Guide for Students, Supervisors and Examiners

Bachelor of Arts in Western Civilisation (Honours)

2021

2021 University Session Dates

Session Dates:	First (Autumn) Session	Second (Spring) Session
First Day of Session	1 March 2021	26 July 2021
Mid-Session Recess	19 – 23 April 2021	27 September –1 October 2021
Study Recess	7 – 11 June 2021	1 – 5 November 2021
End of Session	24 June 2021	18 November 2021

Dates may be subject to change. Please check closer to commencement of session.
https://www.uow.edu.au/student/dates/.

2021 University Key Dates

https://www.uow.edu.au/student/dates/key-sessions/

2021 Honours Key Dates

Honours Thesis Due Dates
Spring Session submission: Wednesday 20 October 2021

Honours Mini-Conference(s)
Due to COVID the 2021 Honours Mini Conference has been cancelled.

2021 Honours Application Deadlines:

Autumn entry:

Applications due: 31 October 2020[#]

[#]Late applications accepted until: 7 December 2020

*Processing of applications received after this date may be delayed due to staff availability during this period.

[#]Potential Applicants wishing to submit a late application should consult with the Honours Coordinator.

Contacts
ASSH Central
Telephone: 02 4221 3981
Email: askuow@uow.edu.au

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Bachelor of Arts in Western Civilisation (Honours)

Course Code

Bachelor of Arts in Western Civilisation (Honours) – 3020

About Honours

Overview

The Honours year has two functions in the university curriculum. First, it provides high performing undergraduates with an opportunity to conduct an in-depth project at the end of undergraduate study. Secondly, it serves as a bridge between undergraduate study and more advanced higher degree research.

An Honours qualification adds value to an undergraduate degree. It equips students with research skills that are of value to many employers.

In studying for a BA in Western Civilisation Honours degree, students will learn how to carry out advanced independent research in a relevant discipline/s within the liberal arts. They will learn how to write a research proposal; which methods should be used in designing and planning a research project; and what is required for writing strong research papers. Students will have the opportunity to test their ideas by presenting their work through work-in-progress sessions with peers. They will also learn what is required for developing a research career in academia in relevant discipline/s within the liberal arts; strategies for publishing in strong venues; why it is important to work on topics that have impact beyond academia; and what should be included in a competitive CV.

Honours is the most direct pathway to further academic research, especially Higher Degree Research (HDR) – Honours Class II Division 2 (II.2) is the minimum requirement for entry into a Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) program without the need to complete further coursework and/or research training. The Honours year provides:

- training in research skills and the use of information systems (e.g. archives, the library, databases, electronic research networks);
- opportunities to practise presenting complex ideas orally and in writing;
- experience in working closely with a supervisor on an extended project for a specific deadline;
- experience in devising, researching and writing up an extended argument/thesis on an agreed topic of study.

Honours Program Learning Outcomes

Students graduating from the Bachelor of Arts in Western Civilisation (Honours) will be able to:

1. Critically engage with pressing questions relating to the advanced study of topics relating to Western thought and art through research;
2. Demonstrate in-depth knowledge and critical understanding of their chosen topic of research;
3. Successfully apply cornerstone research methods, appropriate to their relevant discipline, in the liberal arts;
4. Satisfy the requirements of integrity and ethics, respecting the rights and safety of others, in relation to research;

5. Appropriately deploy advanced research skills needed for conducting independent research and producing research proposals and extended arguments.

Entry Requirements

Entry into the Honours program is determined by a recommendation from the Honours Coordinator, following the student's application to the University and the School for admission to the Honours year. To qualify for admission to a course leading to an Honours degree a person shall have:

- Satisfactorily completed a 500 word description and justification of the proposed topic of the thesis research using the required pro forma (see page 3)

  AND

- qualified at this University for the award of Bachelor of Arts in Western Civilization or other relevant bachelor degree*, with an average normally of at least 80% in the core Bachelor of Arts in Western Civilization subjects or across a relevant major in which the Honours degree will be undertaken and/ or a WAM of 80 across the degree as well as a minimum of a Distinction in two subjects at 300 level in a relevant major,

  OR

- qualified at another tertiary institution for the award of a pass bachelor degree equivalent to the award of the Bachelor of Arts in Western Civilization or a pass bachelor degree containing a relevant major study in which the Honours degree will be undertaken with an average of at least 80% in the core of the degree that is equivalent to the Bachelor of Arts in Western Civilization or across a relevant the major in which the Honours degree will be undertaken, with the additional requirement of a Distinction in two subjects at 300 level in the specific major.

