



Faculty of Arts

Bachelor of Arts (Honours)

Guide for Students, Supervisors and Examiners

2008

University Key Dates – 2008

	First (Autumn) Session	Second (Spring) Session	Summer Session 2008/2009
Session Dates:			
Orientation Week	18– 22 February	14 – 18 July	Not Applicable
Welcome Day (Research Students)	26 February	22 July	Not Applicable
First Day of Session	25 February	21 July	1 December
Mid-Session Recess	21 – 30 March	29 September - 6 October	24 December – 1 January 2009
End of Session	20 June	14 November	6 February 2009
Study Recess	2 – 6 June	27 October – 31 October	26 – 30 January
Enrolment:			
Last day for re-enrolment without late fee	27 January	13 July	Not Applicable
Enrolment of new undergraduates (Wollongong Campus)	29 January – 1 February	15 & 16 July	Before 1 December
Research Students Enrolment	26 February	22 July	Not Applicable
Last day for late re-enrolment	9 March	3 August	7 December
Last day to add subject via the Web	9 March	3 August	7 December
Last day to add subject with approval of Academic Adviser & Head of Department	16 March	10 August	14 December
Withdrawal from Subject(s):			
Last day to withdraw from <u>single</u> session subjects without financial penalty (CSS fees refunded/ International Student Fees credited if withdrawn by):	31 March	31 August	15 December
Last day to withdraw without academic penalty – subject deleted from record. (Fail grade recorded if subject withdrawn after this date).	4 May	21 September	21 December
Examinations:			
Exam Period	7 – 20 June	1 – 14 November	TBA
Release of Results	3 July	27 November	TBA
Charges:			
Last date to nominate full up-front payment of HECS-HELP Upfront	31 March	31 August	15 December
Due date for Up-front HECS-HELP Upfront, Postgraduate Tuition Fees	31 March	31 August	15 December
Due date for payment of International Student Tuition Fees	31 March	31 August	15 December
Census Date:			
	31 March	31 August	15 December
Graduation:			
Closing Date for Applications	TBA	TBA	As per Autumn and Spring
Graduation Ceremonies:	16 – 18 July	15 – 19 December	-

The University of Wollongong attempts to ensure that the information contained in this publication is correct at the time of production [October 2007] 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.

Arts Honours Principal Dates – 2008

Application Deadlines

Autumn session Preferred Date 16 November 2007
Applications accepted until early February 2008

Spring session Preferred Date 13 June 2008
Applications accepted until early July 2008

Honours Thesis Due Dates

Autumn session Wednesday 14 May 2007
Spring session Wednesday 8 October 2007

For students commencing Honours in Spring 07 and/or submitting in May 08

Friday 14 March Editing Strategies I – Workshop 3
Friday 18 April Editing Strategies II – Workshop 4

For students commencing Honours in Autumn 08 and/or submitting in Oct 08

Friday 22 February Arts Honours Orientation (Wollongong)
Friday 7 March 'Getting Started' – Workshop 1
Friday 2 May 'Writing It Up' – Workshop 2

Friday 8 August Editing Strategies I – Workshop 3
Friday 12 September Editing Strategies II – Workshop 4

For students commencing Honours in Spring 08 and/or submitting in May 09

Friday 18 July Arts Honours Orientation (Wollongong)
Friday 1 August 'Getting Started' – Workshop 1
Friday 5 September 'Writing It Up' – Workshop 2

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TBA

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Bachelor of Arts (Honours)

Overview/Course Aims

The Honours year has two functions in the university curriculum: as an in depth project at the end of undergraduate study to a pass degree and as a bridge between undergraduate study and advanced research. While it does offer, through seminar options, the chance to complete coverage of the discipline, it aims primarily to provide depth of study, developing sophisticated analysis and research skills in a specialised area of interest.

Honours can be taken in a single area of study, across two majors (Combined Honours) or between faculties (Joint Honours).

Honours is the most direct pathway to further academic research; a class II division 2 (II.2) is the minimum requirement for entry into an MA research or PhD program. As such, the Honours year provides:

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

Course Codes

Bachelor of Arts (Honours) is 701.

Bachelor of Communication and Media Studies (Honours) is 878.

Entry Requirements

Entry to the Bachelor of Arts (Honours) is determined by a recommendation from the Honours Co-ordinator of the School, following the student's application to the University and the School for admission to the Honours year. For the Bachelor of Arts (Honours) in Community, Culture and Environment, the recommendation will be made by the Community, Culture and Environment Honours Co-ordinator.

To qualify for admission to a course leading to a Bachelor of Arts (Honours) degree a person shall have:

- qualified at this University for the award of a relevant pass bachelor degree, with an average of at least 70% across 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
- 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 70% across 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.
- satisfactorily completed other approved requirements (if necessary).

Under exceptional circumstances these requirements may be waived in light of other results subject to interview and appraisal by the School Honours Coordinator or the Convenor of major in which Honours will be undertaken.

Course Requirements

Each Major Program has its unique Honours Course made up of a thesis (50% of the total mark) and a program of coursework (50% of the total mark). In all cases, students considering Honours or Joint Honours are encouraged to talk to the School Honours Coordinators well in advance to seek approval for enrolment, discuss their program, and negotiate a thesis topic and supervisors.

Time period

For full time students the Honours degree should be completed in two consecutive sessions. Part time students are allowed up to four consecutive sessions (not including summer session). Honours can commence in either Autumn or Spring session.

Leave of Absence

Leave of Absence during the course of the BA(Honours) program is normally not possible except under exceptional circumstances, as the availability of supervision cannot be guaranteed.

The Application Process

The Honours year is treated as a new course rather than a part of the BA, so you will need to apply for entry. It is a good idea to think about topics and begin to discuss them with a member of staff in your major or the School Honours Coordinator. In addition, you should get an application form from UniAdvice in Building 36. The University processes Honours applications quite late, so students may not have an official notification to enrol until the beginning of session. You can ask the School Honours Coordinator if you have been accepted in order to begin reading and planning earlier. It is a good idea to enroll as soon as possible so that you can reactivate your library card.

The Enrolment Process

Once you have completed the Undergraduate application form and submitted this to UniAdvice the Faculty will be consulted about your application and you in turn will receive a letter of offer if successful.

Your letter of offer will contain information on how to enrol online via SOLS.

To enrol in the Honours discipline follow the following steps within SOLS: -

- From the main index page select Enrolment and Variations
- Enter the Honours discipline code e.g. ENGL411 into the new subject code field
- Details you have selected will appear and select and click the add subject button if this is correct

You are now enrolled as an Honours Student in the specific discipline code you have just selected.

To find out the exact structure of your coursework you should contact the Honours Coordinator specific to your school or subject. In the case of Joint Honours programs you should speak with both Honours Coordinators so that an appropriate program can be negotiated.

