



Bachelor of Information & Communication Technology Honours

Guide for Students, Supervisors and Examiners 2009

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The University has attempted to ensure that the information
contained in this publication is up to date at the time of printing
February 2009 but this information may be amended without notice
by the University in response to changing circumstances or for any
other reasons.

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Principal Dates for 2008-2009

2008

Friday 12 December	Applications for Bachelor of Information & Communication Technology Hons 2008 should be submitted to the SCSSE & SISAT Admin Officer in 3.227. Late applications are accepted up to Orientation Week but acceptance is dependent on the availability of a suitable supervisor.
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Enrolment Commencing Autumn 2009

Monday 2 March	IACT441 Classes commence
Monday 27 July	Enrolment in IACT450 activated if student achieves a mark of 75 or better in IACT441. If this is not gained then the student <u>cannot</u> progress to IACT450 and must withdraw from this subject
Thursday 29 October Trade Show (WK 13)	Bachelor of Information & Communication Technology poster presentations: Note: Prospective Honours candidates for the following academic year are encouraged to attend these presentations
Please refer to IACT450 Subject Outline (http://www.uow.edu.au/informatics/sisat/current/index.html Subject Information, Subject Outlines) or Dr Byron Keating Honours Coordinator for details.	Four spiral bound copies of thesis for IACT450 to be submitted for examination
Please refer to IACT450 Subject Outline (http://www.uow.edu.au/informatics/sisat/current/index.html Subject Information, Subject Outlines) or Dr Byron Keating Honours Coordinator for details.	Formal Oral Presentation
Early November	Honours Assessment Committee meeting

Enrolment Commencing Spring 2009

Friday 5 June	Applications for Bachelor of Information & Communication Technology Hons 2009 should be submitted to the SCSSE & SISAT Admin Officer in 3.227. Late applications are accepted up to Orientation Week but acceptance is dependent on the availability of a suitable supervisor.
Thursday 30 July	IACT441 Classes commence
Monday 1 March	Enrolment in IACT450 activated if student achieves a mark of 75 or better in IACT441. If this is not gained then the student <u>cannot</u> progress to IACT450
Poster Presentation Thursday of Week 13	Bachelor of Information & Communication Technology poster presentations: Note: Prospective Honours candidates for the following academic year are encouraged to attend these presentations
Please refer to IACT450 Subject Outline (http://www.uow.edu.au/informatics/sisat/current/index.html Subject Information, Subject Outlines) or Dr Byron Keating Honours Coordinator for details.	Four spiral bound copies of thesis for IACT450 to be submitted for examination
Please refer to IACT450 Subject Outline (http://www.uow.edu.au/informatics/sisat/current/index.html Subject Information, Subject Outlines) or Dr Byron Keating Honours Coordinator for details.	Formal Oral Presentation
Early June	Honours Assessment Committee meeting

* Some students who commence their Honours project in Spring session 2009 may choose to complete their project in Summer session 2009 – 2010. However, this option requires the prior approval of the Head of School and the Honours co-ordinator.

Enrolments for Honours commencing in Autumn 2010

Friday 11 December	Applications for Bachelor of Information & Communication Technology Hons 2010 should be submitted to the Admin Officer for SCSSE and SISAT. Late applications are accepted up to Orientation Week but it is dependent on the availability of a supervisor.
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Guide for Students, Supervisors and Examiners

The Bachelor of Information & Communication Technology Hons Degree

The Honours program is an option in the Bachelor of Information & Communication Technology degree and provides an opportunity for candidates to develop, to a sophisticated level, the established theoretical skills gained during their undergraduate course. This option can be activated if a student has a WAM of 67.5, a supervisor and the approval of the Head of School.

The Bachelor of Information & Communication Technology Honours program, comprises two parts:

- A weekly research methodology seminar in Autumn Session (via enrolment in IACT441), which provides research skills specific to disciplines within the IT area.
- A research project carried out usually in Spring session (via enrolment in IACT450) under the close supervision of one or more appropriate academics. Other timeframes are allowed. See the Honours Co ordinator for details.