  OR

- Satisfactorily completed other approved requirements (if necessary).

Under exceptional circumstances these requirements may be waived in light of other results subject to the student making a special appeal to the Honours Coordinator.

* Note: It is not necessary to have formally graduated prior to applying for admission to Honours.

Application Process

To help you identify potential supervisors it is advised that you explore the academic profile pages for academic staff on the [School website](#) and contact the School's Honours Coordinator well in advance of submitting an application. The School's Honours Coordinator will be able to assist in preliminary discussions of possible thesis topics, constructing a thesis proposal and possible supervisors. The final decision on supervision is made by the School Honours Coordinator based on advice from the Head of School.

The Honours year is treated as a new course so students need to apply for entry. The application form is available from the Student Services Division in Building 36 or online at: https://www.uow.edu.au/study/apply/

In addition to the information required on the form, students need to include a 500 word outline of the proposed thesis topic. The outline should briefly indicate: the topic; the research question to be investigated; the methodology; likely primary sources and texts to be analysed and relevant secondary literature, using the pro forma available in the Resources tab at: https://www.uow.edu.au/the-arts-social-sciences-humanities/current-students/honours-programs/.

Once applicants have completed the Honours application form and submitted it to the Student Services Division, the School will review the application. Applicants will then receive a letter advising on the outcome of their application.

Enrolment Process

Successful students will receive a letter of offer that will contain a link to enrol online.

To activate the Honours offer, students will need to go: http://getstarted.uow.edu.au/enrol/index.html, select their student type and proceed from there.

Before enrolling in Honours online, students will need to ensure any conditions on their offer have been cleared and their undergraduate status is complete. To ensure your undergraduate status is set to complete soon after the release of your final session results, you must ensure that you have applied to graduate, regardless of whether or not you intend on attending graduation. Access to results is dependent on all fines being paid.

Once you have accepted your offer and enrolled in the Honours course, you will be able to enrol in the Honours subjects from 2 January in the following year.

To find out the exact structure of the coursework components, students should refer to the Honours Enrolment Schedule (page 5). Formal enrolment is necessary to (re)activate a student library card.

Length of candidature

The Honours degree should be completed full-time in two consecutive sessions commencing in autumn session.

Leave of Absence

Leave of Absence (LOA) during the Honours program is normally not possible except under exceptional circumstances as the availability of a supervisor cannot be guaranteed. LOA applications must be submitted through SOLS. Student Services will contact the Honours Coordinator who will consult with all relevant parties before making a decision. It is recommended that any student considering applying for LOA consult their supervisor before submitting an application.

Honours Enrolment Schedule: Table

Full Time – Commencing Autumn 2021			
Subject Code	**Subject Name**	**Credit**	**Session**
ASSH 401	The Writer: Critic, Analyst, Voice	12	Autumn
WCIV480	Research in Liberal Arts	12	Autumn
ASSH 480	Thesis (Full-time)	24	Annual

Grade of Honours

The overall grade of Honours is determined by calculation of the weighted average mark (WAM) for the 400-level subjects in which the student is enrolled*. Honours is awarded in the following categories:

Class I (WAM 85 to 100%)

Class II, Division 1 (WAM 75 to less than 85%)

Class II, Division 2 (WAM 65 to less than 75%)

Class III (WAM 50 to less than 65%)

If the WAM is below 50%, an Honours grade is not awarded.

*Where the weighted average mark ends in 0.5-0.9, the mark is rounded up.

University Medal

Honours students who achieve a minimum of Honours Class 1 and have outstanding results over the entirety of their undergraduate degrees may be considered for the Award of the University Medal. Nominations for this award will not be made until the results for all potential medallists in the particular year have been finalised.

Nominations for the University Medal are by recommendation only.

What happens during the Honours year?

Honours is a 48 credit point course comprising coursework (24 credit points) and a research thesis (24 credit points). Students enrolled in the BAWCIV Honours program must be full-time.