Formal enrolment is necessary to reactivate your library card. This is particularly relevant for students holding Summer scholarships.

What happens during the Honours year?

Honours is a 48 credit point course comprising coursework and a research thesis. Full time students complete the work in one year and part time students take as long as two years. The course provides an opportunity to undertake a sustained research project under close supervision on a topic negotiated with a member of the academic staff. The project gives excellent students a chance to pursue a topic or theoretical issue that is of particular interest at the end of a three-year BA degree. Those who are thinking about a research career use the year to demonstrate their potential for research at a high level (MA by Research or PhD). Others use the opportunity to explore an area in depth before going on to a career in teaching, media, public service or private industry. Within the curriculum framework, we seek to teach all students without discrimination, aiming to challenge everyone to do their best.

The coursework component of the program will be familiar from your undergraduate studies, except that classes will be small and you will be expected to read and discuss the literature and issues at a higher level than in the average undergraduate class. This is what you would expect in a class of people working for Distinctions and High Distinctions. You will notice in the sections that follow that the different programs organise the coursework in slightly different ways. This is the result of their different disciplinary traditions and practices. Each School has its own Honours program. Students considering Honours are encouraged to talk to the School Honours Coordinators.

Students who plan to undertake Joint Honours with another Faculty should consult the Honours Coordinator/s with responsibility for the two majors. The Faculty has agreed that a

Joint Honours program will comprise approximately 24cp of work in each discipline or studies area. Coursework will be shared between the two disciplines and the thesis will be jointly supervised and examined by academics from both areas of interest.

The Faculty of Arts is willing to discuss an Honours program within the BA component of the double degree that reflects intellectual issues from both degrees. For example, a BA/LLB student who has an Arts major in Sociology might write a sociological analysis of some aspect of legal practice; one with an English major might write about the representation of courts in literature; a Philosophy major might write about legal theory; or a BSc/BA student with an Arts major in Politics or STS might write about some aspect of science policy. Of course, it is possible to research and write about a project within the Arts major that has no relationship to the other degree.

Grade of Honours

The overall grade of Honours is determined by calculation of the weighted average mark (WAM) for the 400-level subject 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.

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 medalists in the particular year have been finalised.

The Thesis

The thesis component is the most exciting (and stressful!) part of Honours. An Honours thesis is an extended piece of research and writing within the scholarly conventions of a discipline. It is between 15,000 and 20,000 words in length. The thesis topic must be approved by the School Honours Coordinator and refined in consultation with your supervisor.

The thesis is regarded as approximately half a year's work or 50% of the overall grade – structured like an extended research essay rather than a report. The thesis should comply with the appropriate disciplinary conventions but in general it should demonstrate the candidate's ability:

- To demonstrate a good working knowledge of the existing research in an appropriate discipline or disciplines;
- To collect materials according to a methodology appropriate to the topic and the discipline or disciplines;
- To develop an argument that demonstrates the ability to relate the collected materials to the appropriate scholarship, and
- To write at a satisfactory academic level.

We do not expect it to be an original contribution as if it were a miniature PhD, but to demonstrate the potential to research at a higher level. We expect the thesis to demonstrate a level of scholarship appropriate to the fourth year of an undergraduate program.

To give you an idea of what is expected of a thesis, have a look at the three descriptions of thesis work taken from subject outlines below. They are from different disciplines and so take different forms, but in each discipline a thesis will address some aspect of theory within the field and the exploration of some information,

ideas, data, or texts within a conceptual framework developed by the theoretical exploration. All honours students will be given an opportunity to present their thesis proposals for appraisal in an appropriate forum.

Example 1 — History

The thesis should show an ability to carry out original research and to demonstrate how that research contributes to historical writing. What is a thesis? Essentially, you test a proposition, or an argument, or the literature in the field of historiography that contributes something new to the field. It can be entirely empirically based, or entirely theoretically based. Most fall between the two. It is usually best to begin with something that has interested you in your undergraduate studies. You will need to discuss the topic with the Honours Coordinator and potential supervisors to see if this is a practical topic with sources readily available.

Example 2 — Sociology

These are required parts of a research proposal that give a clear idea of the elements of a completed thesis in Sociology.

- The boundaries of the research, the specific issue(s) or topic(s) to be investigated and a discussion of its (or their) sociological significance.
- A statement of the theoretical perspective that informs the work and its strengths and weaknesses.
- An outline of the research methodology - the justification of the method chosen, why this rather than others?
- A statement about the research population, data source or research materials and if appropriate a comment about

sampling and the extent to which findings can be generalised.

- An outline of what will go into each chapter, for example: introduction (including aims of the study), literature survey, methods, results, discussion, and conclusion.

Example 3 — English Studies

A thesis should:

- Demonstrate your ability to work independently such that you are able to:
 - Define your topic.
 - Propose a (productive or profitable) question or hypothesis related to your chosen subject.
 - Conduct an appropriate literature survey which demonstrates your familiarity with the current scholarly discourse or debate into which you are entering.
 - Organise your time effectively and responsibly.
- Demonstrate sophisticated analytical skills as applied to primary and secondary material.
- Demonstrate an understanding of the primary and secondary sources in relation to their origin - the context out of which they arose.
- Demonstrate the ability to define and defend a proposition or hypothesis.

Referencing

All references to texts should be suitably acknowledged. Each School has its particular system of referencing. Please contact the School Honours Coordinator for information on preferred style.

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

Authorship Policy

<http://www.uow.edu.au/research/rso/policy/UOW009242.html>

Code of Practice - Research

http://www.uow.edu.au/handbook/codesofprac/cop_research.html

Non-Discriminatory Language Practice and Presentation

<https://staff.uow.edu.au/eed/nondiscrimlanguage.html>

Intellectual Property Policy

<http://www.uow.edu.au/research/lcu/ip>

Thesis Submission

The text should be double spaced with adequate margins. The text should use the method of citation and presentation of bibliographies or lists of work cited appropriate to the specific discipline. Three bound copies should be submitted by the due date for examination.

Due Date: Wednesday 14th May 2008 (Autumn)
 Wednesday 8th October 2008 (Spring)

The front pages of the thesis should follow this order:

1. Title Page with the following:

(TITLE OF WORK)
Honours thesis submitted in partial fulfilment
of the requirements for the award of the degree

BACHELOR OF ARTS (HONOURS)
from
UNIVERSITY OF WOLLONGONG
By
(AUTHOR'S NAME, DEGREE(S) HELD)
(NAME OF ACADEMIC UNIT)
(YEAR)

2. Synopsis
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. Acknowledgements (optional).

Submission of Late Honours Thesis

A request for consideration of late submission of a thesis must be accompanied by a request for special consideration. The following rules were obtained from the University Calendar.

