



## Science, Medicine and Health – HONOURS Guide

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Course: Bachelor of Environmental Science (Honours); course code 1880

### Subject: ENVI408 Research Report

#### Honours Guide

SMAH Annual 2025  
Wollongong

#### Subject Information

Credit Points: 30  
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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### The Faculty of Science, Medicine and Health

The Faculty of Science, Medicine and Health offers a range of undergraduate and postgraduate programs designed to meet the needs of a diverse student population. We carry out world-leading research which is strongly aligned with our teaching program.

As a student of our faculty, you will be actively engaged in learning with extensive clinical experiences, use of advanced educational technologies and opportunities for enriching work experience. More information about the Faculty of Science, Medicine and Health and our School is available on our web pages:  
<https://www.uow.edu.au/science-medicine-health/>

### Contacts

#### Environmental Science Degree Academic Program Director (APD) and ENVI408 Subject Coordinator

Name:	Senior Lecturer Sam Marx
Location:	41.G31
Telephone:	61 2 4221 5318
Email:	<a href="mailto:smarx@uow.edu.au">smarx@uow.edu.au</a>

#### Honours Liaison and Support (Professional Officer)

Name:	Kristy Blackburn
Location:	32.124
Telephone:	61 2 4221 3487
Email:	<a href="mailto:bkristy@uow.edu.au">bkristy@uow.edu.au</a>

### 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 Environmental Science (Honours) are automatically in an honours stream with satisfactory academic performance. Maintenance of satisfactory academic progress is essential throughout the program. This normally means achieving a 75% WAM across all subjects undertaken. Students who do not achieve the required academic standard will normally be advised to consider a change of program.

### Applying for Admission to Honours

Satisfactory performance must be achieved (normally a Weighted Average Mark (WAM) of 75% or greater in all subjects undertaken) for entry into the fourth year of the Bachelor of Environmental Science Honours degree. Students with a WAM below 75% may only progress to the fourth year with the permission of the APD (or their delegate).

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

### Part-time Honours Enrolment

This honours subject cannot be undertaken on a part-time basis. Please contact the honours co-ordinator if you need consideration for flexibility in your honours year.

### Honours Method Used in this Course

The degree of Bachelor of Environmental Science (Honours) is awarded for performance in third and fourth year subjects, based on a Weighted Average Mark (WAM) formula in accordance with Method 3 Outlined in Appendix 3 of the [UOW Honours Policy](#)

The WAM is determined as follows:

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

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

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

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

### Grades of Honours in this Course

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

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

## Selection/Allocation of Research Projects

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

- In July/August of each year, a group of external organisations is approached to see if they are willing to host ENVI408 students for both Autumn and Spring starters in the following year and asking them to forward a list of potential projects.
- On receipt of the lists of proposed projects, they are reviewed by Environmental Science staff for their suitability in terms of academic standard, resource implications, timing and location. Projects considered unsuitable are deleted from the overall list.
- A revised list of proposed projects is then circulated to potential SSCI supervisors to determine those that staff would be able to supervise. Any projects where no supervisor can be identified are deleted from the list.
- The final list of projects considered suitable and having potential supervisors is presented to the incoming 4<sup>th</sup> year class (both autumn and spring starters). Students are asked to select up to 4 projects from this list.
- Environmental Science staff finalise the project allocations taking into account student and supervisor preferences, supervisor and organisation loads, timing and location of projects. A final allocation listing is made available in November for autumn starters and the following June for Spring starters.
- Once the student has obtained a project, the Environmental Science program Professional Officer arranges an initial project meeting where the student, university supervisor and host organisation supervisor to work out the details of the project and develop the Agreement for the project. The draft Agreement document is circulated for comment, and then a final document is signed off by all involved parties (student, university supervisor, host organisation supervisor and the Professional Officer). The initial meetings should be completed by end February for autumn starters and by end of July for spring starters.

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

## Roles & Responsibilities

### The University has the responsibility to:

- a. take measures to protect the intellectual property (IP) arising from the work of its students in accordance with the University's IP Intellectual Property Policy;
- b. where possible, ensure each student enrolling full time in an Honours Degree and who submits their Honours Project within the required timeframes, specified by the Faculty, is given the opportunity to complete all subjects in time for them to graduate with their cohort at the end of that academic year.

### The Academic Unit has the responsibility to:

- a. appoint an Honours Coordinator to oversee the progress of students enrolled in the Honours Degree;
- b. ensure that each Honours Student meets the minimum requirements for admission to the Honours Degree and is capable of undertaking the proposed Honours Project and other requirements of the Honours Degree;
- c. ensure that the curriculum for each Honours Degree satisfies the requirements for the Bachelor Honours Degree within the AQF;
- d. ensure that each proposed Honours Project is of an appropriate standard for the award having regard to relevant discipline standards and that meets the requirements for a Bachelor Honours Degree within the AQF;
- e. provide to each Honours Degree student an Honours Guide or, where permitted, a Subject Outline that sets out all procedures and requirements pertaining to assessment in either physical or electronic form;
- f. foster a supportive environment for Honours Degree students;
- g. ensure that reasonable resources are made available to Honours Degree students to support them in undertaking their Honours Project;
- h. ensure that appropriate provision is made in academic workloads for supervision of Honours Projects;
- i. ensure that each Honours Degree student undertaking an Honours Project has a Supervisor, and, where necessary, a co-supervisor;

