



UNIVERSITY OF WOLLONGONG
NSW 2522 AUSTRALIA
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FACULTY OF COMMERCE
BACHELOR OF COMMERCE (HONS)
2009 HONOURS HANDBOOK

09

INSPIRING SOCIALLY INNOVATIVE COMMERCE

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University of Wollongong



FACULTY OF COMMERCE

2009 Bachelor of Commerce (Honours) Handbook

This booklet will assist Bachelor of Commerce (Honours) students during their time within the Faculty of Commerce. While every care has been taken to ensure that the information contained in this booklet is accurate at the time of printing, please cross-reference relevant information.

Important Note

The information provided in this booklet supplements but does not replace the information on rules and procedures published in the official *UOW Course Handbook*—www.uow.edu.au/handbook/

2009 UOW Dates

Session Dates 2008	First (Autumn)	Second (Spring)	Summer 2009/2010
Orientation Week	23–27 February	20–24 July	Not applicable
First Day of Session	2 March	28 July	7 December 2008
Mid-Session Recess	10–19 April	28 Sept–5 Oct	24 Dec 2009–1 Jan 2010
End of Session	5 June	18 November	31 January 2010
Study Recess	8–12 June	2–6 November	1–5 February 2010
Enrolment	First (Autumn)	Second (Spring)	Summer 2009/2010
Last day for re-enrolment without late fee	1 February	19 July	Not applicable
Enrolment of new undergraduates (Wollongong campus)	27 – 30 January	21–22 July	Before 7 December
Last day for late re-enrolment	15 March	9 August	13 December
Last day to add subject via the Web	15 March	9 August	13 December
Last day to add subject with approval of Academic Adviser and Head of Department	22 March	16 August	20 December
Withdrawal	First (Autumn)	Second (Spring)	Summer 2009/2010
Last day to withdraw without financial penalty (CSS fees refunded/International Student Fees credited if withdrawn by)	31 March	31 August	21 December
Last day to withdraw without academic penalty – subject deleted from record. (Fail grade recorded if subject withdrawn after this date.)	10 May	27 September	27 December
Examinations	First (Autumn)	Second (Spring)	Summer 2009/2010
Exam Period	13–26 June	2–19 November	8–12 February
Release of results	9 July	2 December	22 February
Charges	First (Autumn)	Second (Spring)	Summer 2009/2010
Last date to nominate full upfront payment of HECS–HELP Upfront	31 March	31 August	21 December
Due date for payment of International Student Tuition Fees	31 March	31 August	21 December

School Honours Coordinators

School Of Accounting and Finance

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Phone: 4221 3697

Email: corinne@uow.edu.au

Dr Andrew Tan (Finance)

Room: 40.304

Phone: 4221 5301

Email: andrew_tan@uow.edu.au

School of Economics

Dr Frank Neri

Room: 40.214

Phone: 4221 4671

Email: fneri@uow.edu.au

School of Management and Marketing

Associate Professor Sam Garrett-Jones (Management)

Room: 40.108

Phone: 4221 4359

Email: sgarrett@uow.edu.au

Dr Jennifer Algie (Marketing)

Room: 40.110

Phone: 4221 4292

Email: jenni@uow.edu.au

COMMERCE CENTRAL

Commerce Central is the focal point for the delivery of student services and will be your one-stop shop for information within the Faculty of Commerce.

Located in Building 40, Commerce Central is home to the following units:

- Subdean's Unit
- International Unit
- Client Services Team.

Students can access online information by using the self-serve computers at Commerce Central.

Daily information is provided on a LCD screen, advising students of changes to lecture or tutorial times and locations, and providing other important student information.

DURING SESSION:

Monday–Thursday
9 AM–7 PM

Friday 9 AM–5 PM

SESSION BREAK:

Monday–Friday
9 AM–5 PM

Location: Level 1, Building 40

Email: commerce@uow.edu.au

Phone: 4221 4478

Web: www.uow.edu.au/commerce/cc

What Information Can I Get At Commerce Central?

- staff contact details
- timetables
- handbooks
- subject details
- assignment submission
- administrative forms
- general information

**The Faculty of Commerce aims to be
the best environment to research, teach
and learn commerce in Australia.**

Commerce Contacts

Student Enquiries in Building 40

Commerce Central 1st Floor

Sub Dean's Unit

Location: Commerce Central
Phone: 02 4221 4478
Email: commerce@uow.edu.au
Web: www.uow.edu.au/commerce

International Unit

Location: Commerce Central
Phone: 02 4221 4478
Email: ciu@uow.edu.au
Web: www.uow.edu.au/commerce/ciu

Commerce Student Computer Laboratories

Location: Room 234, 2nd Floor
Phone: 02 42214033
Web: www.uow.edu.au/commerce

Student Equity and Diversity Liaison Officer (SEDLO)

Location: Room 133, 1st Floor
Phone: 02 42214714
Web: www.uow.edu.au/commerce/sedlo

