UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Guide for Students, Supervisors and Examiners

BACHELOR OF INTERNATIONAL STUDIES (HONOURS)

2027

The University of Wollongong attempts to ensure that the information contained in this publication is correct at the time of production but sections may be amended without notice by the University in response to changing circumstances or for any other reason. You should check with the University at the time of application/enrolment whether any later information is available.

2027 University Session Dates

Session Dates:	First (Autumn) Session	Second (Spring) Session
First Day of Session	1 March 2027	26 July 2027
Mid-Session Recess	19 – 23 April 2027	27 September – 1 October 2027
End of Session	24 June 2027	18 November 2027
Release of Marks	8 July 2027	2 December 2027

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

2027 Honours Key Dates

HONOURS THESIS DUE DATES

Autumn Session submission: Wednesday 19th May 2027 [week 11]
Spring Session submission: Wednesday 13th October 2027 [week 11]

2027 Honours Application Deadlines

AUTUMN ENTRY

Applications due: 31 October 2026*
Late applications accepted until: 30 November 2026

* The processing of applications received after this date may be delayed.

All potential applicants wishing to submit a late application should consult with the Honours Coordinator.

SPRING ENTRY

Applications due: 31 May 2027*

* Late applications may be accepted after this date but offers will be delayed.

GENERAL ENQUIRIES

Telephone: 1300 275 869
Email: askuow@uow.edu.au

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Bachelor of International Studies (Honours)

COURSE CODES:

Bachelor of International Studies (Honours) – 322

ABOUT HONOURS

OVERVIEW

If you are doing, or have done particularly well in your Bachelor of International Studies degree, you should consider an Honours year. This normally involves one additional year of study following the successful completion of a three-year undergraduate degree. Your Bachelor of International Studies degree would have introduced you to a wide range of topics and problems, and an Honours project enables you to explore one in much greater depth. Honours research topics are various and negotiable—if you are really interested in a topic and want to find answers, you'll be encouraged and supported by our expert staff.

From a potential employer's perspective, whatever your topic, being able to demonstrate the ability to achieve a complex goal, meet deadlines, investigate independently, use resources effectively and communicate your ideas coherently, are all highly desirable qualities.

The Honours year has two functions at UOW: as an in-depth project at the end of undergraduate study, and as a bridge between undergraduate study and advanced research. Studying Honours is about:

- learning research skills, navigation skills and information systems (archives, the Library, databases, electronic research networks);
- the opportunity to practise articulating complex ideas orally and in writing. It provides the experience of working closely with a supervisor on a project and in preparing a major project to meet a deadline;
- experiences in devising, researching and writing up an individual topic of study in an extended argument/thesis of approximately 15-18,000 words.

Areas of Study

An Honours year in the Bachelor of International Studies is available in the areas of International Relations, International Political Economy, Global Development and Environment, International Media and Communication, International Organisation and Global Governance, Security Studies. For more information on undertaking Honours in International Studies, students should contact the Discipline Leader, Politics and International Studies, who will be able to guide on possible topics and recommend a potential supervisor.

HONOURS PROGRAM LEARNING OUTCOMES

Students graduating from the Bachelor of International Studies (Honours) will be able to:

1. Independently plan and execute a research-based project or piece of scholarship that demonstrates in-depth understanding and critical analysis of areas in the Arts, Society and Business Faculty.
2. Demonstrate advanced theoretical knowledge and critically reflect on, synthesise and evaluate information, problems, concepts and theories.
3. Communicate a coherent and sustained argument, explaining and disseminating research results and conclusions.
4. Apply an advanced knowledge of research, research integrity, ethics and the rights and safety of others, to independently plan and execute a substantial piece of research.

ENTRY REQUIREMENTS

Entry into the Honours program is determined by a recommendation from the Honours Co-ordinator, 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 please refer to the Honours Thesis Proposal Guide.

