



## **Bachelor of Arts (Honours)**

## **Bachelor of Communication and Media Studies (Honours)**

## **Bachelor of International Studies (Honours)**

Guide for Students, Supervisors and Examiners

**2012**

The University of Wollongong attempts to ensure that the information contained in this publication is correct at the time of production [October 2011] 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.

<b>University Key Dates 2012</b>	<b>First (Autumn) Session</b>	<b>Second (Spring) Session</b>	<b>Summer Session 2012/2013</b>
<b>Session Dates:</b>			
First Day of Session	27 February	23 July	26 November
Mid-Session Recess	6 - 15 April	24 Sep - 1 Oct*	24 Dec - 1 Jan
End of Session	21 June	15 November	1 February
Study Recess	4 - 8 June	29 Oct - 2 Nov	21 - 25 Jan
<b>Enrolment and orientation:</b>			
Last day to re-enrol without late fee	31 January	22 July	NA
Enrolment of new undergraduates (Wollongong campus)	30 Jan – 2 Feb	16 July	before 26 Nov
Orientation (Wollongong campus)	21 - 23 February	17 July	NA
Last day for late re-enrolment	11 March	5 August	2 December
Last day to add subject via the Web	11 March	5 August	2 December
Last day to add subject with approval of Head of Department	18 March	14 August	12 December
<b>Withdrawal:</b>			
Last day to withdraw without financial penalty (CSS fees refunded/ International student fees credited if withdrawn by):	31 March	31 August	9 December
Last day to withdraw without academic penalty - subject deleted from record. (Fail grade recorded if subject withdrawn after this date).	6 May	23 September	16 December
<b>Examinations:</b>			
Exam Period	9 - 21 June	3 - 15 November	28 Jan - 1 Feb
Release of Results	3 July	27 November	8 February
<b>Charges:</b>			
Last date to nominate full up-front payment of HECS-HELP Upfront	31 March	31 August	9 December
Due Date for HECS-HELP Upfront, Postgraduate Tuition fees	31 March	31 August	9 December
Due date for payment of International Student Tuition Fees	31 March	31 August	9 December
Census Date	31 March	31 August	9 December
<b>Graduation:</b>	<b>Closing Date for Applications</b>	<b>Graduation Ceremonies</b>	
<b>July graduation</b>	11 May	TBA	
<b>December graduation</b>	12 October	TBA	

*Dates may be subject to change Please check closer to commencement of session.  
\* First Monday in October is a public holiday. Lectures re-commence on the Tuesday.*

## **Faculty of Arts Honours Key Dates – 2012**

### **Application Deadlines**

#### **Autumn Session 2012**

Preferred Date: Friday December 9 2011

#Late applications accepted until: Friday February 12 2012

#{This option is strongly discouraged as it provides little time for students to refine their proposal and for supervision to be organised prior to commencement of session)

#### **Spring Session 2012**

Preferred Date: Friday May 11 2012

Applications accepted until: Monday July 2 2012

(There will be no mid year Honours intake from 2013)

### **Honours Thesis Due Dates**

**Autumn Session:** Wednesday May 10 2012

**Spring Session:** Wednesday October 3 2012

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## **Bachelor of Arts (Honours)**

## **Bachelor of Communication and Media Studies (Honours)**

## **Bachelor of International Studies (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, and as a bridge between undergraduate study and advanced research. While it does offer, through its coursework subjects, the chance to complete coverage of a 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, especially Higher Degree Research (HDR) – Honours Class II Division 2 (II.2) is the minimum requirement for entry into a Master of Arts Research (MA Res) or Doctor of Philosophy (PhD) program without the need to complete further coursework and/or research training. 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.

Bachelor of International Studies (Honours) is 322.

## Entry Requirements

Entry to the Bachelor of Arts (Honours) is determined by a recommendation from the Faculty Honours Co-ordinator, following the student's application to the University and the Unit/Centre for admission to the Honours year. To qualify for admission to a course leading to a Bachelor of Arts (Honours) degree a person shall have:

- satisfactorily completed a 500 word description and justification of the proposed topic of the thesis research (see page 3)

AND

- qualified at this University for the award of a relevant pass bachelor degree\*, with an average normally of at least 80% 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 80% 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

- satisfactorily completed other approved requirements (if necessary).

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

- \* **Note:** It is not necessary to have formally graduated prior to applying for admission to Honours. It is also possible to graduate and subsequently apply to enrol in Honours.

## The Application Process

It is advised that you make contact with the Convenor of the academic major you intend to do Honours in, or the Faculty Honours coordinator, well in advance of submitting an application. They will be able to assist in preliminary discussions of possible thesis topics, constructing a thesis proposal and possible supervisors.

The Honours year is treated as a new course rather than a part of the Bachelor of Arts/Bachelor of Communications and Media Studies degree, so students need to apply for entry. The application form is available from UniAdvice in Building 36 or online at:

<http://www.uow.edu.au/student/honours/applicationinformation/index.html>

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 indicate the topic the applicant would like to research, as well as a justification of the significance of the research from a personal and/or intellectual point of view.

Once applicants have completed the Undergraduate application form and submitted it to UniAdvice, the Faculty of Arts Honours Coordinator in consultation with the Faculty considers the application. Applicants will then receive a letter advising on the outcome of their application.

## The Enrolment Process

Successful students will receive a letter of offer that will contain information on how to enrol online via SOLS.

Before enrolling in Honours online, it is vital that students check with ARD that their undergraduate status is complete as this will affect the Honours enrolment process. This check can be done via SOLS – students need to apply for a ‘completion letter long’ via the link:

<http://www.uow.edu.au/student/forms/UOW008135.html#41A>

Once this form has been submitted to ARD, they will issue a letter to the student. This will be forwarded to the student’s home address, advising of the completion of their undergraduate studies and this completion will be reflected on the student’s record.

To enrol in the Honours discipline, students should follow the following steps within SOLS:

- From the main index page select Enrolment and Variations
- Enter the Honours discipline code (e.g. ENGL470) into the new subject code field
- Details selected will appear. Select and click the add subject button if this is correct.

Students will now be enrolled as an Honours Student in the specific discipline code selected.

