



Science, Medicine and Health – HONOURS Guide

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

Subject: HONS450 Honours in Medicinal Chemistry

Honours Guide

Annual 2025
Wollongong

Subject Information

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

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/>

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Student Support and Advice

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Table of Contents

The Faculty of Science, Medicine and Health.....	1
Contacts	1
Section A: General Information	5
Requirements for Admission to Honours	5
Applying for Admission to Honours	5
Part-time Honours Enrolment	5
Leave of Absence.....	5
Honours Method Used in this Course	5
Grades of Honours in this Course.....	5
Roles & Responsibilities.....	6
The University has the responsibility to:	6
The Academic Unit has the responsibility to:	6
The Supervisor has the responsibility to:	6
Student Responsibilities.....	7
Course Learning Outcomes	8
Description	8
Readings, References and Materials	8
Recent Improvements to Subject.....	8
Key Dates.....	8
Coursework Requirements.....	9
Section B: Assessment of Honours	10
Assessment Summary	10
Details of Assessment Tasks.....	10
Hurdle Assessment.....	14
Minimum Requirements for a Pass in this Subject	15
Late Submission of Assessment Tasks and Penalties	15
Academic Consideration	15
Assessment Criteria.....	15
Scaling.....	16
Supplementary Assessments.....	16
Submission of Assessments	16
Assessment Return.....	16
System of Referencing Used for Written Work	16
TURN-IT-IN (Plagiarism software)	16
Retention of Submitted Work	17
Research Responsibilities and Retention of Data.....	17
Ownership of Data	17
Materials.....	17
To be discussed with your supervisor.....	17
Section C: General Advice.....	18
Expectations of Students	18

Appropriate Online Behaviour	18
Guiding Communication Principles for Students.....	18
Learning Platform (Moodle) Subject Site	18
Use of Internet Sources	19
Using Generative Artificial Intelligence (GenAI).....	19
Recording of Teaching and Learning Activities.....	19
Your Privacy – Recording of Teaching and Learning	20
Extraordinary Changes for the Subject after Release of the Subject Outline	20
Learning Analytics	20
Reasonable Adjustments	20
The Assessment Quality Cycle	20
Academic Integrity Policy	21
Ethics Application Requirements	21
Workplace Health and Safety Requirements	21
Induction Training.....	21
Additional WHS Training	22
Risk Assessment.....	22
Safe Work Procedures (SWP's).....	23
Fieldwork Safety	23
Incident Reporting	24
Personal Protective Equipment (PPE)	24
Work Integrated Learning (WIL).....	24
Quality Assurance Process to Ensure the Independent, Transparent and Impartial Assessment of all Honours Project(s):.....	25
Method for choosing Honours Examiners	25
Procedure for Dealing with Discrepancies between Marks Awarded by Different Honours Examiners	26
Resources Available to Honours Students	26
Statistical Consulting Service.....	27
Technical Services Staff.....	27
Administrative Tasks on Completion of Research Project.....	27
Student Services and Support	28
UOW Grade Descriptors	29
University Policies	30
Version Control Table	31
Appendix 1: Honours Assessment Proforma	32
Appendix 2: Detailed Formatting Instructions for the Research Report (Thesis)	33
Appendix 3: Notes for Supervisors and Assessors.....	35
Research Project – getting started.....	35
Generic skills	35
OH&S	35
Library Skills	35
Research project and thesis.....	35

Directed Studies	35
Appendix 4: Publishing Your Research 101	36
Appendix 5: Summary of Key Dates	37

Section A: General Information

Requirements for Admission to Honours

All students entering the Bachelor of Medicinal Chemistry (Honours), or Bachelor of Medicinal Chemistry (Honours) (Dean's Scholar) are automatically in an honours stream as a result of satisfactory academic performance and the completion of the Level I – III subjects of their program. Students should have achieved a Weighted Average mark (WAM) of at least 75% across all subjects undertaken.