AND

- qualified at this University for the award of a relevant pass bachelor degree*, normally with a Weighted Average Mark (WAM) of at least 75% across the major in which the Honours degree will be undertaken as well as a minimum of a Distinction in two subjects at 300 level in the specific major,

OR

qualified at another tertiary institution for the award of a pass bachelor degree containing a coherent study equivalent to a relevant major study with an average of at least 75% across the major in which the Honours degree will be undertaken, with the additional requirement of a Distinction in two subjects at 300 level (or equivalent) 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 or mitigating circumstances subject to the student making a special appeal to the Honours Coordinator who will consult with the Discipline Leader, Head of Students and / or the Head of School.

*** Note: It is not necessary to have formally graduated at the time of applying for Honours (though you must have graduated at the time you commence the Honours program).**

APPLICATION PROCESS

To help you identify potential supervisors it is advised that you explore the academic profile pages for academic staff on the UOW website in advance of submitting an application. If you are unable to find a suitable supervisor, the Discipline Leader should be able to assist with the allocation of

potential supervisors and the framing of the thesis topic. The final decision about a supervision arrangement is made by the School Honours Coordinator based on input from colleagues within the School (the prospective supervisors themselves, Discipline Leaders, the Head of Students and/or Head of School).

The Honours year is treated as a new course so students need to apply for entry. If, for example, you completed a Bachelor of International Studies pass degree, you would apply for Bachelor of International Studies (Honours). The application form is available online.

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. Please refer to the Honours Thesis Proposal Guide for additional information and the specific questions which your proposal should answer. Please attach the proposal to your online application.

Once applicants have submitted their application online, it will forwarded to the Honours Coordinator who will assess the application with the relevant supervisor, Discipline Leader and / or Academic Program Director. Applicants will receive an email advising them of the outcome of their application.

ENROLMENT PROCESS

Successful students will receive a letter of offer via email that will contain a link to enrol online. To activate the Honours offer, students will need to go to Enrol in a New Course and select the 'Enrol Now' button 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 Honours subjects from 2 January in the following year. Please note that formal enrolment is also necessary to (re)activate a student library card.

Every student is required to enrol in one of these subject codes – ASSH480 Thesis (Full-time) or ASSH482 Thesis (Part-time) in addition to the mandatory two coursework subjects. See the Enrolment Schedule below for typical structures of the Honours program.

PART-TIME ENROLMENT PROCEDURE

There are no separate part-time subjects in Honours. Part-time enrolment is indicated by enrolment in the correct thesis code, that is to say ASSH482 Thesis (part-time), and not ASSH480 (the full-time version of the thesis subject). ASSH482 is worth 12 credit points. Students enrolling in part-time Honours for the thesis are required to enrol in ASSH482 in two consecutive semesters.

In part-time mode students have a maximum of four sessions (2 years) to complete all Honours subjects inclusive of the thesis.

Coursework subjects have to be completed in the session they are normally on offer and, unlike the thesis, students cannot spread one coursework subject across two sessions. See the Enrolment Schedule below to see how progression through the Honours subjects typically occurs in the part-time mode of study. Please note that coursework subjects cannot be completed in any semester after the submission of the thesis (they must be completed either before or concurrently with the completion of the thesis).

Students wishing to change their enrolment status from full-time Honours to part-time Honours studies (or vice-versa) should read the Change of Status section below.

HONOURS ENROLMENT SCHEDULE: TABLE

Full Time Student – Commencing Autumn 2027			
Subject Code	**Subject Name**	**Credit Points**	**Session**
470-coded Subject	Discipline-specific Subject*	12	Spring 2027
ASSH401	The Research Apprentice: Critic, Analyst, Voice	12	Autumn 2027
ASSH480	Thesis (Full-time)	24	Spring 2027
Part Time Student – Commencing Autumn 2027**			
470-coded Subject	Discipline-specific Subject*	12	Spring 2027
ASSH401	The Research Apprentice: Critic, Analyst, Voice	12	Autumn 2027
ASSH482	Thesis (Part-time)	12	Autumn 2028
ASSH482	Thesis (Part-time)	12	Spring 2028
Full-time Student – Commencing Mid-year 2027			
ASSH401	The Research Apprentice: Critic, Analyst, Voice	12	Autumn 2028
470-coded Subject	Discipline-specific Subject*	12	Spring2027*
ASSH480	Thesis	24	Autumn 2028
* 470-coded discipline subjects are offered in different sessions depending on the discipline			

