why did you do this video? (2:17)

### Episode 2. Publishing Your Research 101 (6 min 49 s). Writing Your Cover Letter

Finally, the article is ready for submission. Now you need to write a cover letter. Is it that important? Do you really need to spend another few hours writing the cover letter, and then perhaps a couple days to allow your co-authors time to review, comment, and agree? Four of our journal editors share their views on the cover letter and how it can help them understand the significance of your work for their journal, and in the discipline.

### Episode 3. Publishing Your Research 101 (5 min 57 s)

#### Selecting Peers to Suggest as Reviewers

In the third episode in our publishing series, our editors will provide some tips to help you decide whom to suggest as reviewers for your article. The reviewers will not only make recommendations on whether or not the work should be published, but on its suitability for the journal. They will also make comments and suggestions to help you improve the quality and clarity of your manuscript, and perhaps even to improve your science. Your article, when published, will be better for having gone through this process. It is to your advantage to have knowledgeable and rigorous reviewers evaluating your manuscript.

### Episode 4. Publishing Your Research 101 (8 min 40 s)

#### Submitting Your Manuscript Using the ACS Paragon Plus Environment

In the fourth episode in our publishing series, we focus on the manuscript submission process itself, providing a guide to navigating ACS's Paragon Plus peer review environment. While the demonstration and discussion are based on the ACS submission system, many of the comments address issues that are applicable to publishers in general. What does the submission system look like? What are some of the critical steps in the process? What can you do to make sure your manuscript makes it through the peer review process as quickly as possible? What if you make a mistake during your submission? Listen in and hear from our own experts some tips for navigating the system.

### Episode 5. Publishing Your Research 101 (15 min)

#### Ethical Considerations for Authors and Reviewers

The fifth episode,, we focus on the ethical considerations in scholarly publishing. Ethical behaviour in research and publication form the foundation of scientific discovery and communication. Simply put, experiments should be performed and communicated honestly and with integrity, and attribution should be given to acknowledge the contributions of others.

Our editors examine some specific ways in which these principles apply during the publication and peer review process and highlight some of the common problems that arise from both authors and reviewers.

## Appendix 5: Summary of Key Dates

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<i>Session-Week</i>	<i>Date</i>	<i>Event</i>
<i>Autumn Session 2024</i>		
Formal start.	Monday February 12 <sup>th</sup>	Introduction to Honours. Time and Venue TBC. (no lab work allowed until safety induction completed)
Week 8	5.00 pm Wed April 24 <sup>th</sup>	Directed Studies Assignment due
Week 11	5.00 pm Wed May 15 <sup>th</sup>	Project Essay due
Week 14	Thurs June 6 <sup>th</sup>	Seminars

### *Spring Session 2024*

Recess week	5.00 pm Thurs October 3 <sup>rd</sup>	Research Thesis Submission*
Week 12	Thurs October 17 <sup>th</sup> (precise time TBA)	Final Seminar
Week 12	Friday October 18 <sup>th</sup> (precise time TBA)	Viva voce

\* Electronic versions (as a single PDF document) will be submitted via Moodle (for plagiarism software submission "Turnitin"). Please see the subject outline for details of submission late penalties.