Students with a WAM below 75% may only progress to the fourth year with the permission of the APD (or their delegate) and the Head of School. Students who do not achieve the required academic standard will normally be advised to consider a change of program.

Applying for Admission to Honours

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

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

For general enquiries please contact Student Central:

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

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

Email: askuow@uow.edu.au

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.

Leave of Absence

Leave of Absence during the undertaking of HONS450 is normally not possible, except under exceptional circumstances, as the availability of supervision cannot be guaranteed.

Honours Method Used in this Course

Method 1 will be used to calculate the grade. This is outlined in Appendix 3 in the UOW Honours [Policy](#).

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

1 for 400 level subjects that constitute the Honours program

Grades of Honours in this Course

Honours method 1 is used in this course

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

- Honours Class I 85 to 100%
- Honours Class II, Division 1 75 to less than 85%
- Honours Class II, Division 2 65 to less than 75%
- Class III (where awarded) 50% to less than 65%
- Honours not awarded for 0% to less than 50%

Roles & Responsibilities

The University has the responsibility to:

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

The Academic Unit has the responsibility to:

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

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

The Supervisor has the responsibility to:

- a. advise the head of the Academic Unit of any situation which might lead to a conflict of interest which could unduly advantage or disadvantage a student, e.g. if there is or has been a close personal relationship between a Supervisor and an actual or potential Honours Degree student;
- b. advise Honours Degree students about their procedural and substantive rights and responsibilities contained in the honours Policy (directly or through the Honours Guide or Subject Outline);
- c. advise and assist Honours Degree students to comply with occupational health and safety and ethics requirements where relevant;

- d. in consultation with the Honours Coordinator, support Honours Degree students in developing a suitable proposal for the Honours Project (including, where applicable, a joint proposal involving working with other students on the design and collection of research data) within a negotiated time frame and with negotiated access to resources and support;
- e. assist Honours Degree students to develop a plan for completing the Honours Project within an appropriate time frame;
- f. maintain regular contact with Honours Degree students in order to monitor their progress;
- g. inform Honours Degree students about any expected period(s) during which the Supervisor will be absent and unable to communicate during the period during which they are completing an Honours Project, and arrangements for alternative supervision during that or those periods;
- h. provide timely and helpful written feedback to Honours Degree students on any submissions and to assist them to develop solutions as problems in undertaking the Honours Project are identified;
- i. advise Honours Degree students of inadequate progress or work below the standard generally required for an Honours Project and to suggest appropriate corrective action;
- j. submit marks and grades for Honours Projects for review, acceptance and publication in a timely manner
- k. be available to attend meetings of the Academic Unit Assessment Committee where Honours Degree students' grades are determined; and
- l. ensure the following policies and the consequences for the candidate's Honours Project of breaching these Policies, are explained carefully to the student:
 - Academic Integrity Policy,
 - the Code of Practice – Research, UOW_COD_20 Honours Policy October 2020 Page 9 of 17 Hardcopies of this document are considered uncontrolled please refer to the UOW website or intranet for the latest version
 - the Research Misconduct Policy,
 - the IP Intellectual Property Policy,
 - the IP Student Assignment of Intellectual Property Policy,
 - the IP Student Assignment of Intellectual Property Guidelines and
 - the Authorship Policy

Student Responsibilities

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

Specific responsibilities are to:

- a. develop an Honours Project proposal and a plan for completing the project within a timeframe and, where applicable, with access to resources and other support agreed to by the Supervisor(s) and, where possible, the Honours Coordinator;
- b. complete the Honours Project in accordance with the approved proposal and within the approved timeframes;
- c. maintain regular contact with the Supervisor(s);
- d. discuss any proposed variation of enrolment or leave of absence with their Supervisor(s), the Honours Coordinator or the Head of Academic Unit;
- e. present required written material to the Supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
- f. undertake any additional work towards their Honours Project identified as necessary by the Supervisor(s) or, where appropriate, the Honours Coordinator;
- g. accept responsibility for the quality and originality of all submitted work;
- h. ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research; and
- i. ensure they read and understand relevant University policy documents