Every student is also required to enrol in one of these course codes – ARTS480 Thesis (Full-time) or ARTS482 Thesis (Part-time). See the Enrolment Schedule on page 5.

To find out the exact structure of the coursework component students should refer to the Honours Enrolment Schedule (page 5) and contact the Faculty Honours Coordinator as well as the coordinator of ARTS470 (Research in the Social Sciences and Humanities). In the case of

the Joint Honours programs students should speak with the Faculty of Arts Honours Coordinator and the Honours Coordinator from the external Faculty.

Formal enrolment is necessary to reactivate the student's library card.

### **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, ARTS482 – 24cp Thesis (part-time component). Students enrolling in part-time Honours are required to enrol in ARTS482 in two of the four sessions of their part-time enrolment. Coursework for part-time students has to be completed in the session it is normally on offer i.e. students cannot spread one coursework subject across two sessions. See the Schedule on page 5 (Enrolment in Honours).

## Table: Honours Enrolment Schedule

<b>Full Time Student – Commencing Autumn 2012</b>			
<b>Subject Code</b>	<b>Subject Name</b>	<b>Credit Points</b>	<b>Session</b>
ARTS470	Research in the Social Sciences and Humanities	12	Autumn 2012
Discipline Specific Subject	Discipline Specific Subject	12	Spring 2012
ARTS480	Thesis (Full-time)	24	Annual

<b>Full Time Student – Commencing Spring 2012</b>			
<b>Subject Code</b>	<b>Subject Name</b>	<b>Credit Points</b>	<b>Session</b>
ARTS470 (on-line)	Research in the Social Sciences and Humanities	12	Spring 2012
Discipline Specific Subject (on-line)	Discipline Specific Subject	12	Autumn 2013
ARTS480	Thesis (Full-time)	24	Spring 2012 & Autumn 2013

<b>Part Time Student – Commencing Autumn 2012</b>			
<b>Subject Code</b>	<b>Subject Name</b>	<b>Credit Points</b>	<b>Session</b>
ARTS470	Research in the Social Sciences and Humanities	12	Autumn 2012
Discipline Specific Subject	Discipline Specific Subject	12	Spring 2012
ARTS482	Thesis (Part-time)	12	Autumn 2013
ARTS482	Thesis (Part-time)	12	Spring 2013

<b>Part Time Student – Commencing Spring 2012</b>			
<b>Subject Code</b>	<b>Subject Name</b>	<b>Credit Points</b>	<b>Session</b>
Discipline Specific Subject	Discipline Specific Subject	12	Spring 2012
ARTS470	Research in the Social Sciences and Humanities	12	Autumn 2013
ARTS482	Thesis (Part-time)	12	Spring 2013

## Areas of Study

An Honours year in the Faculty of Arts is available in the following areas:

- Community, Culture and Environment\*
- Employment Relations
- English Language and Linguistics
- English Literatures
- European Studies
- French
- History
- Indigenous Studies
- Interdisciplinary Honours
- Italian
- Japanese
- Media and Cultural Studies
- Philosophy
- Politics
- Science and Technology Studies
- Sociology
- Spanish

\*Available at Batemans Bay, Bega, Moss Vale and Shoalhaven only.

## Length of candidature

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. Any student wanting to enrol in Spring session needs to consult the Faculty Honours coordinator before applying. Spring session enrolment is subject to negotiation and will not be available beyond 2012.

## Leave of Absence

Leave of Absence (LOA) during the course of the BA (Honours) program is normally not possible except under exceptional circumstances, as the availability of supervision cannot be guaranteed. LOA applications must be submitted in writing to the Faculty Honours Coordinator. Applications will be assessed by the Faculty Honours Coordinator, in consultation with other relevant parties.

## Change of Status (full-time or part-time)

Applications for change of enrolment status are not automatically approved, as they need to be assessed for their impact on coursework completion and thesis supervision. Students who wish to change their enrolment status (full to part time or vice-versa) will need to provide a written outline justifying their reasons on the Faculty of Arts Honours Enrolment Variation form, available from the Faculty Honours website.

<http://www.uow.edu.au/arts/honours/index.html>

## Grade of Honours

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

Class I (WAM 85 to 100%)

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

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

Class III (WAM 50 to less than 65%)

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

This table sets out the typical spread of results for Honours students in the Faculty of Arts, 2007-2010:

Year/Grade	Class III	Class II, Division 2	Class II, Division 1	Class I	Total
2007	0	1	19	12	32
2008	0	1	9	11	21
2009	0	1	18	12	31
2010	0	2	15	12	29

## 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.

## What happens during the Honours year?

Honours is a 48 credit point course comprising coursework (24 credit points) and a research thesis (24 credit points). Full-time students complete the work in one year and part-time students take as long as two years.

### 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 Faculty Honours Coordinator well in advance to seek approval for enrolment and to discuss their coursework program. Coursework normally comprises two subjects, taken in alternate semesters (see Enrolment Schedule, page 5).

#### 1. Discipline-specific coursework (disciplinary specific code)

This is a 12 credit point subject undertaken within the subject area of your Major (e.g. Sociology, Philosophy etc). It contributes 50% of the coursework mark (i.e. 25% of the total Honours mark). It is necessary to enrol in the appropriate discipline-specific codes (e.g. SOC470, PHIL470 etc). Students undertaking Honours with a CCE major enrol in CCE470, but complete the discipline-specific coursework indicated by the discipline of their thesis supervisor. The content of the discipline-specific coursework is determined by academics within the Schools/Units in consultation with the Faculty Honours Coordinator, and normally encompasses a program of study that is designed to deepen and extend disciplinary knowledge.

#### 2. Research in the Social Sciences & Humanities (ARTS470)

All students enrolled in Honours are required to take ARTS470 Research in the Social Sciences and Humanities (12 credit points). It contributes 50% of the coursework mark (i.e. 25% of the total Honours mark). This seminar is team-taught across the Faculty, and introduces a range of the foundation methodological, theoretical and epistemological issues common to Arts Faculty Research. It also develops thesis projects, and provides high level technical, data collecting and information skills. This subject takes students through key aspects of becoming a researcher and producing high-quality, well-informed and effective research. The subject investigates the processes of researching and writing a thesis, by examining the nature and origins of disciplinary and interdisciplinary knowledge; the varieties of ways of thinking and arguing; the role of research methods and theories in research; effective writing and other communication skills; and the connection between academic research and the wider community. For enrolment details refer to the Schedule on page 5.