Honours Thesis:

1. applications must be made through SOLS to the subject co-ordinator.
2. The subject co-ordinator should inform the School Honours Co-Ordinator of the application.
3. a panel of at least two staff, Sub-Dean (or nominee) and appropriate School Honours coordinator, one of whom should not be currently teaching the applicant, must consider the application;
4. the panel may elect to interview the applicant;
5. 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;
6. the panel's decision shall be forwarded to the relevant course examiners' meeting;
7. where the reasons for the application are so personal as to warrant confidentiality and the student has requested strict confidentiality;
8. All panel members shall still be apprised of all details of an application.
9. Only the decision shall be forwarded to the exam committee.
10. 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.

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/handbook/courserules/plagiarism.html>

Honours Programs

School of English Literatures, Philosophy & Languages

School Honours Coordinator: Prof Graham Barwell

English

Students who normally achieve at least 70% average in English with a Distinction in two ENGL subjects at 300 level and who wish to undertake a further year of English study or proceed to research-based higher degrees should consider enrolling in English Honours. This Program has an "end-on" Honours year, which means that there are no specific Honours subjects at 200 and 300 levels. Students complete the requirements for the English major and the undergraduate pass degree (and may if they wish, graduate as pass degree students) before being eligible to undertake the Honours year. English Honours may be taken as a single area of study ENGL411 or in combination with another major ENGL421.

ENGL411 English IV Honours

The English Honours course consists of Research Methods and two other subjects together with a dissertation of 15,000 words.

Course work constitutes 50%, and thesis 50% of the final mark. A research topic as defined by the student is approved in consultation with the Convenor of Program and the Honours Coordinator. A range of seminar subjects reflect staff research

interests and expertise. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in ENGL412.

ENGL421 Combined Honours (English)

The combined Honours course will consist of a program of study approved by the Convenor of the English Studies Program in collaboration with the Convenor of the other Department or Program concerned. The course normally includes a combination of seminars drawn from both areas of study and a jointly supervised thesis. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in ENGL422.

Students considering Honours should discuss their subject choices with the Honours Coordinator prior to the commencement of their first session of enrolment. All offerings depend on the availability of staff and enrolment numbers in the subject.

Research Methods (Autumn and Spring)

Designed as a series of workshop seminars running in parallel with student research projects, the subject aims to prepare students for those research undertakings. Students will explore a variety of critical and theoretical texts focusing specifically on literary and cultural studies and will be encouraged to consider and assess the relevance of such material to their own research projects. Enrolment, selection of appropriate subject or themes

and readings, are subject to the approval of the Convenor of Program.

US Literature: Modernity and Postmodernity (Autumn)

The subject examines a variety of twentieth AND twenty-first century U.S. fictional, autobiographical and journalistic prose works in relation to generic, cultural and political developments. A particular focus of the course is critical examination of the concepts of modernity, modernism, postmodernity, and postmodernism. Other topics of discussion include: the construction and articulation of racial, classed, sexual, and gendered identities; contexts of the production and consumption of individual texts; realism and non-realism as modes of writing practice; the relations of literary genres to other media such as film and TV.

Early Women Writers (Autumn)

This subject looks at the work of selected women writers from the late-sixteenth century to the early eighteenth century. The texts represent a variety of different types of writing: fiction, poetry, drama, diaries, letters and autobiographical writings. The subject will examine the establishment of the female writing self within the appropriate cultural structure and historical context, and the engagement of that self with the social and literary conventions of the time. The genres and writers studied are: Fiction- Margaret Cavendish, Aphra Behn. Drama- Elizabeth Cary. Letters- Dorothy Osborne, Mary Wortley Montagu. Autobiography- Alice Thornton,

Anne Clifford, Margaret Hoby, Anna Trapnel, Katharine Evans and Sarah Cheevers, Hannah Allen, Mary Carleton. Poetry- Aemilia Lanyer, Mary Wroth, Isabella Whitney. The subject can be seen as a logical follow-up for interested students from two 300 level subjects in the English Major, ENGL365 Nineteenth Century Women's Writing and ENGL345 Twentieth Century Women Writers.

Contemporary Life Writing (Spring)

The category of life writing covers a number of literary and popular genres from traditional biography and autobiography to memoirs, diaries, auto/biographical fiction, testimonial writing, collaborative and ghost-written life stories, therapeutic writing and gossip about the rich and famous. This subject explores a range of such genres in light of recent theorising relating to the narrative construction of the self, the boundaries between fiction and non-fiction, the relationship between individuals and history and the workings of celebrity culture. We also consider the role of life writing in contemporary literary culture: publishers, the media, authors and readers.

History and Romance in Early Modern Britain (Spring)

The subject focuses on texts which deal with history and romance in late Tudor and Stuart England, looking particularly at the way such texts deliberately lend themselves to varying readings, how they become part of the ideology of a culture, legitimating or questioning the powerful, and how both well-known and less

familiar men and women writers (and readers) dealt with issues presented in the trappings of history and romance.

Special Topic (Autumn & Spring)

Directed reading, research and other investigative activities at an advanced level in a field of study selected by the student in consultation with the Convenor of Program and the School Honours Co-ordinator.

Philosophy

The Philosophy Honours program is designed to provide good Philosophy students with the opportunity to engage in intensive philosophical study and research in an area of their interest, and with a solid grounding in Philosophy that prepares them for post-graduate research.

Admission in the Honours program normally requires a major in Philosophy with an average of at least 70% in subjects from the major, and at least two distinctions in 300-level philosophy subjects.

Philosophy Honours may be taken as a single area of study (PHIL411, or PHIL412 – part time), or in combination with a major from another discipline (PHIL421, or PHIL422 – part time).

PHIL411 & PHIL412 Students will write a thesis of approximately 15,000 words, under the supervision of a member of staff, and examined by one internal and one external examiner, comprising 50% of the final mark. Students will also undertake

three coursework components (together comprising 50% of the final mark):

- an honours seminar on a particular issue in contemporary philosophy (the topic will be selected to reflect the research strengths of the program and the current cohort of Honours students);
- an advanced seminar on philosophical argument and thesis-writing; and
- a directed reading subject on an area related to each student's thesis topic.

All assessable work for the coursework components will be double-marked.

PHIL421 & PHIL422 Students will write a thesis of approximately 15,000 words for 50% of the final mark, and undertake coursework units for the other 50%, the details of which will be negotiated between the two programs' Honours Coordinators. The thesis is cross-disciplinary; it will be supervised by staff from each discipline, and will be examined by examiners from each discipline.

English Language and Linguistics

Students wishing to enter the Honours program normally should have completed a major in English Language Studies or English Language and Linguistics with at least 70% average across the major including two Distinctions at 300 level subjects in the major. Students enrol in the subject ELL451.