- j. ensure that procedures are in place to select the most appropriate Supervisor(s) for assisting the Honours Degree student to complete their Honours Project;
- k. ensure that Supervisors of Honours Degree students are appropriate to undertake those responsibilities;
- 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 Honours Coordinator. 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 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  
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  - 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. Demonstrate coherent and advanced knowledge of the principles and concepts associated with an aspect of Earth and environmental sciences;
2. Develop knowledge of research principles and methods that are at the forefront of modern Earth and environmental science research;
3. Demonstrate the necessary technical and cognitive skills required to review, analyse and synthesize information to formulate solutions to an Earth and environmental science research question;
4. Demonstrate critical thinking and appropriate judgement to develop, implement and communicate new understanding;
5. Illustrate within the research report and oral presentation clear and coherent communication of knowledge and ideas;
6. Evaluate, adapt and integrate knowledge and skills so that they can be applied to an existing environmental issue within a host organisation;
7. Demonstrate the ability to plan and execute a research project within Earth and environmental sciences.

## Description

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

## Readings, References and Materials

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

## Recent Improvements to Subject

The Faculty of Science, Medicine and Health is committed to continual improvement in teaching and learning and takes into consideration student feedback from many sources including, direct student feedback to tutors and lecturers and responses to the Subject and Course Evaluation Surveys.

## Key Dates

Official commencement date	10 Feb 2025
Welcome to Honours info session	from 9.30am, 10 Feb 2025
Initial Project Meeting	Feb 2025 (meetings will be arranged individually and exact date and time to be advised)
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>
Progress report and meeting	June / July 2025 (exact date and time to be advised)
Submission of Draft Research Report (Thesis) to Supervisor(s) for comment	Should aim for early-mid Sept 2025
Assessment 1 - Submission of Research Report (Thesis)	5pm, 9 Oct 2025
Assessment 2 - Final Seminar	Week starting 20 Oct 2025 (exact date and time to be advised)

## Coursework Requirements

In the BEnvSc(Hons) the grade of honours is determined using a Weighted Average Mark (WAM), based on a number of 300 and a 400 level subjects. The full list of subjects that students take in Years 3 and 4 of the program is given below. The program below represents the 2022 Handbook. Students are expected to follow the Handbook for the year they commenced the course or can receive permission from Head of Students to alter their enrolment (contact the Honours Coordinator for advice). Handbooks can be found online at: <https://www.uow.edu.au/student/handbook/>

<b>Year 3:</b>
Students specialise in one of our majors: <ul style="list-style-type: none"> <li>• Earth Sciences</li> <li>• Land Resources</li> <li>• Life Sciences</li> <li>• Environmental Chemistry</li> </ul>

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



<b>Earth Sciences</b>			
<b>Autumn</b>			
EESC321	Plate Tectonics, Macrotopography and Earth History	6	Autumn
GEOS215	Sedimentology, Stratigraphy and Palaeoenvironments	6	Autumn
MGNT208	Introduction to Management for Professionals A	6	Autumn
<b>Plus ONE subject from the following list:</b>			
SCII310	Remote Sensing	6	Autumn
GEOS309	Igneous-metamorphic geology methods and processes	6	Autumn
<b>Spring</b>			
SCII399	Project Management in Earth, Atmospheric and Life Sciences	6	Spring
EESC326	Resources and Environments	6	Spring
EESC250	Field Geology	6	Summer
<b>Plus ONE subject from the following list:</b>			
SCII210	Climate Change	6	Spring
EESC331	Changing Global Environments	6	Spring

<b>Land Resources</b>			
<b>Autumn</b>			
EESC323	Fluvial Geomorphology and Sedimentology	6	Autumn
MGNT208	Introduction to Management for Professionals A	6	Autumn
SCII310	Remote Sensing	6	Autumn
<b>Plus ONE subject from the following list:</b>			
MARE200	Introduction to Oceanography	6	Autumn
GEOS215	Sedimentology, Stratigraphy and Palaeoenvironments	6	Autumn
GEOG338	Planning Urban Futures Skyscrapers to Slums	6	Autumn
<b>Spring</b>			
SCII399	Project Management in Earth, Atmospheric and Life Sciences	6	Spring
GEOG222	Society and Environment: Resources, Challenges, Futures	6	Spring
EESC322	Coastal Environments: Process and Management	6	Spring
<b>Plus ONE subject from the following list:</b>			
EESC331	Changing Global Environments	6	Spring
GEOG337	Policy for Environmental and Heritage Management	6	Spring

<b>Life Sciences*</b>			
<b>Autumn</b>			
BIOL240	Biodiversity of Marine and Freshwater Organisms	6	Autumn
BIOL361	Conservation Biology	6	Autumn
MGNT208	Introduction to Management for Professionals A	6	Autumn
<b>Plus ONE subject from the following list:</b>			
MARE200	Introduction to Oceanography	6	Autumn
SCII310	Remote Sensing	6	Autumn
BIOI362	Ecophysiology	6	Autumn
<b>Spring</b>			
SCII399	Project Management in Earth, Atmospheric and Life Sciences	6	Spring
BIOL252	Evolution and Behaviour	6	Spring
BIOL241	Biodiversity of Terrestrial Organisms	6	Spring
BIOL365	Marine and Terrestrial Ecology	6	Spring