Course Learning Outcomes

On completion of HONS450, students should be able to:
1. Demonstrate extensive and coherent knowledge in an area of medicinal chemistry;
2. Integrate and apply knowledge and skills associated with medicinal chemistry to plan and execute a substantial research project;
3. Communicate clearly and coherently knowledge, ideas and findings from their research work in an area of medicinal chemistry;
4. Apply knowledge of research principles and research skills; Exercise critical analysis of observations and data from primary and secondary sources.
5. Demonstrate understanding of design processes for drug design, advanced drug discovery techniques, and the design of radiopharmaceuticals and advanced pharmacology;
6. Demonstrate broad and coherent understanding of their chosen research project in including its significance and the techniques involved in the progression of the science;

Description

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

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

Readings, References and Materials

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

Recent 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

Formal Start	Monday, 10 Feb 2025
Directed Studies Essay	Thursday, 3 April 2025
Literature Review	Thursday, 1 May 2025
Introductory Seminar	Thursday, 5 June 2025
Advanced Medicinal Chemistry Topics	Various - TBA
Research Report (Thesis)	Thursday, 9 October 2025
Final Seminar	Thursday, 23 October 2025
Viva voce	Friday, 24 October 2025
Assessment Committee meeting	November 2025

Coursework Requirements

The subjects required for Honours are stipulated below.

Subject Code	Subject name	Session	Credit Points
HONS450	Honours in Medicinal Chemistry	SMAH Annual	48

Students in the Bachelor of Medicinal Chemistry (Honours) degree, or Bachelor of Medicinal Chemistry (Honours) (Dean's Scholar) degree must complete the Level I – III subjects required of their program before proceeding into this fourth year.

The research component of the Medicinal Chemistry Honours degree takes place throughout the Honours year in the laboratory facilities within the School of Science from February through October. Students are encouraged to further develop abilities in both research and scientific communication skills during this course.

Section B: Assessment of Honours

Assessment Summary

Assessment Type	Date for Submission	Weighting in Determining Final Mark
Directed Studies Essay	3 Apr 2025	15%
Literature Review	1 May 2025	10%
Introductory Seminar	5 June 2025	N/A
Medicinal Chemistry Topics	Various - TBA	10%
Research Report (Thesis)	9 Oct 2025	55%
Final Seminar	23 Oct 2025	10%
Viva Voce	24 Oct 2025	N/A

Details of Assessment Tasks

Name	Directed Studies Essay
Type	Report
Date for Submission	4.00 pm Thursday, 3 April 2025
Weighting	15%
Subject Learning Outcomes	1, 4
Details	<p>This assignment should be based on topics to be given to you by your supervisor. Each assignment MUST follow the format of the "Mini Reviews in Medicinal Chemistry" journal and the journal template (Microsoft Word Template) <u>must</u> be used- see the instructions for authors at: https://benthamscience.com/journals/mini-reviews-in-medicinal-chemistry/author-guidelines/#top – the link to download the template can be found further down this link.</p> <p>Use the word limit for 'Mini-Reviews' and use the 'instructions to authors' under the heading 'Manuscript Preparation' further down this webpage. Assignments outside this format will be returned unmarked. If there is a problem finding or following these instructions, please contact Paul Keller by email.</p>
Submission	Submit your essay electronically to keller@uow.edu.au by 4.00 pm
Marking Criteria	TBA