Commerce Online Orientation

The Commerce Online Orientation site will assist you learn more about the Faculty of Commerce prior to the start of your learning journey and is a useful reference resource during the duration of your study within the Faculty of Commerce:

www.uow.edu.au/commerce/orientation/

Tutorial Preference System

Technical Problems:

Phone: 02 42213893 / 02 42213567
Web: www.uow.edu.au/commerce/tutenrol/contacts.html

Timetable Problems:

School of Accounting & Finance
Professional Officer
Email: accfin@uow.edu.au

School of Management & Marketing
Professional Officer
Email: smm_enquiries@uow.edu.au

School of Economics
Professional Officer—Economics
Email: econ_enquiries@uow.edu.au

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1 The Bachelor of Commerce (Honours) Degree

1.1 Overview of Honours

The Bachelor of Commerce (Honours) degree is a 48 credit point end-on program that students normally complete in their final year of undergraduate studies. It involves a 24 credit point research project that is supervised by two academics. It also involves 24 credit points of coursework subjects that support and compliment the research project. Overall, Honours provides students with a unique opportunity to work closely with experienced academics while being self-directed and independent. The program also allows students to delve into a field that is of particular interest to them by applying the skills and knowledge that they gained from their previous undergraduate coursework.

Performing well in the Honours year can provide students with a competitive edge in their chosen profession and a gateway to higher degree research programs if they wish to pursue a PhD in the future. In particular, students who obtain Class I Honours have a very good chance of obtaining a PhD Scholarship. The Bachelor of Commerce (Honours) degree is available in:

- Accountancy
- Economics
- Finance
- Human Resource Management
- International Business
- Management
- Marketing
- Supply Chain Management
- Double majors may be permitted subject to negotiation

1.2 Program Objectives

On successful completion of this program Honours students should:

- Demonstrate a high level of understanding of the relevant discipline
- Develop arguments and critically analyse topics in their discipline
- Understand how to identify a research problem and develop appropriate strategies for addressing that problem
- Convey complex ideas in a coherent manner in a thesis

1.3 Duration of Program

The Bachelor of Commerce (Honours) is a one-year full-time course. It can be completed on a part-time basis over two years, subject to the availability of supervisors. If accepted into the Honours program it is not possible to defer commencement to another year as the availability of supervision cannot be guaranteed. Candidates who wish to defer commencement are required to submit a new application for consideration for the intended year of study.

1.4 Requirements for Admission

Admission into the Honours program must be approved by the relevant Associate Head of School and the Head of School. The normal entry requirements will be a Bachelor of Commerce (or equivalent) from the University of Wollongong with a minimum grade average of 70 in the relevant discipline. To qualify for admission a candidate must also satisfy the Rules for Bachelor Degrees Honours as set out in the UOW Course Handbook. Candidates are advised to consult with the Honours Coordinator within the relevant School regarding their eligibility for admission.

1.5 Application Process

Admission to the Honours program is on a competitive basis and subject to the availability of supervisors. Students should meet with the School Honours Coordinator (or Associate Head of School) and potential supervisors before they apply for admission to Honours. This will help to ensure that all of the required information is submitted to the Academic unit for consideration.

To access the Bachelor of Commerce (Honours) website go to the Commerce Central webpage (www.uow.edu.au/commerce/cc/index.html) and follow the 'Information for Honours Students' link. Students can contact their School Honours Coordinator for assistance to identify suitable supervisors and advice on the application procedures. The potential supervisors or Honours Coordinator may ask students to prepare a 500-word research proposal for their Honours application.

Students should then complete the 'Undergraduate Application Form' that is available from UniAdvice in Building 36. When completing the form, indicate 'Bachelor of Commerce (Honours)' as the course preference and attach a copy of your current academic record. If a 500-word Honours proposal was requested, this should also be attached to the application.

Honours application forms with the required attachments should be submitted to UniAdvice no later than the 31st of January for autumn session enrolment or the last working day in June for spring session enrolment. (Note: Spring session enrolments are not always available.)

Applications will be considered by staff of the relevant discipline then forwarded to the relevant Associate Head of School and Head of School for approval. Students will be notified in writing of the outcome of their application.

Honours is an 'end-on' program, which means it is only available to students who *have not* graduated from their Bachelor degree. Applications from students who have already graduated from their Bachelor degree *cannot* be considered.

1.6 Leave of Absence

Leave of Absence during the course of the Bachelor of Commerce Honours program must be approved by the Head of School and cannot be guaranteed as an appropriate supervisor may not be available after such an absence.

1.7 Course and Subjects Codes

The course code for the Bachelor of Commerce (Honours) degree is 711.

Note: on enrolment, students should indicate the discipline in which they are undertaking their Honours degree.

Students enrol in the following subjects:

Honours in Accountancy

ACCY401 Honours Research in Accounting 24 cp

Plus four (4) 6 credit-point 400 or 900-level subjects from the Commerce calendar, with a minimum of 12 credit points from the Accountancy calendar, as advised by the research supervisors and approved by the Associate Head of School (Accounting).