**** Note: there are a number of different permutations for part-time students. This serves as a guide only.**

LENGTH OF CANDIDATURE

For full-time students the Honours degree should be completed in two consecutive sessions (1 year). Part-time students are allowed up to four consecutive sessions (2 years), not including the Summer Session.

LEAVE OF ABSENCE

Leave of Absence (LOA) during the Honours program is possible only under exceptional circumstances and if it is granted the continued 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.

CHANGE OF STATUS (FULL-TIME OR PART-TIME)

Applications for a change of enrolment status are not automatically approved as they first need to be assessed for their impact on coursework completion and thesis supervision. Students who wish to change their enrolment status (full-time to part-time or vice-versa) need to consult both their thesis supervisor and the Honours Coordinator.

GRADE OF HONOURS

The overall grade of Honours is determined by calculation of the weighted average passing mark (WAM) for the 400-level subjects in which the student is enrolled*. The following weightings are applied to each subject: 470-coded subject 25% + ASSH401 25% + ASSH480/ASSH482 50% - this recognises the fact that the Thesis subject is worth twice the number of credit points than the coursework subjects. 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 degree 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.

PRIZES AND AWARDS

Alumni Bookshop Prize

This prize is awarded to a full-time or part-time candidate who performs best, as determined by the relevant School, in one of the following:

a) the three-year pass degree upon which entry to the honours course was based; or
b) the first three years of a four-year course; or
c) all completed relevant subjects preceding the final year of an approved double degree program.

WHAT HAPPENS DURING THE HONOURS YEAR?

Honours is a 48-credit point course comprising coursework (2 x 12 credit points) and a research thesis (24 credit points). Full-time students complete the work in one year and part-time students take up to two years. The Honours program consists of two coursework subjects and a thesis. As a research project, the writing of the thesis requires a significant commitment of time including during non-teaching weeks. For this reason, combining full-time work with full-time Honours study is not feasible. Part-time Honours study, which is described within this Guide, may therefore be a better option if you have significant work commitments.

AREAS OF STUDY

An Honours year – across the Bachelor of International Studies program - is available in the following areas:

- Political Theory
- International Relations
- International Political Economy
- Global Development and Environment
- International Media and Communication
- International Organisation and Global Governance
- Security Studies

For the Bachelor of Arts (Honours), Bachelor of Creative Arts (Honours), the Bachelor of Media and Communication (Honours) and the Bachelor of Arts in Western Civilisation (Honours) please refer to the Honours Guides and Handbooks at: https://www.uow.edu.au/the-arts-social-sciences-humanities/current-students/honours-programs/.

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 above).

1. The Research Apprentice: Critic, Analyst, Voice (ASSH401)

Research is only as effective as our ability to communicate it. Developing advanced communication skills is a fundamental component of becoming an independent researcher, enabling scholars to construct persuasive arguments, critically engage with disciplinary debates, and contribute original insights to knowledge and practice. This subject develops students' capacities as emerging research apprentices through a focus on scholarly writing, oral communication, critical thinking, and academic argumentation.
Students critically examine the conventions, genres, and rhetorical strategies of academic research communication while developing an authoritative scholarly voice. Through processes of drafting, revision, and reflection, students produce and present research-informed arguments tailored to academic audiences. The subject also emphasises ethical scholarly practice, research integrity, and the responsible use of evidence, while encouraging critical engagement with diverse perspectives and cultural contexts in the production and dissemination of knowledge.