<b>Environmental Chemistry</b>			
<b>Autumn</b>			
CHEM211	Inorganic Chemistry II	6	Autumn
CHEM212	Organic Chemistry II	6	Autumn
CHEM337	Environmental Chemistry	6	Autumn
MGNT208	Introduction to Management for Professionals A	6	Autumn
<b>Spring</b>			
SCII399	Project Management in Earth, Atmospheric and Life Sciences	6	Spring
CHEM213	Molecular Structure, Reactivity and Change	6	Spring
CHEM370	Modern Inorganic and Bio-inorganic Chemistry	6	Spring
CHEM360	Organic Synthesis III	6	Spring

<b>Year 4</b>			
ENVI408	Research Report	30	Annual
ENVE383	Environmental Engineering	6	Autumn
STS302	Climate Change Policy, Possible Futures	6	Autumn
LAW381	Law for Environmental Managers	6	Spring

## Section B: Assessment of Honours Project

For this degree, the Research Report (Thesis) is examined by a panel of two assessors, one of whom is external to the University. The Final Seminar will be marked by academics within the School of Science.

Due dates of assessment items are below:

### Assessment Summary

Assessment Type	Date for Submission	Return/ Feedback Due dates	Weighting in Determining Final Mark
Progress Report and meeting (Mid-Term)	June / July (date/time TBC)	Feedback provided during meeting	No Weighting Assigned
Submission of Draft Research Report (Thesis) to Supervisor for comment	Early - Mid Sept 2025	Feedback provided by Supervisors(s) as agreed	No Weighting Assigned
Research Report (Thesis)	5pm, 9 Oct 2025	Up to 28 days later and after the School Assessment Committee meeting	90%
Final Seminar	Week starting 20 Oct 2025 (date/time TBC)	As soon as possible	10%

### Details of Assessment Tasks

Name	Progress Report and Meeting (Mid-Term)
Type	Report
Due date	June / July 2025 (date/time TBC)
Weighting	No Weighting Assigned
Details	A brief progress report will be prepared by the student and presented to the UOW and Host Organisation supervisors and Professional Officer at a progress meeting. Feedback will be provided at the meeting regarding project planning leading to research report submission.
Marking Criteria	Ungraded but a copy of the progress report will be kept on file for reference of progress.

Name	Draft Research Report (Thesis)
Type	Report
Date for Submission	early - Mid Sept 2025
Weighting	No Weighting Assigned
Details	To be submitted electronically to supervisor(s). Will be read by the supervisor(s) and feedback provided prior to final submission of the research report.
Marking Criteria	Ungraded

Name	Research Report (Thesis)
Type	Thesis
Date for Submission	5pm, 9 Oct 2025
Weighting	90%
Submission	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.

	In addition, submit one (1) electronic copy via email OR via OneDrive (make sure anyone has permission to view the file) to the Subject Coordinator and Supervisors by 5pm on the due date.
Type of Collaboration	Individual Assessment
Subject Learning Outcomes	1-7
Details	ENVI408 - The core thesis should be approximately 16,500 words
Marking Criteria	<p>As the nature of the honours research projects varies enormously, it is difficult to give precise criteria for the assessment of the reports. Some general characteristics are provided below to assist examiners.</p> <p>All reports are given a mark out of 100. In determining the mark, examiners are asked to note that:</p> <ul style="list-style-type: none"> <li>• this report represents the first attempt at a major research project for the student;</li> <li>• a ENVI408 report is worth 30 credit points, or 62.5% of the 4<sup>th</sup> year workload (the equivalent of 21 weeks), students have significantly less time available to complete the project than is normally available to those completing end-on honours project (100% of their 4<sup>th</sup> year). <i>Thus examiners should note that comparison with end-on honours theses is inappropriate;</i></li> <li>• the project has been completed in collaboration with an external organisation, and the nature of the project is determined to a large extent by the organisation (as they are funding the project). The student has, therefore, to complete the project within the resources and facilities made available by the organisation.</li> </ul> <p>For a High Distinction, the quality of the research and reporting should be highly professional. There may be some minor deficiencies, but some of such work is often of publishable standard.</p> <p>For a Distinction, the report should be of high quality, but some problems may arise with the analysis and/or interpretation of the results or with the conclusions and recommendations. The quality of presentation is slightly below that of high distinction work but should still be relatively free of errors and the arguments easy to follow.</p> <p>For a Credit, the report is of lower quality either in terms of the amount of work completed with the available time, or there are significant concerns about the data analysis, interpretation, conclusions and recommendations. The presentation style may make it difficult for the examiner to fully interpret what has been done.</p> <p>For a Pass, the report is generally poor with significant problems in project design, data analysis and interpretation, recommendations and conclusions, or there is evidence of barely satisfactory effort on the part of the student to complete the project.</p> <p>If the report clearly shows that the student has not completed the project, has made minimal effort, or has not written up anything that shows an understanding of what has been done, then a fail grade may be awarded.</p> <p>Examiners are asked to assess the work against the following:</p> <ol style="list-style-type: none"> <li><b>Project Identification and Encapsulation</b> This should provide an introduction to the project covering the reasons for undertaking the work, relevant literature review and a clear statement of the objectives.</li> <li><b>Information Gathering, Data Production, Synthesis and Analysis</b> This section should clearly describe the procedures used, the study area, any special equipment involved in sufficient detail for another scientist to repeat the work.</li> </ol>