Honours in Finance

FIN401 Honours Research in Finance 24 cp

Plus four (4) 6 credit-point 400 or 900-level subjects from the Commerce calendar, with a minimum of 12 credit points from the Finance calendar, as advised by the research supervisors and approved by the Associate Head of School (Finance).

Honours in Economics

ECON401 Honours Research in Economics 24 cp

ECON402 Economics Honours Coursework 24 cp

Honours in Management

MGMT401 Honours Research in Management 24 cp

Plus COMM980 Business Research Methods

Plus three (3) 6 credit-point 400 or 900-level subjects from the Commerce calendar, with a minimum of 12 credit points from the Management calendar, as advised by the research supervisors and approved by the Associate Head of School (Management).

Students studying HRM, International Business or Supply Chain Management should enrol in Honours in Management.

Honours in Marketing

MARK401 Honours Research in Marketing 24 cp

Plus COMM980 Business Research Methods

Plus three (3) 6 credit-point 400 or 900-level subjects from the Commerce calendar, with a minimum of 12 credit points from the Marketing calendar, as advised by the research supervisors and approved by the Associate Head of School (Marketing).

Note: Students must pass all required subjects to be awarded the Bachelor of Commerce (Honours) degree.

2 Honours Coursework

2.1 Subjects

Students will be provided with subject outlines during the first lecture of relevant subjects. These will identify the subject objectives, assessments, required readings, lecture program, tutorial program and so forth. Honours students are required to complete the coursework subjects as per the relevant subject outline.

2.2 Workshops and Seminars

In addition to completing the 24 credit points of formal coursework, Honours students may be required to attend various workshops and/or seminars as recommended by their supervisors.

2.3 Assessment

Students will be assessed in each of the individual coursework subjects as per the subject outlines for those subjects. The composite marks from the subjects will then be declared to the Honours Assessment Committee who will, in turn, determine the overall Honours Coursework grade (see Section 5.1).

3 Honours Research

3.1 Overview

The 24 credit point Honours Research component involves producing a thesis that students submit at the end of their Honours year. A thesis is a written piece of work that reports on the original research that was undertaken by the student during the Honours program. It usually includes a statement of a research question, a literature review, a description of the research method and a report of the results. Students work closely with their supervisors when performing the research and writing their thesis, and they present regular progress reports during the year.

The length of the thesis may vary depending on things such as the topic and research method. The normal expectation though is that an Honours thesis in Commerce should be approximately 20,000 words. The work within the thesis must be the sole work of the student. A student may not submit as part of their thesis any work or material which has previously been submitted for a degree at another tertiary institution. Students and their supervisors are advised to read and consider the thesis marking criteria (Appendix 1) during the early stages of candidature.

The thesis must be typed and bound in an acceptable format (see Section 3.3). Three copies of the thesis and a signed Faculty of Commerce Assignment Cover Page should be submitted to the School Professional Officer. The purpose of including the cover page is to enable the Professional Officer to acknowledge the receipt of the thesis.

The thesis due date is shown in the Timetable (Section 3.5). The date is purposely chosen to allow sufficient time to deliver copies of the thesis to the examiners and to allow them sufficient time to mark the thesis. It is not uncommon for students to underestimate the time required to proof read and make final corrections to the manuscript. There may also be delays in printing and copying the thesis and sending it to the binders. All of these activities take time and the potential for delays needs to be taken into account. Students are advised that the thesis due date will only be extended in exceptional circumstances and with special consideration approval.

Copies of the thesis are then sent to, and independently marked by, two examiners. At least one examiner will be internal to the School in which the thesis was completed and one examiner may be external – external to the School or even the University. Supervisors do not mark a thesis that they supervised. The examiners' marks are weighted equally and an average of the two marks is calculated.

In the event of the two examiners' marks differing by more than ten percentage points the thesis will be marked by an adjudicating examiner. The adjudicating examiner will consider the marks and comments from the two original examiners when they complete their own examiner's report.

3.2 Ethics Requirements

All research involving human subjects must first be approved by the University of Wollongong Human Research Ethics Committee. This is necessary to ensure that the research complies with Australian legal and statutory requirements. Students should assume that their research DOES require ethics approval. Students who believe that their project may be among the few exceptions that do not require approval should meet with one of the Faculty's Ethics Advisors or the University Research Office to discuss the ethical requirements of their Honours project.

Information about the Ethics Committee, ethical guidelines and applying for ethics approval are available online via the Research Office website. Students must apply for and obtain approval to conduct their research from the Ethics Committee BEFORE they commence their research. The time taken to attain such approval may vary depending on the nature of the project so students are advised to submit their application well in advance.

The relevant contacts for ethics issues are below.