2. 470-coded discipline-specific coursework subject

This is a 12-credit point subject undertaken within the subject area of Politics and International Studies. It 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 individual disciplines 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 ASSH482)

The Honours thesis is normally around 15,000 words in length (excluding references and Appendix where needed) 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 student's proposed research topic and the supervisor's expertise as well as staff availability, and needs to be approved by the Honours coordinator in consultation with the Discipline Leader. Any discussions between a potential supervisor and an applicant may be taken into account in appointing a supervisor but any informal agreement by a potential supervisor that they are willing to supervise does not constitute a guarantee that the academic will be appointed as the supervisor.

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;
- collect materials or data according to a methodology appropriate to the topic and their discipline;
- 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.

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 websites for relevant information:

Authorship Policy

Code of Practice – Responsible Conduct of Research

Inclusive Language Guidelines

Intellectual Property Policy

PLAGIARISM

Plagiarism is the use of another person's work or ideas as if they 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 claim that 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 website for access to information and policies concerning Acknowledgement Practice and Plagiarism

ETHICS REQUIREMENTS

If the project requires ethics approval students are advised to refer to the following University of Wollongong webpage for access to information about Research Ethics Committees and Guidelines

All projects where people are to be interviewed or complete a questionnaire (online or otherwise) require ethics approval prior to the commencement of the project.

If the project involves research involving Indigenous Australian community, please refer to the following Guidelines

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 Honours Policy 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 supervisor(s) will attend and the responsibilities of student and supervisor(s) in the event that a meeting is postponed;
- 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 student's timetable for the completion of the thesis, challenges in completing the thesis, any foreseen intervening events (e.g. major conferences), specific training required (including eligibility criteria and the time frame agreed for completion of such training);
- '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, whether it should be submitted online or in person;
- 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 a research proposal;
- the question of whether or not to keep a diary of meetings or another method of record-keeping.
- 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 emailed to 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 required in order to meet the requirements for the award of the Honours Degree. Specific responsibilities are to:

- develop an Honours Project proposal and a plan for completing the project within a timeframe and, where applicable, with access to resources and other support agreed to by the Supervisor(s) and, where possible, the Honours Coordinator;
- complete the Honours Project in accordance with the approved proposal and within the approved time frames;
- maintain regular contact with the Supervisor(s);
- discuss any proposed variation of enrolment or leave of absence with the Supervisor(s), the Honours Coordinator and the Head of Students;
- present required written material to the Supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
- undertake any additional work towards their Honours Project identified as necessary by the Supervisor(s) or, where appropriate, the Honours Coordinator;
- 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;
- complete the relevant Research Integrity Training Requirement modules available on Moodle (TRNG047_22) and
- ensure students read and understand relevant University policy documents including:

    i. Academic Integrity Policy;
    ii. Code of Practice - Research;
    iii. IP Intellectual Property Policy;
    iv. Research Misconduct Policy; and
    v. Authorship Policy.

Please also review the Student Charter as it defines your rights and responsibilities while studying at the University of Wollongong.

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.

Other specific responsibilities of the Supervisor are to:

- advise the Honours Coordinator and 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 with the former during the period of their supervision, and to make arrangements for alternative supervision during the period(s) in question;
- provide timely and helpful written feedback to Honours Degree students on any submissions and to assist them in developing solutions as problems or issues 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

2027 Due Dates:

Autumn Session submission: Wednesday 19th May 2027 [week 11]
Spring Session submission: Wednesday 13th October 2027 [week 11]

The text should be in 12 point font, have 1.5 line spacing and be neatly formatted with adequate margins (at least 2.5-3cm). The text should use the method of citation and presentation of bibliographies or lists of work cited appropriate to the specific discipline. To submit, an electronic copy of the thesis should be uploaded to the ASSH480 / ASSH482 Moodle site. A copy should also be emailed to assh-schoolops@uow.edu.au. 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. The thesis should include an abstract of between 250 and 300 words outlining the content of the thesis.

