2016 Honours Handbook

for

Enrolled Students and Supervisors

Bachelor of Primary Education

Bachelor of Education - The Early Years

Bachelor of Physical and Health Education

Revised: January 2016
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### Bachelor of Primary Education

**Bachelor of Education - The Early Years**

**Key Dates for 2016**

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<td>Deadline for Honours applications</td>
<td>Appendix A</td>
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<td>Acceptance of candidates into Honours program for 2016. Finalisation</td>
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<td>Research Project Plan Presentation</td>
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# Bachelor of Physical and Health Education

## Key Dates for 2016/17

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<td>Appendix G</td>
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<td>Nomination of Examiners form due – submit to Research Officer</td>
<td>Appendix G</td>
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Objectives of the Honours Program

UOW School of Education offers the following undergraduate Honours Programs:

- Bachelor of Education - The Early Years Honours
- Bachelor of Primary Education Honours
- Bachelor of Physical and Health Education Honours

Valuable qualities gained by UOW graduates are essential for gaining employment and making an important contribution to society and their chosen field – further information is available at [http://www.uow.edu.au/about/teaching/qualities/](http://www.uow.edu.au/about/teaching/qualities/). Engagement in an Honours program contribute to each student’s development of the following UOW Graduate Qualities:

<table>
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<th>Informed</th>
<th>Sound knowledge of the teaching profession with understanding of its current issues, locally and internationally. Understand how an area of study has developed and how it relates to other areas.</th>
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<td>Independent learners</td>
<td>Engage with new ideas and ways of thinking and critically analyse issues. Find and evaluate information, using a variety of sources and technologies.</td>
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<td>Problem solvers</td>
<td>Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond to challenges and opportunities.</td>
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<td>Effective communicators</td>
<td>Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings.</td>
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<td>Responsible</td>
<td>Act with integrity as part of local, national, global and professional communities.</td>
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In particular, Honours students are encouraged to:

- Make a contribution to theory, research and pedagogy of education;
- Conduct independent research in education and report its outcomes in a scholarly manner in the form of a thesis as well as other forums such as conference presentations and journal articles;
- Work co-operatively with individuals and groups, including students, supervisors, the Honours Coordinator and School research groups, as well as participants and informants in research sites;
- Conduct educational research in ways that are intellectually honest, with professional integrity and knowledge and enactment of appropriate ethical standards;
- Be aware of changing conditions and situations in research settings;
- Seek out opportunities and apply knowledge in educational research that will contribute beneficially to educational research and practice;
- Participate in the research culture within the School of Education at UOW.
Structure of the Honours Program

Each Education Honours Program has particular subject requirements and structures that are set out below.

Bachelor of Education - The Early Years Honours

The Honours program for the Bachelor of Education - The Early Years degree is embedded into the Spring semester of the third year and the complete fourth year of undergraduate study. It comprises the following subjects:

- EYRT401 Early Childhood Honours Thesis (Annual subject, 24 credit points)
- EYTE401 Contemporary Theories and Practices in early Childhood (Autumn session, 6 credit points)
- EYTS401 Transition to School (Autumn session, 6 credit points)
- EYLL402 Children’s literature in the Early Years (Spring session, 6 credit points)
- EYMP402 Advocacy and Leadership in Early Childhood (Spring session, 6 credit points)

The class of honours will be based on the weighted average mark (WAM) achieved for all 300 & 400 level subjects. (See section Range of Honours for more details).

EYRT401: Thesis in Early Childhood (Annual Subject 24 credit points)

The student will be required to complete a thesis, approximately 15,000 words in length, based upon a course of supervised study on a topic negotiated by the student and approved by the supervisors and the School. The thesis can take the form of a qualitative, quantitative or mixed-mode research project.

EYTE401 Contemporary Theories and Practices in early Childhood (Autumn session 6 credit points)

This is a core fourth year subject that builds on theoretical knowledge, research and analysis skills developed through previous core subjects. Recognising the importance of the quality of interaction of early childhood educators with children in their care, this subject will provide the theoretical background and practical strategies for creating stimulating, safe and culturally sensitive socio-emotional learning environments. It draws together key theoretical perspectives from sociology, cultural studies including feminist, sociocultural and poststructuralist. Students will be studying current research on contemporary and emerging theories and issues and the implications for promoting optimal and socially-just early childhood experiences for children and families through innovative and creative responses. A professional experience placement is also included in this subject.

EYTS401: Transition to School (Autumn session 6 credit points)

This subject explores key issues associated with Transition to School. The move from an early childhood education and care setting to school involves a major adjustment in the life of a young child and his/her family and is regarded as critical in the determination of academic success as well as response to future transitions. Ensuring that the move is as seamless as possible requires the development of learning programs that are shared between the early childhood education and care setting, the parents and the school. A variety of national and international programs that support both children and parents will be examined and students in this subject will also design a transition program for use in a specific educational setting. Culturally and contextually appropriate transition programs are essential to the social justice principles developed throughout the other subjects in this degree.

UOW School of Education. 2015Honours Handbook for enrolled students and supervisors (revised January 2016)
**EYLL402: Children's literature in the Early Years (Spring session, 6 credit points)**

This subject provides opportunity for in-depth explorations of children's literature in the early years of children's lives. In so doing, it takes stock of the various genres that are involved across fiction and non-fiction. This subject examines children's literature in its many guises, ranging from traditional and contemporary print forms, to film, television and DVD renditions, to electronic versions. It takes stock of relationships between children’s literary texts and popular culture. Students are engaged in ways that educators might effectively use and program for children’s literature in Early Childhood Education and Care and early school year settings, including drama and poetry; and looks at how literature provides a basis for developing children's literacy.

**EYMP401: Advocacy and Leadership (Spring session, 6 credit points)**

This subject will examine the complex responsibilities of early childhood leaders in delivering and advocating for quality programs and services for young children and their families. Recognition will be given to the current context of a market driven, competitive environment in early childhood and the need for specific skills and knowledge required to assist Early Education teachers as leaders in meeting organisational aims and objectives. Change management, human resources management, powerful communication, intrapersonal/self-awareness, vision building and sharing, motivation, knowledge-building and mentoring, lobbying & advocacy will all be included.

**Bachelor of Primary Education Honours**

The Honours program for the Bachelor of Primary Education is embedded into the fourth year of the degree. It comprises the following subjects:

- **EDRT401: Thesis** (Annual subject, 24 credit points).
- **EDAR401: Advanced Research Methods** (Autumn session, 6 credit points).
- **EDPD401: Professional Development 3** (Autumn session 6 credit points)
- **EDPD402: Professional Development 4** (Spring session 12 credit points)

The class of honours will be based on the weighted average mark (WAM) achieved for the 400 level subjects that constitute the Honours program. (See section Range of Honours for more details).

**EDRT401: Thesis (24 credit points)**

The student will be required to complete a project, approximately 15-18,000 words in length, based upon a course of supervised study on a topic negotiated by the student and supervisors and approved by the School. The thesis can take the form of a qualitative, quantitative or mixed-mode research project.

**EDAR401: Advanced Research Methods (6 credit points)**

This subject extends students’ understandings of qualitative and quantitative inquiry paradigms in educational research. This subject is designed particularly to support Honours students as they conduct their Honours thesis. As such, topics covered will extend students’ understandings of ethics, and of identifying a research question, writing a literature review, choosing an effective research method, gathering, representing, analysing and interpreting data, and report writing.

**EDPD401 and EDPD402 (18 credit points)**

These subjects are the 3rd & 4th subjects of the professional development sequence. There is a five-week internship attached to EDPD402. The Internship will be completed after the thesis has been submitted.
Bachelor of Physical and Health Education Honours

The Honours program for the Bachelor of Physical and Health Education is embedded into the Spring semester of the third year and the complete fourth year of undergraduate study. Students enrol in EDPR401: Honours Thesis in lieu of 18 credit points of electives. Candidates must pass EDPR401 to be awarded the degree of Bachelor of Physical and Health Education (Hons.).

