



Bachelor of Mathematics and Finance (Honours)

Guide for Students, Supervisors and Examiners 2008

Edited by Ms Sue Denny, Dr Mark Nelson, Associate Professor Timothy Marchant, and Associate Professor Graham Williams of the School of Mathematics and Applied Statistics, University of Wollongong. With thanks to Mrs Sonia Jennings for her original work.

The University has attempted to ensure that the information contained in this publication is up to date at the time of printing but this information may be amended without notice by the University in response to changing circumstances or for any other reasons.

The numbering of this document follows the Code of Practice-Honours Appendix A.

CONTENTS

Introduction.....	6
SECTION A – GENERAL INFORMATION FOR STUDENTS.....	7
A.1 School of Mathematics and Applied Statistics.....	7
A.2 Course Code.....	8
A.3 Requirements for Admission	8
A.4 Application Process.....	8
A.5 Part-Time Honours Enrolment	9
A.6 Honours Program Objectives.....	9
A.7 Roles of Supervisors and students	9
A.7.a The Role of the Supervisor	9
A.7.b Responsibilities of Students.....	10
A.8 Principal Dates for 2008	11
A.9. Honours program information	12
A.10 Ethics Requirements	13
A.11 Occupational Health and Safety	13
A.12 Support services	13
A.12.a Disability Liaison Officer.....	13
A.12.b Faculty Disability officer	13
A.12.c Faculty Librarian.....	14
A.12.d School of Mathematics and Applied Statistics Student Library	14
A.12.e Counselling Service.....	14
A.13 Horner Computer Lab	15
A.14 Materials required	15
A.15 Financial Costs/Assistance.....	15
A.15.a Costs	15
A.15.b Scholarships	15
A.16 Awards	15
A.16.a University Medal.....	15
A.16.b Campus Alumni Chapter Honours Year Prize.....	16
A.17 Grievances Concerning Supervision	16
SECTION B – ASSESSMENT OF HONOURS PROJECTS	18
B.1 Project Assessment.....	18
B.2 Weight for Honours project.....	18
B.3 Dates for Assessment	18
B.4 Late Submission	19
B.5 Criteria for assessing the Honours Project	19

B.5.a	Written Report	19
B.5.b	Feedback on written report	20
B.5.c	Seminar presentations	20
B.6	Guidelines for Examiners of projects.....	20
B.6.a	Criteria for examining of projects	20
B.6.b	Contact between Students and Examiners.....	20
B.7	Marks to be modified or scaled.....	21
B.8	Grade of Honours.....	21
B.9	Attendance requirements	21
B.10	Project Submission Information	22
B.11	Referencing	22
B.12	Method for choosing examiners	22
B.13	Procedure regarding discrepancies	23
B.14	Procedure regarding assessment outcomes.....	23
B.15	Method for submitting written materials for assessment.....	23
B.16	Required number of copies of written materials	24
B.17	Arrangements for acknowledging submission of written materials.....	24
B.18	Procedures for returning assessed materials	24
B.19	Details of other matters relevant to the assessment of the Honours project.....	24
SECTION C	–POLICY INFORMATION.....	26
C.1.	University Policies	26
C.1.a	Code of Practice - Honours:	26
C.1.b	Code of Practice - Teaching and Assessment:	26
C.1.c	Code of Practice - Students:.....	26
C.1.d	Code of Practice - Research:.....	26
C.1.d	Code of Practice - Authorship Policy:	26
C.1.e	Code of Practice - Research:	26
C.1.f	Acknowledgment Practice/ Plagiarism:.....	26
C.1.g	Student Academic Special Consideration Policy:.....	27
C.1.h	Health and Safety:	27
C.1.i	Non-Discriminatory Language Practice and Presentation:.....	27
C.1.j	Intellectual Property Policy:	27
C.1.k	Human Research Ethics Committees and Guidelines:	27
C.1.l	Animal Research Guidelines.....	27
C.1.m	Academic Grievance Policy	27
C.1.n	Grievance Resolution Procedures	27