## Honours Research Thesis (ARTS480 and ARTS482)

The Honours thesis is normally between 15,000 and 18,000 words in length 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. It is important to note that the thesis is not marked by the supervisor but rather by two examiners, one of whom must be external to the University, or school, in which the student is enrolled. Allocating a supervisor is determined by a number of factors, including the fit between the proposed research topic, the supervisor's expertise and staff availability, and needs to be approved by the Faculty Honours coordinator in consultation with the Faculty.

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

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

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

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

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

### Example 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.

### 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. Please communicate with your supervisor for information on the appropriate conventions to be used for your discipline.

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

### **Authorship Policy**

<http://www.uow.edu.au/student/honours/authorship/index.html>

### **Code of Practice - Research**

<http://www.uow.edu.au/about/policy/UOW058663.html>

### **Non-Discriminatory Language Practice and Presentation**

<http://www.uow.edu.au/about/policy/UOW058706>

### **Intellectual Property Policy**

<http://www.uow.edu.au/handbook/generalcourserules/UOW028651.html>

## **Plagiarism**

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

Students are strongly advised to refer to the following University of Wollongong web site for access to information and policies concerning Acknowledgement Practice and Plagiarism:

<http://www.uow.edu.au/about/policy/UOW058648.html>

## **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 Services, 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 Faculty 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/CodeofPractice-Honours.pdf>
- 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.

## Thesis Submission

The text should be at least size 11, have 1.5 line spacing, be neatly formatted with adequate margins (at least 2.5-3cm), and preferably printed double-sided. The text should use the method of citation and presentation of bibliographies or lists of work cited appropriate to the specific discipline. Three bound copies should be submitted by 5.00 pm on the due date for examination. These are handed in to Arts Central, room 19.1050.

2012 Due Dates: Wednesday May 10 2012 (Autumn)

Wednesday October 3 2012 (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)

## Late Submission of Honours Work

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

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

### Coursework:

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

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

Where no extension has been granted, late work will be subject to 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 Faculty of Arts Honours Handbook 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. In completing the Academic Consideration request, you must indicate a proposed alternative submission date. Requests for extensions of 5 working days or less will be addressed by the Faculty Honours Coordinator, and the thesis supervisor. Applications for extensions of more than 5 working days will be assessed through the following procedures, which are based on the University's Academic Consideration Policy (Section 6.3).

- applications must be made through SOLS to the subject coordinator.
- The supervisor should inform the Faculty Honours Coordinator of the application.
- a panel of at least two staff, Sub-Dean (or nominee) and Faculty Honours coordinator, one of whom should not be currently teaching the applicant, must consider the application;
- the panel may elect to interview the applicant;
- the panel's decision on an application, together with brief written reasons addressing relevant standard criteria, shall be kept on file and communicated in writing to the applicant;
- the panel's decision shall be forwarded to the relevant course examiners' meeting;
- where the reasons for the application are so personal as to warrant confidentiality and the student has requested strict confidentiality, i. All panel members shall still be apprised of all details of an application; ii Only the decision shall be forwarded to the exam committee.

- copies of each application, reasons, decisions and corresponding recommendations, reasons and decisions shall be retained for a minimum of three years following the final decision.
- the applicant will be informed in writing, within five working days of receiving the application, whether the outcome is successful.

## **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.

Students applying for academic 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
- 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 website for detailed information as set out in the Academic Consideration Policy:

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

## Honours Programs

### School of English Literatures & Philosophy

#### English Literatures

For entry requirements see page 2.

The English Literatures Honours Program is designed to prepare students for postgraduate study as well as being advantageous for certain careers. Honours in English Literatures can be taken as a single area of study or in combination with another major in Arts or in another faculty. The honours program consists of course work (50%) and a thesis of 15,000 – 18,000 words (50%) on a research topic designed by the student and approved by the supervisor in consultation with the Faculty Honours coordinator.

Students undertaking **English Literatures** (ENGL) Honours enrol in ENGL470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and must also complete ARTS470 (12 credit points).

Students undertaking **English Literatures** (ENGL) Combined Honours enrol in ENGL472 (12 credit points); ARTS480/482 (Thesis 24 credit points) and must also complete ARTS470 (12 credit points).

Students undertaking **English Literatures** (ENGL) Joint Honours with a discipline in another faculty enrol in ARTS421 (24 cpts) and an appropriate subject or subjects (24 cpts) from the other faculty. The enrolment pattern for joint honours with Creative Arts is set out elsewhere in this honours booklet.

#### ENGL470 English Honours

##### Subject Description:

This disciplinary specific subject reflects the specialist interests and expertise available in the program and may include areas such as Modernism, Post-colonial writing, US literature, contemporary African writing, women's writing, life writing, literature and memory, and early modern literature. Students will be offered advanced study in these specialist areas, informed by current theoretical and methodological approaches. This may involve a special study of recently-produced fiction, and a focus on preparing students for the requirements of research and professional life beyond Honours. The content on offer may vary from year to year, depending on staffing, and may include areas of literary study not listed above.

For more information on this subject consult the Program Convenor.

## **ENGL472 Combined Honours in English**

### **Subject Description:**

The combined honours subject is a program of study approved by the Faculty Honours Coordinator in consultation with the Convenors of the two disciplines concerned. The content of the combined subject will consist of equal elements of both disciplines to be determined by negotiation between the parties concerned.

Students considering ENGL472 should discuss their program of study with the Faculty Honours Coordinator and Program Convenor well before enrolling in the subject.

## **Philosophy**

For entry requirements see page 2.

The Philosophy Honours program is designed to provide good Philosophy students with the opportunity to develop their abilities in philosophical analysis and research. Honours students gain expertise in a particular area of research, and acquire the skills necessary to continue their studies at the postgraduate level. Honours in Philosophy can be taken as a single area of study or in combination with another major in Arts or in another faculty.