The class of honours will be based on the weighted average mark (WAM) achieved for all 300 & 400 level subjects. (See section Range of Honours for more details).

EDPR401: Honours Thesis (18 credit points)

The student will be required to complete a project, approximately 15-18,000 words in length, based upon a course of supervised study on a topic negotiated by the student and supervisors and approved by the School. The thesis is to be completed within two semesters, that is, Spring semester in 3rd year and Autumn semester in 4th year.

Responsibilities of Honours Students

Honours students have the primary responsibility for the timely completion of their Honours project and other assessment tasks. Specific responsibilities are:

1. Develop an Honours Research Application and plan for completing the project within a timeframe agreed to by supervisors;
2. Maintain regular contact with the principal supervisor and co-supervisor;
3. Discuss any proposed variation of enrolment or leave of absence with their supervisors and Honours Coordinator/ head of academic unit;
4. Establish with the principal supervisor and co-supervisor the level of support required for successful completion of the degree;
5. Present required written material to the principal supervisor and co-supervisor in sufficient time to allow for comments and discussions before scheduled meetings;
6. Undertake additional work towards their project identified as necessary by the principal supervisor and co-supervisor;
7. Accept responsibility for the quality and originality of all submitted work.
8. Ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research;

The Code of Practice Honours is available at the following URL:
Admission requirements

For both the Bachelor of Education - The Early Years Honours program and the Bachelor of Primary Education Honours program, the admission requirements are as follows:

1. Completion of all required 100, 200 and 300 level subjects prior to admission to Honours (please review the Honours Subject checklist).
2. Achievement of an approved standard of achievement (WAM of 75+) during the first, second and third years of the undergraduate degree.
3. A suitable study proposal.
4. A suitable and willing primary supervisor and a co-supervisor.

Entry into the Honours program is a competitive process based on student academic performance. UOW Education offers approximately 15 Honours places for the Primary/Early Year Honours cohort each year.

For the Bachelor of Physical and Health Education (Honours), the admission requirements are as follows:

1. Attainment of an approved standard of achievement (WAM of 75+) during the first, second and third year (first semester) of the undergraduate degree. That is, 100, 200 and 300 (S1) level subjects must be completed and at an average of Distinction grade or better
2. A suitable study proposal; and
3. A suitable and willing principal supervisor and co-supervisor.
4. All members of academic staff are eligible to be supervisors of Honours students if they have a qualification at Level 9 of the AQF (Masters Degree) or higher (or a lesser qualification combined with experience equivalent to a Level 9 AQF qualification) and that they:
   i. are currently active researchers, or
   ii. have proven research records, or
   iii. have previous successful experience in supervising Honours Degree students;

Supervision arrangements must be discussed between the student and potential supervisors prior to submission of the Honours application.

Supervisors should take no more than two Honours students in one Honours year cohort. This arrangement may be adjusted at the discretion of the Honours Coordinator in consultation with the appropriate Strand Coordinator and/or Head of School.

Application Process

Bachelor of Primary Education & Bachelor of Education - The Early Years

Selecting a project topic and preparing the application

During the Autumn session in the third year of the Bachelor of Primary Education and the Bachelor of Education - The Early Years, the Honours Coordinator will provide an information session about the Honours program.

Prospective Honours candidates should also meet with their Program Director to ensure they have fulfilled the required course progression to be eligible to apply for the Honours program.

During Spring session, interested Primary students may enrol in a Project Subject (EDER302) in place of an Education Elective. The purpose of this experience is for students to engage with researchers
within the School and associated Research Strengths. Interested students could work either on a topic of their choice or within an existing research project and work on a ‘slice’ of the project under the guidance of an investigator within the project. The project will run for one session (13 weeks) and the student will be an active member of the research team as they review literature, contribute to data collection, assist with any data analysis and attend any Research Strength meetings. It is anticipated that this relationship would lead into an Honours project for the following year. Students enrolled in the Project Subject should also attend the information session.

Prospective Honours students are encouraged to meet with the Honours Coordinator and School Academic Staff to help identify a project topic. The Honours Coordinator will compile a list of possible projects for the following year and students may peruse this list to help identify a topic and supervision team. Alternatively, negotiations may take place between students and individual staff members. Academic staff members are advised to supervise a maximum of two honours students each year; students are required to have two supervisors.

**Application Submission Process**
Students submit an Honours Research Application to the Research Officer by the first Friday in December (see Key Dates section). Appendix B provides a pro forma for the application.

The Honours Research Application is to be developed in collaboration with the supervisors. It is the responsibility of the prospective Honours candidate to arrange times to meet with the two supervisors well in advance of the application due date in order to devise a well written project proposal.

A suggested timeline of activities for prospective Honours candidates to develop their Honours Research Application is as follows:

- **August/September:** Identify research project of interest and meet with the appropriate academic staff to commence discussion about possible supervision.
- **September/October:** Meet with supervisors and prepare a draft of the Honours research Application
- **November:** Meet with supervisors and refine drafts
- **Early December:** Submit Honours Application

**Bachelor of Physical and Health Education**

Interested students can lodge an expression of interest with the Honours Coordinator and the PHE Program Director.

**Enrolment process**
Students submit an Honours Research Proposal to the School Research Officer by mid July (see Key Dates section). Appendix B provides a pro forma for the proposal.

**Selecting a project topic**
Prospective honours students are encouraged to talk with the Honours Coordinator and PHE Program Director to help identify a project topic and suggest possible supervisors. Discussions should then take place between students and individual staff members. Students are required to have two supervisors.
Application Review Process

All Honours Research Applications will be reviewed by the School’s Honours Assessment Committee (comprised of Head of Research and Graduate; Director, Postgraduate Research; Honours Coordinator, and an FRC member nominated by Head of Research and Graduate). The Honours Assessment Committee will apply the following process:

1. Rank students based on their WAM and EDER301 mark
2. Ensure that the Honours Research Application is completed according to the pro forma provided in Appendix B); and
3. Ensure two suitable supervisors have endorsed supervision.

The committee will complete the Assessment of Applicants form (Appendix C) for each application.

Students will be notified of the status of their application after this process: – usually between mid-December/mid-January for Bachelor of Primary Education & Bachelor of Education - The Early Years. For the Bachelor of Physical and Health Education, students will usually be notified by mid-June.

If a student has a grievance concerning the outcome of their application, they should initially contact the Honours Coordinator and then follow the UOW Education Student Academic Grievance Policy (see Relevant University and School Procedures and Policies section).

Support for Honours Students

UOW Education Student Services Centre
Building No 23, Ground Floor
Telephone 61 2 4221 3981
Facsimile 61 2 4221 3892
Email ssc@uow.edu.au
Student OnLine Services http://www.uow.edu.au/student/sols

Library details
Telephone 61 2 4221 3548
Web http://www.library.uow.edu.au

Use the Library website to link to the catalogue, databases, Email or Chat to a Librarian services, guides to finding resources, online tutorials and information on Library resources and services for students studying within Australia and overseas.

The Main Library (Building 16) and Curriculum Resources Centre (Building 22) are located at the Wollongong Campus. UOW Libraries at other locations are listed on the Library website.

Student Support Services
A range of services, programs and resources designed to support students can be found at http://www.uow.edu.au/student/services/
Scholarship Opportunities
There are different scholarship opportunities for Honours students. Some are listed below and the Honours Coordinator will notify students of any other opportunities.

Summer Vacation Research Scholarship Scheme
The Summer Vacation Research Scholarship Scheme is jointly funded by UOW Education and research centres with which School staff are affiliated. The Scheme pays $200 per week and runs for 10 weeks over the Summer Session. Third year students who enrol in an honours program for the following year are eligible. Information on the Scheme can initially be obtained by contacting the Research Officer.