C.1.o Further information.....	27
C.2. School of Mathematics and Applied Statistics Policies	28
C.2.a Special Consideration.....	28
C.2.b Submission of written materials for assessment.....	28
C.2.c Late submission and extension, e.g. requirement of medical certificates	29
C.2.d Required number of copies of written materials	29
C.2.e Acknowledgment of submission of written materials	29
C.2.f Retention of Written Material.....	29
C.2.g Other matters relevant to the assessment of the Honours project	29
C.2.h Occupational health and safety, including safety in laboratories and on field trips.....	29
C.2.i Ethics requirements.....	29
Appendix 1.....	30
Appendix 2.....	31

Introduction

The Bachelor of Mathematics and Finance (Hons) degree is a prestigious level of study available to better candidates as the final year of their undergraduate degree. The Honours year will considerably widen the career opportunities of a graduate in the fields of mathematics, statistics and finance. It is also the normal mode of entry for higher research studies towards either a Masters Degree or a PhD Degree. Recent graduates from the Honours year of this degree have obtained employment at Insurance Australia Group, Commonwealth Bank and Westpac to name a few.

The Honours program provides an opportunity for candidates to develop, to a sophisticated level, established theoretical and practical skills gained during their undergraduate course. An important aspect of the Bachelor of Mathematics and Finance (Hons) course is the honours thesis in which the student receives close supervision of a research topic. Students should enquire before the start of session regarding potential supervisors. Information about supervisors can be found on the staff research pages at:

<http://www.math.uow.edu.au/research/resintrst.shtml>

Students enroll in ACCY407, INFO401 (project subject code) and 5 subjects chosen from a list of electives available which includes special coursework topics. For a list of these elective subjects, please see the university calendar using the following website and follow the links for the relevant year:

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

Seminars on presentation techniques and slide preparation packages may be given during Autumn session. Please see the Honours website at the following address for further information:

<http://www.math.uow.edu.au/>

The Bachelor of Mathematics and Finance (Hons) is usually studied full-time over two consecutive sessions, i.e. Autumn followed by Spring.

SECTION A – GENERAL INFORMATION FOR STUDENTS

A.1 School of Mathematics and Applied Statistics

Contact details of key people associated with the honours program:

HEAD OF SCHOOL

Associate Professor Tim Marchant

Telephone: 4221 3861

Room: 15.109

Email: tim@uow.edu.au

Appointments to see the Head of School are made through the Administrative Assistants.

HONOURS CO-ORDINATOR (On Study leave for Second Session)

Dr Mark Nelson

Telephone: 4221 4400

Room: 15.G26

Email: mnelson@uow.edu.au

Consultation times are available on Dr Nelson's door and change with each session. To see him at other times you must make an appointment.

HONOURS CO-ORDINATOR (for Second Session only)

Associate Professor Yan-Xia Lin

Telephone: 4221 4336

Room: 15.144

Email: yanxia@uow.edu.au

DEGREE COORDINATOR

Dr Chandra Gulati

Telephone: 4221 3836

Room: 15.135

Email: cmg@uow.edu.au

Dr Gulati should be the first point of contact for information in relation to subjects of this degree. Consultation times are available on Dr Gulati's door and change with each session. To see him at other times you must make an appointment.

GENERAL ENQUIRIES

Administrative Assistants

Telephone: 4221 3845

Room: 15.110

Email: maths@uow.edu.au

SMAS Bachelor of Mathematics and Finance (Honours) Guide 2008

A.2 Course Code

The Course Code for the Bachelor of Mathematics and Finance (Honours) is 767.

A.3 Requirements for Admission

Only candidates who have a weighted average mark (WAM) ≥ 67.5 on satisfactory completion of 144 credit points of a Bachelor of Mathematics and Finance degree are eligible for entry into the Honours strand in the final year of the Bachelor of Mathematics and Finance degree.

A.4 Application Process

300 Level candidates enrolled in the Bachelor of Mathematics and Finance at the University of Wollongong wishing to complete the Honours strand, should attend a meeting of prospective Honours candidates usually held by SMAS in Spring Session. The 300 level candidates will be notified of the meeting date via email.

Although there is no formal application process for this degree, students wishing to study in the Honours strand of the Bachelor of Mathematics and Finance degree should:

1. Speak to the degree coordinator or honours coordinator as soon as possible after the release of results. Students are highly encouraged to do this before the start of session, and
2. Enroll in INFO401 (Project Code) and the required subjects listed in section A.8.