The Honours degree consists of course work (50%) and an Honours thesis (50%). A Philosophy Honours thesis is a research project of between 15,000-18,000 words (24 credit points) focusing on a topic chosen by the student and a supervisor in consultation with the Faculty Honours Coordinator. In the thesis, students are expected to demonstrate an ability to research, analyse, and critically assess a prominent philosophical problem.

Students undertaking Philosophy (PHIL) Honours enrol in PHIL470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and must also complete ARTS470 (12 credit points).

Students undertaking Philosophy (PHIL) Combined Honours enrol in PHIL472 (12 credit points); ARTS480/482 (Thesis 24 credit points) and must also complete ARTS470 (12 credit points).

In addition to course work and thesis writing, Honours students are expected to attend regular seminars and workshops hosted by the Philosophy program.

## **PHIL470 Philosophy Honours**

### **Subject Description:**

The Philosophy Honours seminar explores advanced topics in philosophy and allows students to deepen their understanding of contemporary philosophical problems. Topics will be chosen to align with the current research interests of the Philosophy staff, in areas such as applied ethics, political philosophy, philosophy of mind and cognition, philosophy of language, philosophy of science, and philosophy of law. Students will develop their abilities to analyse problems carefully and to articulate their ideas clearly. Assessment will primarily be based on written work, though students will also be expected to contribute to the seminar discussions and to give presentations.

For more information on this subject consult the Program Convenor.

## **PHIL472 Combined Honours Philosophy**

### Subject Description:

The combined honours subject is a program of study approved by the Faculty Honours Coordinator in consultation with the Convenors of the two disciplines concerned. The content of the combined subject will consist of equal elements of both disciplines to be determined by negotiation between the parties concerned.

Students considering PHIL472 should discuss their program of study with the Faculty Honours Coordinator and Program Convenor well before enrolling in the subject.

## **Science & Technology Studies**

For entry requirements see page 2.

The STS Hons program provides students with the experience and expertise in analysis and research relevant to the social and historical aspects of science and technology. The skills they acquire can be used to provide a bridge into further postgraduate study or enhance their competitiveness in workforce. Honours in STS can be taken as single area of study or in combination with another major in another faculty. The Honours degree consists of course work (50%) and an Honours thesis (50%). An STS Honours thesis is between 15,000-18,000 words (24 credit points) focusing on a topic chosen by the student and a supervisor in consultation with the Faculty Honours Coordinator. Students undertaking Science and Technology Studies Honours (STS) Honours enrol in STS 470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points).

Students undertaking STS Combined Honours enrol in STS 472 (12 credit points); ARTS480/482 (Thesis 24 credit points) and must also complete ARTS470 (12 credit points).

## **STS470 Science & Technology Studies Honours**

### Subject Description:

This disciplinary specific subject reflects the specialist interests and expertise available in the program and key areas of scholarship and debate in Science and Technology Studies. Key methodological topics covered normally include: 'social interests', 'boundary work', 'discourse analysis', 'reflexivity', 'technological determinism' and 'actor network theory'. Students will be encouraged to consider how these key approaches relate to the general area covered by their thesis. Assessment will be based on written assignments of 8,000-8,500 words in total.

For more information on this subject consult the Program Convenor.

## **STS 472 Combined Honours Science & Technology Studies**

### Subject Description:

The combined honours subject is a program of study approved by the Faculty Honours Coordinator in consultation with the Convenors of the two disciplines concerned. The content of

the combined subject will consist of equal elements of both disciplines to be determined by negotiation between the parties concerned.

Students considering STS 472 should discuss their program of study with the Faculty Honours Coordinator and Program Convenor well before enrolling in the subject.

## Language Centre

### English Language and Linguistics

For entry requirements see page 2.

Students undertaking **English Language and Linguistics (ELL)** Honours enrol in ELL470 (12 credit points); ARTS480 (Thesis 24 credit points) and ARTS470 (12 credit points).

#### ELL470 English Language and Linguistics Honours

Subject Description:

ELL470 is the discipline specific coursework component for students who are taking honours in ELL, or joint honours with an ELL component. In ELL470 students will extend and deepen their understanding of theoretical approaches, analytical techniques, literature and other resources in English and Linguistics. This subject does not form part of the student's thesis research, however we may tailor the content to complement students' existing expertise and proposed research direction. Example content areas include: intonation, using major corpora, building a project-specific corpus, clinical linguistics, sociolinguistics, phonology, multimodal analysis, forensic linguistics, register theory, English for specific purposes, professional discourses, language typology.

ELL Honours comprises coursework (50%) and a 15000-18000 word supervised thesis (50%) on a topic negotiated with the ELL staff. The Honours program has been designed to allow students to pursue a topic of interest in English language and linguistics as well as to prepare you for research in future employment or future study. Honours coursework in ELL requires the student to:

- complete ARTS470;
- write two major essays totalling 10,000 words focusing on:
- theoretical models in linguistics and methodologies in linguistics; and
- topics in English Language & Linguistics;
- deliver an oral presentation on the research proposal for an audience of disciplinary colleagues
- attend and participate in seminars, meetings, workshops and skills development activities as scheduled.

#### European Studies Honours

For entry requirements see page 2.

EURO470 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 Convenor of European Studies and the relevant major co-ordinator 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.

Students undertaking **European Studies (EURO)** Honours enrol in EURO470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). Refer to the Schedule on page 5.

### **EURO470 European Studies Honours**

Subject Description:

To be awarded a BA (Honours) in European Studies students must:

- complete ARTS470 (12 credit points).
- write two major essays totalling 10,000 words focusing on aspects of current academic debates in European Studies, which may include addressing theoretical issues and methodological processes;
- write a 15,000-18,000 word thesis based on the student's own supervised research on a topic in European Studies to be approved by the Convenor of the European Studies major. The thesis will be assessed by one internal and one external examiner.
- attend and participate in seminars, meetings, workshops and skills development activities as scheduled.

### **French**

For entry requirements see page 2.

Students undertaking **French (FREN)** Honours enrol in FREN470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). For enrolment details refer to the Schedule on page 5.