Alumni Network Education Chapter Prize
All honours students in UOW Education are strongly encouraged to apply for this prize as part of their honours studies. Students submit their research proposal, an application form, a copy of the transcript of their academic record, and a letter of support from their supervisors by the advertised date in November. A panel appointed by the Education Chapter Committee then selects a winner ($1000 prize) and in the event of other outstanding proposals being submitted, the committee will consider awarding up to two prizes to the value of $100 each. At a special meeting of the Education Chapter of the Alumni Association, all applicants give a 5-minute presentation on their project topic. The Honours Coordinator will alert students to dates and expectations as part of the presentation schedule.

NSW Institute for Educational Research Student Research Grants
The NSW IER makes seed grants of up to $1000 towards the costs of undertaking educational research at an honours level. Applications usually close early December. Information and an application form can be obtained from the URL:
http://www.nswier.edu.au/

School Honours Student Support Fund
Students are able to claim back $100 from the Research Budget for their studies. Claims must be supported by an original receipt and/or tax invoice and should be given to the Research Officer. Claims can be made for expenses incurred in the preparation of research instruments associated with a student research project or to cover costs associated with the preparation, printing, and binding of the final thesis following examination and after amendments have been made.

Undergraduate Research Space
Honours students will have access to the Undergraduate Research Space. This is a room where a studying space (in the form of a “hot desk”), printing and photocopying facilities are provided.
The Honours Year
Bachelor of Primary Education
Bachelor of Education - The Early Years

Overview
An overview of typical activities in the honours year is indicated below:

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Students and supervisors need to carefully negotiate a time-line for the completion of tasks. It is important that communication between the parties is clear and opportunities for regular support and encouragement are provided for to meet the tight framework for the completion of the project. In your first initial meeting it is expected that you will discuss and complete your supervisory agreement (Appendix C).

Progress Reports
Honours students are required to complete two progress reports throughout their candidature. These are a way of ensuring that students are making adequate progress and of outlining any problems that may have affected progress. The First Progress Report is due in March and the Second Progress Report is due in June (specific dates will be provided upon acceptance into the Honours program). Where problems are identified, the student and supervisors may meet with the Honours Coordinator to resolve relevant issues. It is expected that an ethics application will have been submitted by the deadline for the first Progress Report. The Introduction, Literature Review, and Methodology chapters should be written by the deadline for the second progress report along with the commencement of data collection. Both students and supervisors need to sign these progress reports and submit them to the Research Officer.

Project Presentations
Project presentations are scheduled throughout the Honours year and these are opportunities for students to present their work-in-progress and to showcase their work. Critical feedback will be provided to students on the basis of the presentations. The schedule of project presentations is as follows:

- Research Project Plan and Presentation (March)
• Alumni Network Education Chapter Honours Prize Evening (November)

Prior to each presentation, the Honours Coordinator will advise of specific details. These presentations will be open to all School staff, postgraduate students, and interested undergraduate students. It is expected that Honours students prepare their presentation in consultation with their supervisors.

Research Project Plan and Presentation: A research project plan is to be presented as part of EDAR302/EDAR401: Advanced Research Methods. Supervisors will be invited to attend. The purpose of this presentation is to provide feedback about the research study so that refinements can be made to the research design (if necessary).

**Honours Thesis Examination and Submission**

The thesis is due in early **October**. Supervisors nominate two internal examiners and two external examiners (experts in the field within which the honours research is situated). One of the nominated external examiners and one of the nominated internal examiners from this list will assess the thesis.

Marks and examination reports will be made available to supervisors only once all results and reports for the student have been received and forwarded to the Honours Assessment Committee for consideration. The names of the examiners and copies of the examiners’ reports will be made available to the student after the final mark has been declared. Students, in consultation with their supervisors, should then make the changes suggested by the examiners before formally binding their project and submitting two copies to the Research Officer prior to graduation.

**Bachelor of Physical and Health Education**

**Overview**

An overview of typical activities in the honours year is indicated below:

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Students and supervisors need to carefully negotiate a time-line for the completion of tasks. It is important that communication between the parties is clear and opportunities for regular support and
encouragement are provided for to meet the tight framework for the completion of the project. In your first initial meeting it is expected that you will discuss and complete your supervisory agreement (see appendix C).

Progress Reports
Honours students are required to complete two progress reports throughout their candidature. These are a way of ensuring that students are making adequate progress and of outlining any problems that may have affected progress. The First Progress Report is due in September and the Second Progress Report is due in February (specific dates will be provided upon acceptance into the Honours program). Where problems are identified, the student and supervisors may meet with the Honours Coordinator to resolve relevant issues. It is expected that an ethics application will have been submitted by the deadline for the first Progress Report. The Introduction, Literature Review, and Methodology chapters should be written by the deadline for the second progress report along with the commencement of data collection. Both students and supervisors need to sign these progress reports and submit them to the Research Officer.

Project Presentations
Project presentations are scheduled throughout the Honours year and these are opportunities for students to present their work-in-progress and to showcase their work. Feedback will be provided to students on the basis of the presentations. The schedule of project presentations is as follows:

- Research Project Plan (Spring semester, 3rd year – October)
- Alumni Prize Night (4th year – November)

Prior to each presentation, the Honours Coordinator will advise of specific details. These presentations will be open to all School staff, postgraduate students, and interested undergraduate students.

Honours Thesis Examination and Submission
The thesis is due in early May. Supervisors nominate two internal examiners and two external examiners (experts in the field within which the honours research is situated). One of the nominated external examiners and one of the nominated internal examiners from this list will assess the thesis.

Marks and examination reports will be made available to supervisors only once all results and reports for the student have been received and forwarded to the Honours Assessment Committee for consideration. The names of the examiners and copies of the examiners’ reports will be made available to the student after the final mark has been declared. Students, in consultation with their supervisors should then make the changes suggested by the examiners before formally binding their project and submitting two copies to the School Research Officer by July.

Network Meetings
The Honours Coordinator will negotiate Network Meetings with Honours students throughout the year of candidature. These will be organised to facilitate a sense of community amongst students with opportunities for question and answer, dissemination of important information and other research activities.

Ethics Applications
Candidates are required to submit an application to the University of Wollongong’s Human Research Ethics Committee for approval to undertake research involving human subjects. This application must be approved before candidates can collect any data. The Committee meets once a month and often amendments need to be made and the application resubmitted before it is formally approved.
The application form and guidelines are available electronically at: http://www.uow.edu.au/research/ethics/human/index.html. Your supervisors will closely guide and assist you in writing your application. An ethics checklist can be found at Appendix E. A monitoring report must be completed on conclusion of the study. A Progress Report template can be downloaded from the above web site.

Students who wish to conduct research in Department of Education and Communities (DEC) schools, will also need to seek approval from State Office through the State Education Research Approval Process (SERAP). DEC guidelines and an application form are available electronically at: http://www.dec.nsw.gov.au/about-us/plans-reports-and-statistics/research-partnerships

You then need to download the Guidelines for Approving Applications from External Agencies to Conduct Research in NSW Government Schools (pdf 269kb) from this web page. You should submit this form in January or February as the approval process takes at least four weeks.

Students who wish to conduct research in Catholic Education (CEO) schools in the Diocese of Wollongong, will also need to seek ethics approval. CEO guidelines and an application form are available electronically at: http://www.dow.catholic.edu.au/ under the ‘Policies’ link (Conducting Research in Diocesan Catholic Schools – Guidelines and Application Forms). You should also submit this form around February as the approval process takes at least four weeks.

Please note that applications to both the University and DEC/CEO can be submitted simultaneously.
Copies of Honours Thesis for School and Library
Two copies of the final, amended and hardcover bound project are given to the Research Officer prior to graduation. One copy is retained in the School Thesis Library. The other copy is forwarded to the Collection Service in the University Library for registration before it is sent to the Curriculum Resources Centre (CRC) in UOW Education.