Please note that the enrolment is **provisional** until all marks are submitted for subjects towards the 144 credit points of the Bachelor of Mathematics and Finance degree. If a student does not successfully obtain the required WAM as mentioned above, they will be removed from this subject and should consult the calendar for enrolment information on the non-honours strand.

It is **strongly advised** that students speak to potential supervisors *before* enrolling in INFO401. All members of staff in the SMAS are potential supervisors for projects in mathematics or statistics. They are listed in the departmental web pages. Students interested in doing a project in finance or mathematical/statistical/economics should contact the degree coordinator.

An Honours student who wishes to change the research topic or supervisor from that which was approved upon enrolment must submit a request in writing to the Honours Coordinator no later than Friday of Week 2 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 and in the case of a change of research topic, the opinion of the supervisor. Students will be advised in writing of the outcome.

Students are advised to refer to the following University of Wollongong web site for access to the Code of Practice - Honours:

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

A.5 Part-Time Honours Enrolment

This course is usually undertaken as full-time study, however part time study is available and students should consult the Head of School for program of study noting that the project needs to be completed over two consecutive sessions if part time (excluding summer session). Approval is at the Head of School's discretion and a limited range of subjects may be available as subjects change with each session and year. Deferral is not usual and a new application should be submitted. See section A.9 for part time enrolment subject codes.

A.6 Honours Program Objectives

After successful completion, students should be able to

- To develop independent analytical skills in areas of relevance to the quantitative finance industry.
- Identify and demonstrate a range of mathematical techniques used extensively in current research
- Successfully complete a research project in their discipline
- Effectively communicate research results via seminars and reports
- Understand and review journal and conference articles in their discipline
- Undertake higher level research degrees, such as the Master of Science-Research and PhD degrees.

A.7 Roles of Supervisors and students

A.7.a The Role of the Supervisor

The overriding responsibility of a supervisor is to provide continuing support for their student in researching and producing an Honours thesis to the best of the student's ability. The supervisor/s must be familiar with the information in this Guide.

In accordance with Section 3 of the Code of Practice - Honours, specific other responsibilities of the supervisor include:

- 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;
- 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 requirements 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 Faculty Assessment Committees (Honours) where students' grades are determined.
- to provide assistance to the student regarding preparation of the major and minor presentation.

It is essential that the student's thesis is within the supervisor's field of expertise and that the subject pursued be of interest to the supervisor. Adequate resources for the satisfactory completion of the thesis must be available.

Supervisors should make themselves familiar with the general rules pertaining to the degree of Bachelor of Mathematics and Finance (Hons) and the Code of Practice – Honours, and bring these to the attention of the student wherever necessary.

Supervisors should meet with students on a regular basis – preferably weekly, but not less than fortnightly – to discuss work in progress and to advise on the direction of the work. They should comment critically on any drafts of the thesis (including aspects of referencing, bibliographic work and proofreading) and/or on the creative presentation as a work-in-progress. They should provide regular advice and timely feedback necessary to the production of a thesis and/or creative presentation of merit.

Students and supervisors should refer to the Checklist – First Formal Meeting between Supervisor and Student set out in APPENDIX I.

Supervisors must alert the student and the Honours Coordinator of any situation which indicates that the student might not meet the given deadlines for the thesis or appears incapable of attaining appropriate standards.

In order to meet University deadlines for the declaration of marks, so that students may be considered for graduation and scholarships, examiners are asked to attend the SMAS Honours Assessment Meeting usually held a week after the end of UOW exam week.

A.7.b Responsibilities of Students

Honours students have the primary responsibility for the timely completion of their Honours submissions and other assessment tasks. They should be familiar with the information in this Guide.

In accordance with Section 4 of the Code of Practice – Honours, specific responsibilities include:

- 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 the Honours Coordinator or 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.