Name	Literature Review
Type	Report
Date for Submission	4.00 pm Thursday, 1 May 2025
Weighting	10%
Subject Learning Outcomes	1, 2, 3
Details	<p>An essay on material relevant to the introduction to the research project thesis. It should be a concise but comprehensive coverage of literature relevant to the research project leading to the aims of the project and normally forms the basis of the introduction to the research thesis. It is to be strictly up to 15 typed pages (excluding references), Times or similar font, 1.5 spaced, A4 pages. Submit your essay electronically to keller@uow.edu.au by 4.00 pm</p> <p>Suggested Literature Sources For Literature Assignment</p> <p><i>Databases and Abstracts</i> Scifinder Scholar & Chemical Abstracts Current Contents (on-line) Medline (included in Scifinder Scholar 2001 version) Biosis Biological Abstracts World Wide Web (Virtual Chemistry Library, Pharm Web) Protein Data Bank Cambridge Crystallographic Database</p> <p><i>General Treatises</i> Comprehensive Medicinal Chemistry Burger's Medicinal Chemistry and Drug Discovery</p> <p><i>Dictionaries</i> Dictionary of Drugs (CD-structure search available) Dictionary of Natural Products Merck Index MIMS</p> <p><i>Textbooks</i> Krogsgaard-Larsen, P. and Bungaard, H. "A Textbook of Drug Design and Development"</p>
Submission	Submit your Literature Review electronically to keller@uow.edu.au by 4.00 pm
Marking Criteria	Literature Reviews longer than this maximum will be returned unmarked – Supervisors please ALSO take note.

Name	Introductory Seminar
Type	Presentation
Date for Submission	Thursday 5 June 2025
Weighting	N/A; Formative assessment to provide feedback (marked as satisfactory/unsatisfactory)
Length	15 minutes (10 minute presentation plus 5 minute question time)
Details	This introductory seminar should outline the project background and rationale leading to the project aims, and briefly discuss the intended methodologies and directions.
Style and format	Powerpoint presentation (in person or <i>via</i> Webex depending on COVID safe requirements)
Marking Criteria	TBA

Name	Advanced Medicinal Chemistry Topics
Type	Assignment
Subject Learning Outcomes	1, 5
Date for Submission	Various – TBA. Consult with Subject Coordinator
Weighting	10%
Details	5 topics – Lecture topics are assessed at the end of each block with each topic of equal weighting. Topics can be assessed in the form of a written exam or in-class assignments or presentations, or other forms of assessment. You will be informed at the beginning of each block of how the assessment will take place. Written examinations will consist of compulsory questions - all sections of work are of equal value.
Marking Criteria	TBA

Name	Research Report (Thesis)
Type	Thesis
Date for Submission	4.00 pm Thursday, 9 October 2025
Weighting	55%
Subject Learning Outcomes	1, 2, 3, 6
Details	<p>The research thesis should provide a detailed but succinct description of the project background, work carried out, results and conclusions.</p> <p>The report should be submitted in the approved format, which is detailed in Appendix 2.</p> <p>Here are some further useful hints:</p> <ul style="list-style-type: none"> • be clear and concise - you will normally find that you want to write more than the allowed 65 page limit • don't use jargon - imagine you are writing your thesis to someone in another sub-discipline, (not to your supervisor) • to tell a good story which flows and has good logical structure • to provide enough detail that a competent medicinal chemist could repeat your work by following your descriptions • use an appendix for large volumes of detailed data or description which are necessary for their detail but would detract from the flow of the report • pictures and tables can save pages of written description (and are usually more entertaining) <p>It may be helpful to consult books on the subject of report writing. Some suggestions:</p> <ul style="list-style-type: none"> • A Guide to Scientific Writing by D. Lindsay, Longman Cheshire, 1984 • How to Write and Publish a Scientific Paper by R.A. Day, ISI Press 1979 • Style Manual for Authors Editors and Printers (Australian Government Publishing Service, 1972) • The Complete Plain Words. A Guide to the Use of English by Sir Ernest Gowers (Pelican, 1963)
Submission	Submit your thesis electronically to keller@uow.edu.au by 4.00 pm
Marking Criteria	<p>The research thesis will be evaluated on such points as the clarity, precision and brevity of the reporting, the general arrangement and organisation of the material reported, and the quality and relevance of illustrations and tabulated data.</p> <p>The attached pro forma provides a template of factors examiners consider in assessing the thesis. This document is completed, including written comments on the second page, signed and submitted to the Honours Coordinator during after soon after the <i>viva voce</i>.</p> <p>The supervisor cannot contribute a formal mark to the research project assessment. The supervisor may provide comments of the student and the work during discussion within the meeting of the School Honours Assessment Committee meeting if one is convened or the School Assessment Committee meeting.</p>

