UNIVERSITY
OF WOLLONGONG
AUSTRALIA

School of Health and Society
Faculty of Arts, Social Sciences and Humanities

Honours Handbook
for
Students and Supervisors

Bachelor of Public Health (Honours)
Bachelor of Social Science (Honours)
Bachelor of Social Work (Honours)

TABLE OF CONTENTS

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Section A: Program Information

KEY CONTACT

Program Coordinator

Name	Dr Patti Shih
Telephone	+61 2 4221 4546
Email	pshih@uow.edu.au
Consultation Times	by appointment

Deputy Coordinator

Name	Dr Cammi Webb-Gannon
Telephone	+61 2 4221 4155
Email	camellia@uow.edu.au
Consultation Times	by appointment

Program Outline Version Control

Version history and program improvements

6th edition	Dr Patti Shih, School of Health and Society, UOW Updated course structure for BSocWork(Hons.), revision of seminar schedule	2022
5th edition	Dr Patti Shih, School of Health and Society, UOW Updated program and contact details, revision of seminar schedule	2021
4th edition	Dr Cammi Webb-Gannon, School of Health and Society, UOW Updated program and contact details	2021
3rd edition	Dr Heike Schüze, School of Health and Society, UOW Revision of admission requirements	2020
2nd edition	Dr Heike Schüze, School of Health and Society, UOW Minimum attendance requirements, incorporation of seminar series	2019
1st edition	Dr Juan Tauri, School of Health and Society, UOW	2017

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

PROGRAM STRUCTURE

Bachelor of Public Health (BPubHlth) Honours

Testamur Title of Degree:	Bachelor of Public Health (Honours)
Abbreviation:	BPubHlth (Hons)
UOW Course Code:	1834
CRICOS Code:	068537E
Total Credit Points:	48
Duration:	1 year full-time or 2 years part-time equivalent
Home Faculty:	Faculty of Arts, Social Sciences & Humanities
Intake Session:	Autumn
Delivery Mode:	Online

Overview

The BPubHlth Honours is a one year study program for high achieving students following the successful completion of the three-year Bachelor of Public Health and Bachelor of Public Health (Dean's Scholar). Working closely with one or more academic supervisors, students have the opportunity to undertake research on a topic of interest related to their major. The Honours degree is designed to provide students with the skills to demonstrate excellence in research with a clear understanding of a research question in relation to current knowledge. The degree represents a gateway to future research opportunities, both in the form of higher research degrees and as a career in research, or other vocations that require advanced analytical and research skills.

Course Learning Outcomes
Students graduating from this course will:

1. Gain in-depth knowledge of public health theory as it applies to a specific practical public health research topic.
2. Develop methodological skills in exploring a key public health issue in the community.
3. Conceptualise, plan, undertake and report on an independent public health research project.
4. Communicate a coherent and sustained argument, explaining and disseminating research results and conclusions.

Program Structure

The Bachelor of Public Health Honours requires the successful completion of 48 credit points as below:

BPubHlth Honours Program

Enrolment mode	Subject Code	Subject Name	Credit Points
Full Time	HAS 400	Honours	48
Part Time	HAS 402	Honours Year 1	24
	HAS 403	Honours Year 2	24

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Bachelor of Social Science (BSocSc) Honours

Testamur Title of Degree:	Bachelor of Social Science (Honours)
Abbreviation:	BSocSc (Hons)
UOW Course Code:	345
CRICOS Code:	081325G
Total Credit Points:	48
Duration:	1 year full-time or 2 years part-time equivalent
Home Faculty:	Faculty of Arts, Social Sciences & Humanities
Intake Session:	Autumn
Delivery Mode:	Online

Overview

The BSocSc Honours is a one year study program for high acheiving students, following the successful completion of the three-year Bachelor of Social Science and Bachelor of Social Science (Dean's Scholar). Working closely with one or more academic supervisors, students have the opportunity to undertake research on a topic of interest related to their major. The Honours degree is designed to provide students with the skills to demonstrate excellence in research with a clear understanding of a research question in relation to current knowledge. The degree represents a gateway to future research opportunities, both in the form of higher research degrees and as a career in research, or other vocations that require advanced analytical and research skills.

Course Learning Outcomes

Students graduating from this course will:

1. Gain in-depth knowledge of social science theory as it applies to a specific practical social science research topic.

2. Develop methodological skills in exploring a key social science issue in the community.

3. Conceptualise, plan, undertake and report on an independent social science research project.

4. Communicate a coherent and sustained argument, explaining and disseminating research results and conclusions.

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Program Structure

The Bachelor of Social Science (Honours) requires the successful completion of 48 credit points as below.

Not all disciplines accept enrolments commencing in Spring Session. You should discuss your plans with an academic adviser in time to plan your entry to honours.

Bachelor of Social Science (Honours)

Enrolment mode	Subject Code	Subject Name	Credit Points
Full Time	HAS 400	Honours	48
Part Time	HAS 402	Honours Year 1	24
	HAS 403	Honours Year 2	24

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Bachelor of Social Work (BSocWork) Honours

Testamur Title of Degree:	Bachelor of Social Work (Honours)
Abbreviation:	BSocWork (Hons)
UOW Course Code:	1799
CRICOS Code:	096746G
Total Credit Points:	192
Duration:	4 years full time or part-time equivalent
Home Faculty:	Faculty of Arts, Social Sciences & Humanities
Intake Session:	Autumn
Delivery Mode:	Online

Overview

The Bachelor of Social Work (Honours) provides an alternative final year of study for high achieving students who have demonstrated excellence in the first three years of the Bachelor of Social Work (347). Students who complete the Bachelor of Social Work (Honours) will develop research capabilities that prepare them for postgraduate or research degrees in Social Work, or professional roles involving applied research.

Course Learning Outcomes

Students graduating with the Bachelor of Social Work (Honours) will be able to:

1. Analyse the practices, responsibilities and commitments of the social work profession and their location within it.

2. Articulate social work values and ethics and utilise them to make judgements and decisions within the complexity of practice.

3. Demonstrate the purposeful use of skills and knowledge within a range of social work methods of intervention.

4. Use theories from social science disciplines to analyse human behaviour, social policy and social issues in Australia and internationally.