### **FREN470 French Honours**

Subject Description:

The subject consists of a coursework seminar which reflects the specialist interests and expertise available in the program. This may include studies in, for instance, contemporary French/Francophone literature, linguistics, history, culture, or contemporary art. Students will be offered advanced study in these specialist areas, informed by current theoretical and methodological approaches. The seminars on offer may vary from year to year, depending on staffing and may include areas of study not listed above

To be awarded a BA (Honours) in French students must:

- complete ARTS470;
- write two major essays totalling 10,000 words focusing on aspects of current academic debates in French Studies, which may include addressing theoretical issues and methodological processes;
- deliver an oral presentation on the research proposal for an audience of disciplinary colleagues;
- write a 15,000-18,000 word thesis based on the student's own supervised research on a topic in French studies to be approved by the French Honours Coordinator;

- 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 Convenor of the French major. The oral presentation may be delivered in either French or English. The thesis will be assessed by one internal and one external examiner.

## Italian

For entry requirements see page 2.

Students undertaking **Italian (ITAL)** Honours enrol in ITAL470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). For enrolment details refer to the Schedule on page 5.

### ITAL470 Italian Honours

Subject Description:

The subject consists of a coursework seminar which reflects the specialist interests and expertise available in the program. This may include studies in, for instance, modern Italian literature, history, culture, or visual arts. Students will be offered advanced study in these specialist areas, informed by current theoretical and methodological approaches. The seminars on offer may vary from year to year, depending on staffing, and may include areas of study not listed above.

To be awarded a BA (Honours) in Italian students must:

- complete ARTS470;
- write two major essays totalling 10,000 words focusing on aspects of current academic debates in Italian Studies, which may include addressing theoretical issues and methodological processes;
- deliver an oral presentation on the research proposal for an audience of disciplinary colleagues;
- write a 15,000-18,000 word thesis based on the student's own supervised research on a topic in Italian studies to be approved by the Convenor of the Italian major;
- 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 Convenor of the Italian major. The oral presentation may be delivered in either Italian or English. The thesis will be assessed by one internal and one external examiner.

## Japanese

For entry requirements see page 2.

Students undertaking **Japanese (JAPA)** Honours enrol in JAPA470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). For enrolment details refer to the Schedule on page 5.

### JAPA470 Japanese Honours

#### Subject Description:

The subject consists of a coursework seminar which reflects the specialist interests and expertise available in the program. This may include studies in, for instance, modern Japanese literature, history, culture, or visual arts. Students will be offered advanced study in these specialist areas, informed by current theoretical and methodological approaches. The seminars on offer may vary from year to year, depending on staffing, and may include areas of study not listed above.

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. To be awarded a BA (Honours) in Japanese students must:

- complete ARTS470;
- write two major essays totalling 10,000 words focusing on aspects of current academic debates in Japanese Studies, which may include addressing theoretical issues and methodological processes;
- deliver an oral presentation on the research proposal for an audience of disciplinary colleagues;
- write a 15,000-18,000 word thesis based on the student's own supervised research on a topic in Japanese Studies to be approved by the Convenor of the Japanese major;
- 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 Convenor of the Japanese major. The oral presentation may be delivered in either Japanese or English. The thesis 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.

## Spanish

For entry requirements see page 2.

Students undertaking **Spanish (SPAN)** Honours enrol in SPAN470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). For enrolment details refer to the Schedule on page 5.

### SPAN470 Spanish Honours

Subject Description:

The subject consists of a coursework seminar which reflects the specialist interests and expertise available in the program. This may include studies in, for instance, Spanish-language literature, or Hispanic history, culture, or visual arts. Students will be offered advanced study in these specialist areas, informed by current theoretical and methodological approaches. The seminars on offer may vary from year to year, depending on staffing, and may include areas of study not listed above.

To be awarded a BA (Honours) in Spanish students must:

- complete ARTS470;
- write two major essays totalling 10,000 words focusing on aspects of current academic debates in Spanish Studies, which may include addressing theoretical issues and methodological processes;
- deliver an oral presentation on the research proposal for an audience of disciplinary colleagues;
- write a 15,000-18,000 word thesis based on the student's own supervised research on a topic in Spanish Studies to be approved by the Convenor of the Spanish major;
- attend and participate in seminars, meetings, workshops and skills development activities as scheduled. At least one of the written assessment items must be in Spanish and at least one in English, the mix to be determined by the Convenor of the Spanish major. The oral presentation may be delivered in either Spanish or English. The thesis will be assessed by one internal and one external examiner.

## School of History & Politics

### History

For entry requirements see page 2.

Students with demonstrated ability and an interest in historical research may undertake Honours, a fourth year of specialised historical enquiry and research.

The History Honours program comprises coursework and a supervised thesis and is designed to prepare students for further research in future employment or future study. Coursework consists of two components. Students attend the Faculty Honours subject Research in the Social Sciences and Humanities, ARTS470 (12 credit points); and HIST470 History Honours (12 credit points). The remaining 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.

Students undertaking **History (HIST)** Honours enrol in HIST470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). For enrolment details refer to the Schedule on page 5.

#### **HIST470 History Honours**

Subject Description:

HIST470 consists of a two-hour weekly seminar (12 credit points) during Autumn session, which explores discipline-specific issues, through reading, discussion and writing. Two essays - a combined total of 7000–8000 words - are assessed and double marked. Where possible student consultation is sought in suggesting readings for the session and in introducing the discussion.

#### **HIST472 Combined Honours (History)**

Subject Description:

HIST472 is 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. The subject HIST472 provides high-level intellectual development for students intending to use their history research skills for a career in academia, the public service, the non-profit sector or elsewhere. Strong emphasis is placed on the development of the student's capacity for historical analysis, the preparation and organization of research materials, as well as contextual analysis of contemporary historical debates relevant to student study and research.

Coursework consists of ARTS470 (12 credit points) and 12 credit points made up of components from history and the other discipline. The remaining 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 Faculty 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.

Students undertaking HIST472 must contact the History Convenor so as to work out the details of student assessment between History and other disciplines.

## **Politics**

For entry requirements see page 2.