Coursework

Coursework comprises 50% of the total Honours mark (the thesis is the other 50%). Students considering joint Honours in any form are encouraged to talk to the Honours Coordinator well in advance to seek approval for enrolment and to discuss their coursework program. Coursework normally comprises of two subjects, taken in alternate semesters (see Enrolment Schedule, page 5).

1. The Writer: Critic, Analyst, Voice (ASSH 401)

Our research is only as ever as good as our capacity to communicate it. Developing skills as a writer is an essential part of learning to be an effective researcher; it's how we convince and persuade our readers, challenge beliefs and advocate for a different viewpoint. The art of persuasion relies heavily on our relationship to words and their capacity to spark the imagination and open up new ways of thinking and new worlds. This subject takes students through key aspects of becoming an academic writer and producing high-quality, well informed and effective research that is based in sound argumentation skills, attention to disciplinary genres, style and the development of an academic voice.

2. Discipline-specific coursework (WCIV480)

This is a 12-credit point subject and contributes 50% of the coursework mark (i.e. 25% of the total Honours mark). The content of the discipline-specific coursework is determined by academics within the relevant academic discipline that is the focus of the dissertation in consultation with the Honours Coordinator, and normally encompasses a program of study that is designed to deepen and extend disciplinary knowledge.

Honours Research Thesis (ASSH480 or ASSH 482)

The Honours thesis is normally around 15,000 words in length (excluding references) and is structured like an extended research essay rather than a report. It constitutes 50% of the overall grade for Honours. Students write their thesis under the guidance of (normally) one supervisor who is a member of academic staff. The thesis is not marked by the supervisor but rather by two examiners, one of whom must be external to the Academic Unit in which the student is enrolled and may be external to the university. The allocation of a supervisor is determined by a number of factors, including the fit between the proposed research topic, the supervisor's expertise and staff availability, and needs to be approved by the Honours Coordinator in consultation with the Head of School.

The objectives of writing a thesis are: to develop research skills, acquire experience in constructing an extended argument, and to learn how to communicate research results to a relevant audience.

In general the thesis should provide evidence of the candidate's ability to:

- demonstrate a good working knowledge of scholarship in a specific discipline or disciplines;
- collect materials or data according to a methodology appropriate to the topic and their discipline or disciplines;
- develop an argument that effectively links the collected materials or data to the appropriate scholarship, and
- write at a satisfactory academic level.

The thesis is not expected to be an original contribution to scholarship as if it were a miniature PhD, but it should still demonstrate the potential for the candidate to do research at a higher level.

To give you an idea of what is expected of a thesis, we have provided below three descriptions of thesis work taken from different disciplines.

Example — Philosophy

A thesis in Philosophy should

1. Provide an extended answer to a well-focused research question relating to a philosophical topic;
2. Adopt an appropriate methodology for addressing the question – e.g. providing an analytic conceptual analysis; empirically informed-theorising, or exegesis of the history of ideas.
3. Demonstrate knowledge and mastery of relevant primary and secondary sources.
4. Provide an extended, structured analysis in reply to the question that addresses key arguments and objections.

Referencing

All references to texts should be suitably acknowledged. Please communicate with your supervisor for information on the appropriate conventions to be used for your discipline.

Students are advised to refer to the following University of Wollongong web sites for relevant information:

Authorship Policy
https://www.uow.edu.au/about/policy/UOW058654.html
Code of Practice – Responsible Conduct of Research
http://www.uow.edu.au/about/policy/UOW058663.html

Inclusive Language Guidelines
http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html

Intellectual Property Policy
http://www.uow.edu.au/about/policy/UOW058689.html

Plagiarism

Plagiarism is the use of another person's work or ideas as if it were your own. The other person may be an author, artist, critic, lecturer or another student or material on a website. When it is desirable or necessary to use other people's material, students must take care to include appropriate references and attribution – do not pretend the ideas are your own. Take care not to plagiarise unintentionally. Penalties for plagiarism are severe: examples include 0% fail for the particular assessment task, fail grades for the subject, and expulsion from the University.