5. Recognise different value systems and ethical frameworks, including their own, and ascertain the moral complexities of their decisions and judgements and acknowledge the consequences of them.

6. Evaluate existing research to inform practice and undertake and disseminate ethical research informed by practice.

7. Demonstrate effective communication and interpersonal skills to build respectful relationships in a range of cultural and professional settings.

8. Evaluate their own professional practice, identify learning needs and strategies for extending their repertoire of knowledge and skills.

9. Work effectively within and between organisations and social service systems, formulating proposals for change where appropriate.

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

10. Work collaboratively and respectfully across the boundaries of unavoidable dependencies, cultural differences and inequalities in Australia and internationally.

11. Demonstrate deliberate and informed participation in the civic life of the community through, for example, service learning, supervised professional practice, co-curricular activities and/or community activism.

12. Articulate ideas using a wide range of techniques effective with different audiences including experts and non-experts.

13. Conceptualise, plan and undertake an independent research project and communicate a coherent argument that explains and disseminates research results and conclusions.

Program Structure

To be eligible for the BSocWork(Hons) degree, students must have completed the first three years of the Bachelor of Social Work and achieved a distinction average across all SOWK200 and 300 subjects.

Bachelor of Social Work (Honours)

The first three years of the BSocWork(Hons) is the same at the Bachelor of Social Work. As the Social Work Honours degree is an embedded degree, for students completing this qualification, the final year of their degree is different to the standard BSocWork and the subject and credit points can be seen below. If they are admitted to the Honours program, they will need to apply for a course transfer from code 347 to 1799. The final Honours grade of BSocWork (Hons) is based on the weighted average mark (WAM) for all 400 level subjects, of which the Honours Research (thesis) is only one part.

Enrolment mode	Subject Code	Subject Name	Credit Points
Full Time	SOWK346	Social Advocacy	6 (Autumn)
Full Time	SOWK404	Approaches and Skills: Community Work	6 (Autumn)
Full Time	SOWK408	Social Work Honours Research	12 (Annual)
Full Time	SOWK409	Advanced Practice in Social Work (Honours)	6 (Annual)
Full Time	SOWK410	Supervised Professional Practice ll	18 (Commences July)

ADMISSION REQUIREMENTS

Requirements for admission to BPubHlth Hons or BSocSc Hons

To qualify for entry into Bachelor Public Health Honours or Bachelor of Social Science Honours, students must have qualified for the Bachelor of Public Health (for BPubHlth Hons) or Bachelor of Social Science (for BSocSc Hons) at the University of Wollongong, or a degree deemed by the Head of Students to be equivalent, and achieved a _WAM of at least 75 in 200 and 300 level subjects_. The Head of Students will determine whether a student's 300-level subjects are appropriate for entry into the Honours program.

Students considering an Honours degree are encouraged to talk to the relevant Honours Coordinator well in advance to seek approval for enrolment, discuss their program, and negotiate a thesis topic and supervisors. _Acceptance into Honours is subject to the availability of a suitable supervisor._

Requirements for admission to BSocWork(Hons)

To qualify for entry into the Bachelor of Social Work (Honours) degree, students must have a distinction average from SOWK200 and SOWK300 level subjects. Students with a WAM of 75 or more will be invited to join the Honours program for their final year of study. Eligible students will be contacted in Spring semester during their third year in the BSW.

Additional Entry Requirements and Credit Arrangements

Additional information on academic and English language requirements, as well as eligibility for credit for prior learning, is available from the Course Finder.

Applying for Honours

Students should select an area of research from those offered on School of Health and Society Honours page website https://socialsciences.uow.edu.au/has/UOW252079.html and consult with the Honours Coordinator in order to identify a supervisor/s. If the student has a project that is not listed they should discuss this with the Honours Coordinator. Entry into Honours will not be approved unless a suitable supervisor and project have been nominated in the Honours application.

Enrolement links are as follows:

- Bachelor Public Health (Honours)

https://coursefinder.uow.edu.au/information/index.html?course=bachelor-public-health-honours

- Bachelor Social Science (Honours)

https://coursefinder.uow.edu.au/information/index.html?course=bachelor-of-social-science-honours

- Bachelor Social Work (Honours)

https://coursefinder.uow.edu.au/information/index.html?course=bachelor-social-work-honours

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Part-time Honours and Joint Honours

Honours study is normally undertaken as a full-time program. Students wishing to undertake Honours on a part-time basis must discuss plans with the Honours Coordinator. The application process is the same as above.

Ethics

Before commencing any research involving humans, staff and students of the University are required to submit a research ethics application to the Human Research Ethics Committee (HREC) and obtain approval. Honours students should work through the ethics application form with their supervisor/s. Further questions can be directed to the Ethics Officer, Research Services Office on 4221 3386. If the research is exempt from HREC, a letter from the HREC stating this must be attached to the thesis.

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

SEMINAR SERIES

Seminar Times

Seminars run for two hours from **10am on designated Thursdays** as outlined below. **All seminars in 2022 will be run online.** These seminars are designed to familiarise students with key research skills and competencies relevant for their Honours program. Two of the seminars comprise of assessed student presentations (Semester 1, Week 12 – Assessment 2; and Semester 2, Week 6 – Assessment 3).

Minimum Attendance Requirements

Students are required to attend **all** the Honours seminar series outlined in the Seminar Schedule below. Attendance records are kept for all sessions. Where attendance is affected due to illness or misadventure an application for academic consideration should be lodged. Failure to comply with mandatory minimum attendance requirements may constitute grounds for the award of a grade of Technical Fail (TF) in this subject. Students are also required to attend the monthly School of Health and Society research seminar series; time and location details are circulated separately for each event.

Seminar and Assessment Schedule

This is a guide to the weekly topics and assessment due dates, however, the delivery date of these topics may on occasion vary due to unforeseen circumstances, such as the availability of a guest lecturer or access to other resources. Any changes to the schedule will be announced on Moodle.