ELL451 Honours in English Language and Linguistics

A BA(Honours) in English Language & Linguistics comprises coursework (50%) and a supervised thesis (50%), which has been designed to prepare students for further research in future employment or future study. Honours in ELL requires the student to: (1) write three major essays totaling 11,000-12,000 words focusing on i) theoretical models in linguistics, ii) topics in English Language & Linguistics, and iii) methodologies in linguistics; (2) prepare and present orally a research proposal on a topic in English Language & Linguistics to be approved by the Coordinator of the ELL Major; (3) write a 15,000 word dissertation based on research proposed in (2) above; and (4) attend and participate in seminars, meetings, workshops and skills development activities as scheduled. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in ELL 452.

European Studies

Students wishing to enter the Honours program normally will have completed a major in European Studies with at least 70% average across the major including two Distinctions at 300 level subjects in European Studies. Students enrol in the subject EURO411.

EURO411 European Studies Honours

EURO 411 is the Honours year for the multidisciplinary major in European Studies. The structure of the Honours program of study will be arranged according to the disciplinary interests of enrolling students and will be decided after discussion between the Subject Coordinator and the relevant major coordinator within the Faculty of Arts or the relevant subject co-ordinator outside the Faculty if the Honours program involves a discipline outside the Faculty of

Arts. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in EURO412.

French

Students wishing to enter the Honours program normally will have completed a major in French studies with at least 70% average across the major including two Distinctions at 300 level subjects in French. Students enrol in the subject FREN450.

FREN451 French IV Honours

To be awarded a BA(Honours) in French students must: (1) write a 15,000 word dissertation based on the student's own supervised research on a topic in French studies to be approved by the French Honours Coordinator. The dissertation will be assessed by one internal and one external examiner; (2) write two to three major essays totaling 11,000-12,000 words focusing on designated theoretical issues, current academic debate, or methodological processes; (3) deliver an oral presentation on the research proposal; (4) attend and participate in seminars, meetings, workshops and skills development activities as scheduled. At least one of the written assessment items must be in French and at least one in English, the mix to be determined by the French Honours Coordinator. The oral presentation may be delivered in either French or English. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in FREN452.

Italian

Students wishing to enter the Honours program normally will have completed a major in Italian studies with at least 70% average

across the major including two Distinctions at 300 level subjects in Italian. Students enrol in the subject ITAL451.

ITAL451 Italian IV Honours

To be awarded a BA(Honours) in Italian students must: (1) write a 15,000 word dissertation based on the student's own supervised research on a topic in Italian studies to be approved by the Italian Honours Coordinator. The dissertation will be assessed by one internal and one external examiner; (2) write two to three major essays totaling 11,000-12,000 words focusing on designated theoretical issues, current academic debate, or methodological processes; (3) deliver an oral presentation on the research proposal; (4) attend and participate in seminars, meetings, workshops and skills development activities as scheduled. At least one of the written assessment items must be in Italian and at least one in English, the mix to be determined by the Italian Honours Coordinator. The oral presentation may be delivered in either Italian or English. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in ITAL452.

Combined French and Italian Honours

Students wishing to undertake a combined Honours year in French and Italian and who have completed majors in French and Italian studies with at least a 70% average including two Distinctions at 300 level enrol in LANG431.

LANG431 Combined French and Italian Honours

To be awarded a BA(Honours) in French and Italian students must: (1) write a 15,000 word dissertation based on the student's own supervised research on a topic in French or Italian studies to be approved by the French and Italian Honours Coordinators. The

dissertation will be assessed by one internal and one external examiner; (2) write two to three major essays totaling 11,000-12,000 words focusing on designated theoretical issues, current academic debate, and methodological processes; (3) deliver an oral presentation on the research proposal; (4) attend and participate in seminars, meetings, workshops and skills development activities as scheduled. At least one of the written assessment items must be in French and at least one in Italian, the mix to be determined by the Honours Coordinators. The oral presentation may be delivered in French, Italian or English. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in LANG432.

Japanese

Students wishing to enter the Honours program normally will have completed a major in Japanese studies with at least 70% average across the major including two Distinctions at 300 level subjects in Japanese. Students enrol in the subject JAPA450.

JAPA451 Japanese IV Honours

A BA (Honours) in Japanese comprises of coursework (50%) and a supervised thesis (50%) and is designed to prepare students for further research in future employment or study. Honours in Japanese requires the student to: (1) write two to three major essays totalling 11000-12000 words (eg, 3 x 4,000 wds or language equivalent) focusing on designated theoretical issues, current academic debate, or methodological processes; (2) prepare and present a research proposal on a topic in Japanese studies to be approved by the Co-ordinator of Japanese Honours; (3) write a 15000 word dissertation based on the research

proposal in (2) above; and (4) attend and participate in seminars, meetings, workshops and skills development activities as scheduled. At least one of the written assessment items must be in Japanese and at least one in English, the mix to be determined by the Japanese Honours Coordinator. The dissertation will be assessed by one internal and one external examiner. For select students who have been given permission to study in a Japanese university during their Honours year the assessment will be modified to suit the programme of study. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in JAPA452.

Science, Technology & Society

Students who complete a major in Science, Technology & Society are encouraged to apply for study in Science, Technology & Society Honours. Entry requirements into Science, Technology & Society Honours will normally be at least 70% average across the major, including two Distinctions in 300 level subjects in Science, Technology & Society. Entry to Honours is determined by a recommendation from the School Honours Coordinator, following the student's application to the University for admission to the Honours year. Students will also be required to attend an interview with the School Honours Coordinator to determine the suitability of their proposed thesis topic and supervision arrangements.

STS 411 Science, Technology and Society Honours

Honours students undertake one subject on theory and methods in STS, one specialist reading subject and 15,000-20,000 word

thesis. Detailed advice regarding coursework subjects can be provided by the STS Program Convenor. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in STS 412.

School Research Methods Seminar

In this seminar students will develop their Honours thesis topic and consider the appropriate theories and methods, ethics of research, using data, locating the relevant literature and developing and sustaining arguments. Students will also develop an Honours thesis research proposal and research timeline.

STS 431 Joint Honours in Science, Technology & Society & Another Discipline

Joint Honours consists of components from the Honours programs of each unit approved by both School Honours Coordinators as forming a coherent program, including a jointly supervised thesis (for example, the popular STS & Geosciences combination in the Resource and Environmental Studies major can lead to Joint Honours in STS & Geosciences). Students should have completed studies in both disciplines accepted as equivalent to a major. Typically the STS coursework component is the Honours theory and methods seminar. Students considering Honours in STS should contact the Honours Coordinator or STS Program Convenor well in advance to seek approval for enrolment, discuss their program, and negotiate a thesis topic and supervisors. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in STS 432.