The program thus provides both formal research training and practical research experience, providing an excellent introduction to higher research degrees at masters and doctoral levels.

Course Code

The Course Code for the Bachelor of Information & Communication Technology (Honours) is 706A.

Bachelor of Information & Communication Technology Hons Program Objectives

The objectives of the Bachelor of Information & Communication Technology Hons are to give students:

- a scholarly grounding in academic research
- a high level of research competency
- a strong foundation and skills in theoretical work
- a preparation for future higher level research degrees

Duration

The Bachelor of Information & Communication Technology Hons is a fourth year option in this degree. Both IACT441 and IACT450 must be completed within a period of no more than 12 months

Program of Study

The Honours program of study comprises two subjects:

IACT441	IT Research Methodology	6 credit points
IACT450	IT Research Project	18 credit points

The research topics that are acceptable in IACT450 range from very technical problems to more social and organisational problems.

Students who are doing a technical project that falls within the domain of Computer Science project are still able to meet the requirements of the Bachelor of Information & Communication Technology Hons but the material presented in IACT441 is often not well suited to their projects. Consequently, these students will follow a different pattern of study and complete CSCI441 CS Research Methodology. These students will enrol in CSCI441 and CSCI400. Students following this pattern of study should use the Bachelor of Computer Science Honours handbook.

Requirements for Admission

The Bachelor of Information & Communication Technology Hons is regarded as a scholarly grounding for further academic research. Prospective candidates need to possess a high level of research competency and a strong foundation in theoretical work; they should have a demonstrated ability to focus on a defined topic and to sustain an argument. In general, a weighted average mark (WAM using method 2), as determined by the University, of 67.5 in the first three years of the Bachelor of Information & Communication Technology degree is required. Only candidates who have completed these requirements in the Bachelor of Information & Communication Technology degree are eligible for entry to the Honours program.

Application Process

300 level candidates enrolled in the Bachelor of Information & Communication Technology at the University of Wollongong wishing to apply for Honours should attend a meeting of prospective Honours candidates usually held by SISAT in August. Notification of the exact meeting date is done via email to the sitacs_300 student email group.

As Honours is an option in year 4 of the Bachelor of Information and Communication Technology degree, a student who intends to take up this option is required to complete an "Application to Enrol in BInfoTech Honours Program" form, available from the SCSSE/SISAT Admin Officer, room 3.227.

On collecting the form, each student must ensure that his or her current WAM is entered onto the application form by the Admin Officer. This annotated form is then taken to prospective supervisors from within SISAT. Once the student has found an appropriate supervisor and agreed upon a project, he or she should have the application form filled in and signed by that supervisor. The student should then write a 500-word research proposal and return this along with the signed application form to the Admin Officer. Completed forms should be lodged no later than the 27/2/09.

To ensure that projects are appropriate to the needs of the student and the level of the Honours program, the Honours Co-ordinator or the Head of School may review applications. In the event that a project is deemed to be inappropriate, the student involved will be advised in writing in sufficient time for them to select a new topic or to withdraw from IACT441 without penalty.

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/CodeofPractice-Honours>

Attendance

Supervision Sessions: Students must meet with their supervisor/s regularly, preferably weekly but not less than fortnightly.

Research Methods Subject: attendance at all lectures and workshops associated with the research methods subject is expected, with minimum attendance requirements stipulated in the Subject Outline for the subject.

Leave of Absence

Leave of Absence during the course of the Bachelor of Information & Communication Technology Honours program is possible. The proper procedures need to be followed. Please contact the Student Registrar in the Academic Registrar's Division (ARD) for further information.