Semester	Week	Topic	Dates for 2022
1	1	Overview of Honours	3rd March
1	2	Developing a research proposal	10th March
1	3	Research ethics	17th March
1	4	Literature search skills and organising literature in themes	24th March
1	5	Writing the literature review chapter- workshop	1st April
1	6	**Assessment 1:Project Proposal - due Thursday 8th April 5pm)**	8th April **No seminar**
1	7	Survey design, sampling	15th April
1		Mid-session recess (18 - 22 April) & Week 8 (25th - 29th April)	**No seminar**
1	9	The methods chapter	5th May
1	10	Qualitative data analysis	12th May
1	12	**Assessment 2: Project Plan - presentation due**	26th May

1	13	The discussion chapter	2nd June
2	6	**Assessment 3: Preliminary Findings - presentation due**	1st September
2	13	**Assessment 4: Thesis - due Friday 28th October 5pm**	**No seminar**

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

ROLES AND RESPONSIBILITIES OF SUPERVISORS & STUDENTS

In accordance with the Code of Practice, Honours, responsibilities for the University, Academic Unit, supervisors and students can be found online. Responsibilities of supervisors and students are below.

Supervisors

The foremost responsibility of supervisors is to provide continuing support to students under their supervision in researching and producing an Honours project report to the best of the student's ability.

Specific other responsibilities are to:

i.   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 student;

ii.   advise students about their procedural and substantive rights and responsibilities contained in this Code;

iii. advise and assist students to comply with workplace health and safety and ethics requirements where relevant;

iv.   support students in developing a proposal for their Honours project within a negotiated time frame;

v.   assist students to develop a plan for completing the Honours project within an appropriate time frame;

vi.   maintain regular contact with students in order to monitor their progress;

vii. inform students about any planned absences during the candidature and arrangements for supervision during those absences;

viii. provide timely and helpful written feedback to students on any submissions and to assist them to develop solutions as problems are identified;

ix.   advise students of inadequate progress or work below the standard generally required and to suggest appropriate action;

x.   attend meetings of the academic unit Assessment Committee where students' grades are determined;

xi.   ensure the IP Intellectual Property Policy, Code of Practice - Research, Research Misconduct Policy and Authorship Policy, and the consequences for the candidate's research of breaching these Policies and Code, are explained carefully to the student.

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Students

Honours students have the primary responsibility for the timely completion of the Honours project and other assessment tasks.

Specific responsibilities are to:

i.   develop an Honours project proposal and plan for completing the project within a timeframe agreed to by the supervisor(s);

ii.   maintain regular contact with the supervisor(s);

iii.   discuss any proposed variation of enrolment or leave of absence with their supervisor(s) and Honours Coordinator/ head of academic unit;

iv.   establish with the supervisor(s) the level of support required for successful completion of the program;

v.   present required written material to the supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;

vi.   undertake additional work towards their project identified as necessary by the supervisor(s);

vii.   accept responsibility for the quality and originality of all submitted work;

viii.   ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research;

ix.   ensure they read and understand relevant University policy documents including: Academic Integrity and Plagiarism Policy; Code of Practice- Research; IP Intellectual Property Policy; IP Student Assignment of Intellectual Property Policy; IP Student Assignment of Intellectual Property Guidelines; Research Misconduct Policy; and Authorship Policy.

Section B: Assessments & Thesis Examination

ASSESSMENT TASKS

Assessment 1	
Due date	Semester 1, Week 6 (see Moodle for exact date for your semester intake)
Description	Project Proposal
Weighting	0% Outlines will be graded Satisfactory or Unsatisfactory (see 'Grading procedure'). Candidates will not be permitted to proceed with the program until the outline has been submitted and approved by the Honours Coordinator.
Format / Length	Report, 10 pages (Maximum), double-line spacing, font size at least 10
Assessment Criteria	This should be a document that outlines the project topic, the gap in knowledge, the anticipated research question(s), the likely methodology and methods required to answer the research question, information on the suitability of the candidate, feasibility and project timeline.
Method of Submission	Submit an electronic version of your assignment via Turnitin on Moodle. This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit your final version by the due date

Assessment 2	
Due date	Semester 1, Week 12 (see Moodle for exact date for your semester intake)
Description	Project Plan - Presentation
Weighting	0% Attendance is compulsory. Non attendance without approved academic consideration will result in a technical fail (TF) being awarded.
Format / Length	Powerpoint, 8 minutes presentation + 2 minutes questions

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

	Style of presentation to be in a clear and concise manner
Assessment Criteria	- Title of the project - Purpose of the study: restate your research questions/hypotheses - Methodology and methods - Research ethics - Data collection: e.g. Sampling, recruitment, instruments - Data analysis: e.g. Type of statistical and/or qualitative analysis chosen, how you will control for bias or ensure study rigour - Project milestones: Key achievements so far, study plan going forward
Method of submission	Submit an electronic version of your assignment via Turnitin on Moodle. This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit you final version by the due date

Assessment 3	
Due date	Semester 2, Week 6 (see Moodle for exact date for your semester intake)
Description	Preliminary Findings - Presentation
Weighting	0% Attendance is compulsory. Non attendance without approved academic consideration will result in a technical fail (TF) being awarded.
Format / Length	Powerpoint, 8 minutes presentation + 2 minutes questions
Assessment Criteria	Style of presentation to be in a clear and concise manner - Briefly introduce your study (e.g. Study title, aim, research questions and methodology) - Methods: briefly report and reflect on the data collection and analysis process - Results: briefly report what you found - Discussion: interpret the meaning of your results and how it relates to the literature - Conclusions: briefly summarise what you found - Recommendations/implications for your field of study: what should be done from here?
Method of submission	Submit an electronic version of your assignment via Turnitin on Moodle. This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit you final version by the due date.

Assessment 4	
Due date	Semester 2, Week 13 (see Moodle for exact date for your semester intake)
Description	Thesis
Weighting	100%
Pass mark	50%
Format / Length	Double-line spacing, font size at least 10 BPubHlth Hons: 20,000 words BSocSc Hons: 20,000 words BSW: 12,000 words
Assessment Criteria	The thesis documents your research project. Details for content, structure and formatting.are provided in Appendix 1.
Method of Submission	Submit an electronic version of your assignment via Turnitin on Moodle. This assessment task has been set up to be checked by Turnitin, a tool for checking if it has unreferenced content. You can submit your assessment task to Turnitin prior to the due date and Turnitin will give you an originality report. You can then make any changes that may be required and re-submit you final version by the due date.