School of History & Politics

School Honours Coordinator: TBA

History

Students with demonstrated ability and an interest in historical research may undertake Honours, a fourth year of specialised historical enquiry and research. Students should discuss Honours course requirements with the Honours Coordinator at the conclusion of their 200 level subjects. Entry requirements into History Honours normally require a major in History with at least 70% average (including HIST325) plus two Distinctions at 300 level subjects in History.

HIST411 History IV (Honours)

A History Honours program comprised of coursework and a supervised thesis has been designed to prepare students for further research in future employment or future study. The two seminars offer advanced research and skill development in the types of analysis and writing that are characteristic of humanities and social sciences. Research Readiness develops the high level research, analytic and writing skills needed to successfully complete a thesis for all honours students in the School. Seminar in History is an exploration of theoretical literature through reading, discussion and writing. Half of the subject is the development, research and writing of a 15,000 - 18,000 word research thesis under the supervision of an academic at the University of Wollongong. Students will begin to work with the supervisor during their first session of candidature with the goal of producing a thesis proposal by the end of that session.

Part-time students should enrol in HIST412.

HIST431 Joint Honours in History and Another Discipline

An interdisciplinary honours program incorporating history comprised of coursework and a supervised thesis has been designed to prepare students for further research in future employment or future study. At least two seminars offer advanced research and skill development in the types of analysis and writing that are characteristic of humanities and social sciences. Research Readiness or similar in another discipline develops the high level research, analytic and writing skills needed to successfully complete a thesis for all honours students in the School. Seminar in History is an exploration of theoretical literature through reading, discussion and writing. Other disciplines offer similar theoretical seminars. Half of the subject is the development, research and writing of a 15,000 - 18,000 word research thesis under the supervision of an academic from each discipline at the University of Wollongong. Students will begin to work with supervisors during their first session of candidature with the goal of producing a thesis proposal by the end of that session. NOTE - Students must meet with School Honours Coordinators to determine the precise construction of the coursework component well before the beginning of the session in which they intend to begin study.

Part-time students should enrol in HIST432.

The Politics discipline welcomes both empirical and theoretical thesis topics at Honours level. Students are expected to have demonstrated significant ability in both empirical research and theoretical enquiry in prior study. The thesis is expected to make at least a modest contribution to knowledge in Political Science. Entry requirements into Politics Honours normally require a major in Politics with at least 70% average (including POL314) plus two Distinctions at 300 level subjects in Politics.

POL 411 Politics IV (Honours)

A Politics Honours program comprised of coursework and a supervised thesis has been designed to prepare students for further research in future employment or future study. The two seminars offer advanced research and skill development in the types of analysis and writing that are characteristic of humanities and social sciences. Research Readiness develops the high level research, analytic and writing skills needed to successfully complete a thesis for all honours students in the School. Seminar in Political Studies is an exploration of theoretical literature through reading, discussion and writing. Half of the subject is the development, research and writing of a 15, 000 - 18, 000 word research thesis under the supervision of an academic at the University of Wollongong. Students will begin to work with the supervisor during their first session for candidature with the goal of producing a thesis proposal by the end of that session.

Part-time students should enrol in POL412.

POL 431 Joint Honours in Politics and Another Discipline

An interdisciplinary honours program incorporating Politics comprised of coursework and a supervised thesis has been designed to prepare students for further research in future employment or future study. At least two seminars offer advanced research and skill development in the types of analysis and writing that are characteristic of humanities and social sciences. Research Readiness or similar in another discipline develops the high level research, analytic and writing skills need to successfully complete a thesis for all honours students in the school. Seminar in Political Studies is an exploration of theoretical literature through reading, discussion and writing. Other disciplines offer similar theoretical seminars. Half of the subject is the development, research and writing of a 15, 000 - 18, 000 word research thesis under the supervision of an academic from each discipline at the University of Wollongong. Students will begin to work with supervisors during their first session of candidature with the goal of producing a thesis proposal by the end of that session. NOTE - Students must meet with School Honours Coordinators to determine the precise construction of the coursework component well before the beginning of the session in which they intend to begin study.

Part-time students should enrol in POL432.

Employment Relations

Students who have appropriate grades (WAM of 70 and two Distinctions in the major at 300 level) and wish to undertake Employment Relations Honours will be able to do so by undertaking the coursework component for either Politics or History Honours and writing a 15,000 – 18,000 word thesis supervised by a member of the School of History and Politics. For further details, contact Associate Professor Diana Kelly, di@uow.edu.au or Ph: (02) 4221 3612

School of Social Sciences, Media and Communication

School Honours Coordinator: Dr George Matheson

Media & Cultural Studies

Students who complete a major in Media and Cultural Studies are encouraged to apply for study in Media and Cultural Studies Honours. Entry requirements into Media and Cultural Studies Honours will normally be at least 70% average across the major, including two Distinctions in 300 level subjects in Media and Cultural Studies. Entry to Honours is determined by a recommendation from the School Honours Coordinator, following the student's application to the University for admission to the Honours year. Students will also be required to attend an interview with the School Honours Coordinator to determine the suitability of their proposed thesis topic and supervision arrangements.

MACS411 MACS Honours

Honours students undertake one subject on theory and methods in MACS, one specialist reading subject and 15,000-20,000 word thesis. Detailed advice regarding coursework subjects can be provided by the MACS Program Convenor. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in MACS412.

School Research Methods Seminar

In this seminar students will develop their Honours thesis topic and consider the appropriate theories and methods, ethics of

research, using data, locating the relevant literature and developing and sustaining arguments. Students will also develop an Honours thesis research proposal and research timeline.

MACS421 Joint Honours in MACS and another Discipline

This will consist of a thesis of 15,000-20,000 words and a course of studies approved by the School Honours Coordinator in collaboration with the Convenor of the other academic unit concerned and will normally be composed of elements offered at 400-level by each unit. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in MACS422.

Sociology

Students who complete a major in Sociology are encouraged to apply for study in Sociology Honours. Entry requirements into Sociology Honours will normally be at least 70% average across the major, including two Distinctions in 300 level subjects in Sociology. Entry to Honours is determined by a recommendation from the School Honours Coordinator, following the student's application to the University for admission to the Honours year. Students will also be required to attend an interview with the School Honours Coordinator to determine the suitability of their proposed thesis topic and supervision arrangements.

SOC 411 Sociology Honours

To be awarded a BA(Hons) in Sociology students must successfully complete two weekly seminars and must also undertake a supervised research project to be presented in a thesis of 15,000-20,000 words. NOTE: SOC411 is for students enrolling in Honours on a full-time basis. Part-time students should enrol in SOC412.