	<p>The results obtained should be laid out in a clear and understandable format, and discussion of the results should include the limitations of the work, relationship to previous work and significance of the work. Some projects may produce management plans - these should be assessed in the light of their readability, relevance to the objectives and practicality.</p> <p><b>c. Conclusions and Recommendations</b> This section should contain a statement on the conclusions that can be drawn from the work done, recommendations for action, and/or suggestions for future work.</p> <p>Information sent to Examiners is in Appendix 2.</p>
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<b>Name</b>	<b>Final Seminar</b>
Type	Presentation
Date for Submission	Week starting 20 Oct 2025 (date/time TBA)
Weighting	10%
Submission	The Final Seminar will be held in person or via Webex Exact timing TBA and is subject to academic and room availability.
Type of Collaboration	Individual Assessment
Subject Learning Outcomes	1-7
Details	<p>Length 10 minutes plus 5 minutes for questions.</p> <p>The subject to be based on the research report. The seminar should provide introduction/background to the project, methods, results, discussion and conclusions. The seminar should also provide information relevant for the external partner organisation.</p>
Marking Criteria	<p>Seminars will be assessed for both presentation and content by academic staff present with the average mark taken.</p> <p>Specific things to consider:</p> <ul style="list-style-type: none"> <li>• Overall presentation and organisation</li> <li>• Diagram, map, table and photo usage (Visuals)</li> <li>• Essence of project expressed (Introduction, Aims)</li> <li>• Accuracy and relevancy of content (Content)</li> <li>• Comprehension of techniques (Methodology)</li> <li>• Ability to reason logically / critical evaluation</li> <li>• Relevance for the external partner organisation</li> <li>• Ability to answer questions with concise and valid answers</li> </ul>

## Hurdle Assessment

Subjects may include a hurdle assessment. A hurdle assessment is an assessment that requires a minimum level of performance as a condition for passing the subject. Examples include achievement of a pass grade or above in a skills-based assessment or final examination. Hurdle assessments are applied to subjects to ensure students:

1. meet learning outcomes
2. demonstrate you can complete a task safely and/or meet professional standards.

Should this subject contain a hurdle assessment, it will be stated under the specific assessment in Section B: Assessments.

## **Corrections / Feedback of Research Report (Thesis) Drafts by Supervisors**

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

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

## **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.

Attendance at relevant School of Science seminars is strongly recommended. Seminars will be advertised via the 'SSCI-All' email list. Students should also attend and participate in the Research Institute or laboratory discussion groups with which they are associated.

Honours students are encouraged to attend a series of Honours Study Support sessions, called "Elevate your Honours" during the subject. These sessions will provide learning that will be useful to honours students as well as provide an opportunity to obtain current honours information, meet with fellow students and ask questions of academics in attendance. The 'Elevate your Honours' Schedule will be included on the subject Moodle site.

## **Late Submission of Assessment Tasks and Penalties**

Assessed work must be submitted in by the date and time given. If an assessment is submitted late, it will be marked in the normal way, and a penalty will then be applied.

In the absence of an approved request for Academic Consideration in the form of an extension, assessment tasks must be submitted in line with the assessment instructions.

- An assessment task that is submitted late will receive a penalty of 5% of the total possible marks for each 24-hour period, or part thereof, that it is late.
- Work submitted after seven calendar days will not be marked and will be given a mark of 0.
- No assessment task can be handed in for a mark once the assessment task has been returned to students.
- Penalties accrue on each day that the assessment task is late, including Saturday, Sunday and public holidays.

Note: Assessments must still be submitted to meet minimum performance requirements even though no mark is to be awarded.

## **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 Online 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>

## **Scaling**

Scaling of students' marks is not used to adjust Honours marks. A student's final, rounded, Honours mark is only adjusted, if at all, after consideration by the Honours Examination Committee on a case-by-case basis. The mark a student has earned in their Honours year will only be changed following a majority vote to do so by the Committee. In the case of a 50:50 vote, the Chairperson of the committee meeting will have the casting vote.

## Supplementary Assessments

Supplementary assessment may be offered to students whose performance in this subject is close to that required to pass the subject and are otherwise identified as meriting an offer of a supplementary assessment. For information about eligibility criteria and the form and timing of supplementary assessments see the [Supplementary Assessment Procedure](#).

## 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.

## Marking Rubrics

Marking rubrics are on the subject Moodle site.

## Honours Report Preparation Guidelines

### Length, Style and Format of Honours Project

Prior to final preparation of the manuscript, a draft must be approved by the supervisors. The length of the report should not normally exceed 16,500 words although diagrams, references, etc., may be added.