Subject Outline: IACT441 IT Research

Methods

Subject Outline

Autumn Session 2009

General Information

Subject Coordinator Dr Byron Keating
Telephone Number: 4221 5315
Email: bkeating@uow.edu.au
Location: 39.206A

Dr Keating's consultation times during session:

Day	Time
Monday	12.30 – 14.30
Tuesday	12.30 – 14.30

Subject Organisation

Session:	Autumn Session, Wollongong Campus
Credit Points	6 credit points
Contact hours per week:	2 hours lectures
Lecture Times & Location:	Monday 9.30-11.30, 19.2001
Tutorial Day, Time and Location can be found at:	http://www.uow.edu.au/student/timetables/index.html

Students should check the subject's web site regularly as important information, including details of unavoidable changes in assessment requirements will be posted from time to time via e-Learning space <http://www.uow.edu.au/student/lol>. Any information posted to the web site is deemed to have been notified to all students.

Subject Description

This subject will cover the following topics on IT research methodology: What is Research (Purpose of thesis components); Research Methods; Literature Review - Critical Reading, Annotated bibliography and note taking; Survey Methods; Quantitative Methodologies (Results etc); Literature Review - Structure, Writing Up and Presentation Skills Satisfactory attendance at workshops is a requirement for the successful completion of this subject as is attendance at the Postgraduate Forum, held usually during week 8 of Autumn Session.

Subject Objectives

A student who successfully completes this subject should be able to: (i) communicate effectively (both orally and in writing) the results of their investigation; (ii) present a literature review on the research topic which includes in its content relevant books, journal articles, software reviews and bibliographics and which demonstrates skilful use of appropriate research tools; (iii) demonstrate the skills necessary to undertake a project.

Graduate Qualities

This subject will continue to the following graduate qualities:

- Informed
- Independent Learners

- Problem Solvers
- Effective Communicators
- Responsible
- Innovation & Design

Further information can be found at:

<http://www.uow.edu.au/informatics/sisat/current/SubjectInformation/UOW051055.html>

Attendance Requirements:

It is the responsibility of students to attend all lectures/tutorials/labs/seminars/ practical work for subjects for which you are enrolled. It should be noted that the amount of time spent on each 6 credit point subject should be at least 12 hours per week, which includes lectures/tutorials/labs etc.

Satisfactory attendance is deemed by the University, to be attendance at approximately 80% of the allocated contact hours.

Attendance rolls will be kept for lectures/workshops. If you are present for less than 80% and would have otherwise passed you need to apply for student academic consideration, otherwise a TF (technical fail) grade will be recorded.

Method of Presentation:

In order to maximize learning outcomes, it is strongly recommended that students attend all lectures.

A series of lectures/workshops will be conducted on research methodology. An outline of topics covered is presented below including information relating to assessment. Further details will be provided in eLearning as and when necessary.

This subject is intended to prepare students for the rigors of academic research. While the subject will assist students in writing the first three chapters of the IACT450/950 research report; the main objective is to give students a solid grounding in the conduct of academic research. As such, the subject will require the students to become familiar with a broad range of research methods, some of which will not directly relate to their own research.

Lecture Schedule: A proposed Lecture schedule for the subject is as follows:

Week	Topic	Homework/Assessment
1	Introduction to subject Overview of the research process	Homework: no worksheet
2	Defining the research problem Workshop: library activity	Homework: worksheet 1
3	Research concepts & sources of information Workshop: critical evaluation	Homework: worksheet 2
4	Writing a literature review Workshop: citing and synthesizing	Homework: worksheet 3
5	Introduction to research methods Workshop: student presentations – research problem	Homework: worksheet 4
6	Qualitative methods 1 Workshop: qualitative research skills	Homework: worksheet 5
7	Qualitative methods 2 Workshop: analyzing qualitative data	Homework: worksheet 6

8	Quantitative methods 1 Workshop: quantitative research skills	Homework: worksheet 7
9	Quantitative methods 2 Workshop: analyzing quantitative data	Homework: worksheet 8
10	Design theory Workshop: applying design theory	Homework: worksheet 9
11	Ethical considerations in research Workshop: preparing an ethics application	Homework: worksheet 10
12	Advanced academic writing Workshop: student presentations – research proposal	Homework: worksheet 11
13	Writing a research thesis Workshop: student presentations – research proposal	Homework: worksheet 12
14	Study break prior to exams	Final submission due

Changes to the above schedule will be posted via e-Learning space <http://www.uow.edu.au/student/lof>. Any information posted to the web site is deemed to have been notified to all students.