Students are strongly advised to refer to the following University of Wollongong web site for access to information and policies concerning Acknowledgement Practice and Plagiarism:
http://www.uow.edu.au/about/policy/UOW058648.html

Ethics Requirements

If the project requires ethics approval students are advised to refer to the following University of Wollongong web site for access to information about Research Ethics Committees and Guidelines:
https://www.uow.edu.au/research/ethics/human/index.html

All projects where people are to be interviewed require ethics approval prior to the interviews being undertaken.

If the project involves research with an Indigenous Australian community, refer to the Guidelines at:

https://aiatsis.gov.au/research/ethical-research

Student and Supervisor relationship

First formal meeting between Supervisor and Student

At an initial meeting or within a month after this, the student and supervisor should discuss the [Code of Practice (Honours)](#) with particular reference to the sections dealing with the responsibilities of the supervisor(s) and student. Where there is more than one supervisor, the student is notified of the particular responsibilities of each supervisor. Student and supervisor(s) then discuss and agree upon:

- the duration, location and timing of future meetings;
- the structure of future meetings, including which supervisors will attend and the responsibilities of student and supervisor(s) in the event of postponement of meeting;
- timetabling of and completion and presentation of research proposal; the details of what is required in the thesis proposal and criteria for an acceptable thesis proposal;
- a broad timetable, taking into account the level of the thesis, the student's timetable for the thesis, any foreseen intervening matters (e.g. major conferences), coursework required and the timetable agreed for completion and criteria of such work;
- 'remedial' work required and a timetable agreed for completion and criteria of such work;
- processes for submission of work e.g. whether material should be submitted before meetings;
- access to equipment, study space, computer/software, and where and when these are/will be available and likely resource implications;
- requirements to attend seminars/orally present research proposal;
- whether or not to keep a diary of meetings or another method of record keeping;
- explanation of Intellectual Property Policy, and the consequences of this for the student's research;
- Human Research Ethics Policy and its requirements;
- If applicable, guidelines for ethical research in Australian indigenous communities;
- Grievance Procedures Policy;
- Support services available (Disability Services, Learning Development, etc.)

Students and supervisors will be provided with a form early in the session which both parties sign to record their agreement on a meeting schedule. This form is lodged with the Honours Administrator. There is an assumption that there should be at a minimum, fortnightly contact between student and supervisor.

Responsibilities of Students

Honours Degree students have the primary responsibility for the timely completion of the Honours Project and other assessment tasks. Specific responsibilities are to:

- develop an Honours Project proposal and plan for completing the project within a timeframe agreed to by the Supervisor(s) and, where possible, the Honours Coordinator;
- complete the Honours Project in accordance with the approved proposal and within the approved timeframes;
- maintain regular contact with the Supervisor(s);
- discuss any proposed variation of enrolment or leave of absence with their Supervisor(s) and Honours Coordinator or the Head of Academic Unit;
- present required written material to the Supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
- undertake additional work towards their Honours Project identified as necessary by the Supervisor(s);
- accept responsibility for the quality and originality of all submitted work;
- ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research; and
- ensure they read and understand relevant University policy documents including:
  - i. Academic Integrity Policy;
  - ii. Code of Practice - Research;
  - iii. IP Intellectual Property Policy;
  - vi. Research Misconduct Policy; and
  - vii. Authorship Policy.

Responsibilities of the Supervisor

The overriding responsibility of Supervisors is to provide continuing support to Honours Degree students under their supervision in researching and producing an Honours Project report to the best of the student's ability.

Specific other responsibilities of the Supervisor are to:
- 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;
- advise Honours Degree students about their procedural and substantive rights and responsibilities contained in this Code (directly or through the Honours Guide);
- advise and assist Honours Degree students to comply with workplace health and safety and ethics requirements where relevant;
- in consultation with the Honours Coordinator, support Honours Degree students in developing a suitable proposal for the Honours Project (including, where applicable, a joint proposal involving working with other students on the design and collection of research data) within a negotiated time frame and with negotiated access to resources and support
- assist Honours Degree students to develop a plan for completing the Honours Project within an appropriate time frame;
- maintain regular contact with Honours Degree students in order to monitor their progress;
- inform Honours Degree students about any expected period(s) during which the Supervisor will be absent and unable to communicate during the period during which they are completing an Honours Project, and arrangements for alternative supervision during that or those periods;
- provide timely and helpful written feedback to Honours Degree students on any submissions and to assist them to develop solutions as problems are identified;
- advise Honours Degree students of inadequate progress or work below the standard generally required and to suggest appropriate action;
- submit marks and grades for Honours Projects for review, acceptance and publication in a timely manner;
- be available to attend meetings of the Academic Unit Assessment Committee where Honours Degree students' grades are determined; and
- ensure the Academic Integrity Policy, the Code of Practice – Research, the Research Misconduct Policy, the IP Intellectual Property Policy, the Authorship Policy, and the consequences for the candidate's Honours Project of breaching these Policies, are explained carefully to the student.