School Research Methods Seminar

In this seminar students will develop their Honours thesis topic and consider the appropriate theories and methods, ethics of research, using data, locating the relevant literature and developing and sustaining arguments. Students will also develop an Honours thesis research proposal and research timeline.

Sociology Honours Reading Subject

Sociology Honours Social Theory subject: supervised by Sociology staff, students undertake an in-depth study of a particular theory or topic. Assessment is by written assignments totaling 6,000 words. The completed work can only indirectly relate to the Honours thesis.

BA (Community, Culture and Environment)

Honours

Co-Ordinator – Assoc Prof. Rebecca Albury (Autumn)

TBA (Spring)

Students who have successfully completed a three year full-time equivalent BA majoring in Community, Culture and Environment, are invited to contact the Faculty Honours coordinator, to discuss a fourth year of study. Normally, students accepted for the Honours year will have at least a 70% average in the major including two Distinctions at 300 level in the Community, Culture and Environment major. The Honours program offers an exciting opportunity for students to engage in intensive research in areas that are of particular interest to them. The Honours program enables students to develop advanced research skills, both in their research thesis and in their coursework subjects. While Honours thesis topics appropriate to an interdisciplinary program of study such as Community, Culture and Environment may vary widely, and every effort will be made to accommodate diverse student interests, we particularly encourage students to consider research projects of regional or community significance.

ARTS411 Community, Culture and Environment Honours

This is an interdisciplinary program, comprising a thesis and coursework topics from within discipline areas of the Arts Faculty contribution to the BA (Community, Culture & Environment). Students will write a research thesis of approximately 15,000-20,000 words, and complete two coursework units, the written work for which will total 12,000 to 15,000 words. Thesis and coursework supervision will be taken by academics at the University of Wollongong, arranged by the Honours Coordinator.

Students will also be invited to participate in Honours events (e.g., seminars and presentations) held at the Wollongong Campus. Supervisory and coursework contact may include email, videoconferencing and WebCT. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in ARTS412.

NOTE: Normally there is an Autumn intake only in this Honours program.

Aboriginal Studies

Coordinator: Professor Kathleen Clapham

Students who complete a major in Aboriginal Studies are encouraged to apply for study in Aboriginal Studies Honours. Entry requirements into Aboriginal Studies Honours will normally be at least 70% average across the major, including two Distinctions in 300 level subjects required to complete the major or equivalent. Entry to Honours is determined by a recommendation from the Woolyungah Indigenous Centre Honours Coordinator, following the student's application to the University for admission to the Honours year. Students will also be required to attend an interview with the Honours coordinator to determine the suitability of their proposed thesis topic and supervision arrangements. Students with an interest in Honours in Aboriginal Studies are advised to discuss Honours course requirements at conclusion of their 200 level subjects.

ABST 411 Aboriginal Studies Honours

To be awarded a BA (Hons) in Aboriginal Studies students must successfully complete two seminars and a supervised research

project to be presented in a thesis of 15,000-18,000 words. NOTE: ABST 411 is for students enrolling in Honours on a full-time basis. Part time students should enrol in ABST 412.

Research Readiness Seminar: In this seminar students will develop the high level research, analytic and writing skills needed to successfully complete a thesis. Students will also develop an Honours thesis research proposal and research timeline.

Seminar in Aboriginal Studies: In this seminar students focus on key issues in the research of Indigenous Peoples and explore theoretical and methodological literature through reading, discussion and writing. The seminars will cover Indigenous knowledge, ethics of research and ownership of intellectual property, Indigenous histories, governance and community.

ABST 431 Joint Honours in Aboriginal Studies & Another Discipline

Joint Honours will consist of a thesis of 15,000-18,000 words under the supervision of an academic from each discipline at the University of Wollongong and a course of studies negotiated between the Aboriginal Studies Honours Coordinator and the Convenor of the other discipline involved. The Joint Honours program will examine key issues in the research into Australia's Indigenous Peoples. Matters covered will include an exploration of the theoretical and methodological literature in the field, Indigenous knowledge, the ethics of research and intellectual property relevant for such research, and matters of policy and governance from the perspectives of both Aboriginal Studies and the second discipline in the Joint Honours program. These issues will be addressed through the seminar and research preparation component of the course and will be reflected in the thesis

required as part of the subject's assessment. Students must meet with the Honours Coordinators to determine the precise construction of the coursework component well before the beginning of the session in which they intend to begin study.

NOTE: ABST 431 is for students enrolling in Honours on a full-time basis. Part time students should enrol in ABST 432.

Bachelor of Communication and Media Studies

Co-Ordinator: Professor Philip Kitley

BCM 411 – Bachelor of Communication and Media Studies Honours

To be awarded a BCM (Honours) students must successfully complete two 12 credit point coursework subjects and must also undertake a supervised research project to be presented in a thesis of 15,000-20,000 words. NOTE: BCM 411 is for students enrolling in Honours on a full-time basis. Part-time students should enrol in BCM 412.

BCM 431 – Joint Honours in Bachelor of Communication and Media Studies & Another Discipline

The 48 credit point BCM Honours program consists of two 12 credit point coursework subjects scheduled in first semester and approved by the School Honours Coordinator in collaboration with the Convenor/s of the academic unit/s concerned and will normally be composed of elements offered at 400-level. In second session candidates complete a 24-credit point thesis or project of 15,000-20,000 words or equivalent on a topic developed in consultation with the student's supervisor and approved by the Honours coordinator of the academic unit with prime responsibility for the thesis component and by the SSMAC School Honours Coordinator. Note. BCM 431 is intended for students enrolling in the Honours program only on a full time basis. Part time students should enrol in BCM 432.

Interdisciplinary Honours ARTS 431

Students taking a major in Asia Pacific Studies, Australian Studies, Gender Studies, Information Studies, Resource and Environmental Studies and War and Society with an average mark of 70% across the major and two distinctions in the 300 level subjects required to complete the major can undertake an Honours program at the end of their major.

This is an interdisciplinary program comprising coursework, research readiness and a thesis component. The coursework and research readiness elements of the program (12, 000 words) will make up 50% of course requirements and the thesis (15,000 – 18,000) words will make up the remaining 50%. Students with an interest in Interdisciplinary Honours should contact the Faculty Honours Coordinator. Part time students should enrol in ARTS 432.

Joint Honours (Arts and Other Faculties) **ARTS421 Joint Honours (Arts & Other Faculties)**

This subject provides the means for students to take Joint Honours between Arts and another Faculty in the University. Subject content and the division in terms of the thesis and coursework components of the course will be decided by negotiation between the relevant Faculty Honours coordinators. NOTE: This subject is intended only for students enrolling in Honours on a full-time basis. Part-time students should enrol in ARTS422.