Subject Materials:

Any readings/references are recommended only and are not intended to be an exhaustive list. Students are encouraged to use the library catalogue and databases to locate additional readings.

Textbook(s):

There is no compulsory text for this subject. However, students wanting a better understanding of research methods are encouraged to consult one of the many texts available in the library. Examples are provided below.

Nick Lee and Ian Lings. *Doing business research: A guide to theory and practice*. Sage Publishing, 2008.

Wayne Booth, Gregory Colomb and Joseph Williams. *The Craft of Research* (Third Edition). Chicago University Press, 2008.

Robert Y. Cavanna, Brian L. Delahaye and Uma Sekaran. *Applied business research: qualitative and quantitative methods* (Australian Edition). John Wiley, 2001.

David Evans. *How to write a better thesis or report*. Carlton, Vic.: Melbourne University Press, 1995.

Other Resources:

Other readings and reference materials will be made available online, see eLearning.

Assessment:

This subject has the following assessment components.

ASSESSMENT ITEMS & FORMAT	% OF FINAL MARK	GROUP/ INDIVIDUAL	DUE DATE
1. Workshop participation	20%	Individual	Weeks 2 to 13
2. Weekly homework	20%	Individual	Weeks 2 to 13
3. Final submission (research proposal)	60%	Individual	Week 14

Notes on Assessment:

All assignments are expected to be completed independently. Plagiarism may result in a FAIL grade being recorded for that assignment.

Electronic Submission of Assessment Items:

Unless otherwise notified by the subject coordinator, all written assignments must be submitted electronically.

Submission of assessment items via email will not be accepted.

Other Procedures for the submission of assessment items:

In addition to electronic submission students are required to submit assignments in hard copy to the lecturer by the conclusion of the workshop.

Detailed requirements for each individual assessment task will be given during the weekly lecture/workshop series and will be posted on e-Learning. The following general requirements apply:

Assessment 1:	Workshop Participation
Description:	Students will be required to actively participate in the weekly workshops. Each workshop will be closely aligned to the lecture content for that week and are intended to develop practical research skills in a range of areas. In addition, students will be required to present their research problem (week 5) and the chosen research method (week 13).
Marking criteria:	Specific details regarding the presentations will be provided in eLearning.
Weighting:	20% (10% for participation, 5% for each presentation).
Due date:	Weeks 2 – 13

Assessment 2:	Weekly Homework
Description:	The weekly homework worksheets are an important component of the learning in this subject. Students will be required to complete background reading and to answer questions related to how the issues introduced relate to their own research. The content of the worksheets is intended to assist students in the preparation of their final submission.
Marking criteria:	Each worksheet will provide this detail.
Length:	Various
Weighting:	20%
Due date:	Weeks 2 to 13

Assessment 3:	Final Submission
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Description:	The final submission is a lengthy and complex document. Students need to be aware that it will take a significant time to prepare. However, the content of the report will be informed by the weekly homework and the feedback received on those items.
Marking criteria:	Specific details regarding the presentations will be provided in eLearning.
Weighting:	60%
Due date:	Friday 5pm, Week 14

Procedures for the return of assessment items:

All assignments will be returned within 2 weeks of their submission during the lecture/workshop. Students will be notified by SOLS mail when the final submission is available for collection. An announcement will also be made in eLearning.