The Research Report (Thesis) must have:

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

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

## Main Body of the Report

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

A common sequence of report presentation is as follows:

- a) The first chapter is an "Introduction". It should include a literature review, an outline of the scope of the research and give a clear statement of the objectives.
- b) If the report contains an extensive literature review it can be inserted in a separate chapter.
- c) The next chapter is devoted to the materials and methods (experimental and computational) used in the work.
- d) The next chapter should include the presentation and discussion of results.
- e) The final chapter should present the conclusions and recommendations for future work.
- f) The first and final chapters need to be cohesive and the abstract should complement these two chapters.

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

More details are outlined in Appendix 1.

## Word Processing

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

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

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

## System of Referencing 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 all).

### 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>.

## **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.

## **Research Responsibilities and Retention of Data**

A copy of the original data should be retained in the department or research unit in which they were generated. On completion of your honours project your laboratory notebook and any data or analysis stored electronically need to be given to your supervisor.

## **Ownership of Data**

The University's Intellectual Property Policy covers the management of intellectual property rights at the University and covers all staff and students of the University:

<http://www.uow.edu.au/about/policy/UOW058689.html>

## **Materials**

To be discussed with your supervisor.

## 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.

### Working with External Agencies

As all ENVI408 projects are undertaken with external agencies, students must comply with workplace rules and regulations laid down by these organisations and the University of Wollongong's Code of Practice – Student Professional Experience as appropriate: <http://www.uow.edu.au/about/policy/UOW058662>.

### Insurance

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

### Expectations of Students

UOW values are intellectual openness, excellence and dedication, empowerment and academic freedom, mutual respect and diversity, recognition and performance. We will provide a safe, equitable and orderly environment for the University community, and expect each member of our community to behave responsibly and ethically (Student Conduct Rules).

We expect that students demonstrate these values and professional behaviour, both face-to-face and online, making genuine efforts to complete their studies successfully, demonstrating appropriate professional and ethical conduct in all communication with UOW staff and community members, and submitting assignments on time (or completing a request for Academic Consideration in advance if needed).

### Appropriate Online Behaviour

The University is committed to providing a safe, respectful, equitable and orderly environment for the University community, and expects each member of that community to behave responsibly and ethically. Students must comply with the University's [Student Conduct Rules](#) and related policies including the [IT Acceptable Use Policy](#) and [Bullying Prevention Policy](#), whether undertaking their studies face-to-face or online.

For more information on appropriate communication and etiquette online, please refer to the guide [Online and Email Etiquette](#).

### Guiding Communication Principles for Students

#### Moodle Announcements

Moodle announcements will be the primary platform for communication of general information to students:

- Students should ensure they regularly check the main announcements forum at the top of each subject's Moodle site. Information distributed via a Moodle Announcement MAY not be duplicated on any other forum on the Moodle site.
- It is the student's responsibility to check all subject Moodle sites regularly for information and notifications.

#### SOLS messages

SOLS messages will be used for all central communication relating to the following:

- Administrative matters relating to student enrolment
- Critical information relating to course or subject eg policy updates, academic progress
- Security and emergency information

SOLS and Moodle announcements can NOT be responded to.

## Email

Communication to UOW staff by students should only be via a UOW email account. Remember to use the same principles when communicating online as you would face-to-face. Be clear and respectful and communicate with the same consideration you would expect from others.

## Learning Platform (Moodle) Subject Site

The University's Learning Platform uses [Moodle](#) as its Learning Management System, providing access to course materials, activities, and other Learning Platform systems. The Learning Platform (Moodle) subject site can be accessed via your SOLS page.

## 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.

## Using Generative Artificial Intelligence (GenAI)

GenAI technology (such as ChatGPT or Microsoft Co-pilot) is reshaping the University experience worldwide. UOW is committed to embracing GenAI as a tool to enhance learning experiences and develop vital work-readiness skills. However, misuse or use of GenAI in assessments where prohibited constitutes academic misconduct (as specified by [University Policy](#)).

**It is important that students check if GenAI is permitted** for each assessment task and how it is to be used and acknowledged. Please read the [student guidance](#) available on how to use GenAI ethically and critically, equally recognising its capabilities and limitations.

For example:

1. **Generative AI is not a substitute for decision-making:** GenAI should complement, not replace, your critical thinking and decision-making skills.
2. **Output quality depends on prompts:** The quality of GenAI outputs is influenced by prompting. Poorly constructed or unclear prompts may generate outputs that are incorrect.
3. **Fact verification is essential:** GenAI outputs can be fabricated, presenting inaccurate information or contain harmful bias. Verify all GenAI outputs against reliable sources.
4. **Protect data and copyright:** Many GenAI technologies collect information in ways that breach privacy and data protection provisions, particularly where the source material is confidential or subject to copyright. Please check the Terms and Conditions of GenAI technologies and if unsure, refer to [UOW Copyright Guidance](#). Learn more about how to access UOW secured tools [here](#).
5. **Transparency in use:** Where required, you must acknowledge GenAI use, including providing prompt histories and detailing how GenAI was utilised.
6. **Thoughtful and appropriate application:** Be mindful of when and how to use GenAI tools. Assess its appropriateness for each use, and refrain from use when not suitable.

If you have any questions, please contact your Subject Coordinator.