A.8 Principal Dates for 2008

BEFORE Week 1 Autumn	Select project and Supervisor for students in Autumn intake.
Week 0 Autumn	Interview with Honours Coordinator.
Monday 25 February	Classes commence.
Week 4 Autumn	Minor Seminar to last 5-10 mins for students starting the project in Autumn Session . Major Seminar to last 25 mins for students starting the project in Spring Session . Date will be posted on website for Honours students.
Friday Week 11 Autumn	Honours project to be submitted for students commencing project in Spring. For further details see section B.3.
Tuesday Week 1 Exam Week	Examiners Reports Due & Assessment Committee Meeting
Last working day in June	Applications for Spring session close. Late applications may be accepted but it is dependent on the availability of a supervisor.
BEFORE Week 1 Spring	Select project and Supervisor for students in mid-year intake.
Monday 23 July	Classes commence.
Week 4 Spring	Major Seminar to last 25 mins for students starting the project in Autumn Session . Minor Seminar to last 5-10 mins for students starting project in Spring Session . Date will be posted on website for Honours students.
Friday Week 11 Spring	Honours project to be submitted for students commencing project in Autumn. For further details see section B.3.
TBC September	Applications for PhD Scholarships due to the Student Research Office.
Tuesday	Examiners Reports Due & Assessment Committee Meeting

Week 1 Exam Week	
Friday of the 2 nd Week in December	Applications for next year close. Late applications may be accepted but it is dependent on the availability of a supervisor.

For the University Principal Dates and examination results release dates, please see:

<http://www.uow.edu.au/student/dates.html>

A.9. Honours program information

The Honours strand of the Bachelor of Mathematics and Finance degree is made up of:

1. INFO401,
2. ACCY407: Empirical Research Methods, and,
3. A total of five elective subjects from :
Subjects listed in the Calendar*, and
Coursework topics offered by the School of Mathematics and Applied Statistics**.

* Students should consult the University's calendar page for further information on the elective subjects available by using following the website:

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

** The coursework topics that are offered are finalized at the beginning of each session and are posted on the Honours website. Lecture times for these topics are negotiated between the lecturer and students. Subjects offered are subject to enrolment quotas and could change at short notice. Students are notified by email in the first instance and students are expected to check the website for further and current information.

Students undertaking the special coursework topics who are enrolled in the Bachelor of Mathematics and Finance (Hons) are required to enroll on SOLS as MATH471, MATH472, STAT471 or STAT472. Ensure that:

- if a Mathematics topic is taken then the MATH*** code is used
- if a Statistics topic is taken then the STAT*** code is used.

An internal enrolment form (available on the honours website or administration office) should be filled out in the instance of students undertaking these coursework topics and any further changes should be submitted on the SMAS internal change of enrolment form found on the honours website or administration office. You are required to discuss any change of subject choice with the Honours Coordinator.

For detailed information on project assessment, please see Section B.1. For information on how the class of honours is determined, see B.8.

A.10 Ethics Requirements

In accordance with the relevant legislation, the University has established the following Ethics Committees: Animal Ethics Committee; Human Research Ethics Committee; and Biosafety Committee. The role of these Committees is to review the ethical aspects of research involving animals, humans or biological matter. Before conducting or commencing any research investigation involving these variables, students are required to submit a research ethics application to the appropriate Committee and obtain approval to ensure that all statutory requirements are met.

Any questions or requests for further information should be directed to the Ethics Officer in the Office of Research. Telephone: 4221 4457.

Students are advised to refer to the following University of Wollongong web site for access to information about Research Ethics Committees and Guidelines:

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

A.11 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 supervisor/s to ensure their research activities comply with all relevant legislation and standards.

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

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

A.12 Support services

A.12.a Disability Liaison Officer

The Disability Liaison Officer (DLO) can provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with disability. Students who need assistance during their studies should contact the Disability Liaison Officer by telephone on 4221 3445 or facsimile 4221 5667, or call in to the office located on the third floor of the UniCentre, Building 11.

A.12.b Faculty Disability officer

The Faculty Student Equity and Diversity Liason Officer (SEDLO) is Virginie Schmelitschek. Ms Schmelitschek can be reached on ext 3833 on Wednesday afternoons, and Thursdays and Fridays, and is located in Rm3.114. Or you can leave a message with the Faculty Student Enquiry Centre, Bld 3, ext 3606.

A.12.c Faculty Librarian

The Michael Birt Library is located in Building 16. The Library web site provides access to a wide range of information resources. These include the Library Catalogue, electronic journals, fulltext databases and links to web sites in various subject areas. To assist students to make the most of these resources the Library offers help/training guides, web-based tutorials and hands-on workshops.

Honours students are required to make an individual appointment with the Faculty Librarian for assistance with identifying and/or locating reference material.