Faculty Ethics Advisors

Associate Professor Ed Wilson

Room: 40.202

Phone: 4221 3663

Email: ed_wilson@uow.edu.au

Venkat Yanamandram

Room: 40.105

Phone: 4221 3754

Email: venkaty@uow.edu.au

Human Research Ethics Committee

Website: www.uow.edu.au/research/rso/ethics/human/index.html

Eve Steinke, Research Ethics Officer

Research Services Office

Phone: 4221 4457

Email: eve_steinke@uow.edu.au

3.3 Thesis Timetable

The following timetable for completing the thesis is recommended. Part-time students typically complete their coursework during the first year then complete their thesis in the second year. Minor changes to the timetable (for full-time or part-time students) can be negotiated if required. Any such changes should be discussed with the Honours Coordinator and approved by the relevant Associate Head of School in advance. Students are also required to meet with, and submit written work to, their supervisors on a regular basis throughout their candidature.

Year of Enrolment	
Jan / Feb	Students should meet with the Coordinator of the Honours program and their supervisors to review the relevant coursework requirements.
Autumn Session (S1)	
Week 1	<i>Confirmation of Thesis Topic:</i> Students should have a preliminary title and 500 word outline of their thesis by this date.
Week 8	<i>Typed Report:</i> Students prepare a report (max. 5 pages) that includes; A clear statement of the central theme and objectives of the thesis, A summary of the literature review to date, and Any additional information that is relevant to completing the thesis. Copies of the typed report should be submitted to the supervisors and Honours Coordinator. Supervisors should return one copy of this report to the student with written comments within two weeks.
Spring Session (S2)	
Week 3	<i>Progress Report Meeting:</i> Students and supervisors should meet during Week 3 with the School Honours Coordinator, Associate Head or Head of School and any other persons as required to discuss the thesis progress. At least three working days <i>before</i> the scheduled meeting, students should provide the School Honours Coordinator with following; 1. A completed 'Progress Report Form'. Supervisors should obtain a blank form via the Staff Intranet well in advance of the progress meeting. 2. A typed 'Thesis Report' (max. 5 pages) that includes; <ul style="list-style-type: none"> • A clear statement of the central theme and objectives of the thesis, • A brief summary of the literature review (including references), • The hypotheses (if applicable) and methodology that will be used, • A plan of the thesis chapter headings and sub-headings, • A statement regarding any empirical work already undertaken and/or data availability issues, and • Any additional information that is relevant to completing the thesis. The School Honours Coordinator will distribute copies of the completed documents to the (Associate) Head of School.
Week 13* mid-December**	Submit three copies of the thesis <i>and</i> a signed Faculty of Commerce Assignment Cover Page to the School Professional Officer. *This date applies to students who plan to graduate in December. **This date applies to students who do not wish to graduate in December. The exact date should be confirmed with your supervisor.

3.4 Format and Referencing

The thesis must be in the English language and typed, double spaced on A4 paper (one side only) with wide margins (particularly for the gutter margin to allow for spiral binding). Size 12 font in an easily readable script such as Times New Roman is also required.

The specific chapters within a thesis may vary depending on conventions in the given School and the type of project that was performed. Normally though, the overall contents of the thesis will have the following sequence:

- Title Page
- Dedication (optional)
- Signed certificate of originality
- Table of Contents
- List of Tables / Figures
- List of Appendices
- List of Abbreviations / Symbols (if applicable)
- Abstract
- Chapters
- Epilogue (if applicable)
- References / Bibliography
- Appendix
- Notes (if applicable)

Headings and sub-headings (first-level, second-level etc.) should be clearly distinguishable and designed to contribute to the flow and interpretability of the text. The font size and style that is used for each different heading level should be consistent throughout the thesis. For example, all first-level headings may be 16-point bold font, all second-level sub-headings 14-point bold and any third-level headings in 12 point bold italics.

Tables, figures and graphs should be numbered, labelled and inserted as soon as is feasible after the text in which they are discussed.

Any mathematical notation should be as simple as possible with important equations being identified by consecutive Arabic numbers (in parentheses) at the conclusion of the equation.

All citations within the text as well as the reference and/or bibliography lists should follow the Harvard referencing style.

Footnotes or endnotes (but not both) should be numbered in continuous sequence and follow the Note System convention. Explanatory footnotes should be included when necessary.

Students should consult with their supervisor or Honours Coordinator if in doubt about any aspects of thesis presentation and binding.

3.5 Plagiarism

Plagiarism is the use of another person's work or ideas as if they were your own. The other person may be an author, artist, critic, lecturer or student. 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 grade for the subject, and expulsion from the University.

Students are strongly advised to refer to the following University of Wollongong website for access to the information and policies concerning *Acknowledgement Practice and Plagiarism*: www.uow.edu.au/handbook/courserules/plagiarism.html

3.6 Change of Research Topic

Honours students will, at a minimum, have a preliminary title and 500 word outline of their thesis topic by Week 1 of Autumn session (see Section 3.3). In some instances it becomes advisable to make minor refinements to the title or topic. This can be a normal part of the research process, and the thesis supervisors will consider and approve any minor revisions.