Range of Honours

For the Bachelor of Primary Education, the ranges for honours degrees and the associated weighted average mark (WAM) are:

- Class I (WAM of 85 - 100%)
- Class II, Division 1 (WAM of 75 - 84%)
- Class II, Division 2 (WAM of 65 - 74%)
- Class III (WAM of 50-64%)
- Honours not awarded (WAM 0-49%)

Note: Only 400 level subjects that constitute the Honours program are used to calculate the WAM. If you enter the Honours program and fail to achieve any of the above grades of Honours you will not be awarded an Honours degree, but you may still be eligible for the Bachelor of Primary Education Pass degree.

For the Bachelor of Education–The Early Years and the Bachelor of Physical and Health Education, the ranges for Honours degrees and the associated weighted average mark (WAM) are:

- Class I (WAM of 80 - 100%)
- Class II, Division 1 (WAM of 72.5 - 79%)
- Class II, Division 2 (WAM of 65 – 72%)
- Honours not awarded (WAM of 0-64%)

Note: All subjects from 300-400 levels are used to calculate the WAM. The weights are: 4 for 400 level subjects and 1 for 300 level subjects. If you enter the Honours program and fail to achieve any of the above grades of Honours you will not be awarded an Honours degree, but you may still be eligible for the Bachelor of Education - The Early Years or the Bachelor of Physical and Health Education as appropriate.

Supervision

Each Honours student will have two supervisors. In the first supervision meeting the checklist provided in Appendix D should be followed and discussed. Minutes from this meeting should be prepared by the Honours student and signed by both supervisors, with a copy lodged with the Research Officer.

Eligible Honours Supervisors must have a qualification at Level 9 of the AQF (Masters Degree) or higher (or a lesser qualification combined with experience equivalent to a Level 9 AQF qualification) and that they:

i. are currently active researchers, or
ii. have proven research records, or
iii. have previous successful experience in supervising Honours Degree students

Supervisors should take no more than two Honours students in one Honours year cohort.

As stated in the Code of Practice – Honours (see Relevant University and School Procedures and Policies section) supervisors have the responsibility to provide continuing support to students under

UOW School of Education. 2015 Honours Handbook for enrolled students and supervisors (revised January 2016)
their supervision in researching and producing an Honours project report to the best of the student’s ability. Specific Supervisor Responsibilities as documented in Section 5 are 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 this Code (directly or through the Honours Guide);

c. Advise and assist Honours Degree students to comply with workplace health and safety and ethics requirements where relevant;

d. Support Honours Degree students in developing a proposal for their Honours Project within a negotiated time frame;

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 planned absences during the candidature and arrangements for supervision during those absences;

h. Provide timely and helpful written feedback to Honours Degree students on any submissions and to assist them to develop solutions as problems are identified;

i. Advise Honours Degree students of inadequate progress or work below the standard generally required and to suggest appropriate action;

j. Attend meetings of the Academic Unit Assessment Committee where students’ grades are determined;

k. Ensure the Academic Integrity and Plagiarism Policy, the Code of Practice – Research, the Research Misconduct Policy, the IP Intellectual Property Policy, the IP Student Assignment of Intellectual Property Policy, the IP Student Assignment of Intellectual Property Guidelines and the Authorship Policy, and the consequences for the candidate’s Honours Project of breaching these Policies, are explained carefully to the student.

Supervisor Leave
Supervisors should ensure that students have accurate information about any planned leave (e.g., study leave, conference leave, long service leave, retirement) during an Honours student’s candidature. Clear supervision arrangements should be made for these absences.

Grievances Concerning Supervision
Any unresolved problems or disagreements between a student and supervisor during the candidature may be referred in writing by the student to the Honours Coordinator. If the matter cannot be resolved at this level then students wishing to take further action must follow the procedure set out in the Academic Grievance Policy Coursework and Honours Students (see Relevant University and School Procedures and Policies section).

Honours Thesis Submission and Examination

Selection of Examiners
Supervisors need to complete Appendix H (Nomination of Examiners for Bachelor of Education & Bachelor of Physical and Health Education Honours Theses) and submit it to the Research Officer. Supervisors are to nominate two internal and two external examiners. An external examiner is defined as being external to the University of Wollongong. One internal and external examiner from the list provided will be selected by the Honours coordinator to assess the thesis.

UOW School of Education. 2015 Honours Handbook for enrolled students and supervisors (revised January 2016)
The Honours Coordinator will choose one of the nominated internal examiners as an adjudicator if adjudication is required.

**Supervisors are requested to ensure the availability of each examiner before names are lodged.**

The selection of examiners is of critical importance. **Supervisors are solely responsible for nominating examiners and this process is no longer undertaken with student consultation.** In considering examiners, account should be taken of the examiners understanding and position on the project topic and on the methodology employed and their expertise and status in the field.

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.

Examiners are asked to remember that the thesis represents the first attempt at a major research project for the student, rather than an assessment of an already established researcher.

**Thesis Submission – Bachelor of Primary Education & Bachelor of Education - The Early Years**

Students are required to submit to the Research Officer in early October three spiral bound copies and one electronic soft copy of their project ready for examination with the completed Submission of Honours Thesis and Certification of Completion form (see Appendix I). Please note that a section of this form needs to be completed by your supervisor and that this deadline must be strictly observed. Following examination of the Honours thesis and subsequent revisions, two corrected and hard-bound copies and a final electronic soft copy of the thesis must be submitted to the Research Officer in December.

**Thesis Submission – Bachelor of Physical & Health Education**

Students are required to submit to the Research Officer in early May three spiral bound copies and one electronic soft copy of their project ready for examination with the completed Submission of Honours Thesis and Certification of Completion form (see Appendix I). Please note that a section of this form needs to be completed by your supervisor and that this deadline must be strictly observed. Following examination of the Honours thesis and subsequent revisions, two corrected and hard-bound copies and a final electronic soft copy of the thesis must be submitted to the Research Officer in July.

**Formatting of the Thesis**

The preferred format for the Honours thesis is the same as the Higher Degree Research format. Please follow the instructions below when constructing the margins and layout of your thesis.

**Margins and Layout**

Theses are to be prepared in accordance with the following specifications:

- the text of the thesis (in English) must be in double-spaced or one and a half-spaced typescript;
- the print size of the text in the main body of the thesis should not be less than 10 point;
• International Standards Organization paper size A4 size (297mm x 210mm) white opaque paper of good quality must be used, except for illustrative material such as drawings, photographs, printouts and sleeves for audio records, on which no restriction is placed;
• the text may be printed double-sided or single-sided;
• the margins on each sheet must be not less than 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. NB: If printing double-sided, note that the left and right-hand margins should be reversed on the even numbered pages;
• pages should be numbered sequentially.

This is an excerpt from Guidelines for Higher Degree Research Candidates on the preparation and submission of Higher Degree Research Theses, available from http://www.uow.edu.au/research/rsc/student/thesis/index.html. For more information about how to format an Honours thesis, refer to this web page.

Additional information and guidance can be found on the Learning Development website: http://learning.uow.edu.au/resources/

Arrangements for acknowledging submission of written work
On submission of the Honours thesis, and in addition to the Submission of Honours Thesis and Certification of Completion form (Appendix I), an assignment cover sheet is to be completed and signed. This signed sheet is a receipt of submission and must be retained by the student.

Examination Process
Copies of the thesis are provided to two examiners: one external and one internal. Examiners are normally allowed four weeks to examine the project and provide a written report (Thesis examination report template is available in Appendix K). Examiners should be made familiar with the requirements of the University and the essential parts of the Rules governing the particular degree.

Students and supervisors must not contact any examiner until the examination is complete and Honours examination reports returned to and acted on by the Honours Assessment Committee (comprised of the Honours Coordinator, Associate Dean, Research, and one other academic staff member from the School with experience in supervising Honours students).

During the period of examination, there shall be no communication regarding the project between the examiners and any members of the academic unit and no examiner may see another examiner’s assessment of the project prior to submitting their own assessment. If an examiner has any questions on procedures they should contact the Honours Coordinator for clarification.