The Faculty Librarian for Informatics is Ms Annette Meldrum who can be contacted by telephone on 4221 4637 or email at ameldrum@uow.edu.au

A number of staff within the Michael Birt Library have taken on responsibility for assisting students with special needs. To contact staff currently responsible for disabilities services in the Library, students should, in the first instance, contact the Ms Meldrum.

A.12.d School of Mathematics and Applied Statistics Student Library

Previous Honours theses are stored in the Access Grid Room. These may be borrowed for short periods but must be returned promptly and in good condition. If you wish to borrow these please see the administrative staff in 15.110.

A.12.e Counselling Service

The University Counselors offer free and confidential counseling to students who want to talk through and change areas of difficulty, conflict or crisis in their lives. The counselors 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 counselors, students should contact the Counseling Service by telephone on 4221 3445, or call in to the office located on the third floor of the UniCentre, Building 11. Evening appointments are available from Monday to Thursday. The service is free and completely confidential.

A.13 Horner Computer Lab

The Horner Computer Lab (PC's) in 15.210 are available to Honours students. Access to this room can be obtained by completing a key and swipe card application available at the Administrative Office 15.110. Access after hours, weekends and session breaks is only available with a swipe card. The initial cost of the key and swipe card is covered by the School, however a replacement cost will be paid by the student if lost or damaged.

Student Lockers are also available, with a \$5 key deposit required which is refundable on return of the key. Please see the administrative staff in 15.110 if you require a locker.

Student Lockers are also available in the Honours Room and a \$5 key deposit is required which is refundable on return of the key.

A.14 Materials required

There are no special requirements for the Bachelor of Mathematics and Finance (Honours) program.

A.15 Financial Costs/Assistance

A.15.a Costs

Students are required to meet all costs associated with their research.

Limited access to a photocopying card may be available upon application to the Administrative Assistants in 15.110.

A.15.b Scholarships

Scholarships are available through various sources, please see the following webpage for further information.

<http://www.uow.edu.au/about/scholarships/>

A scholarship notice board on the ground floor in Building 15 is updated with scholarship information from outside sources.

A.16 Awards

A.16.a University Medal

Honours students who achieve a minimum of Honours Class I and have outstanding academic results over their entire undergraduate degree may be considered for the award of a University Medal. Nominations for this award are not made until the results for all potential medalists in the particular year have been finalised.

A.16.b Campus Alumni Chapter Honours Year Prize

Each year the Campus Chapter of the University of Wollongong 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 Faculty Officer (3.116) early in the academic year.

A.17 Grievances Concerning 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 Grievance Resolution Procedures, where applicable.

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

SECTION B – ASSESSMENT OF HONOURS PROJECTS

B.1 Project Assessment

Assessment of the Honours project (INFO401) comprises two components: a written report and two seminars.

B.2 Weight for Honours project

The project is a 12 credit point subject (INFO401). Assessment of the INFO401 is weighted 90% on the project report and 10% on the two seminar presentations.

The School of Mathematics and Applied Statistics has opted to satisfy section 3.7b of the *Code of Practice – Honours*, in relation to assessment of the written project report. For further information, please consult Section C.1.a.

Project consists of:

A. **Written Project Report** **90%**

The Project will be assigned a mark out of 100. **Late submission of the project will incur a 10% penalty of the final mark for each week or part thereof after the due date.**

B. **Project Seminars:** **10%**

Project Seminars in Autumn and Spring are a subject requirement. The Minor project is not formally assessed, whereas the Major project is formally assessed. Failure to deliver **the two** seminars will result in a mark of 44F being awarded in the subject INFO401.

B.3 Dates for Assessment

The **LAST** day for submission of Project is

Friday of Week 11 of Spring Session for students commencing their project in Autumn Session

OR,

Friday of Week 11 of Autumn Session for students commencing their project in Spring Session.

Project Seminars will be as follows:

(a) Minor (5-10min) Week 4 Autumn*

* if commenced in Autumn session

(b) Major (20-25min) Week 4 in Spring#

if commenced in Autumn session

Please note that if student commences in mid-year intake then Minor Seminar will be conducted in the Spring Session seminar and Major Seminar will be conducted in Autumn Session seminar.

B.4 Late Submission

Work submitted late without approval will incur a 10% penalty of the final mark for each week or part thereof after the due date.