However, students who wish to, or are advised to, make more than 'minor' changes to the topic that was confirmed by Week 1 must submit a written change of topic request to the Honours Coordinator no later than Week 4 of Autumn session. The request must be accompanied by a brief rationale for the change. The Coordinator will take into account the merit of the request, the qualifications of the student, the opinions of the supervisors and any changes in supervision that may be required as a result of changing the topic. The Coordinator will then develop a recommendation and refer the matter to the Head, or Associate Head, of School. The student will be advised in writing of the Head's response to the change of topic request.

3.7 Change of Thesis Supervisor

The supervisors for a student are typically arranged at the time of applying for admission to the Honours program (see Section 1.5), or confirmed by Week 1 of Autumn session at the latest. In some instances though, a change in supervision may be necessary to ensure that adequate support is provided to students throughout the completion of their Honours program.

A temporary change in supervision may be required if one or both supervisors will be absent from campus for a period of two weeks or longer. Alternatively, a permanent change in supervision may be needed if unforeseen circumstances prevent one or more of the original supervisors from completing their supervision of the project.

Whether the change is temporary or permanent, students should be advised of any supervision changes that are required and the changes must be approved by the Head or Associate Head of School. If a temporary or permanent supervision change is required, supervisors should obtain an 'Honours Supervisor Change' form from the Commerce Staff Intranet. The completed form should then be submitted to the School Honours Coordinator and referred to the Associate Head of School for approval. Students will receive written confirmation of the changes.

3.8 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 produce supporting documentation to demonstrate that they have:

- suffered illness or other circumstances beyond their control which has 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 website for details of the Special Consideration Policy:

www.uow.edu.au/handbook/courserules/specialconsideration.html

Applying for Special Consideration

Students who wish to apply for special consideration need to:

1. consult with the School Honours Coordinator *and*
2. lodge a special consideration application via SOLS

Applications will be reviewed in accordance with the University's Special Consideration Policy. Students should consider the timing of any such applications carefully: claims on the basis of illness or events that were suffered earlier in the year but were not discussed with the Honours Coordinator at the time that they occurred cannot provide grounds for special consideration.

3.9 Late Submission of Thesis

Students may apply for an extension for the submission of their research thesis by following the special consideration application procedures (Section 3.8). If special consideration is approved, the Honours Coordinator will specify a revised due date that is commensurate with the adversity that occurred. Research project theses that are submitted late will be treated as follows.

With special consideration approval

Where special consideration has been approved and the thesis is submitted by the revised due date, penalties will not be imposed. Students should be aware though that this is likely to delay the marking of their thesis and their graduation. With lengthy delays students may also need to enrol for an additional semester in order to submit their thesis.

Without special consideration approval

Research project theses that are submitted late and without special consideration approval will automatically receive a fail grade.

4 Thesis Examination

4.1 Assessment Criteria

The assessment criteria for examining theses are presented in the 'Thesis Examiner's Report' in Appendix 1. The examiner's report comprises three parts. Part A describes the broad expectations for the different ranges of marks. Part B presents specific evaluation criteria that the examiner will rate on a scale from 'excellent' to 'not satisfactory'. Part C asks examiners to provide 1-2 pages of comments and feedback. Having completed these sections of the report, examiners then award the thesis a mark out of 100.

4.2 Selection of Examiners

The assessment of an Honours thesis is undertaken by two examiners. At least one examiner will be internal to the School in which the thesis was completed and one examiner may be external – external to the School or the University. If the marks that are awarded by the two examiners differ by more than ten percentage points the thesis will also be marked by an adjudicating examiner. Supervisors do not mark a thesis that they supervised.

The process for selecting the thesis examiners involves the supervisors and the student. Together, supervisors and students develop a list of at least four examiners, having regard to the known disciplinary bias of those suggested. Suitable examiners shall be familiar with the expectations of an Honours degree and they shall also:

- have a degree equivalent to higher than that which is being examined; or
- be currently active researchers or have proven research records; or
- have previous successful experience in supervision or examination of Honours students.

The final choice of examiners will be made from the list of potential examiners. Supervisors informally contact the potential examiners to confirm their availability to meet the examination timeframe. Supervisors then complete an Examiners' Nomination form (available from Faculty Intranet) and submit it to the Honours Coordinator at least two weeks prior to the student submitting their thesis.

Students should not be advised of the examiners that were selected from the list until after their results have been published by the Academic Registrar's Division.

4.3 Appointment of Examiners

The appointment of examiners is subject to the approval of the thesis supervisors in consultation with the Associate Head of School. Honours Coordinators shall provide the first two examiners with a written brief regarding the marking procedures, including the need to mark the thesis independently. They will also provide the examiners with a copy of the student's thesis, a copy of the 'Thesis Examiners Report' to complete and the due date for returning their completed examination report.

The rates of payment for external examiners are available from the School Professional Officer.

4.4 Adjudicating Examiner

If the marks that are awarded by the two examiners differ by more than ten percentage points, the adjudicating examiner that was nominated will be appointed. The Honours Coordinator will provide the adjudicating examiner with a written brief regarding the marking procedure, a copy of the student's thesis, a copy of the examination report to complete and the due date for returning the completed examination report.