SUBMISSION AND RETURN OF ASSESSMENT ITEMS

Minimum Performance Requirements

All assessment tasks must be submitted. Students who do not meet the minimum performance requirements (i.e. complete all assessment tasks) **will** be given a TF (Technical Fail) grade on their Academic Transcript. Where Professional Experience is attached to a subject students must pass/satisfactorily complete **both** the coursework and the professional experience to pass this subject. Students will be required to **repeat both the coursework and the professional experience** if they fail the subject. Please see the General Course Rules at http://www.uow.edu.au/handbook/generalcourserules/index.html and the Code of Practice – Student Professional Experience at http://www.uow.edu.au/about/policy/UOW058662.html.

Procedures for submission and return of assessed work

- Written assignments should be word processed in at least 10 point font and double-spaced.
- **All assignments must be submitted on Turnitin via the subject Moodle webpage.** Hardcopies or emailed copies will not be marked.
- Students are responsible for ensuring that they retain their assignments until the marked assignment is returned. Electronic receipts must also be kept until the assignment mark is posted.
- Copies of assignments made before submission should be retained by students.
- Assignments will be retained for 21 days after distribution of mark or release of final grade. For further information refer to Code of Practice – Teaching and Assessment: Schedule 2.
- http://www.uow.edu.au/about/policy/UOW058666.html#P421_38049

Referencing

The Harvard referencing system is used in the School of Health & Society.. These are also known as author-date systems due to the order of the information presented. Failure to document *adequately* and *fully* is to ignore scholarly rules – and run the risk of plagiarism. Please consult the UOW library website for further information: These are also known as an author-date systems due to the order of the information presented. Failure to document *adequately* and *fully* is to ignore scholarly rules – and run the risk of plagiarism. Please consult the UOW library website for further information:

https://www.library.uow.edu.au/content/groups/public/@web/@lib/documents/doc/uow220276.pdf

Late Submission of Assessment Tasks and Penalties

Assessed work must be handed 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. Late submissions will receive a penalty of 5% per day (or part thereof) of the total possible marks for the assessment task for up to ten (10) days after the due date and time for submission (including weekends, and public holidays), or, where an extension has been granted, for up to ten

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

(10) days after the nominated extension deadline. For the purposes of this penalty a weekend (Saturday and Sunday) will be regarded as two days. No marks will be awarded for work submitted:

a) more than ten (10) days after the due date, or
b) after the assessment has been returned to the students; whichever is applicable.

In such an instance, a mark of zero and a result of Fail for the task will be applied.

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

Examples of penalties:

Assignment Value	Student Mark	Number of Days Late	Penalty (5% of Total Possible Mark)	Student Actual Mark
100	80	0	0	80
100	80	1	5	75
100	80	2	10	70
20	16	0	0	16
20	16	1	1	15
20	16	2	2	14
50	40	2	5	35

Extensions

Extensions of time to submit material for assessment can only be requested in advance of the due date for an assessment activity through the Academic Consideration process on SOLS. For more information please refer to the Student Academic Consideration Policy at: http://www.uow.edu.au/about/policy/UOW058721.html. Pressure of work, either from employment or from other subjects, is not an acceptable reason for seeking an extension of time.

Turnitin

Assignments submitted to this subject may be requested in electronic format. An originality check through Turnitin or other text matching software may be undertaken for any submitted assignment.

Academic Integrity

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.

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.

MARKING & EXAMINATION

Assessment 1 - 3 assessment process

Assessment 1 - 3 are assessed by two academic members of the School, usually the Supervisor and the Honours Coordinator. The assessors record either satisfactory or unsatisfactory, and comments are given to the student.

Honours thesis (Assessment 4) examination

The examination process is explained in the Teaching and Assessment: Assessment and Feedback Policy (see Section 8 - https://www.uow.edu.au/about/policy/alphalisting/UOW222905.html). In addition, the following applies:

Theses are normally assessed by **two examiners**. Examiners are chosen based on their knowledge of the work in the field of study and their ability to examine an Honours thesis. Of the two examiners, one can be internal to the School of Health & Society, and the other must be external to HAS (e.g. UOW or another academic institution); or both examiners can be external to the School of Health & Society. Students will be requested to provide **a brief abstract in Semester 2** to be sent to potential examiners by the Honours Coordinator as an indication of the expected thesis topic and research area.

Examiners are asked to provide a percentage mark for the thesis, recommend a class of Honours, and write a minimum two page report critiquing the strengths and weaknesses of the thesis to provide context for their mark. The mark for a thesis is normally the average of two examiners' marks. Where there is a discrepancy of more than 10% of the total available mark an additional examiner is required to examine the thesis (see further discussion

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

below). This should occur prior to the School Assessment Committee meeting if possible. The additional examiner is 'blind'; that is, they are not provided with previous examiners' reports or marks. The Assessment Committee can then decide to either: (i) take an average of the three marks; or (ii) disregard the mark of one examiner, where this mark is more than 10 percentage points above or below the average of the marks of the other two examiners. After this mark from the examiners has been finalised, any late penalties will applied to the final mark for the thesis. A mark within one mark of a higher grade may be changed upwards to the base mark of the higher grade on a simple majority vote of the Assessment Committee.

ACADEMIC PROCEDURES

Appealing an Honours Grade

Only an Honours student has the right to appeal a final Honours mark or grade. Normally there will be no re-submission of an Honours project. If a student has a grievance concerning the assessment of their thesis, they should approach the supervisor with their request for explanation of the marking/examination. If the grievance is unresolved and they believe that due process has not occurred, then they should contact the Honours Coordinator. An appeal due to dissatisfaction with a final thesis mark or Honours grade without evidence to support the claim will not be investigated.

Please note: It is not possible for Supervisors to request adjudication because they are dissatisfied with the final thesis mark. If a student believes there has been a lack of due process in the reassessment procedures outlined above, such students may formally appeal, within two weeks of receiving the response from the Dean, to the Academic Review Committee to review the matter. The letter of appeal must state fully the reasons for the appeal and include any relevant documentary evidence to support such appeal. Please note, however, that the Committee's role is to ensure that the proper procedures have been followed in relation to the assessment of the subject - the Committee's role is not to reassess the academic quality of the work.