Name	Final Seminar
Type	Presentation
Date for Submission	Thursday, 23 October 2025
Weighting	10%
Subject Learning Outcomes	1, 2, 3, 6
Details	A research seminar based on the research report (thesis) strictly 12 minutes + 3 mins question time
Marking Criteria	50% each for content and presentation

Name	Viva voce
Type	Assignment
Date for Submission	Friday 24 October 2025
Weighting	No Weighting Assigned
Length	30 minutes
Details	<p>The purpose of the <i>viva voce</i> is to provide students with the opportunity to address specific questions regarding their thesis before marks are assigned. It is not a formal thesis defence.</p> <p>The process should be seen as an opportunity for markers to seek clarification from the student directly, eliminating the need for direct discussion with supervisors.</p> <p>The panel will consist of: Thesis markers (x2) and a panel chair. Supervisors are present during the <i>viva voce</i> to provide support for students but are not allowed to answer questions.</p> <p>Under normal circumstances, the <i>viva voce</i> (oral exam) is held the day following the final seminar and is the final assessment procedure for the student. The format will be provided to students <i>via</i> email and the Moodle site.</p>
Marking Criteria	The <i>viva voce</i> is not formally marked.

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 research report 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:

- students must present the Introductory and Final Seminars attend their nominated *viva voce* session and be present for the required tasks in the Advanced Medicinal Chemistry Topics Assessment as a minimum attendance requirement.
- 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 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 Honours Study Support Sessions 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> .

Assessment Criteria

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

Honours Class I

Demonstrates excellence in approach to the research area in:

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

Honours Class II, Division 1

The student satisfies all but one of the former criteria.

Honours Class II, Division 2

The student satisfies the following criteria:

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

Honours Class III

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

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.

System of Referencing Used for Written Work

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

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

TURN-IT-IN (Plagiarism software)

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

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

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

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

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

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

Further guidelines and forms can be found using the quick links on the UOW Safe at work webpage:

<https://www.uow.edu.au/about/services/safe-at-work/>

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 the bi-annual Working Safely in SMAH session or equivalent.

It is important that ALL THREE DOCUMENTS outlined in points 1 to 3 above are forwarded to 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

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 TOD *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.

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 Assessment

Research Activities

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

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

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 (SWP's)

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

Fieldwork Safety

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. [Unpaid Work Engagement Form](#) (for all staff and students on the field trip - uploaded to your FESS trip)
3. [Volunteer Acknowledgement Form](#) (for those with volunteer help - uploaded to your FESS trip).

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

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

First Aid Kits and First Aid Training Requirements for Fieldwork

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

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

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

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

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

Incident Reporting

Always report an incident whether or not it is the first time it has occurred and regardless of whether you, or property, were injured or not. Hazard and Incident Reports are completed online using SafetyNet; <https://safetynet.uow.edu.au/uowauth/login>.

Personal Protective Equipment (PPE)

Lab coats, safety glasses and enclosed shoes (**not** sandals or thongs) are the minimum safety requirements at any time when working in any laboratory. 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.

Additional WHS Training

For some students it may be relevant and very important to undertake additional WHS training before commencing work. Discuss this with your supervisor and see what courses are available by visiting the Safe at Work Training Courses website; <https://www.uow.edu.au/about/services/safe-at-work/training-courses/>. There are instructions on the webpage regarding how to enrol.