The adjudicating examiner shall also be given copies of the completed examiner reports that were submitted by the two original examiners. The adjudicating examiner shall be asked to consider the marks and comments from the initial examiners when they complete their own examiner's report.

As the need to appoint the adjudicating examiner will delay the assessment process, the relevant student should be notified of the situation.

4.5 Contact with Examiners

Until the assessment of Honours work is complete and a report is submitted by an examiner, all communication between the examiner and the University regarding the Honours project shall be directed through the Honours Coordinator or Associate Head of School or Head of School.

Students and supervisors should not contact an examiner concerning the assessment of Honours work until the reports of all examiners are returned and acted on by the Honours Assessment Committee (see Section 5.1).

Supervisors are permitted to view the assessment reports PRIOR to the Assessment Committee Meeting and to raise any issues or points for clarification.

4.6 Return of Materials to Students

Students are able to obtain copies of the examiners' reports from the School's Professional Officer AFTER the results have been officially released to students by the Academic Registrar's Division.

Examiners are not required to return their copy of the thesis. If, however, an examiner does return the copy of the thesis and would like the student to see any additional comments that were noted within, students are able to collect the thesis from the School's Professional Officer.

The School will retain one copy of the student's thesis. Any additional copies of the thesis or other written materials will be retained for a period of one year only.

5 Determination of Grades

5.1 Honours Assessment Committees

The marks attained by students in their coursework subjects as well as the thesis examination reports are presented to the School's Honours Assessment Committee. The committee will then determine the two grades that will appear on the student's academic transcript: one is for the 24 credit point Honours Coursework component and the other is for the 24 credit point Honours Research component (see Sections 5.2 and 5.3). The committee members include:

- The Head of School (Chair)
- The Associate Head of School
- The School Honours Coordinator
- The coursework Subject Coordinators (or appointed representatives)
- The Honours Thesis Supervisors

The School Honours Assessment Committee will then make a recommendation to the Faculty Assessment Committee regarding the coursework and research grades, and the overall class of Honours to be awarded (see Section 5.4). If an Honours student submits final or revised work after the Faculty Honours Assessment Committee has met then the Faculty Committee shall reconvene, wherever possible, in time to work in with the Academic Registrar's Division results submission deadlines.

5.2 Honours Coursework

The composite mark from each coursework subject that was undertaken is declared to the Honours Assessment Committee. An overall grade for the Honours Coursework is then determined by calculating the weighted average of the marks from each coursework subject. The weighting is based on the credit-point weight of the subjects.

5.3 Honours Research

The thesis examiners' reports are provided to the Honours Assessment Committee for review. Supervisors are provided with copies in advance so that they may clarify any issues prior to the meeting if required. The Honours Research grade is then determined by calculating the average of the marks that were awarded by the two thesis examiners. The examiners' marks are weighted equally.

In instances where it was necessary to appoint an adjudicating examiner, the committee will review all three examination reports. When determining the appropriate grade though, the committee will normally prioritise the mark and comments of the adjudicating examiner.

5.4 Class of Honours

In addition to receiving a grade for the Honours Coursework and Honours Research, students are awarded a particular class of Honours. The class of Honours is determined by calculating the weighted average mark (WAM1) of the coursework and research components of the Honours year. The different classes of Honours that are awarded are as follows:

Class I	85% to 100%
Class II, Division 1	75% to less than 85%
Class II, Division 2	65% to less than 75%
Class III (where awarded)	50% to less than 65%
Honours not awarded	0% to less than 50%

5.5 University Medals

Each year the University considers nominations for University Medal awards for outstanding academic performance in each Faculty. Students who achieve Honours Class I and demonstrate an outstanding overall academic performance will be eligible for consideration. The nominations are made by the Dean of the Faculty and then considered by the University's Academic Awards Committee and Vice-Chancellor.

Further information about the University Medals and nomination process may found at the following sites.

Criteria and procedures: www.uow.edu.au/student/prizes/UOW008687.html

Nomination form: www.uow.edu.au/student/prizes/UOW008708.html

5.6 Campus Alumni Chapter Honours Year Prize

Each year the Campus Chapter of the University Alumni Association awards a prize of a \$300.00 book voucher which can be exchanged for purchases at the UniCentre Shop. The prize is awarded to a student enrolled in a one year Honours degree course who performs best, as determined by the relevant Faculty, in the three year pass degree upon which entry to the Honours course was based. Specific details on eligibility and criteria for this prize are available from the Professional Officer early in the academic year.

www.uow.edu.au/alumni/network/UOW007090.html

6 Financial Assistance, Resources and Services

6.1 Scholarships

Faculty Honours Scholarship (Annual)

The Faculty of Commerce is offering up to six (6) scholarships worth \$3,000 each for students who will commence Honours in Commerce each year. These scholarships are open to full-time students (\$3,000 for one year of study) and part-time students (\$1,500 per year over two years of study). The scholarship criteria appears on page 28.

The application deadline is 31 January in any given year. Students are advised to discuss their application with their supervisors BEFORE they submit an application for the Faculty Honours Scholarship.