Marks and examination reports will be made available to supervisors only once all results and reports for the student have been received and forwarded to the Honours Assessment Committee for consideration. Supervisors will be permitted to view the examination reports and raise issues or points of clarification prior to the School Assessment Committee meeting.

The names of the examiners and copies of the examiners’ reports will be made available to the student after the final mark has been declared. Students, in consultation with their supervisors should then make the changes suggested by the examiners before formally binding their project and submitting two copies and the electronic soft copy to the Research Officer prior to graduation. Details of a local bookbinder can be found under “Important Contacts.”

Procedures for Adjudicating Honours thesis marks
In the case of there being a difference of greater than 10 marks awarded by the two examiners, an adjudicating marker shall be automatically appointed (the adjudicator will be the nominated internal examiner who was not chosen as the original examiner). Supervisors will be advised that adjudication
is required. The adjudicating marker will be provided with a clean copy of the Honours thesis and blinded copies of the previous examiners’ reports. Adjudicating examiners will be advised that the reports and marks must remain strictly confidential.

After considering the previous examiners’ reports, the adjudicating marker will determine a mark for the student and write a brief report explaining the basis for determining this mark. The adjudicating examiner shall be requested to consider the comments of the two original examiners when allocating their mark and to allocate a mark at or within the range of marks of the two original examiners. That is, the adjudicating examiner may choose to support the view of either examiner or to nominate a mark that falls between the two marks. This will then be the mark forwarded to the Honours Assessment Committee as the final mark for the student’s Honours thesis. This final mark is not open to appeal. Appeals can only be made on process and are clearly listed in the Handbook.

**Adjudication cannot be requested.** Adjudication is an automatic process (as stated above) and it is not possible for students or supervisors to request adjudication because you are dissatisfied with the final thesis mark. Examiners are chosen based on their knowledge of the work in your field of study and their ability to examine an Honours thesis. Supervisors need to make the best choice of eligible and available examiners.

**Student Academic Consideration**

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:


**Grounds for Applying for Academic Consideration**

Stated in the Student Academic Consideration Policy, students are eligible to apply for academic consideration if their ability to complete an assessment task on or by the stipulated due date, or to progress academically in a subject relevant to their course of study has been significantly affected by illness, injury, other serious cause, or extenuating circumstance. Academic consideration is determined on the basis of medical grounds, compassionate grounds and/or extenuating circumstances. Academic Consideration for thesis submission can only be made on one of these grounds and must be made as early as possible before thesis submission date.

**Process for Applying for Academic Consideration**

The process for applying for Academic Consideration is clearly documented in the Student Academic Consideration Policy and is the same as applying for any other subject or assignment or task. Make sure your supporting evidence and documentation is complete upon submission to help make the process quicker and smoother.

**Student Academic Grievance Policy**

As documented in the UOW Academic Grievance Policy for Students undertaking coursework including Honours, Section 4 under Policy Principles states:

1. The following general principles underpin the UOW approach to the resolution of academic grievances:

_UOW School of Education. 2015 Honours Handbook for enrolled students and supervisors (revised January 2016)_
a. UOW is committed to the early and informal resolution of grievances. Students should therefore attempt to resolve any grievances in an informal way with the person involved before initiating formal grievance resolution processes.

b. Parties involved in a grievance must participate in the grievance resolution process in good faith.

c. Grievance resolution processes should be applied fairly, flexibly and expeditiously.

d. All parties involved in a grievance should be treated with respect and impartiality.

e. The principles of natural justice should be observed. To this end the parties involved in a grievance have a right to a fair hearing and to have a decision made by an unbiased decision-maker.

f. The confidentiality of parties involved in a grievance should be respected at all times, subject to the need to fully investigate the matter and any legal requirements for disclosure.

2. Examples of the types of complaints that may be covered by academic grievance include:

a. failure to assess work in accordance with specified criteria

b. bias by marker

c. technical marking or collating error

d. failure to manage requests for student academic consideration in accordance with the Student Academic Consideration Policy

e. failure of a research project supervisor to fulfill their responsibilities as defined in the Code of Practice – Honours

f. failure to adhere to the requirements of the General Course Rules, including the rules governing the award of grades of performance, granting of awards "with Distinction", minimum rate of progress, advanced standing, amendments to academic records

g. failure to adhere to the requirements of the Award Rules

h. failure to adhere to mandatory requirements of a relevant Code of Practice (e.g. Teaching and Assessment, Honours, Practical Placements), including assessment or examination requirements

i. failure to adhere to Faculty assessment or examination requirements, or

j. failure to follow due process in handling student requests or complaints.

Section 5 documents the Stages Of Resolving Academic Grievances. The five stages in the UOW academic grievance resolution process include:

- Stage 1: Informal approach to person directly involved (Honours Coordinator)
- Stage 2: Formal grievance resolution by Faculty
- Stage 3: Referral to Student Ombudsman
- Stage 4: Appeal to Academic Review Committee
- Stage 5: Appeal to Council Committee of Appeal

Students are encouraged to seek to resolve any issues or concerns informally under Stage 1 before initiating formal grievance resolution procedures under Stage 2.

At each step in the grievance process the person to whom the matter has been referred:

- may exercise their discretion to extend the specific time limit for application or referral; and

- must respond to the student as soon as practicable.

At all stages of resolving academic grievance, students may be accompanied and assisted by a support person at any relevant meeting.
Assessment Criteria for Honours Research Thesis

Criteria by which Honours research theses are assessed are set out below. These criteria are given to examiners, as seen in Guidelines for Examiners (Appendix J).

Assessment criteria are:

Introduction to the thesis (10%)
- The research intent, theoretical framework and approach are introduced
- Intentions / objectives of the research are clearly stated
- Research questions are clearly written and / or hypotheses are testable
- Definitions of key terms provided
- The relevance of the research concerns established

Review and use of literature (20%)
- Good knowledge of the field in which the research is located is communicated
- The study draws upon research/ scholarly literature that is relevant, current or foundational
- The use of literature demonstrates skills of analysis, synthesis and evaluation
- Understanding of the significance of the problem for the field of study is demonstrated
- The literature review provides a compelling rationale for conducting the study

Methodology (20%)
- Articulation of research design is adequate and appropriate (relevant to the conceptual difficulty of the approach)
- Clear description of site and participants for study provided
- Data collection and analysis procedures are clearly presented and justified
- Analysis procedures are appropriate for research design and sample size
- Ethical considerations are evident and explained

Analysis, interpretation and discussion of research findings (30%)
- Analysis of data appears rigorous
- The argumentation throughout is linked to relevant literature and conceptual/theoretical framework
- The argumentation draws together analysis, interpretation and discussion insightfully, clearly and coherently
- The thesis presents the research findings with a clear warrant for claims made
- Future directions for the field are identified
- Statement of conclusion reiterates the main findings in relation to research purpose and its significance

Contribution to knowledge (10%)
- The thesis presents new perspectives and/or insights, addresses a gap in knowledge, or encourages reconsideration of some issue, evidence or idea
- Parts of the thesis are worthy of publication

Clarity of expression and logic of argument (10%)
- Written expression is lucid and fluent in its capacity to discuss ideas and arguments
- Argument is convincing through the management of reasons, evidence, comparisons and contrasts, examples and counterexamples
- Clear, appropriate and coherent use of chapter headings and subheadings
- Comprehensive and accurate reference list
- Consistent and appropriate referencing
- Appendices are adequate and used appropriately

Text uses conventional syntax, spelling and punctuation and shows evidence of proofreading.
**Appeals**

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.