A request for late submission of the project must be made in writing to the Honours Coordinator and in association with an application for Special Consideration via SOLS. A new submission date will be given and failure to submit by the new due date will incur a 10% penalty of the final mark for each week or part thereof.

B.5 Criteria for assessing the Honours Project

B.5.a Written Report

The honours project is assessed by considering issues such as the student's mastery of concepts, degree of originality, quality/quantity of content and the quality of presentation. In assessing the project the following areas are examined

- Literature review.
- Exposition of theory): was the theory required for the project explained in a clear and logical manner?
- Description of results.
- Conclusions/outline of extensions to work presented in the thesis.
- Degree of innovation and/or originality). At the lower level of the range this would be shown by the student using their own examples to illustrate theory. At the higher-level there would be significant degree of new ideas/theory. The originality of the thesis should be clearly indicated by the student.

In addition to the above, the examiner will keep in mind the mark ranges and the project characteristics for each grade. They are:

High Distinction (85-100). The thesis gives a clear and thorough review of some specific topic. For higher marks within this range (95-100), a substantial degree of originality is expected.

Distinction (75-84). Some mastery has been achieved in concepts which are new to the author.

Credit (65-74). A reasonable attempt has been made to come to terms with the topic and there is some merit in the report.

Pass (50-64). The student has learnt something which could not have been obtained from earlier undergraduate courses.

Fail (0-49). An unsatisfactory project with very little progress.

B.5.b Feedback on written report

Copies of the examiners reports will be available for collection by students from the Administration Office (Room 15.110) for up to twelve months from the date results are formally released to students via SOLS. The report may or may not have the name or names of the examiner/s (please see section B.6.a for further information).

B.5.c Seminar presentations

Guidelines for assessment of seminars will be given to students at the beginning of the year and will be available on the Honours website. Seminars are usually held in rooms which have overhead projects, data-projectors, whiteboards available. While there is not set style of presentation, the use of overheads, power-point show or Microsoft word is highly recommended. Please discuss your presentation with your Supervisor.

Minor Seminar

The Minor Seminar should last for 5-10 minutes, giving a basic outline for the project.

Major Seminar

The Major Seminar should last for 20-25 minutes, detailing the findings in your project.

B.6 Guidelines for Examiners of projects

B.6.a Criteria for examining of projects

As assessor, you are asked to give the project a mark out of 100 and to write a report justifying your mark. One-half to one page is sufficient. The criteria for assessing the Honours Projects is given in B.5.

Please return your report to the Honours Coordinator by the Tuesday of exam week one. Note that joint supervisors need to prepare a joint report and coordinate the sharing of the project copy. Projects with examiner's comments may be kept by the examiner.

Examiners should notify the Honours Coordinator if they are not prepared to have their name provided to the student with the student's copy of the written report.

B.6.b Contact between Students and Examiners

Examiners must not engage in any discussion with the student concerning the assessment of Honours work until the results are formally released to the student by the University, via SOLS.

If communication between the examiner and the student regarding the Honours work is necessary, it must be directed through the Honours Coordinator.

B.7 Marks to be modified or scaled

Marks will not be modified or scaled.

B.8 Grade of Honours

Students final mark (which includes the coursework and project) is calculated using a weighted average mark using the following procedure:

$$\text{Weighted average mark} = \frac{\sum mlc}{\sum lc}$$

Where:

m is the mark obtained in each subject;

l is the weight reflecting the level of the subject (see below)

c is the credit point value of the subject

n is the total number of subject attempts; and

l is the weight reflecting the level of the subject

Summation in the numerator and denominator is over all subjects:

Weightings for different subject levels (i.e. the 'l' factor set out above)

4 for 400 level subjects that constitute an Honours program

3 for 300 level subjects that constitute an Honours program

2 for 200 level subjects that constitute an Honours program

1 for 100 level subjects that constitute an Honours program

Note: Every attempt at a subject in the course is included in the determination of the weighted average mark.

- Class I (77.5-100%)
- Class II, Division 1 (72.5-<77.5%)
- Class II, Division 2 (67.5-<72.5%)
- No honours awarded (0-<67.5%)

B.9 Attendance requirements

Students and supervisors should meet with on a regular basis - preferably weekly, but not less than fortnightly - to discuss work in progress and to advise on the direction of the work.

As part of the project, two compulsory seminars are to be given. Failure to deliver **the two seminars** will result in a grade of 44F given for INFO401. Students are required to attend the project seminars given by all students.