Thesis Submission

The text should be in 12 point font, have 1.5 line spacing, be neatly formatted with adequate margins (at least 2.5-3cm), and preferably printed double-sided. The text should use the method of citation and presentation of bibliographies or lists of work cited appropriate to the specific discipline. An electronic copy (pdf) should also be submitted through the ASSH 480 / ASSH 482 Moodle site. The electronic copy will automatically be submitted to Turnitin. The Turnitin link is set so that a thesis is NOT kept in the Turnitin database. Two bound copies, with a coversheet, should arrive within 48 hours of the due date to SOLA administration, room 19.1087. The thesis should include an abstract of between 250 and 300 words outlining the thesis. The layout of the thesis would be as follows:

The front pages of the thesis should follow this order:

1. Title Page with the following:

<div align="center">

(TITLE OF WORK)

Honours thesis submitted in partial fulfilment

of the requirements for the award of the degree

BACHELOR OF ARTS IN WESTERN CIVILISATION

from

UNIVERSITY OF WOLLONGONG

(Student's full name)
(YEAR)

</div>

2. Abstract

3. Declaration Page with the following note:

    'I certify that this thesis is entirely my own work except where I have given full documented references to the work of others, and that the material contained in this thesis has not been submitted for formal assessment in any formal course and the word length is [AUTHOR TO FILL IN WORD LENGTH].'

    (AUTHOR'S SIGNATURE)   (DATE)

4. Table of contents (which should include, where relevant, tables and/or illustrations)

5. Acknowledgments (optional)

Proofreading and Editing of an Honours Thesis before submission

The proofreading and editing of an Honours thesis is allowed by designated professional people in accordance with the University's policy for a PhD. Information is available at: https://www.uow.edu.au/research-and-innovation/graduate-research/thesis-and-examinations/

Late Submission of Honours Work

It is very important to keep to deadlines for both coursework and thesis. Not doing so has student equity considerations and can also have an impact on the availability of completed results. This is especially important for students who are applying for a HDR scholarship, where the more complete the result is the easier the process becomes.

Late submission of Honours work is governed by the rules set out below.

Coursework:

The subject outline for any coursework component of the Honours program will give due dates for any assessable work during session. Honours students are expected to meet these deadlines, unless they are prevented from doing so by circumstances covered by the University's Academic Consideration Policy.

Students who have difficulty meeting any deadline on account of such circumstances can apply for an extension to submit the work. Such requests should be made via SOLS. Requests for extensions on coursework components should be handled by the Subject Coordinator responsible for that component.

Where no extension has been granted, late work will be subject to a penalty of 10% per day to the original mark that would have been given. Work received after seven calendar days will not be marked and will automatically receive a mark of 0%.

Thesis:

The Honours Guide gives due dates for the thesis. A request for consideration of late submission of a thesis must be accompanied by a request for Academic Consideration. Requests for extensions of five (5) working days or less will be addressed by the Honours Coordinator, and the thesis supervisor. Applications for extensions of more than five (5) working days will be assessed through the following procedures, which are based on the University's Academic Consideration Policy.

- Students should consult their supervisor and the Honours Coordinator
- applications must be made through SOLS to the Honours Coordinator.
- a panel of at least two staff, Head of Students (or nominee) and Honours coordinator, one of whom should not be currently teaching the applicant, must consider the application;
- the panel may elect to interview the applicant;
- the panel's decision on an application, together with brief written reasons addressing relevant standard criteria, shall be kept on file and communicated in writing to the applicant;
- the panel's decision shall be forwarded to the relevant course examiners meeting;

- where the reasons for the application are so personal as to warrant confidentiality and the student has requested strict confidentiality: i. All panel members shall still be apprised of all details of an application; ii. Only the decision shall be forwarded to the exam committee.
- copies of each application, reasons, decisions and corresponding recommendations, reasons and decisions shall be retained for a minimum of three years following the final decision.
- the applicant will be informed in writing, within five (5) working days of the Honours Coordinator receiving the application, whether the outcome is successful.