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 such as knowledge and understanding of a particular political system (or systems), political theory, thought and/or behaviour, comparative politics, and/or international relations.

Students undertaking Politics (POL) Honours enrol in POL470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). For enrolment details refer to the Schedule on page 5.

### **POL470 Politics Honours**

Subject Description:

A Politics Honours program comprises of coursework and a supervised thesis, and has been designed to prepare students for further research in future employment or future study. Students attend the Faculty Honours subject Research in the Social Sciences and Humanities ARTS470 (12 credit points); POL470 (12 credit points) is an exploration of important discipline-specific issues, through reading, discussion and writing. POL470 provides high-level intellectual development for students intending to use their politics research skills for use in academia, government, interest advocacy, the non-profit sector or elsewhere. Strong emphasis is placed on the development of the student's capacity for political analysis, the preparation and organization of research materials, as well as contextual analysis of politics and political issues.

Half of over-all marks for the subject are for the development, research and writing of a 15,000–18,000 word research thesis under the supervision of an academic at the Faculty of Arts. Students will begin to work with the supervisor during their first session of candidature

## **POL 472 Combined Honours (Politics)**

### **Subject Description:**

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. The subject POL472 provides high-level intellectual development for students intending to use their politics research skills for a career in academia, government, interest advocacy, the non-profit sector or elsewhere. Strong emphasis is placed on the development of the student's capacity for analysis, the preparation and organization of research materials, as well as contextual analysis of politics and political issues.

Coursework consists of ARTS470 (12 credit points) and 12 credit points made up of components from Politics and the other discipline. Half of over-all marks for the subject are for 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 Note – Students must meet with the Faculty Honours Coordinator to determine the precise construction of the coursework component well before the beginning of the session in which they intend to begin study.

## School of Social Sciences, Media & Communication

### Media & Cultural Studies

For entry requirements see page 2.

Students undertaking **Media & Cultural Studies (MACS)** Honours enrol in MACS470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). For enrolment details refer to the Schedule on page 5.

#### MACS470 Media & Cultural Studies Honours

Subject Description:

The 48 credit points Honours program consists of 50% coursework and 50% thesis or project of normally 15,000–18,000 words or equivalent on a topic developed in consultation with the student's supervisor and approved by the Faculty Honours Coordinator. Coursework in MACS470 consists of two components. Students attend the Faculty Honours subject Research in the Social Sciences and Humanities ARTS470 (12 credit points). The second coursework component is the Media and Cultural studies Honours seminar (12 credit points) The subject offers advanced training in the area of media and cultural studies, informed by current theoretical and methodological approaches. Students will be encouraged to apply these approaches to their research projects and develop appropriate strategies for successful research in the field. Particular attention will be given to key concepts and theories, their development and application.

#### MACS472 Combined Honours (Media & Cultural Studies)

Subject Description:

This will consist of a thesis of normally 15,000–18,000 words and a course of studies approved by the Faculty 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.

The subject offers advanced training in the areas of media and cultural studies and the other discipline involved, informed by current theoretical and methodological approaches. Students will be encouraged to apply these approaches to their research projects and develop appropriate strategies for successful research in the field. Particular attention will be given to key concepts and theories, their development and application.

### Sociology

For entry requirements see page 2.

Students who complete a major in Sociology are encouraged to apply for study in Sociology Honours.

To be awarded a BA(Hons) in Sociology students must successfully complete SOC470, along with the Arts common Honours subject, ARTS470, and must also undertake a supervised research project to be presented as a thesis of normally 15,000–18,000 words.

Supervised by sociology staff, students undertake an in-depth study of a particular theory or topic to develop an Honours thesis research proposal. Assessment is by written assignments totalling 6,000 words (others are 9,000) words.

Students undertaking **Sociology (SOC)** Honours enrol in SOC470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). For enrolment details refer to the Schedule on page 5.

### **SOC470 Sociology Honours**

Subject Description:

The subject SOC470 provides high-level intellectual development for students intending to use their research skills for a career in academia, the public service, the non-profit sector or elsewhere. Strong emphasis is placed on the development of the student's capacity for Sociological analysis, the preparation and organization of research materials, as well as contextual analysis of contemporary sociological debates pertaining to student study and research.

### **SOC472 Combined Honours (Sociology)**

Combined Honours consists of coursework (SOC472), the combined Faculty subject Research Methodologies (ARTS 470) and a supervised research thesis (ARTS 480). The subject SOC472 provides high-level intellectual development for students intending to use their research skills for a career in academia, the public service, the non-profit sector or elsewhere. Strong emphasis is placed on the development of the student's capacity for Sociological analysis, the preparation and organization of research materials, as well as contextual analysis of contemporary sociological debates pertaining to student study and research.

### **Communication & Media Studies**

For entry requirements see page 2.

To be awarded a BCM Honours students must successfully complete two 12 credit point coursework subjects, ARTS470 (12 credit points)] and BCM470 (12 credit points); and a supervised research project to be presented in a thesis of normally 15,000-18,000 words.

### **BCM470 Communication and Media Studies Honours**

BCM470 offers advanced training in the area of communication and media studies, informed by current theoretical and methodological approaches. Students will be encouraged to apply these approaches to their research projects and develop appropriate strategies for successful research in the field. Particular attention will be given to key concepts and theories, their development and application.

Students undertaking **BCM** Honours must enrol in BCM470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). For enrolment details refer to the Schedule on page 5.

## **BCM 472 Combined Honours (Communication & Media Studies)**

The 48 credit point BCM Honours program consists of two 12 credit point coursework subjects scheduled in Autumn ARTS470 (12 credit points). BCM472 (12 credit points) advanced training in the areas of communication and media studies and the other discipline involved, informed by current theoretical and methodological approaches. Students will be encouraged to apply these approaches to their research projects and develop appropriate strategies for successful research in the field. Particular attention will be given to key concepts and theories, their development and application.

Students complete a 24-credit point thesis or project of normally 15,000–18,000 words or equivalent on a topic developed in consultation with the student's supervisor and approved by the Faculty Honours Coordinator

## **Community, Culture and Environment**

For entry requirements see page 2

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. 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.