Submission of Honours Thesis & Honours Results

Submission of Thesis

- The supervisor in consultation with the School 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 Faculty Honours Coordinator and FEC Secretary.
- Invitation letters will be prepared and sent by the FEC Secretary in conjunction with the Faculty Honours Coordinator.
- The examiner is to provide a mark and a detailed report on the thesis.
- Examiners are to be given four weeks to mark the thesis.
- Three bound copies of the thesis are required to be submitted by 5.00 pm on the due date – these are handed into Theresa Huxtable at Arts Central, Room 19.1050.

Receipt of Marks

- Upon receipt of the mark and report from the examiners, the Faculty Honours Coordinator or FEC Secretary will notify the results to the School Honours Coordinator.
- The School Honours Coordinator shall complete a table showing the coursework results for the student as well as the marks from each examiner.
- The student marks are to be discussed at School Examiners meeting and a recommendation made to the Faculty Examination Committee.

Collection of Thesis

Once marks have been formally declared by the Faculty Assessment Committee, one copy of the thesis and reports can be collected from the Arts Enquiry Centre, Room 19.1050. A copy of the thesis will be deposited in the Faculty thesis collection Room 19.1030 and the remaining copy will be given to your supervisor.

Procedures for Marking Coursework

Majors across the faculty offers a variety of seminar programs that are undertaken in conjunction with a supervised research project (thesis). The seminar components of Honours will be distinct from the thesis such that seminar forms of assessment and content might be related but not included in the student's thesis. All majors within the faculty 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 comprise 40% or more of the final mark in the component. (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 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

The assessment of an Honours project is to be undertaken by at least two examiners, one of whom will be external. An external examiner is defined as being external to the academic unit and may be external to the University. The selection of examiners is of critical importance. In considering examiners, account should be taken of the examiners' understanding and position on the thesis topic and on the methodology employed.

- Examiners should normally be active in research/scholarship in the relevant area, thus ensuring that their knowledge of the field remains current. A general knowledge of the field may be all that is necessary or possible for an internal examiner.
- They should have a reasonable familiarity with the theoretical framework used by the student and a sense of fairness when evaluating an argument.
- They should have proven familiarity with the supervision/examination of honours theses.
- The choice of examiners is a process involving both the supervisor and the honours co-ordinator. Final choice will be made from this list by the Faculty Honours coordinator with advice from head of academic unit or School Honours coordinator. 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.
- Formal invitations to examine the thesis will normally be signed by the Faculty Honours Coordinator at the

recommendation of School Honours coordinator except where there is a supervisory relationship between the candidate and that person. Examiners are normally allowed four weeks to examine the thesis and provide a report to the assessment committee.

- 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 report should be returned, and request that the thesis be evaluated for demonstrated research potential.
- Students must not contact any examiner until the examination is complete and the report returned to and acted on by the assessment committee.
- Each examiner must submit independent results. There should be a written report to support the specified mark. During the period of examination, there shall be no communication regarding the thesis between the examiners and any members of the academic unit and no examiner may see another examiner's assessment of the thesis prior to submitting their own assessment.
- 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 School for compilation of grades then to the Faculty Examination Committee.
- The names of the examiners and copies of the examiner's reports will be made available to the student after the Assessment Committee has made its determination.

Grievances concerning assessment outcomes and Special 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 section 10 of the *Code of Practice - Teaching and Assessment*.

Procedures for dealing with discrepancy in Thesis

- When examiners reports are within 10 marks of each other, the two marks are averaged to provide a thesis mark.
- When there is a discrepancy of 11 marks or more, a moderator must be sought to read the thesis and the examiner reports. The moderator's mark replaces that of the average of the two existing marks. If the school does not agree with the new moderator mark, which is meant to be between the two existing marks, then a third examiner is called for.
- 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, Associate Dean or Heads of School. The moderator is to be chosen in conjunction with the School Honours Coordinator.
- If a third examiner is called for, the examiner is to read the thesis and provide a mark and a short (one or two sentence) explanation for the mark rather than a full report. This allows a shorter reading and marking time. The examiner can be internal or external and chosen by the Faculty Honours Coordinator and/or appropriate School Honours Coordinator.
- The School Examination Committee will determine the final grade with advice from the School Honours Coordinator.

Procedures for dealing with discrepancy in Coursework

- A student may appeal a mark for a piece of written work within two weeks of receiving the original mark and feedback. The student should provide a clean copy of the essay and a short statement of the grounds on which the remark is requested to the subject coordinator or similar ("I want a higher mark" is not a ground). The subject coordinator will organise a remark within 1 to 2 weeks. Only in exceptional circumstances would a remark be granted for a piece of work that has already been double marked.
- The two marks will be averaged.

Special Consideration

Special 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.

Students applying for special consideration must apply through SOLS in the normal manner and must produce supporting documentation, which demonstrates that they have:

- suffered illness or other circumstances beyond their control which have affected their academic performance or prevented them from meeting scheduled assessment requirements; or
- been unable to sit for the standard examination for religious reasons; or
- have validated conflicts between scheduled assessments and other commitments such as their carer's duties, court appearances, participation in sporting or cultural activities at a national or international level.

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

<http://www.uow.edu.au/handbook/courserules/specialconsideration.html>

Student and Supervisor relationship

First formal meeting between Supervisor and Student

At their initial meeting or within a month after this, the student and supervisor should discuss the Code of Practice 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 particular responsibilities of each supervisor. Student and supervisor(s) then discuss and agree upon or note:

- 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;
- 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 are explained carefully;
- Human Ethics Policy and its requirements;
- Grievance Procedures Policy.
- Support services available (Disability, Learning Development, etc.)

Responsibilities of Students

- Honours 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);
- to maintain regular contact with the supervisor(s);
- to discuss any proposed variation of enrolment or leave of absence with their supervisor(s) and Honours Coordinator/head of academic unit;
- to establish with the supervisor(s) the level of support required for successful completion of the degree;
- to present required written material to the supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;

- to undertake additional work towards their project identified as necessary by the supervisor(s);
- to accept responsibility for the quality and originality of all submitted work.

Responsibilities of the Supervisor

The overriding responsibility of supervisors is to provide continuing support to students in researching and producing an Honours project report to the best of the student's ability. Specific other responsibilities 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 student;
- to advise students about their procedural and substantive rights and responsibilities contained in the Code of Practice – Honours:
<http://www.uow.edu.au/handbook/honourscodes.html>
- to advise and assist students to comply with occupational health and safety and ethics requirements where relevant;
- to support students in developing a proposal for their Honours project within a negotiated time frame;
- to assist students to develop a plan for completing the Honours project within an appropriate time frame;
- to maintain regular contact with students in order to monitor their progress;
- to inform students about any planned absences during the candidature and arrangements for supervision during those absences;
- to provide timely and helpful written feedback to students on any submissions and to assist them to develop solutions as problems are identified;

- to advise students of inadequate progress or work below the standard generally required and to suggest appropriate action;
- to attend meetings of the academic unit assessment committee where students' grades are determined.