## Recording of Teaching and Learning Activities

The University of Wollongong supports the recording of UOW educational content as a supplemental study tool, to provide students with equity of access, and as a technology-enriched learning strategy to enhance the student experience.

If you make your own recording of a lecture, class, seminar, workshop or any other educational session provided as part of your course of study you can only do so with the explicit permission of the lecturer and those people who are also being recorded.

You may only use educational content recorded through the delivery of subject or course content, whether they are your own or recorded by the university, for your own educational purposes.

In some cases, a recording may be made of a seminar presented by a student, in order to allow examiners or another relevant person, who cannot attend the seminar in person or online, to view the recorded version of the presentation. Recordings can only be made with the explicit permission from the supervisor, subject coordinator and the student being recorded.

Recordings will be temporarily stored by the subject coordinator and, after viewing by the examiner or other relevant person, will be permanently deleted.

Recordings cannot be altered, shared or published on another platform, without permission of the University, and to do so may contravene the University's Copyright Policy, Privacy Policy, Intellectual Property Policy, IT Acceptable Use Policy and Student Conduct Rules. Unauthorised sharing of recordings may also involve a breach of law under the Copyright Act 1969.

## Your Privacy – Recording of Teaching and Learning

In accordance with the Student Privacy & Disclosure Statement the University may collect your personal information. This collection may occur incidentally during the recording of seminars or other activities in equipped venues (i.e. when your identity can be ascertained by your image, voice or opinion). Therefore the University further advises students that:

- Seminar and other recordings are made available to students, university staff, and affiliates, securely via the Learning Platform;
- Recordings are made available only for the purpose for which they were recorded, for example, as a supplemental study tool or to support equity and access to educational resources;

If you have any concerns about the use or accuracy of your personal information collected in a lecture recording, you may approach your Subject Coordinator to discuss your particular circumstances.

The University is committed to ensuring your privacy is protected. If you have a concern about how your personal information is being used or managed, please refer to the University's Privacy Policy or consult our Privacy webpage <https://www.uow.edu.au/privacy/>

## 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/>

## Reasonable Adjustments

Students with a disability, illness, or medical condition who need assistance with their studies can register with the UOW Student Accessibility and Inclusion (SA&I) Team for support via the website <https://www.uow.edu.au/student/support-services/sai/>.

The team offers confidential advice and resources, and communicates appropriate reasonable adjustments to academics, ensuring the right support is in place throughout the academic journey.

Students are encouraged to revisit any existing Reasonable Adjust Plans and/or Access Plans with their assigned SA&I specialist to ensure their needs are met whilst undertaking honours.

## 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 (including some invertebrates) 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/>

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 General 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 one of the bi-annual Working Safely in SMAH sessions or equivalent.

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 the Biosafety and GMO Training (TRNG023\_23); Module 1 Biosafety and Module 2 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 Honours students are required to complete an accredited, nationally recognised, approved First Aid training course prior to conducting any field work. Direction is provided by the UOW Fieldwork and Off-Campus Activities Safety Manual and Guidelines. Your Supervisor will cover the cost of the TODS *Apply First Aid* course or an equivalent run by an external provider. Please discuss your first aid training needs with your supervisor and seek advice from the Field Support Team regarding available courses.

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/>. 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 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 Faculty 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 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. [Unpaid Work Engagement 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 Aid 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 Field Support Team [ssci-fieldequipment@uow.edu.au](mailto:ssci-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://safety.net.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. 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.

## 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 Faculty 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 Research Report (Thesis) is examined by a panel of two assessors (excluding the supervisor), one of whom will be external to The School of Science.

The SSCI Honours Assessment Committee will deliberate on the final marks for students. The Supervisor is given an opportunity to interpret, defend, or rebut the comments of the examiners at the Honours Assessment Committee meeting. The School Assessment Committee is responsible for recommending the overall Honours mark to the Faculty Assessment Committee. In all cases, the Faculty Assessment Committee declares the final mark.

The Honours Assessment Committee and the School Assessment Committee 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.

Please note that every effort is taken to ensure that the two-person assessment panel assigned to you is unchanged throughout the course of the subject. However, circumstances may mean that a change is unavoidable and this may occur at short notice. Any new examiners will be assigned by the Honours Coordinator, ideally with input from your Supervisor and will satisfy the suitability criteria above. Students and Supervisors will be notified of any changes to the assessment panel as soon as it is reasonable to do so.

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

If the difference between the two examiners' marks is more than 10, a clean copy of the thesis is sent to a third examiner, who is asked to provide a mark and brief justification. The third Examiner shall be normally selected by the Honours Coordinator, in consultation with the Supervisor. When this delays the assessment process, the Honours Degree student should be notified that further advice has been sought.

The Honours Coordinator will then decide whether to: (a) average the three marks, or (b) establish whether one mark is an outlier and should be disregarded from the grade for Assessment 1 in ENVI408.

Resolving grades when a third examiner is used for Assessment 1 will be discussed by the SSCI Honours Assessment Committee (if one is convened) and a recommendation made to the SSCI School Assessment Committee.

The School Assessment Committee is responsible for recommending the overall Honours mark to the Faculty Assessment Committee in all cases, the Faculty Assessment Committee declares the final mark.