The pages of the thesis should follow this order:

1. Title Page with the following details:

   (TITLE OF WORK)

   Honours thesis submitted in partial fulfilment of the

   requirements for the award of the degree (choose one)

   BACHELOR OF INTERNATIONAL STUDIES
   (HONOURS)

   from

   THE UNIVERSITY OF WOLLONGONG

   (Student's full name)
   (YEAR)

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. I moreover certify that 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

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 an HDR scholarship, where the processing of an application is facilitated by a full set of results.

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 their 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 fewer will be considered and, if reasonable, approved 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 via email to the Honours Coordinator.
- A panel of at least two staff members consisting of the 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 regarding such 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, if appropriate, be communicated to the relevant Assessment Committee 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 related to the Assessment Committee.
- Copies of each application, reasons, decisions and corresponding recommendations 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 was successful.

No extension of longer than three (3) weeks or 15 days will be considered.

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 can be requested for illness, injury or any other serious or extenuating circumstances which:

- adversely affect 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, are not the result of their action or inaction and could not have been reasonably foreseen or avoided;
- are supported by documentary evidence as outlined in Section 8 of the Academic Consideration Policy.

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

- medical conditions or events including illness or injury, hospitalisation, treatment programs, the exacerbation of an 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 being the 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.

HONOURS PROGRAM

Bachelor of International Studies – Course Code 322

For entry requirements see relevant section on p. 7 above.

Students with a demonstrated ability and an interest in International Studies may undertake Honours in Politics and International Studies (PAIS). This is a fourth year program of specialised enquiry and research. The PAIS Honours program offers a compelling opportunity for students to engage in intensive research in areas that are of particular interest to them. PAIS Honours enables students to develop advanced research skills, both in their research thesis and in their coursework subjects.

The PAIS Honours year is available in the following broad areas:

- Political Theory
- International Relations
- International Political Economy
- Global Development and Environment
- International Media and Communication
- Peacekeeping
- Security Studies

The PAIS Honours program consists of 50% coursework and 50% research thesis. The coursework is divided into two subjects, each worth 12 credit points (PAIS470 and ASSH401). The research thesis component requires you to work with a specialist academic supervisor from the PAIS unit on a topic of your choosing. Your objective is to develop, research and write a 15,000 word research thesis to the highest standard possible. Co-supervision with other teaching units may be arranged, with the approval of the Faculty's Honours Coordinator.

PAIS470 – Bachelor of International Studies (Honours)
Subject Description:

This subject is designed to provide you with an introduction to how research is conducted in international relations, political science, and the social sciences more widely. We will examine how research projects are designed, how data can be gathered and generated, a number of the specific research methods used and, finally, some of the broader ontological, epistemological, and methodological issues researchers in these fields wrestle with. By the end of the subject, the goal is to not only make you an 'intelligent consumer' of research using a range of different methods, but to also give you the basics to begin designing your own research projects using both qualitative and quantitative approaches**.**

MARKING COURSEWORK AND THESIS

Procedures for Marking Coursework

Majors in the BIS (Hons) offer a variety of seminars that are undertaken in conjunction with a supervised research thesis. The seminar components of Honours will be distinct from the thesis such that seminar assessments and content might be related to the student's thesis but not included in it. All majors will adopt a double-marking policy for a significant piece of written assessment in each of the non-thesis components of the honours degree. 'Significant' is understood to constitute more than 50% of the final mark in the component. (This implies that assessment of non-thesis components at Honours level must include a significant written assignment). Students are also directed to the Subject Outline of the particular Honours component for specific details about marking arrangements. If double-marking is undertaken, this will be by the coordinator of the component and a non-casual staff member (if available) within the program or major and will follow the procedure stipulated for the Honours thesis. In the event that the discipline subject coordinator is a supervisor, all significant pieces of coursework will be double-marked.