Students undertaking **Community, Culture and Environment (CCE)** Honours enrol in CCE470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). For enrolment details refer to the Schedule on page 5.

## **CCE470 Community, Culture & Environment Honours**

### **Subject Description:**

This is an interdisciplinary program, comprising a thesis and coursework topics from within discipline areas of the Arts Faculty. Students will write a research thesis of approximately 15,000–18,000 words and will complete 24 credit points of coursework, ARTS470 (12 credit points) and coursework units from within a discipline area (normally the same discipline area as the thesis supervisor). Exact arrangements are established by contacting the convenor of the discipline-specific subject deemed most appropriate. Coursework assessment is the equivalent of 12,000–16,000 words. Thesis and coursework supervision will be taken by academics at the University of Wollongong, arranged by the Honours Coordinator in consultation with individual students. 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 ELearning site.

**Note** – Normally there is only an Autumn intake in this Honours program.

## Indigenous Studies

For entry requirements see page 2

Students who complete a major in Indigenous Studies are encouraged to apply for study in Indigenous Studies Honours. Students undertaking **Indigenous Studies** Honours enrol in INDS470 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). For enrolment details refer to the Schedule on page 5.

Seminar in Indigenous Studies: In this subject 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.

To be awarded a BA (Hons) in Indigenous Studies students must successfully complete discipline specific coursework (INDS 470) and Coursework in Social Sciences and Humanities (Arts 470) and a supervised research thesis of 15,000-18,000 words.

### **INDS 470 Indigenous Studies Honours**

Subject Description:

INDS470 will examine key issues in the research of Indigenous Peoples and is an exploration of theoretical and methodological literature through reading, discussion and writing. Lectures and seminars will cover Indigenous knowledge, ethics of research and ownership of intellectual property, Indigenous histories, governance and community. The subject draws on interdisciplinary perspectives and explores applied Indigenous research topics.

### **INDS 472 Combined Honours (Indigenous Studies)**

Combined 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 Faculty Honours Coordinator. The combined 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 Indigenous Studies and the second discipline in the combined 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 Faculty 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.

## International Studies

For entry requirements see page 2.

Students with demonstrated ability and an interest in International studies research may undertake Honours, a fourth year of specialised enquiry and research. 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.

The Honours year in International Studies is available in the following areas:

- Asia Pacific Studies
- European Studies
- Global Development and Environment
- Media and International Communication
- Peace and Security Studies
- Transnational Literature and Popular Culture

### Subject Description:

The International Studies Honours program consists of 50% coursework and 50% research work. The coursework is divided into two subjects, each worth 12 credit points. The first subject is compulsory for all students – ARTS470, Research in the Social Sciences and Humanities; the second coursework subject is a disciplinary-specific subject, BIS 470. The remaining half of the subject is the development, research and writing of a 15,000–18,000 word research thesis devised and completed under the supervision of an academic employed in the Faculty of Arts. 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. Co-supervision may be arranged, with the approval of the Faculty's Honours Coordinator.

## ARTS474 Interdisciplinary Honours

For entry requirements see page 2

Subject Description:

This is an interdisciplinary program comprising coursework and a thesis component. The coursework (12,000–16,000 words) will make up 50% of course requirements, and includes ARTS470 (12 credit points) and an additional 12 credit points of course work from the specific disciplines. The thesis, 15,000–18,000 words, will make up the remaining 50%. Students with an interest in Interdisciplinary Honours should contact the Faculty of Honours Coordinator.

Students undertaking **Interdisciplinary Honours** enrol in ARTS474 (12 credit points); ARTS480/482 (Thesis 24 credit points) and ARTS470 (12 credit points). For enrolment details refer to the Schedule on page 5.

## Joint Honours in Arts/Creative Arts

In order to qualify for entry into Joint Honours, candidates must meet the entry requirements for honours in each Faculty. Because a joint honours program is offered only by Arts, candidates should apply for entry to the BA (Honours) program with specialisations in the appropriate Arts and Creative Arts disciplines, e.g., English Literatures and Creative Writing.

Candidates should complete an Undergraduate Application form available from UniAdvice or online at: <http://www.uow.edu.au/student/honours/applicationinformation/index.html>

Completed applications and accompanying documents should be submitted to UniAdvice on or before 31 October in any given year.

The Joint Honours program normally involves 24 credit points from each Faculty as follows:

ARTS421	Joint Honours (Arts and other Faculties)	Autumn& Spring	24 credit points
AND			
CREA401	Minor Thesis in Creative Arts	Annual	24 credit points
OR			
CREA402	Creative Arts Presentation	Annual	24 credit points

Each student will be allocated at least one supervisor for each subject.

The BA (Honours) is normally taken as a one year full-time course. It can, however, be taken on a part-time basis over two years. Part-time students are required to enrol in and successfully complete ARTS421 (Autumn and Spring sessions) in the first year of study, before being permitted to enrol in the Creative Arts subject in the second year.

Details of each component can be provided by the Faculty Honours Coordinator in each Faculty.. In some cases the make-up of the components may need to be negotiated between the student and their supervisors.

Prospective joint honours students should make sure to attend the information sessions provided by each Faculty in the Spring session preceding their intended year of study. They should contact potential supervisors in Creative Arts in sufficient time to ensure they can complete their application by 31 October. Supervision in ARTS421 can be arranged after this.

## Marking Coursework and Thesis

### Procedures for Marking Coursework

Majors across the faculty offer a variety of seminar programs that are undertaken in conjunction with a supervised research 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 30% 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

These procedures are based on Section 3.7 of the University's Code of Practice – Honours, supplemented by practices followed in the Arts Faculty.