First Aid

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

Other Important WHS Information

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

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

Work Integrated Learning (WIL)

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

WIL activities at UOW:

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

WIL is classified into five types: Co-curricular WIL, Foundational WIL, Embedded WIL, Applied WIL and Professional WIL. Honours is considered to be Professional WIL. Find out more about the UOW WIL design principles and the UOW WIL Curriculum Classification Framework at:

<https://www.uow.edu.au/about/learning-teaching/curriculum-transformation/work-integrated-learning/>

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

The 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.

For this degree, the Major Project is examined by a panel of two assessors (excluding the supervisor), one of whom may be external to the School of Science.

Once Major Project marks are returned, you will meet with a panel consisting of the two examiners, a moderator (usually the course co-ordinator), and your Supervisor for a *viva voce*. The *viva voce* is not assessed, however, it provides you with the opportunity to answer specific questions relating to the technical aspects of your thesis, and to clarify any points of confusion examiners may have, prior to your final Thesis (Research Report) mark being assigned.

A SSCI Honours Assessment Committee may be convened to 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 if held, or at the School Assessment Panel 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 24 cp or more that they have supervised.
3. To be suitable for the role, an honours examiner must be familiar with the expectations and requirements of an Honours Degree course. They must also:
 - a. hold an AQF Level 9 qualification or higher, or equivalent; and
 - b. be an active researcher or have a proven research record; or
 - c. have previous successful experience in supervision or examination of Honours Degree students; or
 - d. have some research experience and have substantial specialised knowledge in the subject matter of the Honours Project.

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, the Honours Co-ordinator organises a meeting with the two examiners and attempts to mediate. If the examiners are unable to resolve their different views and bring their marks to within 10 marks of each other, a clean copy of the thesis is sent to a third examiner, who is asked to provide a mark and brief justification. The Honours Co-ordinator will then average the two closest marks. If the three marks are separated by the same difference (e.g. marks of 70, 80 and 90), the Honours Co-ordinator averages all three marks. When this delays the assessment process, the Honours Degree student should be notified that further advice has been sought.

The third Examiner shall be normally selected by the Honours Coordinator, in consultation with the Supervisor.

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

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 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.

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 in Building 18, Building 32 and Building 42. Please contact 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 4th Year Computer Lab in Building 41 Room 101. If you would like to access this space to use the computers, please contact ssci-admin@uow.edu.au. 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.

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).

Administrative Tasks on Completion of Research Project

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

Student Services and Support

There are a range of services available to students that are provided free of charge.

A good place to get to know services that may be of use to you is the Get Started @ UOW web page, accessed here <https://getstarted.uow.edu.au/index.html> or search for "Get Started @ UOW".

Services available include:

Service	Link to information about the service
Aboriginal & Torres Strait Islander	https://www.uow.edu.au/wic/about1/index.html?ssSourceSiteId=getstarted
Careers advice	https://www.uow.edu.au/careers/index.html?ssSourceSiteId=getstarted
Counselling	https://www.uow.edu.au/student/counselling/index.html?ssSourceSiteId=getstarted
Student Accessibility and Inclusion	https://www.uow.edu.au/student/support-services/sai/
Information Tech.	https://www.uow.edu.au/its/index.html?ssSourceSiteId=getstarted
Heads of Students	https://www.uow.edu.au/science-medicine-health/contact-us/

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 Advisers may be able to help. There are Student Support Advisers available to assist students who are studying at all UOW Campuses and in all UOW Faculties. Contact details can be found on the UOW website: <https://www.uow.edu.au/student/services/SSA/contact/index.html>

The Learning Co-Op

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

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

UOW Grade Descriptors

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

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

More details on UOW Grade descriptors can be found on the following link:

<http://www.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow194941.pdf>

University Policies

Academic Integrity Policy

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

Authorship Policy

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

Code of Practice – Research

This Code mandates the current policy and best practice relating to procedures for responsible research: <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:

<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. <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. <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. <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: <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: <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: <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:

<https://documents.uow.edu.au/about/policy/rules/UOW060095.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:

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

Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
1	21112024	Kristy Blackburn		

Appendix 1: Honours Assessment Proforma

Student Name: _____ Student ID: _____
 Report Title: _____
 FINAL MARK GIVEN _____ /100

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

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

Examined by: _____ Signature: _____ Date: _____

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

- i. The research report (thesis) should be a maximum of 65 pages and 1.5 spaced typescript on size A4 paper. **This page limit will be strictly adhered to.**
- ii. The margins on each page should not be less than 2 cm on the bound side, 2 cm on the unbound side, 2 cm at the top and 2 cm at the bottom.
- iii. The research thesis must include the following sections:
 - (a) Title Sheet, format as follows:

TITLE

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

BACHELOR OF MEDICINAL CHEMISTRY
with Honours

from

The University of Wollongong

by

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

Supervisor - ()

(NAME OF SCHOOL)

(MONTH, YEAR)

- (b) Table of Contents
 - (c) Abstract: A summary that states the results achieved, normally less than 150 words.
 - (d) Introduction (10-15 pages): which describes published work relevant to the thesis and forms the foundation of the topic.
 - (e) Results and Discussion: The main body of the thesis describing your work subdivided into headings according to the custom of refereed publications in the actual area of your research program. Tabulation of experimental results or data is encouraged when this leads to more effective presentation or more economical use of space.
 - (f) Experimental: Specific representative procedures should be given when possible, rather than repetitive individual descriptions. May proceed results and discussion if appropriate.
 - (g) Conclusions: a succinct summary of the outcomes of the project with considered future directions the research could take.
 - (h) Acknowledgments
 - (i) References: normally, a list of references according to the rules adopted by the American Chemical Society Journals. Other formats acceptable in consultation with your supervisor.
 - (j) Appendix (if required)
- iv. The table of contents and abstract pages may be numbered separately with small Roman numerals.
 - v. An electronic version of the final corrected thesis must be submitted to the BMedChem(Hons) Coordinator, as well as a hardcopy bound version to the supervisor if requested.
 - vi. The lettering on the spine binding will be:
 - (a) 15 mm from the bottom and across - UW
 - (b) 70 mm from the bottom and lengthwise - the degree and, underneath, the year of submission. For example:
 2025 BMedChem(Hons)
 - (c) evenly spaced between the degree and top, reading upwards, the name of the author, initials first and surname or family name.

Appendix 3: Notes for Supervisors and Assessors

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

Research Project – getting started

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

Generic skills

OH&S

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

Library Skills

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

Research project and thesis

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

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

Directed Studies

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

Appendix 4: Publishing Your Research 101

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

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

How to Write a Paper to Communicate Your Research

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

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

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

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

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

Selecting Peers to Suggest as Reviewers

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

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

Submitting Your Manuscript Using the ACS Paragon Plus Environment

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

Episode 5. Publishing Your Research 101 (15 min)

Ethical Considerations for Authors and Reviewers

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

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

Appendix 5: Summary of Key Dates

<i>Session-Week</i>	<i>Date</i>	<i>Event</i>
<i>Autumn Session 2024</i>		
Formal start.	Monday 10 February	Introduction to Honours. Time and Venue TBC. (no lab work allowed until safety induction completed)
Week 5	4.00 pm Thursday 3 April	Directed Studies Assignment due
Week 8	4.00 pm Thursday 1 May	Literature Essay due
Week 13	Thursday 5 June	Seminars

Spring Session 2024

Week 10	4.00 pm Thursday 9 October	Research Thesis Submission*
Week 12	Thursday 23 October (precise time TBA)	Final Seminar
Week 12	Friday 24 October (precise time TBA)	Viva voce

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