Appeals on grounds of inadequacy of supervisory or other arrangements during the period of study are normally not permitted, unless the student can show that persistent efforts to deal with these issues were not adequately addressed. The grievance procedures outlined above, should be used for these matters at the appropriate time during the candidature.

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.

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

For more information please refer to the Student Academic Consideration Policy at:

http://www.uow.edu.au/about/policy/UOW058721.html

In some circumstances you may be offered a deferred exam. For more information about Deferred and Supplementary Exams refer to: http://www.uow.edu.au/student/exams/aboutsupp/index.html

Student Academic Complaints Policy

In accordance with the Coursework Student Academic Complaints Policy, a student may request an explanation of a mark for an assessment task or a final grade for a subject consistent with the student's right to appropriate and useful feedback on their performance in an assessment task. Refer to the Coursework Student Academic Complaints Policy (http://www.uow.edu.au/about/policy/UOW058653.html) for further information.

Assessment Quality Cycle

The University of Wollongong is committed to the quality assurance and quality enhancement of assessment. The University will meet its legislative and regulatory obligations, to ensure consistent and appropriate assessment through course management and coordination, including assessment quality assurance procedures. An Assessment Quality Cycle is used to describe quality assurance at the points of assessment design, assessment delivery, the declaration of marks and grades, and review and improvement activities.

GRADING & MARK DESCRIPTORS

Grade	Mark	Descriptor
High Distinction **HD**	85-100	A **high distinction grade (HD)** is awarded for performance that provides sufficient evidence of an outstanding level of attainment of the subject learning outcomes, demonstrating all of the attributes of a distinction grade plus: • consistent evidence of deep and critical understanding in relation to the subject learning outcomes • 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 • creativity in application as appropriate to the discipline
Distinction **D**	75-84	A **distinction grade (D)** is awarded for performance that provides sufficient evidence of a superior level of attainment of the subject learning outcomes, demonstrating all of the attributes of a credit grade plus: • evidence of integration and evaluation of critical ideas, principles and theories • distinctive insight and ability in applying relevant skills and concepts in relation to subject learning outcomes • demonstration of frequent originality in defining and analysing issues or problems and providing solutions • the use of means of communication appropriate to the discipline and the audience
Credit **C**	65-74	A **credit grade (C)** is awarded for performance that provides sufficient evidence of a high level of attainment of the subject learning outcomes, demonstrating all of the attributes of a pass grade plus: • evidence of learning that goes beyond replication of content knowledge or skills relevant to the subject learning outcomes • demonstration of substantial understanding of fundamental concepts in the field of study • demonstration of the ability to apply these concepts in a variety of contexts • convincing arguments with appropriate coherent justification • communication of ideas fluently and clearly in terms of the conventions of the discipline.
Pass **P**	50-64	A **pass grade (P)** is awarded for performance that provides sufficient evidence of a satisfactory level attainment of the subject learning outcomes, demonstrating: • understanding and application of fundamental concepts of the field of study • routine arguments with acceptable justification; • communication of information and ideas adequately in terms of the conventions of the discipline.
Fail **F**	<50	A **fail grade (F)** is given for performance that does not provide sufficient evidence of attainment of the subject learning outcomes.
Technical Fail **TF**		Minimum performance level requirements for at least one assessment item in the subject have not met despite the student achieving at least a satisfactory level of achievement.

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

HONOURS AWARD GRADING DESCRIPTORS
Grades of Honours Thesis

The grading system for Honours is as follows:

First Class	85-100%
Second Class, Division 1	75-84%
Second Class, Division 2	65-74%
Third Class	50-64%
Fail	0-49%

A **Class 1** Honours thesis contains significant original results derived from a successful research project. Presentation, interpretation and discussion of significance are completed to an <u>excellent</u> standard. The research is placed in the context of relevant international literature. Writing and diagrammatic presentation are completed to a <u>very high to excellent</u> standard.

A **Class 2, Division 1** Honours thesis contains significant original results derived from a successful research project. Presentation, interpretation and discussion of significance are completed to a <u>high to very high</u> standard. The research is placed in the context of relevant international literature. Writing and diagrammatic presentation are completed to a <u>high to very high</u> standard.

A **Class 2, Division 2** Honours thesis contains significant original results derived from a successful research project. Presentation is completed to a <u>high</u> standard. Interpretation, discussion of significance and contextualisation within the relevant literature are completed to a <u>moderate</u> standard; these may be areas of deficiency. Writing and diagrammatic presentation are completed to a <u>moderate to high</u> standard.

A **Class 3** Honours thesis contains <u>some</u> significant original results derived from a successful research project. Presentation is completed to a <u>moderate</u> standard. Interpretation, discussion of significance and contextualisation within the relevant literature are <u>clearly deficient</u>. Writing and diagrammatic presentation are completed to a <u>poor to moderate</u> standard.

A **Fail** grade is rarely given at the Honours level and reflects a lack of accomplishment on the part of the student with respect to their research project. A failed thesis would be deficient in terms of data, presentation, interpretation and contextualisation.

For the Bachelor of Social Work (Honours)

Note: For BSW (Hons), the class of Honours is based on the weighted average mark (WAM) for all 400 level subjects, of which the thesis is only one part.

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Section C: General Advice for Students

STUDENT SUPPORT SERVICES

Faculty Central / Student Hub

The Faculty Central or Student Hub is your first point of contact for a wide range of enquiries including:
- Providing assistance with student forms.
- Making an appointment with the Head of Students
- Accepting some assignments where referred to in your Subject Outline.