Services, Facilities and Resources

Faculty Space and Resources

The Honours collaborative space is located in the Faculty in Room 19.1082. It has been set up for the exclusive use of Honours students. Computers, printer, filing cabinet and a telephone are available. To access this room, students need to get the code from Arts Central, Room 19.1050.

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, fulltext 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.

As an Honours student, you are also encouraged to make an individual appointment with your Faculty Librarian if you need additional assistance. The Arts Faculty Librarian is Lesley Smith (contact: lesley_smith@uow.edu.au or 02 4221 4638). The South Coast and Southern Highlands Librarian is Carol Stiles (contact: carol_stiles@uow.edu.au or 02 4448 0812).

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

<http://www.library.uow.edu.au/services/honours.html>

or ring the Information Desk 02 4221 3548.

You should also make use of the Library Resources for Arts web page: <http://www.library.uow.edu.au/eresources/index/html>

Disability Liaison Officer

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 <http://www.uow.edu.au/student/services/ds/index.html>

Phone 4221 4942 email disability_services@uow.edu.au

Student Equity and Diversity Liaison Officer (SEDLO)

Provides liaison, information, referral and assistance to all students as well as provision of programs supporting student equity and diversity both within faculties and across campus including:

- Student welfare for international and domestic students
- Provision of equity information
- Transition programs for international students
- Liaison for the University's Disabilities Services

- Liaison for other areas of Student Services and referral to services such as Counselling, Learning Development, Careers Services
- Liaison with the Academic Registrar's Division and other areas of the University
- Liaison with external agencies
- As an emergency point of contact for students at risk and students involved in critical incidents

The SEDLO for the Faculty of Arts is Viv McIlroy, phone 4221 5017 (Monday, Tuesday), or 4221 3635 (Wednesday, Thursday, Friday). More information is available at the following website:

<http://www.uow.edu.au/student/services/SEDLO/index.html>

Occupational 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/ohs.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:

<http://www.uow.edu.au/research/rso/ethics.html>

Relevant Codes, Policies and Information

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

Code of Practice - Honours:

<http://www.uow.edu.au/handbook/honourcode.html>

Code of Practice - Teaching and Assessment:

http://www.uow.edu.au/handbook/codesofprac/teaching_code.html

Code of Practice - Students:

http://www.uow.edu.au/handbook/codesofprac/cop_students.html

Code of Practice - Research:

http://www.uow.edu.au/handbook/codesofprac/cop_research.html

Special Consideration Policy:

<http://www.uow.edu.au/handbook/courserules/specialconsideration.html>

Authorship Policy:

<http://www.uow.edu.au/research/rso/policy.authorship.html>

Acknowledgment Practice/ Plagiarism:

<http://www.uow.edu.au/handbook/courserules/plagiarism.html>

Health and Safety:

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

Non-Discriminatory Language Practice and Presentation:

<http://staff.uow.edu.au/eeo/nondiscrimlanguage.html>

Intellectual Property Policy:

<http://www.uow.edu.au/research/lcu/ip/ip-policy.html>

Research Ethics Committees and Guidelines:

<http://www.uow.edu.au/research/staff/ethics.html>

APPENDIX

Summer Scholarships

The Faculty offers a limited number of summer scholarships for students who have applied to enter the Honours year. The aim is to attract prospective higher degree research students to the University of Wollongong by providing them with research experience in an area of interest. It offers students an opportunity to evaluate for themselves, and to demonstrate to others, their potential for research work. In addition, the scheme provides students with an opportunity to participate in the research culture of the University.

University eligibility includes the following:

- Students must be enrolled in a course of study leading to an Honours degree within the Faculty of Arts.
- Students must have completed, by the end of the Spring session, the third year of an undergraduate degree at a standard acceptable for admission to an Honours course.

The awards are for a period of 10 weeks from early December to late February. The stipend of \$2,000 will be paid in two installments.

Under the conditions of the award, the student is to submit a report on their work through the supervisor to the Associate Dean, Research and Graduate Studies, within one month of the completion of the scholarship.

The student will abide by the University's 'Code of Practice: Research'.

http://www.uow.edu.au/handbook/codesofprac/cop_research.html

Scholarship Application Process

Students are to apply to the Chair, Faculty Research Committee (FRC), through the appropriate School Honours Coordinator. They should set out in about a page the proposed project of research to be undertaken during the scholarship. The application should be accompanied by a transcript of the student's results and a letter of support from the School Honours Coordinator or an appropriate full time member of the academic staff who will act as supervisor.

Closing date for Scholarship Applications

The closing date for applications to the Associate Dean Research and Graduate Studies, in the Faculty of Arts is 9 November 2007. Successful applicants will be notified within 3 weeks. The scholarship is administered by the University Foundation and successful applicants will need to provide a completed Commencement Form, Supervisor Form and Acceptance Form along with the copies of certified academic transcripts and proof of permanent residency.

<http://www.uow.edu.au/arts/research/index.html#summer>

For more information contact the Honours Co-ordinator or Associate Dean Research and Graduate Studies or the Research Support Coordinator (arts_research@uow.edu.au)

University of Wollongong Honours Scholarships

Each scholarship is for one year of study (on campus study only), and is paid in two installments to the scholarship holder.

All students undertaking an Honours degree in 2007 who demonstrate potential to undertake postgraduate research in the future are encouraged to apply. Student projects in selected areas of research strengths or emerging research strengths will be highly regarded.

Applicants will be asked to:

- State the area of research in which they wish to study;
- Outline components of their relevant undergraduate studies and other relevant experience which would enable them to undertake an honours project successfully in the specified research area;
- Nominate a potential honours supervisor;
- Nominate 2 internal referees.

Scholarships will be awarded on the basis of application, research potential, undergraduate grades and referee reports.

Applications will close on Friday 30 November 2007. Application forms are available from the Research Student Centre, Ground Floor, Building 20.

Eligibility

Domestic and international students, who are not recipients of any other Honours Scholarship, are eligible to apply.

Student should be enrolled* in 2007 in a full-time Bachelor honours degree at UoW where the research component is at least 18 credit points undertaken in the final year of study (including research methods and design subjects).

It is acknowledged that at the time of application your acceptance into an honours program may not be finalised. You do not need to wait for results before lodging your application. Should you lodge an application and not be accepted into an honours program your application will be disregarded.

Note: The current University Honours Scholarship program is under review and may be changed in 2008.