Penalties for late submission of assessment items:

Penalties apply to all late work, except if student academic consideration has been granted. Late submissions will attract a penalty of 20% of the assessment mark per day including weekends. Work more than four (4) days late will be awarded a mark of zero. Failure to submit both the electronic and hard copy of assessments by the due date will also attract a penalty of 10%.

Tutorial/Lab Closure Policy

If for any reason, the number of students in a tutorial or lab falls below a sustainable enrolment level, as determined by the Head of School, tutorials/labs offered for that subject may be collapsed or deleted.

You will have to attend the new tutorials/lab if this closure affects the one you are attending.

We will endeavour to make this decision no later than Week 4 of session.

Supplementary Exams

Supplementary Exams will be dealt with in accordance with student academic consideration policy

(<http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf>) 6.2

Timing of Supplementary Exams.

While the School normally grants supplementary exams when the student does not sit the standard exam for an acceptable reason, each case will be assessed on its own merit and there is no guarantee a supplementary exam will be granted. If a supplementary exam is granted, you will normally be notified via SOLS Mail the time and date of this supplementary exam. You must follow the instructions given in the email message.

Please note that if this is your last session and you are granted a supplementary exam, be aware that your results will not be processed in time to meet the graduation deadline.

Student Academic Consideration Policy

The School recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students need to apply for student academic consideration in order to complete all assessable work.

The University applies strict criteria to the granting of student academic consideration. Before applying for student academic consideration, students should carefully read the University's policy which can be found at:

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

Plagiarism

When you submit an assessment task, you are declaring the following

1. It is your own work and you did not collaborate with or copy from others.
2. You have read and understand your responsibilities under the University of Wollongong's policy on plagiarism.
3. You have not plagiarised from published work (including the internet). Where you have used the work from others, you have referenced it in the text and provided a reference list at the end of the assignment.

Students must remember that:

Plagiarism will not be tolerated.

Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University's policies on Plagiarism as set out in the University Handbook under University Policy Directory and in Faculty handbooks and subject guides. Plagiarism has led to the expulsion from the University.

Student Academic Grievance Policy

The School aims to provide a fair, equitable and productive learning environment for all its students. The Student Academic Grievance Policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving student academic grievances.

Any student who has a grievance over a result should obtain a Faculty of Informatics Appeal Against Decision or Action Affecting Academic Experience form from the Informatics Student Enquiry Centre.

(<http://www.uow.edu.au/content/groups/public/@web/@inf/@faculty/documents/doc/uow017433.pdf>) The student should firstly take the form to the marker/lecturer to discuss the matter and, if the student is still not satisfied, s/he should take the next step as outlined on the form.

Once the grievance has been considered by the Faculty, if the student still feels the situation has not been fully resolved s/he may consult the Dean of Students. However, the Dean of Students can have no input into the academic judgment of the lecturer and can only review the grievance to ensure proper procedure has been followed.

Relevant University Policies, procedures and students services:

For more information students must refer to the Faculty handbook, online references or consult the UOW policy in full at

<http://www.uow.edu.au/handbook/courserules/studacgrievpol.html> which contains a range of policies on educational issues and student matters.

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

Code of Practice - Teaching and Assessment http://www.uow.edu.au/handbook/codesofprac/teaching_code.pdf	Code of Practice - Students http://www.uow.edu.au/handbook/codesofprac/cop_students.html
Code of Practice-Honours http://www.uow.edu.au/handbook/CodeofPractice-Honours.pdf	Acknowledgement Practice Plagiarism will not be tolerated: http://www.uow.edu.au/handbook/courserules/plagiarism.html
Key Dates http://www.uow.edu.au/student/dates.html	Student Academic Consideration Policy: http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf
Course Progress Requirements: http://www.uow.edu.au/student/mrp/index.html	Graduate Qualities Policy: http://www.uow.edu.au/about/teaching/qualities/index.html#_The_new_UOW
Academic Grievance Policy (Coursework and honours students) http://www.uow.edu.au/handbook/courserules/studacgrievpol.html	Non-Discriminatory Language Practice and Presentation http://staff.uow.edu.au/eed/nondiscrimlanguage.html
Occupational Health and Safety http://www.uow.edu.au/about/policy/ohs.html	Ownership of Work & Intellectual Property Policy: http://www.uow.edu.au/handbook/generalcourserules