A thesis submitted late, without an approved application for Academic Consideration, will be subject to a deduction in marks.

Academic Consideration

Academic consideration is a process to help students minimise the impact of certain adverse and unforeseen circumstances on their progression in a course and their performance in subjects. Academic consideration will be considered for illness, injury, other serious cause, or extenuating circumstances which:

- significantly impact a student's ability to meet the requirements of a subject's teaching/learning and/or assessment tasks as defined in the Subject Outline
- are beyond the student's control, not due to their action or inaction, and which could not have been reasonably foreseen nor avoided
- are supported by documentary evidence as outlined in Section 8 of the Academic Consideration Policy.

Illness, injury, other serious cause, or extenuating circumstances may include:

- medical conditions or events including illness or injury, hospitalisation, treatment programs, exacerbation of existing medical condition or disability;
- compassionate grounds such as loss or bereavement, family relationship breakdown, sudden loss of income, significant disruption to domestic arrangements, or victim of crime;
- extenuating circumstances such as substantial unplanned carer's responsibilities, legal commitments, simultaneous in-session tests, military service, one-off unusual work commitments, accidents, participation in sporting events at state, national or international level with an official sporting body, religious or cultural obligations and events.

Students are advised to refer to the following University of Wollongong website for detailed information as set out in the Academic Consideration Policy:

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

Honours Program

Bachelor of Arts in Western Civilisation (Honours) – Course Code 3020

Students will gain a practical training in how to carry out advanced independent research within disciplines in the liberal arts. Training in this subject will focus on the following topics: how to choose a non-trivial thesis topic; how to write a well-focused research proposal; which methods should be used in designing and planning research projects in the liberal arts; and what is required for writing strong research papers.

Students undertaking Honours need to enrol in WCIV480 (12 credit points); ASSH 480/482 (Thesis 24 credit points) and must also complete ASSH 401 (12 credit points).

Marking Coursework and Thesis

Procedures for Marking Coursework

All significant pieces of written assessment in each of the non-thesis components of the honours degree will be double marked. 'Significant' is understood to comprise 30% or more of the final mark in the component subject. (This implies that assessment of non-thesis components at Honours level must include a significant written assignment). Double-marking will be undertaken by the coordinator of the subject component and a non-casual staff member within the program or major, and will follow procedure as stipulated for the Honours thesis.

Procedure for Examination of Thesis

Selection of and Guidelines for Examiners

These procedures are based on Section 8 of the University's 'Teaching and Assessment: Assessment Feedback Policy', supplemented by practices followed in the Faculty.
- The assessment of an Honours project is to be undertaken by two examiners, one of whom must be external. An external examiner is defined as being external to the Academic Unit the student has completed their thesis and may be external to the University.
- The choice of examiners is a process involving both the candidate and the supervisor. Together they should generate a list of at least four examiners, having regard to the known disciplinary bias of those suggested. The final choice will be made from this list by the supervisor and Honours Coordinator. If the list of names agreed upon between candidate and supervisor is exhausted then the candidate must be consulted in drawing up a new list.
- A supervisor cannot examine an Honours project that they have supervised.
- Examiners shall be familiar with the expectations of an Honours degree. They shall also:
    i. have a degree equivalent to or higher than that being supervised; or
    ii. be currently active researchers or have proven research records; or
    iii. have previous successful experience in supervision or examination of Honours students.
- Examiners will be allowed up to 15 working days to provide a report to the assessment committee, to enable the Faculty to meet University deadlines for the declaration of marks and for students to be considered for scholarships.
- A general knowledge of the field may be all that is necessary or possible for an internal examiner.