6.2 Costs

Students may apply to the Head of School for reimbursement of some of the costs associated with their research. Reimbursement is not guaranteed and student should seek approval from the Head of School before incurring such costs. All claims for reimbursement must be supported by an original receipt/invoice. The types of costs the Head of School may approve include:

- Equipment and Consumables – e.g., small items, samples or materials
- Field Trips or Travel – e.g., the cost of transport and accommodation on trips or travel to other libraries or sources of data. Note: this is not intended to support conference travel
- Maintenance Costs – e.g., the preparation of questionnaires or telecommunication costs. The fund may be used to assist with the cost of thesis printing and binding.

6.3 Faculty Spaces and Resources

Honours students have access to the facilities and resources within the Commerce Research Wing. You will need to contact the relevant School to coordinate access to this facility. To use the computers students need a password that can be arranged by the contacting the Commerce IT Support Unit located on the second floor of Building 40 or Phil Testa on 4221 3893 or email phil_testa@uow.edu.au

6.4 Additional Library Services

Most students will be familiar with the University Library's facilities and online databases before they commence their Honours year. What they may not be so familiar with though is the range of additional facilities and services that cater specifically to Honours students. These include various 'self-service' online tutorials and face-to-face workshops relating to research as well as useful links and 'how to' guides for researchers. Honours students are encouraged to visit the Library's

website for Honours students via the link below for further information.

www.library.uow.edu.au/honours/index.html

Students are also encouraged to meet with the Commerce Faculty Librarians, Allison Hill and Jeanetta Kettle, if they require further assistance or have special requirements. Allison and Jeanetta are located in the Library and may be contacted on 4221 3078.

6.5 Student Equity and Diversity Liaison Officer (SEDLO)

The Student Equity and Diversity Liaison Officers (SEDLOs) provide various forms of assistance that support student equity and diversity across the University. SEDLOs provide information, liaison, or referrals regarding:

- Student Welfare for international students (International Advisor)
- Student welfare for domestic students
- Liaison for the University's disability program
- EdStart (grants for financially disadvantaged students)
- Transition programs for international students
- Provision of equity information
- Liaison and referral to services (e.g. Counselling, Learning Development, Careers etc.)
- Liaison for ARD and other areas of the university
- Liaison with external agencies
- Emergency point of contact for students at risk and students involved in critical incidents

The Commerce Faculty SEDLO is Ann-Maree Smith. Ann-Maree is located in Building 40 room 133 and can be contacted on 4221 4714 or ann-maree_smith@uow.edu.au. Further information may also be obtained by from visiting the website below.

www.uow.edu.au/commerce/sedlo/index.html

6.6 University Counselling Service

The University Counsellors offer free and confidential counselling to students who want to talk through and change areas of difficulty, conflict or crisis in their lives. The counsellors can deal with a wide range of personal difficulties such as:

- feeling stressed, anxious or depressed
- wanting to become more confident and assertive
- family and relationship conflicts
- grief and bereavement
- alcohol and other drug problems
- harassment
- emotional stresses associated with study or work

To make an appointment to see one of the counsellors, students can phone 4221 3445 or call in to the Counselling Service office on Level 3, Building 11. The service is free and completely confidential. For further information visit the website below.

www.uow.edu.au/student/services/cs/index.html

7 Code of Practice – Honours

The Bachelor of Commerce (Honours) program and this handbook are governed by the University of Wollongong Code of Practice – Honours. Students and supervisors are able to download a complete copy of the code from www.uow.edu.au/handbook/honourscod.html

The sections of the code to which students most often refer have been included below for easy reference. It is strongly recommended that students read these sections as early as possible.

7.1 Role of Supervisors

The overriding responsibility of supervisors is to provide continuing support to students under their supervision 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;
- advise students about their procedural and substantive rights and responsibilities contained in this Code;
- advise and assist students to comply with occupational health and safety and ethics requirements where relevant;
- support students in developing a proposal for their Honours project within a negotiated time frame;
- assist students to develop a plan for completing the Honours project within an appropriate time frame;
- maintain regular contact with students in order to monitor their progress;
- inform students about any planned absences during the candidature and arrangements for supervision during those absences;
- provide timely and helpful written feedback to students on any submissions and to assist them to develop solutions as problems are identified;
- advise students of inadequate progress or work below the standard generally required and to suggest appropriate action; and
- attend meetings of the academic unit Assessment Committee where students' grades are determined.

7.2 Role 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);
- maintain regular contact with the supervisor(s);
- discuss any proposed variation of enrolment or leave of absence with their supervisor(s) and Honours Coordinator/ head of academic unit;
- establish with the supervisor(s) the level of support required for successful completion of the degree;
- present required written material to the supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
- undertake additional work towards their project identified as necessary by the supervisor(s); and
- accept responsibility for the quality and originality of all submitted work.

7.3 Grievances regarding supervision

Where there are unresolved problems or disagreements between a student and supervisor during the candidature, students may follow the procedures in the Academic Grievance Policy Coursework and Honours Students, and the Grievances Resolution Procedures, where applicable.