Requirements for attendance of the coursework topics will be given by the appropriate lecturer.

B.10 Project Submission Information

Please see www.math.uow.edu.au/current/index.shtml for advice on preparing theses and reports.

Students shall submit directly to their Supervisor, copies of the project for marking by 5.00pm Friday of Week 11 of Spring session. The project is to be submitted according to the following guidelines:

- 1 soft copy in PDF
- 2 unbound hard copies (bulldog clip at top only)
- Single sided
- 1.5 – double spaced
- A4
- 80-100 pages (excluding appendices). Project reports that are outside these limits may be accepted at the discretion of the Honours Coordinator.

Cover sheets are available from the Honours website and are to be included with the report as a receipt of submission. Your receipt will be signed by your supervisor as acknowledgement of submission of your thesis.

Many students choose to use LATEX and a template can be found on the Honours website.

Theses will be copied in black and white and bound by the University printery on behalf of the student. Copies will be forwarded to the student.

Hard copies of project reports handed in by students for examination will not be returned, please see section C.2.d.

Information regarding written work for coursework topics will be given by the appropriate lecturer

B.11 Referencing

Students should discuss a referencing style with their supervisor. A recommended style for Applied Mathematics projects is the ANZIAM Journal referencing style. Please see the ANZIAM Journal for examples.

Students should refer to section C.1.f on plagiarism.

B.12 Method for choosing examiners

The Project will be assessed by the Supervisor(s) and by another staff member within the University who has expertise in the general topic area of the project. In rare cases an examiner external to the university may be chosen. The non-supervisory examiner will be chosen by the honours coordinator in consultation with the Head of School. At least one of the assessors will be from the SMAS. All examiners will be given a copy of this document.

Examiners will be notified by email concerning the work they are to assess and due dates for the submission of their report/s. All examiners will be made aware of the assessment requirements as set out in this guide.

Examiners must be familiar with the expectations of an Honours degree and must also:

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

B.13 Procedure regarding discrepancies

Where there is a grievance concerning the assessment outcome for the Bachelor of Mathematics and Finance (Hons), students and supervisors should refer to the Student Academic Grievance Procedure Policy which can be found at:

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

The final thesis mark for the project will be the average of the supervisor mark and the other assessor's mark. In cases where these vary by more than 10%, the project will be assessed by an additional marker (adjudicating examiner). The three marks and a recommended value will go to the school committee for a final decision.

B.14 Procedure regarding 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.

B.15 Method for submitting written materials for assessment

See Section B.10

B.16 Required number of copies of written materials

See Section B.10

B.17 Arrangements for acknowledging submission of written materials

See Section B.10

B.18 Procedures for returning assessed materials

Hard copies of project reports handed in by students for examination will not be returned, for further information, please see section B.10 and C.2.d.

B.19 Details of other matters relevant to the assessment of the Honours project.

No relevant materials

SECTION C –POLICY INFORMATION

C.1. University Policies

This document should be read in conjunction with the following documents:

C.1.a Code of Practice - Honours:

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

C.1.b Code of Practice - Teaching and Assessment:

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

C.1.c Code of Practice - Students:

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

C.1.d Code of Practice - Research:

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

C.1.d Code of Practice - Authorship Policy:

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

C.1.e Code of Practice - Research:

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

C.1.f Acknowledgment Practice/ Plagiarism:

This is the use of another person's work or idea as if it is your own. When it is desirable or necessary to use other people's material, take care to include appropriate references and attribution - do not pretend the ideas are your own.

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:

Plagiarism has led to expulsion from the University

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

C.1.g Student Academic Special Consideration Policy:

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

C.1.h Health and Safety:

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

C.1.i Non-Discriminatory Language Practice and Presentation:

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

C.1.j Intellectual Property Policy:

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

C.1.k Human Research Ethics Committees and Guidelines:

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

C.1.l Animal Research Guidelines

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

C.1.m Academic Grievance Policy

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

C.1.n Grievance Resolution Procedures

<http://staff.uow.edu.au/eed/grievanceresolution.html>

C.1.o Further information

Please also see the following information:

Disability Services and Non-sexist and non-racist language

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

C.2. School of Mathematics and Applied Statistics Policies

C.2.a Special Consideration

Substantial medical, compassionate and other reasons that affect your performance must be thoroughly documented and submitted to the University Administration within seven days of the event. The medical certificate or other official document must stipulate, precisely and legibly, the degree to which the event has affected, or is likely to affect, your performance, and the exact period of the incapacity. You must also inform the honours coordinator within seven days, and appear for an interview with the honours coordinator to discuss the effect of the problem on your performance, and to make any special arrangements deemed necessary. If you do not provide adequate written information in your official documentation or you do not contact the honours coordinator to explain your circumstances, you will, forfeit your claim to special consideration. Please refer to the University Calendar and the ‘Special Consideration’ section for more information.