Location	Student Service Centre Building 23, Room G21	Student Hub 41 Building 41, Ground floor
Schools served	School of Education	School of Geography and Sustainable Communities School of Health and Society School of Psychology
Telephone	+61 2 4221 3981	+61 2 4221 5962
Email	ssc@uow.edu.au	
Hours	9am – 5pm Monday to Friday	

Student Support Adviser (SSA)

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

Library Services

To save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere via Ask Us: http://www.library.uow.edu.au/ask/UOW026599.html

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

The Main Library (Building 16) and Education Curriculum Resources Centre (Building 22) are located at the Wollongong Campus. UOW Libraries at other locations are listed on the Library website. http://www.library.uow.edu.au

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

KEY POLICIES AND GUIDELINES

Teaching and Assessment: Code of Practice - Teaching

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

Teaching and Assessment: Assessment and Feedback Policy

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

Teaching and Assessment: Subject Delivery Policy

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

The Student Charter – Your Rights and Responsibilities

The Student Charter is shaped by the University's mission to excel through providing world-class teaching, learning and research opportunities that challenge, inform and inspire its students in a diverse and inclusive environment. 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. It acknowledges the importance of the connection that is forged between students and staff of the University as well as the broader community. It encompasses a commitment to academic integrity and the five fundamental values on which this rests: honesty, trust, fairness, respect and responsibility. http://www.uow.edu.au/student/charter/index.html

Academic Integrity and Plagiarism 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

Student Academic Consideration Policy

The purpose of the Student Academic Consideration Policy is to enable student requests for academic consideration for specific assessment tasks, examinations, academic progress or attendance requirements in a subject relevant to their course to be evaluated in a fair, reasonable, timely and consistent manner throughout the University. This Policy sets out clear and defined requirements allowing for transparency, ease of interpretation and implementation. Consistency in criteria, procedures, and outcomes in the processing of applications for academic consideration for all forms of assessment are requirements of this Policy. The Policy can be found at: http://www.uow.edu.au/about/policy/UOW058721.html

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Course Progress Policy The Course Progress Policy establishes the requirements, definitions and procedures to be used in determining the standards of acceptable course progress; the definitions of the roles and responsibilities of UOW staff and students with regard to course progress; and the descriptions of the resources and choices available to assist students at risk of not achieving course progress standards. The Policy can be found at: http://www.uow.edu.au/about/policy/UOW058679.html

Coursework Student Academic Complaints Policy

UOW aims to provide a transparent and consistent process for resolving student academic grievances. Further information is available at: http://www.uow.edu.au/about/policy/UOW058653.html

Inclusive Language Guidelines

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

Copyright Policy & Intellectual Property

The purpose of this Policy is to outline responsibilities and procedures regarding the use of third party copyright material, with the objectives of reducing staff and UOW exposure to the risks associated with the use of third party copyright material, assisting staff to make full legal use of the materials at their disposal by clearly identifying responsibilities and promoting copyright compliance. The Policy can be found at:
http://www.uow.edu.au/about/policy/alphalisting/UOW026670.html. UOW's Intellectual Property Policy provides guidance on the approach taken to Intellectual Property (IP), including its ownership, protection and exploitation. Further information about the management of IP is available at:
http://www.uow.edu.au/about/policy/UOW058689.html

Student Conduct Rules

In line with UOW's commitment to academic integrity, new rules related to student conduct have been in effect since 1 January 2008. Relevant information may be found at:
http://www.uow.edu.au/about/policy/UOW058723.html

Code of Practice – Research & Honours

This Code mandates the current policy and best practice relating to procedures for responsible research. The Code can be found at: http://www.uow.edu.au/about/policy/UOW058663.html. This Code sets out the responsibilities of all parties involved in managing students undertaking Honours Programs. The Code can be found at:
http://www.uow.edu.au/about/policy/UOW058661.html

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

The Code of Practice – Student Professional Experience

The Code of Practice – Student Professional Experience sets out what is expected from students, the University and Host Organisations in providing student professional experience programs. It applies to student professional experience programs that form the whole or part of a subject or course offered at the University. The code assists in promoting a productive learning experience for students. Current policies and practices relating to the workplace experience and other practical training requirements can be found at:http://www.uow.edu.au/about/policy/UOW058662.html

IP Student Assignment of Intellectual Property Policy

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

Ethical Objection by Students to the Use of Animal and Animal Products in Coursework Subjects

The University of Wollongong is committed to recognition of the diversity of values held by students at the University and seeks to provide avenues for students to complete their chosen field of study without compromising their ethical commitments. The University, through its Animal Ethics Committee, has a responsibility to review any proposed research and teaching involving living animals in accordance with the NHMRC Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (2004) and the Animal Research Act, 1985 (NSW). This policy provides a framework for recognition of and responses to students' ethical or religious objection to animal use in coursework subjects at the University of Wollongong. For the purpose of this policy, animal use includes killing of animals in experimental work, dissection of animals that are already dead, use of animal tissues, use of animal-derived products (such as sera). These uses are relevant to teaching and assessment. Further information about this policy can be found here: http://www.uow.edu.au/about/policy/UOW058708.html

Human Research Ethics Guidelines

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

Workplace Health & Safety Policy

The Workplace Health and Safety (WHS) unit at UOW aims to provide structures, system and support to ensure the health, safety and welfare of all at the campus. Further information is available from: http://staff.uow.edu.au/ohs/

Appendix 1: Honours thesis preparation guide & templates

Thesis formatting guidelines

The thesis MUST be a true representation of work produced and written by the student. The thesis must represent a well-written document that is both concise and informative. Accordingly, it is to be presented and submitted in line with the following specifications:

- the thesis will be submitted as a Word or PDF document online via Turnitin. It must be submitted in a format that allows for printing should an examiner choose to print particular chapters, or the entire thesis document as a whole;

- the text of the document (in English) must be in double-spaced typescript with the exception of tables, figures and captions, which may be in single-spaced typescript;

- the thesis length is: 20,000 words for BPubHlth Hons and BSocSc Hons; 12, 000 words for BSW Hons. Word length of 10% over or under the recommended word length would be acceptable. Word length accounts for the main thesis text (including figures and tables) only, excluding abstract, references, appendices and acknowledgements.

- the print size of the text in the document will be at least 10 point with the exception of footnotes that may be 9 point font where appropriate;

- the document is to be produced for printing on standard A4 size (297 x 210 mm) paper;

- the text must be numbered sequentially using Arabic numerals for all pages;

- the margins on each sheet will be 40 mm on the left-hand side, 20 mm on the right hand side, 30 mm at the top and 20 mm at the bottom (to allow for printing if required);

- tables and figures must be incorporated into the text and they should be easy to understand without reference to the text and must include an appropriate caption (captions for tables are inserted above the table; captions for figures are inserted below the figure);

- the thesis should be divided into chapters (each of which start on a separate page);

- each chapter should have a title and start on a separate page;

- the thesis should adhere to the ethical standards of the University of Wollongong.