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.
Relevant University and School Procedures and Policies

Code of Practice – Honours
For information about the University’s Code of Practice for Honours, go to http://www.uow.edu.au/student/honours/rules/cops/index.html

Code of Practice – Authorship
For information about the University’s Code of Practice for authorship, please see http://www.uow.edu.au/student/honours/rules/cops/index.html

Code of Practice – Research
For information about the University’s Code of Practice for research, please see http://www.uow.edu.au/student/honours/rules/cops/index.html

Student Conduct
In line with UOW’s commitment to academic integrity, new rules related to student conduct have http://www.uow.edu.au/about/policy/UOW058648.html

Student Rights and Responsibilities
Information about the responsibilities and expectations that UOW and its students can fairly expect of each other may be found at http://www.uow.edu.au/student/charter/index.html This site provides a summary of relevant rules and policies.

Academic Grievance Policy (Coursework and Honours Students)
UOW aims to provide a transparent and consistent process for resolving student academic http://www.uow.edu.au/student/honours/rules/cops/index.html

School of Education Student Academic Grievance Policy

Non-discriminatory Language Practice and Presentation
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/UOW058706.html

Occupational Health & Safety
The OHS 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://www.uow.edu.au/student/honours/rules/ohs/index.html

Intellectual Property
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/research/legal/ip/

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 at http://www.uow.edu.au/research/ethics/index.html
Leave of absence/extensions
Student Academic consideration is available to students whose work is affected by documented illness or misadventure. Please refer to University Policy on Student Academic Consideration and important application deadlines available at: http://www.uow.edu.au/about/policy/UOW058721.html

Students who wish to take leave of absence from or apply for an extension to their honours studies need to apply for Academic Consideration (see the Student Academic Consideration section of this handbook). If written consent is approved, an application from the honours coordinator will be made to the Academic Registrar before the end of the fourth week of the first session for which leave is sought.
Important Contacts

UOW Education Honours Coordinator
Dr Steven Capaldo
Telephone Number: 4221 4616
Room Number: 23.G14
Email: scapaldo@uow.edu.au

Research Officer
Debra Millar
School support contact for Honours students
Telephone Number: 4221 3014
Room Number: 23.113
Email: dmillar@uow.edu.au

Education School Librarian
Bernadette Stephens
Phone (in Library) 4221 5447
Email: bernadet@uow.edu.au
Bernadette can provide assistance with database searching and retrieval and accessing of information for your research studies.

Learning Resource Centre (LRC)
Building 11.217, level 3, take lift near Unishop; Phone 4221 3977
The LRC runs a number of free project-related academic skills workshops such as reading & note-making and structuring arguments & critical thinking. For more information visit their web address: http://www.uow.edu.au/student/services/lr/

Student Support Advisor
Kerry Banks
Student Services
Telephone Number: 4221 4529
Room Number: 23.G20
Email: kerryb@uow.edu.au
Appendix A – School of Education

Honours Application Form

Student Name:__________________________________________

Student Number:_____________________

1. Current degree program:

☐ Bachelor of Primary Education ☐ Bachelor of Education - The Early Years
☐ Bachelor of Physical and Health Education

2. WAM Self-check: ________

3. Mark for EDER301/EDAR302: ________/_________

4. Subject Completion Checklist attached: YES ☐

5. All required subjects completed: YES ☐ NO ☐
   If no, please explain:
   ____________________________________________

6. Honours Research Proposal attached: YES ☐

7. Name of Supervisor: __________________________________________

8. Name of Co-Supervisor: __________________________________________

9. Faculty Research Strength
   Identify the Research Strength where the proposed research is located (discuss with supervisors)
   __________________________________________

10. Endorsement of Supervisors
    I have discussed this research proposal with my supervisors and they have agreed to supervise me during my honours candidature

   Student Signature: __________________________________________

   Supervisor Signature: __________________________________________

   Co-Supervisor Signature: __________________________________________
Appendix B

Format for Honours Research Proposal

The following template is to be used for Honours proposals UOW Education. It is expected that students and supervisors collaborate on the completion of this application as this will assist to determine the suitability of the research for the nominated Honours program. Length is approximately 2 pages.

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include an adequate and appropriate title for the proposed research project (it may be adjusted and changed during the course of inquiry)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s name, number, degree</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide an overview of the proposed project. This should briefly state what the proposal is about; for example, the broad aims. (approx. 50 words)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Problem Statement and Background to the research (approx 250 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the problem or issue to be addressed by the project. Provide a brief overview of the relevant literature to demonstrate adequate background knowledge of the proposed field and to motivate the proposed research.</td>
</tr>
<tr>
<td>What work has been done in this area according to the literature? What research gaps or problems have been identified?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Significance (approx 100 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argue for the significance of the research in terms of both practice and theory. Why is this study significant or worthwhile?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research question(s) (approx 100 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State research questions that will guide the study.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed Methodology and Research Design (approx 250 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the type of study proposed and how it will be done. The proposal may consider the following: the research approach, research design and data collection. Where appropriate, outline the theoretical approach that this study will follow. There should be clear links between this section and the problem statement and background to the research.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include a full list of all references cited in the proposal using the School approved referencing conventions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Research Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the Research Strength where the proposed research is located (discuss with supervisors).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Endorsement of Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>“I have discussed this research proposal with (insert name of principal supervisor and co-supervisor) and he/she has agreed to supervise me during my honours candidature”. (Include signatures of both supervisors)</td>
</tr>
</tbody>
</table>
Appendix C

Assessment of Honours Application Form

Student’s Name: ___________________________ Date: ______________________

Program of current enrolment:  Early Years  ☐
                                Primary  ☐
                                Physical & Health Education  ☐

1. Does the student comply with the School’s Admission Requirements into the Honours program?
   Yes  ☐  No  ☐

   Comment: <state overall WAM and mark for EDER301 & EDAR302 (if applicable)>
   (Use this information to rank candidates)

   __________________________________________________________
   __________________________________________________________

2. Does application include a completed Honours Research Application according to the template provided in the Honours Prospective Students Handbook Appendix A?
   Yes  ☐  No  ☐

   Comment:
   __________________________________________________________

3. Is the Honours application endorsed by two suitable supervisors?
   Yes  ☐  No  ☐

   Comment:
   __________________________________________________________

Additional questions and/or suggestions for the student and supervisors:

Application approved  ☐

Application not approved  ☐

Comment:
   __________________________________________________________

Honours Coordinator (name and signature):
Appendix D

Checklist for first formal meeting between supervisor and student

At their initial meeting student and supervisors should discuss and agree upon or note the following:

1. Duration, location and timing of future meetings.

2. Structure of future meetings, including which supervisors will attend and the responsibilities of student and supervisor(s) in the event of postponement of meeting.

3. A broad timetable, taking into account the level of the project, the student’s timetable for the project, any foreseen intervening matters, coursework required and the timetable agreed for completion and criteria of such work.

4. Processes for submission of work e.g. whether material should be submitted before meetings including use of file sharing sites such as Dropbox.

5. Access to equipment, study space, computer/software, and where and when these are/will be available and likely resource implications.

6. ☐ Requirements to attend presentations.

7. Whether to keep a diary of meetings or organise another method of record keeping such as audio recording each meeting and/or providing supervisors with written notes of the meeting.

8. ☐ Intellectual Property Policy and the consequences of this for the student’s research are explained carefully.

9. ☐ Human Ethics Policy and its requirements.


Minutes of this meeting should be lodged with the Research Officer. The Honours student should prepare these minutes with the supervisors’ signatures stating they are an accurate account of the discussion.

Signatures student, both supervisors
Appendix E

Ethics Application Checklist for Education

Once you understand how to do your research project, it takes approximately two weeks to develop an ethics proposal and go through relevant quality channels within UOW Education. All the information is on the Research Services Human Research Ethics URL at:

You will need to submit an ethics application, information sheet, consent form and all data gathering details. Further information can be gained from the Ethics Unit on 4221 3386 or email rso-ethics@uow.edu.au. You need to submit 14 copies of your application to the Research Services if your research involves children. Only one copy is needed for expedited review if your research involves university students or healthy members of the community. If you are doing research in DEC schools you will also have to submit an application to their research committee and guidelines can be found at: https://www.dec.nsw.edu.au/research/index.htm

A brief summary of the required details is presented below but check the web site for guidelines about how to complete the application form.