	s/UOW028651.html
Human Research Ethics Committee: http://www.uow.edu.au/research/rso/ethics/human/	Rules for student conduct: http://www.uow.edu.au/handbook/generalrules/StudentConductRules.pdf
Information Learners Introductory Program http://www.uow.edu.au/student/attributes/ilip/	Informatics Faculty Librarian, Ms Annette Meldrum , phone: 4221 4637, email: ameldrum@uow.edu.au
Student Support Services: http://www.uow.edu.au/student/services/ Informatics Faculty SEDLO (Student Equity and Diversity Liaison Officers) Virginie Schmelitschek, phone 4221 3833, virginie@uow.edu.au	SISAT Internet Access & Student Resource Centre http://www.uow.edu.au/informatics/sisat/current/uow024466.html
SISAT Computer Usage Rules http://www.uow.edu.au/informatics/sisat/current/uow024457.html	SISAT Subject Outlines http://www.uow.edu.au/informatics/sisat/current/UOW041925.html

Subject Outline: IACT450 IT Research Report

This Subject Outline was not available at the time of printing. Please refer to <http://www.uow.edu.au/informatics/sisat/current/index.html> Subject Information, Subject Outlines) or Dr Byron Keating Honours Coordinator for details.

Bachelor of Information & Communication Technology Hons

General Information

Change of Research Topic

Throughout a research project, some refinement of the topic will usually take place. Minor alterations to a topic can be approved by the Research Project Supervisor. Where a significant change of topic is required, especially if this might involve the allocation of a new supervisor, an Honours student must submit a request in writing to the BInfoTech Honours Co-ordinator no later than Friday of Week 6. The request must be accompanied by a brief rationale for the change. The Co-ordinator will take into account the merit of the request and the opinion of the supervisor. Students will be advised in writing if the change has been approved. If the change is not approved, the student may need to withdraw from the remainder of the Honours program. However, the Honours program has been designed so that the student would still be able to complete IACT441 and have it count towards his or her degree.

Change of Supervisor

An Honours student who wishes to change his/her supervisor from that which was approved on admission must submit a request in writing to the Honours Co-ordinator no later than Friday of Week 6. The request must be accompanied by a brief rationale for the change. The Co-ordinator will take into account the merit of the request and the opinion of the supervisor. Students will be advised in writing if the change has been approved. If the change is not approved, the student may need to withdraw from the remainder of the Honours program. However, the Honours program has been designed so that the student would still be able to complete IACT441 and have it count towards his or her degree.

Plagiarism and Referencing

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

Students may be required to submit written work via the 'TurnItIn' plagiarism detection web site. If students are required to use 'TurnItIn' they will be informed in lectures or by their supervisor.

Students are strongly advised to follow **the Honours style guide for referencing**, and to refer to the following University of Wollongong web site for access to information and policies concerning Acknowledgement Practice and Plagiarism:

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

Submission of Final Honours Project

The project is to be submitted according to the guidelines given in the IACT450 IT Research Report subject outline.

Cover sheets **must be used** and are available from the Faculty Student Enquiry Centre and School website and are to be included with the report as a receipt of submission.

Late Submission

A request for late submission of work for examination must be made in writing to the Honours Co-ordinator and in association with an application for Special Consideration via SOLS.

- Penalties apply to all late work, except if special consideration has been granted. Late submissions will attract a penalty of 20% of the assessment mark for each day late.
- This penalty includes weekends. Work more than (4) days late will be awarded a mark of zero.