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Thesis chapters and mandatory content

The thesis document is to include the following in the order* presented:

- Title page
- Declaration
- Acknowledgements
- Table of contents
- List of tables
- List of figures
- List of notations
- List of special names or abbreviations
- Abstract (Background, Method, Results, Discussion/Conclusion)
- **Chapter 1:** Introduction
- **Chapter 2:** Literature Review
- **Chapter 3:** Methods
- **Chapter 4:** Results
- **Chapter 5:** Discussion
- Reference list
- Appendices (if appropriate)

Candidates who wish to vary this format must apply to the Honours coordinator, with support from their Supervisor.

1. Detailed information on each section and chapter of the thesis

Include the following at the front of your thesis:

- ***Title Page*:** Include the full title of the thesis, the award for which the thesis is submitted (e.g. Bachelor of Science (Honours)), the full name and academic qualifications of the student, the name of the academic unit, the Supervisor(s) and the year of submission. An example of the title page is provided in **Appendix 1**.

- ***Declaration*:** A signed statement declaring that the work contained in the thesis is the work of the student and the work has not been submitted for a degree at any other university or institution. An example declaration is provided in **Appendix 1**.

- ***Acknowledgments*:** If required, acknowledge any academic, technical, secretarial, administrative, financial, or personal (e.g. family) assistance received within one page.

- ***Table of Contents*:** Provide a comprehensive index to the material presented (i.e. chapter (or section) headings; headings and sub-headings within chapters; references or bibliography; list of figures, tables, or illustrations; appendices) with page numbers.

- ***List of Tables, Figures, Notations*:** Tables, figures and notations should be numbered, have an explanatory caption and be referred to within the text. Separate lists for tables, figures and notations with page numbers should be included after the table of contents.

- ***List of Special Names or Abbreviations*:** A list of any foreign language terms (and definitions)

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

used in the thesis. A list of abbreviations and full name.

- *Abstract***:** Insert the abstract prepared for the final seminar. The abstract can be single spaced and will be presented on a single page. See **Appendix 1**.

- *Introduction***:** This should a concise primer to the entire thesis, clearly identifying the gap in knowledge, the research question(s), and an overview to the following chapters (the literature review, data and method, results, and discussion). The introduction chapter should be written in plain language understandable to a non-specialist.

- *Literature review***:** This chapter should be written in past tense when describing and discussing previous work that is relevant to the thesis. The nature of the review, whether narrative, themed or systematic, is to be informed by the supervisor. The literature review should provide a robust synthesis of prior work that clearly leads to a re- statement of the gap in knowledge and the research question(s) (both first stated in the introduction). At the end of this literature review, if relevant, the hypothesis(es) to be tested should be concisely stated. Subheadings can be used as relevant.

- *Data and Method***:** This chapter should be written in active voice whenever possible. For example: *"attempts were made to modify procedure X"* is preferable to *"modifications were attempted to be made to procedure X"*. Describe clearly the process used to obtain the data in sufficient detail for an examiner to easily understand and be able to replicate the data acquisition or collection procedure, including any submissions and approvals from relevant ethics committees. Identify the methods used to analyse the data in sufficient detail so an examiner could replicate those analyses if required, providing referencing as relevant. If trade names are used, for example the name of particular software, give the manufacturer's name and location in the first instance. Subheadings can be used as relevant.

- *Results***:** This chapter should be written in past tense to describe the results from the research conducted. Results should be presented in a logical sequence aligned with the research question(s) and hypotheses (if relevant). Tables and figures should be used sparingly to add value to the text without repetition. Ensure that results presented comply with the ethical standards of the University of Wollongong (e.g. do not provide any information that could be used to identify a research participant). Subheadings can be used as relevant.

- *Discussion***:** This chapter should be written in present tense to identify the key findings of the study in relation to each research question(s). If hypotheses have been tested, they should be addressed here. The key findings should be framed within the context of previous literature to clearly differentiate between previous knowledge and new contributions the thesis has made. Strengths and limitations of all aspects of the thesis research need to be discussed fully with respect to the key findings and their use-value to decision-makers (e.g. in health policy). Do not repeat in detail any data or other text written in the preceding chapters. Provide a set of clear conclusions and recommendations to decision-makers and for future research. Ensure that these conclusions and recommendations are supported by the thesis research.

- *Reference list***:** Referencing to appropriate sources throughout the thesis is important. A reference must be cited every time it is used in the text, though it will only appear once in the reference list. The School of Health and Society uses the Harvard system of referencing (available on Endnote software). There is no minimum or maximum number of references required – this is a judgement made by the candidate with their supervisor and will be assessed by the examiner(s).

- *Appendices***:** Appendices should contain any supplementary material that the author considers

necessary to the interpretation of the research project. Ethics approval letters, questionnaires, subject information packages, informed consent forms, long tables, essential raw data, detailed reports or computer printouts are generally more appropriately included as appendices. If there is more than one appendix, the appendices should be numbered in sequence and placed after the reference list.

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Thesis title page template

TITLE OF THESIS

*A thesis submitted in (partial**) fulfilment of the requirements for the award of the degree

Bachelor of Social Public Health (Honours)**
Bachelor of Social Science (Honours)**
Bachelor of Social Work (Honours)**

from

The University of Wollongong

by

AUTHOR'S NAME, DEGREE(S) HELD

Supervised By: Dr B. I. Omed
Prof. N. U. Trition

School of Health and Society
<Year>

** delete as appropriate

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Thesis declaration template

DECLARATION

I, <full name>, declare that this thesis, submitted in <partial**> fulfilment of the requirements for the award of Bachelor of <degree> (Honours) in the School of Health and Society at the University of Wollongong, is wholly my own work unless otherwise referenced or acknowledged. This document has not been submitted for qualifications at any other academic institution.