* Clear aims of the proposal and justify research design in relation to the aims
* Clear social or scientific value of research
* Ensure confidentiality and privacy (Will a pseudonym for school and student be used?)
* How will the data be used? (Will a report be presented to the school or feedback to participants?)
* How have participants been chosen for recruitment and do they have right of withdrawal?
* Have researchers completed a Child Protection (Prohibited Persons) Declaration?
* Are risks and burdens clearly stated and warranted for benefit of research?
* Data storage e.g. in a locked cabinet in the supervisors office for five years and then destroyed
* Have cultural factors been considered in the process of data gathering?
* Participant Information sheet (see university ethics website for details)
  - written on university letterhead
  - title of project, clear explanation and researcher’s name, procedures to be used
  - how participants have been identified and right of withdrawal anytime without penalty
  - explain what participants are to do and how data is to be stored
  - project has been reviewed by HREC and provide contact number of university supervisor and Ethics Manager
* Participant Information Sheet and separate Consent Form (there is an example on the web site)
  - written on university letterhead
  - information about the project, what is required of participants and state risk or inconvenience
  - right of withdrawal at any time without penalty
  - contact number of university supervisor and Ethics Officer
  - section for signing and dating the form
* Data gathering methods
  - surveys need to be attached
  - interview questions need to be attached
  - details of how unstructured interviews are to be conducted need to be presented
* Signed by (Associate Dean Research & Graduate)
* Correct number of copies to Research Services Office (14 if study involves children, 1 for healthy adults)
# Appendix F

## First Progress Report for Education Honours Students

Student's Name: ____________________________

Student Signature: __________________________________________

Supervisor 1 Name: ____________________________

Signature: __________________________________________

Supervisor 2 Name: ____________________________

Signature: __________________________________________

### STUDENT’S COMMENTS

1. Briefly describe what you have done so far in your Honours project.

2. Has the progress of your project been affected adversely in any way so far?

3. Please describe briefly what you intend to accomplish over the next three months.

### SUPERVISOR’S COMMENTS

1. To what extent did the student achieve what they had outlined in the initial time line?

2. Have there been any problems that have affected the student’s progress so far? If so, what steps were taken to address these problems?

3. Is what the student intends to accomplish over the next 3 months realistic & appropriate?
Appendix G

Second Progress Report for Education Honours Students

Student’s Name: ____________________________________________

Student Signature: __________________________________________

Supervisor 1 Name __________________________________________

Signature: __________________________________________________

Supervisor 2 Name __________________________________________

Signature: __________________________________________________

<table>
<thead>
<tr>
<th>STUDENT’S COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Briefly describe what you have done over the past 3 months (since your last report).</td>
</tr>
<tr>
<td>__________________________________________________________________________________________</td>
</tr>
</tbody>
</table>

| 2. Has the progress of your project been affected adversely in any way over the past 3 months? |
|__________________________________________________________________________________________|

| 3. Please describe briefly what you intend to accomplish over the next 3 months. |
|________________________________________________________________________________________|

<table>
<thead>
<tr>
<th>SUPERVISOR’S COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To what extent did the student achieve what they had outlined in negotiated time line?</td>
</tr>
<tr>
<td>________________________________________________________________________________________</td>
</tr>
</tbody>
</table>

| 2. What problems affected the student’s progress over the past 3 months? What steps were taken to address these problems? |
|________________________________________________________________________________________|

| 3. Is what the student intends to accomplish over the next 3 months realistic & appropriate? |
|________________________________________________________________________________________|
Appendix H

Nomination of Examiners for Education Honours Thesis

Name of Student: ___________________________ Student No: ________________

Supervisors: ____________________________________________________________

Note for Supervisors about selection of examiners (NOT TO BE DISCUSSED WITH THE STUDENT):
Examiners should be familiar with the supervision/examination of honours theses (i.e., an understanding of the standard required for a fail, pass, credit, distinction, and high distinction), have empathy with the theoretical framework used by the student and should also:
• have a degree equivalent to or higher than that being supervised; or
• be currently active researchers or have proven research records; or
• have previous successful experience in supervision or examination of Honours students.

INTERNAL EXAMINER (nominate TWO, ONE will be selected as an Adjudicator if required)

An internal examiner is an academic member of faculty. The Honours coordinator will select one internal examiner from this list to assess the thesis.

1. Name, Title, & Position: ______________________________________________________

Suitability:
Provide information on the credentials of the examiner in relation to his/her suitability to perform the examination:

__________________________________________________________________________

__________________________________________________________________________

Indicate extent of involvement, if any, of the examiner in the research and/or practical preparation work of the student:

__________________________________________________________________________

__________________________________________________________________________

2. Name, Title, & Position: ______________________________________________________

Suitability:
Provide information on the credentials of the examiner in relation to his/her suitability to perform the examination:

__________________________________________________________________________

__________________________________________________________________________

Indicate extent of involvement, if any, of the examiner in the research and/or practical preparation work of the student:

__________________________________________________________________________

__________________________________________________________________________

EXTERNAL EXAMINER (nominate ONE)

An external examiner is defined as being external to the academic unit, but may also be external to the University of Wollongong.

1. Name, Title, & Position: ______________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

UOW School of Education. 2015 Honours Handbook for enrolled students and supervisors (revised January 2016)
Contact Address: ______________________________________________________________

Email: ________________________________________________________________

Telephone: ______________________________________________________________

Suitability:
Provide information on the credentials of the examiner in relation to his/her suitability to perform the examination:

________________________________________________________________________

________________________________________________________________________

Indicate extent of involvement, if any, of the examiner in the research and/or practical preparation work of the student:

________________________________________________________________________

________________________________________________________________________

2. Name, Title, & Position: _____________________________________________________

Contact Address: _________________________________________________________

Email: ________________________________________________________________

Telephone: ______________________________________________________________

Suitability:
Provide information on the credentials of the examiner in relation to his/her suitability to perform the examination:

________________________________________________________________________

________________________________________________________________________

Indicate extent of involvement, if any, of the examiner in the research and/or practical preparation work of the student:

________________________________________________________________________

________________________________________________________________________

Please inform examiners of thesis word count and time frame for examination i.e. 4 weeks from mid October – mid November (Bachelor of Education Hons) and 4 weeks from mid-May – mid June (Bachelor of PHEd Hons).

Please ensure agreement to mark thesis (includes availability) is received from ALL potential examiners including potential adjudicators.

☐ Agreement received from all potential Examiners
Appendix I

Submission of Honours Thesis and Certification of Completion Form

TO BE COMPLETED BY STUDENT

Enclosed are three (3) informally (i.e., spiral) bound copies of my thesis in partial fulfilment of my approved program of study.

Name of Student: ................................................................. Student No. ........................................

Title: .................................................................................................................................

..................................................................................................................................................

Student Signature: ................................................................. Date: ........................................

TO BE COMPLETED BY SUPERVISORS

1. We certify: The Honours thesis conforms to the requirements of the Rules for the preparation and submission of theses for higher degrees;
2. The Honours thesis includes the certificate indicating the work has been performed by the student;
3. The Honours thesis is appropriately presented and is prima facie worthy of examination;
4. Any instances of inadequate presentation were pointed out to the student for correction;
5. The student has completed an approved program of study and research as required

Supervisor 1 Name: ....................................................................................................................

Signature: ............................................................................................... Date: ........................................

Supervisor 2 Name: ....................................................................................................................

Signature: ............................................................................................... Date: ........................................

1. This certificate is for the information of UOW Education and will not be sent to examiners. It is to be submitted with the three unbound copies of the thesis to your supervisor following School procedures for the submission of written work.

2. This certificate presumes that the Honours thesis has been read by the supervisors and checked for spelling, grammar, formatting, layout and overall presentation.