- The assessment of an Honours project is to be undertaken by two examiners, one of whom must be external. An external examiner is defined as being external to the academic unit- the student has done their thesis within eg. SELP, SSMAC, Hist and Pol, Language Centre and may be external to the University.
- The choice of examiners is a process involving both the candidate and the supervisor. Together they should generate a list of at least four examiners, having regard to the known disciplinary bias of those suggested. The final choice will be made from this list by the supervisor and Faculty Honours Coordinator. If the list of names agreed upon between candidate and supervisor is exhausted then the candidate must be consulted in drawing up a new list.
- A supervisor cannot examine an Honours project that they have supervised.
- Examiners shall be familiar with the expectations of an Honours degree. They shall also:
  - i. have a degree equivalent to or higher than that being supervised; or
  - ii. be currently active researchers or have proven research records; or
  - iii. have previous successful experience in supervision or examination of Honours students.
- Examiners should be allowed up to four weeks to provide a report to the assessment committee, to enable the Faculty to meet University deadlines for the declaration of marks and for students to be considered for scholarships.
- A general knowledge of the field may be all that is necessary or possible for an internal examiner.
- Examiners should have a reasonable familiarity with the theoretical framework used by the student and a sense of fairness when evaluating an argument.
- The examination process remains anonymous. Care should be taken that the external examiner does not have any relationship with the supervisor that might constitute a

conflict of interest: personal or professional (i.e. research collaboration, consultancy partnership or similar). The examiners should not have a personal or professional relationship with the student.

- The supervisor in consultation with the Faculty 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 Administrators.
- Formal invitations to examine the thesis will normally be signed by the Faculty Honours Coordinator at the recommendation of Unit Honours coordinator except where there is a supervisory relationship between the candidate and that person.
- Examiners will be made familiar with the requirements of the University and the essential parts of the rules governing the particular degree. The letter outlining guidelines for examination and report will include word length and percentage value of thesis, grading system, requested report length and date by which report should be returned, and request that the thesis be evaluated for demonstrated research potential.
- Each examiner must submit independent results. There should be a written report to support the specified mark.
- Until the assessment of an Honours project is complete and a report is submitted by an examiner, all communication between the examiner and the University regarding the Honours project shall be directed through the Faculty Honours Coordinator, the student's supervisor, another nominated academic.
- Students and supervisors shall not contact any examiner concerning the assessment of the Honours project until the reports of all examiners are returned to and acted on by the assessment committee of the academic unit.
- The reports from the examiners and the grades recorded for both the thesis/research report and any coursework components of the subject are to be forwarded to the Unit/Centre for compilation of grades and then to the Faculty Examination Committee.
- The names of the examiners and copies of the examiners' reports will be made available to the student after the Assessment Committee has made its determination.

### **Receipt of Marks**

- Upon receipt of the mark and report from the examiners, the Faculty Honours Administrator will notify the results to the Faculty and Unit/Centre Honours Coordinator.
- The Unit/Centre 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 the relevant Unit Examiners' meeting and a recommendation made to the Faculty Examination Committee. For students in interdisciplinary programs, including Community, Culture and Environment, the marks are to be discussed by the Unit in which the student's supervisor is located.

### **Collection of Thesis**

Once marks have been formally declared by the Faculty Assessment Committee, the Research Support Team will inform students that they can collect one copy of the thesis and reports. A copy of the thesis will be deposited in the Faculty thesis collection, and the remaining copy will be given to your supervisor.

## **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 Academic Grievance Policy (Coursework and Honours Students).

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

### **Procedures for dealing with differences in coursework marks**

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

### **Procedures for dealing with a difference in thesis marks**

- When examiners reports are within 10 marks of each other, the two marks are averaged to provide a thesis mark.
- When there is a difference 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 unit 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, Sub-Dean, Associate Dean or Heads of Unit. The moderator is to be chosen in conjunction with the Faculty 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.
- The Unit/Centre Examination Committee will determine the final grade with advice from the Faculty Honours Coordinator.

## **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 (using Pre-paid system with Faculty allocated quota), 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, full text databases and links to web sites in various subject areas. To assist you with making the most of these resources the Library offers help/training guides, web-based tutorials and hands-on workshops.

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 Lynda Cooper (contact: [lynda\\_cooper@uow.edu.au](mailto:lynda_cooper@uow.edu.au) or 02 4221 3544). The South Coast and Southern Highlands Librarian is Cathy Anderson (contact: [canderso@uow.edu.au](mailto:canderso@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/UOW026551.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#arts>

### **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/about/teaching/resources/dss/index.html>

phone: 4221 4942 | email: [disability\\_services@uow.edu.au](mailto:disability_services@uow.edu.au)

## **Student Support Adviser (SSA)**

Help for non-academic issues affecting your study such as:

- if you have an ongoing illness or medical condition to be taken into account whilst you are studying
- if you need help with legal matters
- Providing information and support when you need financial help
- Information on where to go for help when you have problems with family or friends
- If you have accommodation problems
- Information about grievance procedures at UOW and where to get support if you are lodging a grievance
- Information about English language conversation groups and classes
- Information about the University's procedures and policies and help negotiating them
- Providing information about where to get academic help for your studies
- Assisting you in dealing with the Department of Immigration and Citizenship (DIAC)

The Student Support Adviser for the Faculty of Arts is Viv McIlroy.

Room: 67.207 – Monday and Tuesday

Room: 19.1075 - Wednesday, Thursday and Friday

phone: 4221 3635 | email: [vmcilroy@uow.edu.au](mailto:vmcilroy@uow.edu.au)

<http://www.uow.edu.au/student/services/SSA/contact/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/UOW016894.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/student/honours/ethics/index.html>

## Relevant Codes, Policies & Information

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

**Code of Practice - Honours:**

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

**Code of Practice - Teaching and Assessment:**

<http://www.uow.edu.au/about/policy/UOW058666.html>

**Code of Practice (Research)**

<http://www.uow.edu.au/about/policy/UOW058663.html>

**Student Academic Consideration Policy:**

<http://www.uow.edu.au/about/policy/UOW060110.html>

**Authorship Policy:**

<http://www.uow.edu.au/about/policy/UOW058654.html>

**Academic Integrity/Plagiarism:**

<http://www.uow.edu.au/about/policy/UOW058648.html>

**Health and Safety:**

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

**Non-Discriminatory Language Practice & Presentation:**

<http://www.uow.edu.au/about/policy/UOW058706>

**Intellectual Property Policy:**

<http://www.uow.edu.au/handbook/generalcourserules/UOW028651.html>

**Research Ethics Committees and Guidelines:**

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