<Signature>
<full name>

<DD/MM/YEAR>

** delete as appropriate

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Thesis abstract template

Title (size 14 font; bold)

Student Name, Student Number (size 14 font)
Supervisor(s): (size 12 font)

Background: Provide a sentence or two that explains the context for the study.

Research aim: State the precise research question. Here it is appropriate to additionally state the objective(s), specific hypothesis(es) to be tested, or both.

Methods: Describe the study design, data collection techniques employed and the analysis methods.

Results: Report the most important findings the directly address the stated research question, including data from any statistical analyses if relevant.

Discussion/Conclusion: Summarise in a sentence or two the primary outcomes of the study, including their potential application, if relevant (avoid over generalisations).

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Appendix 2: Guidelines for Thesis Examiners

Bachelor of Public Health Honours
Bachelor of Social Science Honours
Bachelor of Social Work Honours

Background

The thesis you have agreed to examine has been submitted in accordance with the requirements of the award for the Honours degree, through the School of Health and Society at the University of Wollongong. In assessing this thesis, we ask that examiners keep in mind that the Bachelor of Public Health (Honours), the Bachelor of Social Science (Honours), Bachelor of Social Work (Honours) are scholarly programs that aim to develop students as members of a research community. Students should demonstrate research competency and their argument should be strongly founded in theoretical work. It is expected that the level of academic scholarship will be situated between the final year of an undergraduate degree and the commencement of a postgraduate degree.

Bachelor of Public Health Honours & Bachelor of Social Science Honours

The Honours program may be undertaken as either a fourth year of a Bachelor Degree program or as a separate one year program after the completion of a suitable Bachelor Degree. *The thesis component of this Honours program represents 100% of the students work on their program. The Honours thesis should be no more than 20,000 words in length (excluding abstract, references, appendices and acknowledgements).*

Bachelor of Social Work Honours

The Honours program is embedded into the fourth year of a Bachelor Social Work program. *The thesis component of this Honours program represents 12 credit points of the program and is worth 100% of those 12 credit points. The Honours thesis should be no more than 12,000 words in lengt, (excluding abstract, references, appendices and acknowledgements).*

Assessment of the thesis

<u>**We ask that you provide a numerical mark and a typed written report (commonly no less than 2 pages) with constructive critique to provide context for your mark.**</u> As you assess this work, please keep in mind that this thesis will normally be a student's first attempt at a major research project, not that of an already established researcher. The grading system and criteria for assessing an Honours thesis is as follows:

Introduction (10%)
- Clearly written research question(s)
- Aims and objectives are clearly stated and are able to answer the research question
- Hypotheses (if relevant) are testable
- Definitions of key terms/acronymns provided
- The significance of the research is established
- The research intent, theoretical framework and approach are introduced

Literature review (15%)
- Good knowledge of the current literature in the field is communicated
- The gap in the literature/the need for this research of the problem for the field of study is demonstrated
- The literature review provides a compelling rationale for conducting the study

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Methodology (30%)

- Ethical considerations are evident and explained (Please note: all students MUST include either a letter for ethical approval or a letter that their research is exempt).
- Provides clear description of the study design and its adequacy / appropriateness to the study
- Study design and setting are clearly articulated
- Justification for the sample size is provided
- Recruitment is clearly described
- Data collection and analysis procedures are clearly presented and justified
- Discussion of how rigour will be ensured is
- Analysis procedures are clearly described and appropriate for research design and sample size

Results and Discussion/Conclusion (35%)

- Analysis of data appears rigorous
- Significant original results are presented
- The argument draws together analysis, interpretation and discussion insightfully, clearly and coherently and is linked to relevant literature and conceptual/theoretical framework
- Strengths and limitations clearly outlined
- Future directions for the field are identified The thesis presents new perspectives and/or insights, addresses a gap in knowledge, or encourages reconsideration of some issue, evidence or idea
- Statement of conclusion reiterates the main findings in relation to research purpose and its significance

Clarity of expression and presentation (10%)

- Written expression fluently discusses ideas and arguments
- Clear, appropriate and coherent use of chapter headings and subheadings
- Consistent and appropriate referencing
- Comprehensive and accurate reference list
- Appendices are adequate and used appropriately
- Text uses conventional syntax, spelling and punctuation and shows evidence of proofreading

Grading system

First Class (High Distinction): The thesis contains significant original results derived from a successful research project. The research question, aims and objectives are very clear, logical and fully justified. Presentation, interpretation and discussion of significance are completed to an <u>excellent</u> standard. The research is placed in the context of relevant international literature. Writing and presentation are completed to an <u>excellent</u> standard.

Second Class, Division 1 (Distinction): The thesis contains significant original results derived from a successful research project. The research question, aims and objectives are reasonably clear, logical and well justified. Presentation, interpretation and discussion of significance are completed to a <u>high standard</u>. The research is placed in the context of relevant international literature. Writing and presentation are completed to a <u>high standard</u>.

Second Class, Division 2 (Credit): The thesis contains significant original results derived from a successful research project. The research question, aims and objectives are reasonably clear, logical and justified, though with minor problems. Presentation is completed to a <u>high</u> standard. Interpretation, discussion of significance and contextualization within relevant literature are completed to a <u>moderate</u> standard, though with errors or areas of deficiency. Writing and presentation are completed to a moderate to <u>high</u> standard.

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Third Class (Pass): The thesis contains <u>some</u> significant original results derived from a successful research project. Presentation is completed to a <u>moderate</u> standard. Interpretation, discussion of significance and contextualization within the relevant literature are <u>clearly erroneous and/or deficient</u>. Writing and presentation are completed to a poor to moderate standard.

Fail: This grade is rarely awarded and would reflect a major lack of accomplishment on the part of the student in most or all areas of their thesis.

First class:	85-100%
Second class, Division 1:	75-84%
Second class, Division 2:	65-74%
Third class:	50-64%
Fail:	0-49%

Your report will be used by the School Assessment Committee to determine the final mark and grade for the student. Examiners' reports (but not individual marks) will be made available to students after the final mark has been determined by the Assessment Committee.

Submitting examiner report
Please submit your examiner report to Dr Patti Shih, Honours Coordinator via email (pshih@uow.edu.au).

UNIVERSITY
OF WOLLONGONG
AUSTRALIA