- Examiners should have a reasonable familiarity with the theoretical framework used by the student and a sense of fairness when evaluating an argument.
- The examination process remains anonymous. Care should be taken that the external examiner does not have any relationship with the supervisor that might constitute a conflict of interest: personal or professional (i.e. research collaboration, consultancy partnership or similar). The examiners should not have a personal or professional relationship with the student.
- The supervisor in consultation with the Honours Coordinator will contact the potential examiner to ask if s/he is willing to examine the honours thesis.
- Names of examiners will be given to the Honours Administrator.
- Formal invitations to examine the thesis will normally be signed by the Honours Coordinator except where there is a supervisory relationship between the candidate and that person.
- Examiners will be made familiar with the requirements of the University and the essential parts of the rules governing the particular degree. The letter outlining guidelines for examination and report will include word length and percentage value of thesis, grading system, requested report length and date by which the report should be returned, and request that the thesis be evaluated for demonstrated research potential.
- Each examiner must submit independent results. There should be a written report to support the specified mark.
- Until the assessment of an Honours project is complete and a report is submitted by an examiner, all communication between the examiner and the University regarding the Honours project shall be directed through the Honours Coordinator. Students and supervisors shall not contact any examiner concerning the assessment of the Honours project until the reports of all examiners are returned to and acted on by the assessment committee of the academic unit.
- The reports from the examiners and the grades recorded for both the thesis/research report and any coursework components of the subject are to be forwarded to the Unit/Centre for compilation of grades and then to the Faculty Examination Committee.
- The names of the examiners and copies of the examiners' reports will be made available to the student after the Assessment Committee has made its determination.

Receipt of Marks

- Upon receipt of reports from examiners the Honours Administrator will notify the results to the Honours Coordinator, who will, in turn, when both reports are received, notify supervisors of the outcome.
- Results for discipline specific Honours subjects should be discussed at the relevant Discipline examiners meeting.
- The Honours Administrator will compile a table showing the coursework results (discipline specific subject and ASSH 401) for the student as well as the marks from each examiner. These results will be tabled and discussed and a final grade for Honours agreed upon at the Faculty Honours examination Committee meeting.

Procedures for dealing with differences in coursework marks

Where a piece of written assessment for a coursework component is double-marked, the procedure for dealing with differences in the two marks will be as set out for the Honours thesis.

Procedures for dealing with a difference in thesis marks

- When examiners reports are within 10 marks of each other, the two marks are averaged to provide a thesis mark.
- Where there is a discrepancy of more than 10 marks between the marks determined by the two honours examiners, the Honours Coordinator will ask the examiners to discuss their marks and come to an acceptable mark. In contacting the examiners, the Honours Coordinator will advise the examiners of the two marks. In cases where the discrepancy cannot be resolved by discussion between the honours examiners, a moderator will be appointed by the Honours Coordinator to assess the Honours Project. The moderator's mark will stand as the thesis mark. When this delays the assessment process, the Honours Degree student should be notified that further advice has been sought.
- The requirements of the moderator are: experience in a field of study relevant to the thesis; experience in marking Honours theses, must be senior faculty staff, eg. Dean, Head of Students, Associate Dean or Head of School or similar. The moderator is to be chosen in conjunction with the Honours Coordinator.
- The Faculty Honours Examination Committee will determine the final grade with advice from the Honours Coordinator.
- Where two examiners assess an Honours thesis, there is no provision for an academic review of the mark or grade awarded for the Honours thesis.

Collection of Thesis

Once marks have been formally declared by the Faculty Assessment Committee, the Honours Administrator will inform students that they can collect the other copy of the thesis from the SOLA team (Building 19.1087). A copy of the thesis will be deposited in the Faculty thesis collection.

Inclusion of an Honours Thesis in Research Online (RO)

Excellent Honours theses may be considered by the Faculty of Arts, Social Sciences and Humanities for upload to Research Online which is managed by the library. The Research Online website is: http://ro.uow.edu.au. Students are required to submit a Digital Acknowledgement Form giving permission for their thesis to be included in Research Online should it be deemed suitable. The Digital Acknowledgement Form will be available through the ASSH 480/ ASSH 482 Moodle site.

Grievances concerning assessment outcomes and Academic Consideration Policy

Students who wish to pursue a grievance regarding the assessment of their Honours project or other assessable work must follow the procedures set out in the Coursework Student Academic Complaints Policy.

http://www.uow.edu.au/about/policy/UOW058653.html

Services, Facilities and Resources

Space and Resources

The ASSH Honours collaborative workspace is located in Building 19 Room 1061. This space is shared with the Faculty's Dean's Scholar students. Access to computers, printing (using Pre-paid system with Faculty allocated quota*) and lockers. To access this room, please request the door code from the Honour's Coordinator.