Student Academic Consideration

Academic consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student's control which significantly impair a student's ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

Students will apply for academic consideration for all forms of assessment through SOLS.

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

Withdrawal

University regulations allow you to withdraw without academic penalty from an Annual session subject until the end of Week 2 of Spring session. However, the HECS payment for an annual subject is calculated based on your enrolment at 31st August.

Withdrawal from an Annual session subject after the University's withdrawal deadline of end of Week 2, Spring session (without substantial medical, compassionate or other reason) will result in a FAIL grade being recorded.

For further information please refer to: <http://www.uow.edu.au/student/dates/index.html>

If you wish to withdraw from IACT441, you are strongly advised first to consult the Honours coordinator.

Internet Access

The University provides Email and Internet Access for all students. This access is for academic purposes only. Students should be aware that quotas are strictly enforced and students are expected to use the free email account provided by the University. Students are warned that use of Hotmail (and other non-UoW web mail accounts) consumes quota at a high rate. Quotas will not be renewed for students using their access for non-academic purposes such as downloading music, entertainment or recreation or access to other mail accounts such as Hotmail. Details of the University Policy and Guidelines for Email and Internet Access are available at

<http://www.uow.edu.au/student/sols/>

under "email & internet". The Guidelines clearly explain the quota system that the University applies.

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>

Ethics Requirements

In accordance with the relevant legislation, the University has established the following Ethics Committees: Animal Ethics Committee; Human Research Ethics Committee; and Bio-safety 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 involving animals, humans or biological matter, students are required to submit a research ethics application to the appropriate Committee and obtain approval to ensure that all statutory requirements are met.

A great deal of the work carried out in the BICT Hons program does, in fact, need Ethics approval. This often comes as a surprise to students and may, as a consequence, significantly delay their research. This is particularly true when their research involves children, even if they are friends or family members. If your research involves gathering information from any humans, you are strongly advised to seek advice about ethics approval and to do so as early as possible in your Honours Project.

Any questions or requests for further information should be directed to the Ethics Officer in the Research Services Office. 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/forms/index.html>

Faculty Librarian

The Michael Birt Library is located in Building 16. The Library website provides access to a wide range of information resources. These include the Library Catalogue, electronic journals, full text databases and links to 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 encouraged 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 by email at annette_meldrum@uow.edu.au

A number of staff within the Michael Birt Library have 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 Ms Meldrum.

Financial Costs/Assistance

Costs

Students are required to meet all the normal costs associated with the subjects IACT441 and IACT450. However, limited funding is available for reasonable costs incurred in the conduct of the research itself. For example, funding may be provided to cover the cost of duplicating a survey or mailing a survey to participants. Students must apply to their supervisor and the Honours co-ordinator for such funding **prior** to incurring any costs. Students who incur such costs prior to the granting of such funding may not be reimbursed and so may have to cover these costs themselves.

Equipment, Study Space and Computer Software

Access to Research Laboratories is via a Proximity Card at a cost of \$21.00, with a refundable portion of \$10.00 on the return of the card in good condition. Application forms are available from the Informatics Student Enquiry Centre, Building 3 Room 120.

Services, Facilities and Resources

University Support Services and Facilities

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 should contact the Counselling 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.

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 4942 or facsimile 4221 5667, or call in to the office located on the third floor of the UniCentre, Building 11.

Student Equity and Diversity Liaison Officer (SEDLO)

The Faculty SEDLO is Virginie Schmelitschek. Ms Schmelitschek can be reached on ext 3833 on Wednesday afternoons and Thursday and Fridays and is located in Building 3 Room 120. You can also leave a message for her with the Faculty Student Enquiry Centre, Building 3 Room 120, ext 3606.

Awards

University Medal

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

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.

PricewaterhouseCoopers Prize

ELIGIBILITY : The award shall be open annually to all candidates enrolled in the Bachelor of Information and Communication Technology degree. It will be awarded to the candidate with the best grade in IACT450 IT Research Project.