## Resources Available to Honours 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.

### Equipment

Field Work Equipment

Equipment for field work is available from the Field Equipment support/FESS team and should be booked two weeks in advance. Please contact [ssci-fieldequipment@uow.edu.au](mailto:ssci-fieldequipment@uow.edu.au) to request a booking.

### Damage to Equipment

Repairs are costly and damage caused by negligence may be charged to the user. Some items of equipment have lists of registered users (e.g. centrifuges, counter). Permission and training must be sought before using these pieces of equipment.

### Honours Funding

No purchases related to your project should be completed without the knowledge and prior approval of your Supervisor.

## **Work Station**

Honours students will be provided with a workstation during the onboarding process, which will be within their supervisors student office (where possible), or a hot desk within a designated School Honours location.

These are quiet working areas, and all noise must be kept to a minimum.

## **Lockers**

Lockers can be accessed in Building 35 outside room G06, or in Building 42 on Level 2 opposite the lifts. Please contact [ssci-admin@uow.edu.au](mailto:ssci-admin@uow.edu.au) if you have questions about locker access and use.

All Honours students may be able to access shared desk space in one of the designated Honours rooms 41.101 or 35.G06 and a storage locker (outside of 35.G06 only). These are quiet working areas, and all noise must be kept to a minimum.

Honours room keys and locker keys can be requested from the School Admin Assistant [ssci-admin@uow.edu.au](mailto:ssci-admin@uow.edu.au) after you have completed the necessary WHS inductions and associated paperwork.

## **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**

The School will provide Honours students with basic stationary and lab books which can be accessed via the central stationary stores. Please contact [ssci-admin@uow.edu.au](mailto:ssci-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.

Shared general purpose computers and Arc Map and Arc Pro software are also available in the building 35:G06 Honours room. 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 SSCI Honours mailing list for the duration of your program to keep in the loop with general School updates and information regarding the program.

## **External Organisation**

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

External agencies may provide assistance with special clothing equipment for hazardous activities, but this should be determined at the initial planning meeting.

**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.**

## Statistical Consulting Service

If your project has a statistical design or analysis that your supervisor is unable to assist with, you may 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:

<https://www.uow.edu.au/niasra/our-research/statistical-consulting-centre/>

## Technical Services Staff

School support staff are very willing and able to provide advice and training in a wide range of technical tasks and procedures necessary for the successful completion of a research project. All requests for work to be completed by support staff must be made with the approval of your supervisor(s).

The appropriate support and research staff and their current major area(s) of expertise are listed below:

Amanda Guy-Chresby – B70.G01 Ph: 4221 5279 <a href="mailto:aguy@uow.edu.au">aguy@uow.edu.au</a> <ul style="list-style-type: none"> <li>Animal Facility Technical Coordinator ERC</li> </ul>
Daniel Colella - B70.G01 Ph: 4221 4443 <a href="mailto:dcolella@uow.edu.au">dcolella@uow.edu.au</a> <ul style="list-style-type: none"> <li>Inductions into the Ecological Research Centre (ERC) Building 70</li> </ul>
Dominique Bezzina - B43.G03C <a href="mailto:dbezzina@uow.edu.au">dbezzina@uow.edu.au</a> <ul style="list-style-type: none"> <li>Geological specimen cataloguing</li> <li>Photography</li> </ul>
Hrushu Kommula - B43.G03C Ph: 4221 3160 <a href="mailto:hkommula@uow.edu.au">hkommula@uow.edu.au</a> <ul style="list-style-type: none"> <li>Inductions into the TOL (41.G03)</li> <li>GIS software training and tech support</li> <li>Geospatial tools, techniques and methods</li> <li>Data acquisition for research needs</li> </ul>
Suzanne Middleton - B43-G03B <ul style="list-style-type: none"> <li>B35 Consumable store enquiries</li> </ul>
Jose Abrantes – B41.G60 Ph: 4221 3596 <a href="mailto:jose@uow.edu.au">jose@uow.edu.au</a> <ul style="list-style-type: none"> <li>Geoanalytical Lab (XRD/XRF)</li> <li>Thin sections and Biosecurity</li> </ul>
Lili Yu - B41.272 Ph: 4252 8735 <a href="mailto:lyu@uow.edu.au">lyu@uow.edu.au</a> Inductions into the: <ul style="list-style-type: none"> <li>Optically Stimulated Luminescence (OSL) Dating Lab 41.267</li> <li>Amino Acid Racemisation (AAR) Lab 41.273</li> <li>MicroTrace Lab 41.161</li> <li>Scanning electron microscope (SEM) Lab 41.170</li> <li>Biosecurity contact</li> </ul>
Tara Weall and Josh Snow - B43.G03D <a href="mailto:ssci-fieldequipment@uow.edu.au">ssci-fieldequipment@uow.edu.au</a> <ul style="list-style-type: none"> <li>Fieldwork Technical Officers</li> <li>Equipment, vehicles and field work training requirements</li> </ul>
Vanessa Baxendale - B18.102B and B35.G04 Ph: 4239 4398 <a href="mailto:vbaxendale@uow.edu.au">vbaxendale@uow.edu.au</a> <ul style="list-style-type: none"> <li>Inductions for Buildings 15,18 (including chemistry labs), 35 and 41</li> <li>Infrastructure support-Equipment Maintenance, Research Support</li> </ul>