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 (i.e. School) the student has completed their thesis in and may be external to the University.
- A supervisor cannot examine an Honours project that they have supervised.
- The choice of examiners is a process involving both the candidate and the supervisor. The supervisor will draw up a list of at least four (4) potential examiners – two internal and two external - which they show to the candidate. The candidate should indicate if there is a potential conflict of interest (professional or personal) with any of the potential examiners. The candidate can request that their thesis not be sent to one of the potential examiners. The supervisor must ask the potential examiners if they are available to examine the thesis before they submit the Nomination of Examiners Form to the Honours Coordinator. If the potential examiners - either internal or external - on the list are unavailable to examine the thesis, the candidate must be consulted about the addition of any new names to the list. The final choice of examiners will be made from those listed on the Nomination of Examiners Form by the Honours Coordinator.
- 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 within UOW and other Australian Universities should be prioritised for the simple reason that the academic sessions of examiners overseas (in particular, in the Northern Hemisphere) are not likely to coincide with those in Australia. Moreover, some English-

speaking countries do not have an Honours system which is comparable to that of Australia (e.g. England).

- Examiners will be allowed up to 10 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 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 Coordinator.
- 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 the prospective examiner.
- 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 the percentage value of thesis, the grading system, the requested report length and date by which the report should be returned as well as the 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 program are to be forwarded to the Unit for the 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 School's Operations team (or professional services staff member(s) charged with supporting Honours) will forward 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 and ASSH401 should be discussed at the Honours Assessment Committee meeting.
- The Honours Coordinator will compile a table showing the coursework results (470 coded discipline-specific subject and ASSH401) for the student as well as the marks from each

examiner. These results will be tabled and discussed at the Honours Assessment Committee meeting before a final grade for Honours is then agreed upon.

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 the same as for the Honours thesis (see below).

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 awarded by the two honours examiners, the Honours Coordinator will ask the examiners to discuss their marks and agree upon a mark acceptable to both of them. When 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. The requirements of the moderator are: experience in a field of study relevant to the thesis and experience in marking Honours theses. The moderator will be selected by the Honours Coordinator in conjunction with a senior member of staff e.g. a Discipline Leader, the Head of Students or Head of School.
- When moderation delays the assessment process, the Honours Degree student should be notified that further advice has been sought.
- 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.

Inclusion of an Honours Thesis in Research Online (RO)

Excellent Honours theses may be considered by 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 on the ASSH480/ASSH482 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

SERVICES, FACILITIES AND RESOURCES

Library Resources and Services

Your University ID card is also your library card. The Library website provides access to a wide range of information resources. These include the Library Catalogue, electronic journals, full text databases and links to websites 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. Refer to the library's 'Services for Students' page: https://www.uow.edu.au/library/students/.

https://uow.libguides.com/microsoft-copilot-for-study-and-research

Book a Librarian – in person or via online chat	Book an appointment with a librarian. Go to: https://uow.libwizard.com/f/consultation

Space

The BIS Honours workspace is located in Building 19 Room 2067. This space provides two workstations and is accessible in core business hours.
Please contact the School Operations Team via soss-admin@uow.edu.au if you are planning to use this space.

Disability Services

Adjustments and resources are available for enrolled students with a medical condition, injury or disability that significantly affect 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 Student Accessibility and Inclusion Team webpage: https://www.uow.edu.au/student/support-services/sai/.

Counselling Services

Counselling provides a confidential space where you can discuss concerns that may be impacting on your academic performance or mental health and wellbeing. All UOW counselling services are free and available to domestic and international Students. The counselling offered at UOW is short-term, and generally lasts 1-6 appointments. If you require longer term support, we may refer you to an external provider.

For further information refer to the Counselling Services website.

Head of Students (HoSt)

BIS Honours soss-host@uow.edu.au
BA Honours cah-host@uow.edu.au

Work Health and Safety

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

RELEVANT CODES, POLICIES & INFORMATION

Students are advised to refer to the following University of Wollongong websites 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