3. If the supervisors are unable to certify that the thesis conforms to the requirements outlined above, the thesis will not be submitted for examination unless the Honours Thesis Assessment Committee determines otherwise. Students are also advised that if any recommendations made by the supervisors in the process of preparing the thesis have not been incorporated into the thesis, a statement defending the omissions must be attached to the form.
Appendix J

Education Honours Thesis Examination
Bachelor of Primary Education Honours
Bachelor of Education - The Early Years
Bachelor of Physical and Health Education

Guidelines for Thesis Examiners

The enclosed project has been submitted in accordance with the requirements for the award of honours degrees UOW Education at the University of Wollongong. In marking the assessment of the project, examiners should keep in mind that the Bachelor of Education (Honours) is a scholarly program that aims to develop students as members of a research community. Students should have demonstrated research competency and the argument should be strongly founded in theoretical work. It would be expected that the level of academic scholarship and sophistication would be situated between the final year of an undergraduate degree and a postgraduate research Masters degree.

Early Years and Primary Education Students
The Honours program is embedded into the fourth year of their degree. The project is a 24 credit point subject and students have completed other subjects totalling a further 24 credit points. This means that the Honours thesis represents 50% of a year’s work for these students. The Honours thesis is approximately 18,000 words in length.

Physical and Health Education Students
The Honours program is embedded into the fourth year of their degree. The project is a 24 credit point subject and students have completed other subjects totalling a further 24 credit points. This means that the Honours thesis represents 50% of a year’s work for these students. The Honours thesis is approximately 12-15,000 words in length.

Please note: The thesis represents the first attempt at a major research project for the student, rather than an assessment of an already established researcher.

Criteria for assessing have been made known to all Honours students. These criteria are set out below (and included in the attached examination report marking template):

Introduction to the thesis (10%)
- The research intent, theoretical framework and approach are introduced
- Intentions / objectives of the research are clearly stated
- Research questions are clearly written and / or hypotheses are testable
- Definitions of key terms provided
- The relevance of the research concerns established

Review and use of literature (20%)
- Good knowledge of the field in which the research is located is communicated
- The study draws upon research/ scholarly literature that is relevant, current or foundational
- The use of literature demonstrates skills of analysis, synthesis and evaluation
- Understanding of the significance of the problem for the field of study is demonstrated
- The literature review provides a compelling rationale for conducting the study
Methodology (20%)
- Articulation of research design is adequate and appropriate (relevant to the conceptual difficulty of the approach)
- Clear description of site and participants for study provided
- Data collection and analysis procedures are clearly presented and justified
- Analysis procedures are appropriate for research design and sample size
- Ethical considerations are evident and explained

Analysis, interpretation and discussion of research findings (30%)
- Analysis of data appears rigorous
- The argumentation throughout is linked to relevant literature and conceptual/theoretical framework
- The argumentation draws together analysis, interpretation and discussion insightfully, clearly and coherently
- The thesis presents the research findings with a clear warrant for claims made
- Future directions for the field are identified
- Statement of conclusion reiterates the main findings in relation to research purpose and its significance

Contribution to knowledge (10%)
- The thesis presents new perspectives and/or insights, addresses a gap in knowledge, or encourages reconsideration of some issue, evidence or idea
- Parts of the thesis are worthy of publication

Clarity of expression and logic of argument (10%)
- Written expression is lucid and fluent in its capacity to discuss ideas and arguments
- Argument is convincing through the management of reasons, evidence, comparisons and contrasts, examples and counterexamples
- Clear, appropriate and coherent use of chapter headings and subheadings
- Comprehensive and accurate reference list
- Consistent and appropriate referencing
- Appendices are adequate and used appropriately
- Text uses conventional syntax, spelling and punctuation and shows evidence of proofreading

Overall Mark:
- HD High Distinction >84%
- D Distinction 75-84%
- C Credit 65-74%
- P Pass 50-64%
- F Fail <50%

Please bear in mind that you are not assessing the grade of Honours to be awarded but the quality of the thesis to be examined. The Honours year

The grade of Honours awarded in this School for the Bachelor of Education in Primary Education is Class of Honours Method 1. Honours grade awarded to Bachelor of Health and Physical Education and Bachelor of Education –They Early Years is Class of Honours Method 3.
Submission of Report

For Bachelor of Primary Education and Bachelor of Education - The Early Years
Please submit your report to the Research Officer by no later than second Monday in November.

For Bachelor of Physical and Health Education
Please submit your report to the Research Officer by no later than Second Monday in June.

For All Programs
If you are unable to meet this time frame, please advise the Honours Coordinator* and the Honours Professional Support Officer≈ so that appropriate arrangements can be made.

Without in any way limiting your right to comment on any other aspect the thesis in your examination, you are asked to provide a written report, using the previous criteria for your commentary on the project. An Honours Thesis Examination Report template is attached and an electronic copy will be emailed to you.

In addition to this written report, examiners may mark errors and corrections of a typographical kind in pencil in the thesis itself. Examiners’ reports will be made available to the student and their supervisors after they have been considered by the Honours Assessment Committee.

* Dr Steven Capaldo
Honours Coordinator, UOW Education
Telephone: (02) 4221 4616
Email: scapaldo@uow.edu.au

≈Debra Millar
Honours Professional Support Officer
Telephone: (02) 4221 3014
Email: dmillar@uow.edu.au
# Honours Thesis Examination Report

**Student Name:**

**Marking/Grading Descriptor**

- **Excellent (Ex):** accurate, extremely appropriate
- **Very Good (VG):** predominately accurate, very appropriate
- **Good (G):** mostly accurate, largely appropriate
- **Satisfactory (S):** fairly accurate, reasonably appropriate
- **Unsatisfactory (U):** inaccurate, inappropriate

## Introduction to the thesis - 10%

<table>
<thead>
<tr>
<th></th>
<th>Ex</th>
<th>VG</th>
<th>G</th>
<th>S</th>
<th>U</th>
<th>Notes</th>
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<tbody>
<tr>
<td>The research intent, theoretical framework and approach are introduced</td>
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<tr>
<td>Intentions / objectives of the research are clearly stated</td>
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<tr>
<td>Research questions are clearly written and/or hypotheses are testable</td>
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<tr>
<td>Definitions of key terms provided</td>
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<td>The relevance of the research concerns established</td>
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</table>

## Review and use of Literature - 20%

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<tr>
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<th>Notes</th>
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<tbody>
<tr>
<td>Good knowledge of the field in which the research is located is communicated</td>
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<tr>
<td>The study draws upon research/scholarly literature that is relevant, current or foundational</td>
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### Methodology - 20%

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### Analysis, Interpretation and discussion of research findings - 30%

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### Contribution to knowledge - 10%

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Final Comments:

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Examiner's Signature:

Final Mark: /100

Examiner's Name:

Note for examiners:

A student with mostly **Excellent** should receive a grade **85 – 100**
A student with mostly **Very Good** should receive a grade **75 – 84**
A student with mostly **Good** should receive a grade **65 – 74**
A student with mostly **Satisfactory** should receive a grade **50 – 64**
A student with mostly **Unsatisfactory** should receive a grade less than **50**
Appendix L

Checklist for submission of Honours thesis

In order to submit a thesis, the student should note the following:

Prior to Marking:

☐ The completed thesis follows the thesis submission style guidelines -
  http://www.uow.edu.au/research/rsc/student/thesis/

☐ The thesis has been proofread by the student, supervisors, or other appropriate person

☐ All typographical errors, and other corrections found during the proofing process have been made

☐ Submission of Project and Certification of Completion form - Appendix H completed.

☐ Three (3) bound copies of the thesis have been provided to the Research Officer

Once Marking is Complete:

☐ From the marking feedback provided by the thesis examiners, corrections have been made to the thesis

☐ Two (2) hard-bound copies of the thesis have been provided to the Research Officer prior to graduation.