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, which demonstrates that they have:

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

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

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

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

C.2.b Submission of written materials for assessment

Information regarding submission of written work for coursework topic assessment will be given by the appropriate lecturer.

For information on submission of the project report, please refer to section B.10.

C.2.c Late submission and extension, e.g. requirement of medical certificates

In reference to coursework topics, students are required to contact the appropriate lecturer in writing for an extension of submission. A request to lodge a special consideration via SOLS may be required. Further information regarding special consideration requiring a medical certificate can be found at C.2.c.

In reference to information regarding project submission, further information can be found at B.4.

C.2.d Required number of copies of written materials

Students should keep a copy of **all** work submitted.

For information on submission of the project report, please refer to section B.10.

C.2.e Acknowledgment of submission of written materials

Cover sheets for submission of project reports are available on the Honours website. For coursework topics, information will be given by the appropriate lecturer..

C.2.f Retention of Written Material

Projects submitted by students for examination will be retained at the School of Mathematics and Applied Statistics. Bound copies will be kept in the SMAS Thesis Library and the University Library.

C.2.g Other matters relevant to the assessment of the Honours project

There are no further matters relevant to the assessment of the Honours projects.

C.2.h Occupational health and safety, including safety in laboratories and on field trips

Students should consult the following website for detailed information regarding Health and Safety responsibilities by students:

<http://www.uow.edu.au/student/rights.html>

C.2.i Ethics requirements

Students should consult the following website for information on research ethics:

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

Appendix 1

CHECKLIST FIRST FORMAL MEETING

BETWEEN SUPERVISOR/S AND STUDENT

At their initial meeting or within a month after this, the Bachelor of Mathematics and Finance (Hons), student and supervisor/s should discuss the Code of Practice: Honours with particular reference to the sections dealing with the responsibilities of the supervisor/s and student. Where there is more than one supervisor, the student should be notified of the particular responsibilities of each supervisor. Student and supervisor/s should then discuss and agree upon or note:

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

Appendix 2

CHANGES

Below lists the changes made to each version of the Honours Guidelines. Please ensure you revisit these sections. The newest version listed at the top of this list will take precedence over any previous version.

20 May 08, Sect A.1, School of Mathematics and Applied Statistics, updated

20 May 08, Sect A.4, Application Process, updated

20 May 08, Sect A.5, Part time Honours Enrolment, added section

20 May 08, Sect A.8 Principle Dates, updated

20 May 08, Sect A.9 Honours Program Information, updated

20 May 08, Sect A.12.d, School of Mathematics and Applied Statistics Student Library, updated

20 May 08, Sect A.13, Horner Computer Lab, updated

20 May 08, Sect A.17, Grievances Concerning Supervision, updated

20 May 08, Sect B.1, Project Assessment, updated

20 May 08, Sect B.5, Criteria for assessing the Honours project, updated

20 May 08, Sect B.10, Project Submission Information, updated

20 May 08, Sect B.12, Method for choosing examiners, updated

20 May 08, Sect B.14, Procedure regarding assessment outcomes, added section,

20 May 08, Sect B.15, Method for submitting written materials for assessment, added section,

20 May 08, Sect B.16, Required number of copies of written materials, added section,

20 May 08, Sect B17, Arrangements for acknowledging submission of written materials, added section,

20 May 08, Sect B18, Procedures for returning assessed materials, added section,

20 May 08, Sect B19, Details of other matters relevant to the assessment of the Honours project, added section,

20 May 08, Sect C.1, University Policies, updated

20 May 08, Sect C.2.a, Part time study, moved to Sect A.5

6 March 07, Sect A.7: Week 0 Autumn Introductory meeting for all honours students.