## Administrative Tasks on Completion of Research Project

Honours students are required to complete a Project Completion Form at the end of their project. 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/>

## 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/student/careers/">https://www.uow.edu.au/student/careers/</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>
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 <https://www.uow.edu.au/student/learning-co-op/>

### 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 a 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	85-100	<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	75-84	<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	65-74	<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	50-64	<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>
Fail	<50	<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 outlines 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 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		Kristy Blackburn		Draft ENVI Honours Guide 2025



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

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

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

**By**

**ANNE M. SMITH**

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

**BACHELOR OF ENVIRONMENTAL SCIENCE (HONOURS)**

**SCHOOL OF SCIENCE  
FACULTY OF SCIENCE, MEDICINE AND HEALTH  
THE UNIVERSITY OF WOLLONGONG**

**October (year)**

# APPENDIX 2: Information for Examiners

## UNIVERSITY OF WOLLONGONG

### ENVIRONMENTAL SCIENCE PROGRAM

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

The purpose of this section is to provide guidance to examiners of research reports submitted as part of the Honours BEnvSc (Hons) degree at the University of Wollongong. If you have any questions about the examination process, which are not answered here, please do not hesitate to contact the [Academic](#) Program Director Phil Byrne.

Guidelines for examination of the research reports are:

<b>Assessment 1</b>	Research Report (Thesis)
Date for Submission	5pm, 9 Oct 2025, via Turnitin on the Moodle site and an electronic copy to the APD via Email, OneDrive or similar.
Weighting	90%
Details	ENVI408 - The core thesis should be about 16 500 words.
Marking Criteria	<p>As the nature of the honours research projects varies enormously, it is difficult to give precise criteria for the assessment of the reports. Some general characteristics are provided below to assist examiners.</p> <p>All reports are given a mark out of 100. In determining the mark, examiners are asked to note that:</p> <ul style="list-style-type: none"> <li>• this report represents the first attempt at a major research project for the student;</li> <li>• a ENVI408 report is worth 30 credit points, or 62.5% of the 4<sup>th</sup> year (the equivalent of 21 weeks), students have significantly less time available to complete the project than is normally available to those completing end-on honours project (100% of their 4<sup>th</sup> year). <i>Thus examiners should note that comparison with end-on honours theses is inappropriate;</i></li> <li>• the project has been completed in collaboration with an external organisation, and the nature of the project is determined to a large extent by the organisation (as they are funding the project). The student has, therefore, to complete the project within the resources and facilities made available by the organisation.</li> </ul> <p>For a High Distinction, the quality of the research and reporting should be highly professional. There may be some minor deficiencies, but some of such work is often of publishable standard.</p> <p>For a Distinction, the report should be of high quality, but some problems may arise with the analysis and/or interpretation of the results or with the conclusions and recommendations. The quality of presentation is slightly below that of high distinction work but should still be relatively free of errors and the arguments easy to follow.</p> <p>For a Credit, the report is of lower quality either in terms of the amount of work completed with the available time, or there are significant concerns about the data analysis, interpretation, conclusions and recommendations. The presentation style may make it difficult for the examiner to fully interpret what has been done.</p> <p>For a Pass, the report is generally poor with significant problems in project design, data analysis and interpretation, recommendations and conclusions, or there is evidence of barely satisfactory effort on the part of the student to complete the project.</p>

	<p>If the report clearly shows that the student has not completed the project, has made minimal effort, or has not written up anything that shows an understanding of what has been done, then a fail grade may be awarded.</p> <p>Examiners are asked to assess the work against the following:</p> <p><b>d. Project Identification and Encapsulation</b> This should provide an introduction to the project covering the reasons for undertaking the work, relevant literature review and a clear statement of the objectives.</p> <p><b>e. Information Gathering, Data Production, Synthesis and Analysis</b> This section should clearly describe the procedures used, the study area, any special equipment involved in sufficient detail for another scientist to repeat the work. The results obtained should be laid out in a clear and understandable format, and discussion of the results should include the limitations of the work, relationship to previous work and significance of the work. Some projects may produce management plans - these should be assessed in the light of their readability, relevance to the objectives and practicality.</p> <p><b>f. Conclusions and Recommendations</b> This section should contain a statement on the conclusions that can be drawn from the work done, recommendations for action, and/or suggestions for future work.</p>
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Additional points are presented here:

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

#### **Confidentiality of the Thesis**

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

#### **Retention of written submissions by the School and Library**

Electronic copies of the theses are retained on file in the School Science as well as The University of Wollongong Honours Thesis Digital Copy collection via 'Research Online' (once approved by the School Assessment Committee and with the agreement of the host organisation and student.)

#### **Award of a Mark**

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

UNIVERSITY OF WOLLONGONG  
**ENVIRONMENTAL SCIENCE PROGRAM**

**Examiner's Report on Honours ENVI408 Research Report (Thesis)**

Name of Candidate

Title of Report

Name of Examiner

Organisation

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

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

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

Examiner's signature.....

Date.....

**Comments supporting the above marks should be given a separate sheet.**