*On request, Honours students are allocated a small printing allowance which is uploaded to their Student Card after the Census date of the first semester they are enrolled.

The Faculty's Honours page can be found here:

https://www.uow.edu.au/the-arts-social-sciences-humanities/current-students/honours-programs/

Library Resources and Services

Your University ID card is also your library card. The Library web site provides access to a wide range of information resources. These include the Library Catalogue, electronic journals, full text databases and links to web sites in various subject areas. To assist you with making the most of these resources the Library offers help/training guides, web-based tutorials and hands-on workshops.

Save yourself time and enhance your studies: connect with information specialists and resources anytime, anywhere.

Ask Us: https://www.uow.edu.au/library/ or *Google* - UOW library ask us

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, postgraduates, Honours and Masters students.
By phone	02 42213548

For more information about library resources and services check the Library's Services for Students web page:

https://www.uow.edu.au/library/students/

Disability Services

Adjustments and resources are available for enrolled students with a medical condition, injury or disability that significantly impacts upon their studies. Disabilities can include back injury, learning disability, psychological conditions, hearing or vision impairment, arthritis, severe chronic or short term medical conditions, cancer or arm/hand injuries.

Adjustments can include alternative exam arrangements, use of assistive technology, assistance with lecture material and advice to academics. Students are required to register with Disability Services and provide supporting documentation in order that reasonable adjustments can be determined and provided. For further information refer to the Disability Services website:

https://www.uow.edu.au/student/support-services/disability/

Telephone: 4221 4529 | email: disability_services@uow.edu.au

Student Support Adviser (SSA)

The Faculty Student Support Adviser can assist with information about support services provided by the University.

Some of the things the SSA can help with includes:
- Advice about who the best person in the Faculty, or University, is to help with the problem
- Assisting with issues that affect international students especially, such as adjusting to life in Australia visas or compliance
- Referring students to welfare support or counselling services at the University of Wollongong or in the local community
- Issues relating to renting, accommodation and insurance
- Where to find support for legal or financial matters
- Where to find English conversation groups and classes
- Assisting with having your illness, disability or medical condition taken into account whilst you are studying here
- Information about policies and procedures at UOW including complaints and appeals processes

More information and contact details are available at this link:
https://www.uow.edu.au/student/support-services/advisers/

Work Health and Safety

Students are advised to refer to the following University of Wollongong web site for access to information and regulations concerning Health and Safety:

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

Relevant Codes, Policies & Information

Students are advised to refer to the following University of Wollongong web sites for access to relevant codes, policies and information:

Authorship Policy:
http://www.uow.edu.au/about/policy/UOW058654.html

Academic Integrity Policy:
http://www.uow.edu.au/about/policy/UOW058648.html

Honours Policy:

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

Teaching and Assessment Policy Suite:

https://documents.uow.edu.au/about/policy/alphalisting/uow222910.html

Code of Practice - Teaching and Assessment Code of Practice – Teaching:
http://www.uow.edu.au/about/policy/UOW058666.html

Code of Practice (Research) Responsible **Conduct of Research:**
http://www.uow.edu.au/about/policy/UOW058663.html

Coursework Student Academic Complaints Policy:

https://documents.uow.edu.au/about/policy/uow058653.html

Human Ethics:
https://www.uow.edu.au/research-and-innovation/researcher-support/ethics/human-ethics/

Inclusive Language Guidelines
http://www.uow.edu.au/about/policy/alphalisting/UOW140611.html

Intellectual Property Policy:
http://www.uow.edu.au/about/policy/UOW058689.html

Research Ethics Committees and Guidelines:

http://www.uow.edu.au/research/committees/index.html

Student Academic Consideration Policy:
http://www.uow.edu.au/about/policy/UOW060110.html

Student Charter:
https://www.uow.edu.au/student/charter/

Student Conduct Rules and related Policies and Procedures:
https://documents.uow.edu.au/about/policy/rules/uow060095.html

WHS framework
https://www.uow.edu.au/about/services/safe-at-work/whs-framework/

Work Health and Safety:
http://www.uow.edu.au/about/policy/UOW016894.html