7.4 Grievances Concerning Assessment Outcomes

- a. There is no provision for resubmission of an Honours project.
- b. Students who have an issue or concern regarding assessment of their Honours project or other assessable work may follow the grievance resolution procedures in the Student Academic Grievance Policy.
- c. Special consideration is available to students whose work is affected by serious documented illness or misadventure. (Refer to Student Academic Consideration Policy.)
- d. Inadequate supervision or other arrangements during the period of study will not be taken into consideration in reviewing the assessment of an Honours project, unless documented efforts have been made by the student to report these issues which have not been adequately addressed.

7.5 Occupational Health and Safety

The University of Wollongong is committed to ensuring the health, safety and welfare of the working environment for its staff and students and encourages all members of the University community to regard accident prevention and working safely as a collective and individual responsibility. In the first instance, students should consult with their supervisors to ensure that their research activities comply with all relevant legislation and standards.

Students are also advised to refer to the University website below for access to information and regulations concerning Health and Safety.

<http://staff.uow.edu.au/ohs/>

7.6 Useful Web Links

Code of Practice – Honours	www.uow.edu.au/handbook/honourscode.html
Code of Practice – Teaching & Assessment	www.uow.edu.au/handbook/codesofprac/teaching_code.html
Code of Practice – Students	www.uow.edu.au/handbook/codesofprac/cop_students.html
Code of Practice – Authorship	www.uow.edu.au/research/rso/policy/UOW009242.html
Code of Practice – Research	www.uow.edu.au/handbook/codesofprac/cop_research.html
Acknowledgement Practice/ Plagiarism	www.uow.edu.au/handbook/courserules/plagiarism.html
Student Academic Consideration Policy	www.uow.edu.au/handbook/courserules/specialconsideration.html
Health and Safety	http://staff.uow.edu.au/ohs/
Non-Discriminatory Language Practice and Presentation	http://staff.uow.edu.au/eed/nondiscrimlanguage.html
Intellectual Property Policy	www.uow.edu.au/handbook/generalcourserules/UOW028651.html
Human Research Ethics Guidelines	www.uow.edu.au/research/rso/ethics/human/index.html
Academic Grievance Policy	www.uow.edu.au/handbook/courserules/studacgrievpol.html
Grievance Resolution Procedures	http://staff.uow.edu.au/eed/grievanceresolution.html

Faculty Honours Scholarship Information

This information is reproduced here for your convenience. However, to ensure that you have the latest version, please check the website:

www.uow.edu.au/commerce/UOW038507.html

NAME OF SCHOLARSHIP:	Faculty of Commerce Honours Scholarships
NAME OF DONOR:	Faculty of Commerce
ELIGIBILITY AND CRITERIA:	<p>Candidates must be eligible for and enrol in the BCom (Hons). Candidates must have completed a major in one of the Faculty of Commerce disciplines and other requirements for the Bachelor of Commerce (or equivalent degree). Candidates may enrol in either a single discipline or joint disciplines.</p> <p>The selection committee will take into account the following:</p> <ol style="list-style-type: none"> overall academic record (WAM), record in 300 level subjects in the relevant discipline(s), research potential of the candidate, leadership potential of the candidate, the discipline(s) the candidate plans to pursue in their honours program; normally, and if there are candidates of sufficient merit, there will be two scholarships awarded to students planning to study in each of the three Schools, Accounting & Finance, Economics, and Management, & Marketing, and an interview of the candidate may be required.. <p>Scholarships will be awarded only if there are candidates of sufficient merit. Applications will be called for in mid-year if any of the six scholarships are unfilled.</p>
APPLICATION:	Candidates must submit an application to the Teaching & Learning Quality Coordinator, Faculty of Commerce by 31 January each year.
SELECTION OF RECIPIENT:	<p>The selection committee will consist of:</p> <ol style="list-style-type: none"> Associate Dean (Academic Programs), Faculty of Commerce Heads of each of the following three Schools: Accounting & Finance, Economics and Management & Marketing, or their nominee.
VALUE OF PRIZE/ SCHOLARSHIP:	There will be six scholarships each with a total value of \$3000. For full-time students a payment of \$1500 will be made when the student enrolls and another payment of \$1500 will be made as soon as feasible after the second session HECS census date. For part-time students a payment of \$750 will be made when the student enrolls and there will be subsequent payments of \$750 as soon as feasible after the HECS census dates for the second, third and fourth sessions of enrolment.
TENURE OF SCHOLARSHIP:	The scholarship will be for one year for full-time students and two years for part-time students.
METHOD OF AWARD:	Cheque
CONDITIONS OF SCHOLARSHIP:	Students must make satisfactory progress each semester; this is defined as performance at the equivalent of Honours Class II(1) or higher.
FREQUENCY OF AWARD:	Annual (biannual if any of the six scholarships are unfilled at mid-year)
PRESENTATION:	Faculty of Commerce Award Night