VALUE OF PRIZE : \$500 – shared if two or more equal candidates

Thelden Prize for Applied ICT Research into Humanitarian Relief and/or Social Justice

ELIGIBILITY : The prize shall be open annually to all candidates enrolled in the 18 credit point honours project subjects of either IACT450 IT Research Project or CSCI400 Computer Science Honours Project in the School of Information Systems and Technology, University of Wollongong.

VALUE OF PRIZE : \$250 – shared if two or more equal candidates

Notes for Students

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 3 of the Code of Practice - Honours, specific responsibilities of students include:

- to develop an Honours project proposal and plan for completing the project within a timeframe agreed to by their supervisor/s;
- to maintain regular contact with their supervisor/s;
- to discuss any proposed variation of enrolment or leave of absence with their supervisor/s and the Honours Co-ordinator 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 their 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 their supervisor/s;
- to accept responsibility for the quality and originality of all submitted work.

Academic writing is highly formalised, and academic writers are often required to submit work according to very specific guidelines covering every aspect of the format of the document. The format may vary from one discipline to another e.g. computer science publications use a different citation convention to social science and humanities publications. Students should submit their assessment tasks using the format and style conventions of their particular discipline. Students who do the CSCI441 CS Research Methodology subject should follow the computer science formatting conventions while those students who do the IACT441 IT Research Methodology subject should follow the conventions in the BInfoTech Honours Styleguide. (refer to back of Handbook for details)

Grievances Concerning Supervision

It is expected that students will maintain appropriate progress on both their theoretical and creative work. Should any problems arise, Section 3 of the Code of Practice - Honours sets out the following procedures to deal with 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 Grievances Resolution Procedures, where applicable. If the matter cannot be resolved at this level then students wishing to take further action must follow the procedure set out in the Faculty of Informatics Grievance Policy which can be found at:

<http://www.uow.edu.au/content/groups/public/@web/@inf/@faculty/documents/doc/uow017433.pdf>

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

- **Code of Practice - Honours:**
<http://www.uow.edu.au/handbook/CodeofPractice-Honours.pdf>
- **Code of Practice - Teaching and Assessment:**
http://www.uow.edu.au/handbook/codesofprac/teaching_code.pdf
- **Code of Practice - Students:**
http://www.uow.edu.au/handbook/codesofprac/cop_students.html
- **Authorship Policy:** <http://www.uow.edu.au/research/rso/policy/>
- **Code of Practice - Research:**
http://www.uow.edu.au/handbook/codesofprac/cop_research.html
- **Acknowledgment Practice/ Plagiarism:**
<http://www.uow.edu.au/handbook/courserules/plagiarism.html>
- **Student Academic Consideration Policy:**
<http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf>
- **Health and Safety:**
<http://www.uow.edu.au/about/policy/ohs.html>
- **Non-Discriminatory Language Practice and Presentation:**
<http://staff.uow.edu.au/eed/nondiscrimlanguage.html>
- **Intellectual Property Policy:**
<http://www.uow.edu.au/about/policy/ippolicy.pdf>
- **Research Ethics Committees and Guidelines:**
<http://www.uow.edu.au/research/forms/index.html>

Notes on Supervision; the Role of the Supervisor

The overriding responsibility of a supervisor is to provide continuing support to students 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 Committee Honours where students' grades are determined.

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 also be available.

Supervisors should make themselves familiar with the general rules pertaining to the degree of Bachelor of Information & Communication Technology and the Code of Practice - Honours, and bring these to the attention of the student wherever necessary.

Code of Practice - Honours:

<http://www.uow.edu.au/handbook/CodeofPractice-Honours.pdf>

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 Co-ordinator of any situation which indicates that the student might not meet the given deadlines for the thesis or creative presentation or appears incapable of attaining appropriate standards.

Notes on Examinations

Process

The position regarding the examination of IACT450 students is as follows:

For IACT450 (18cp Research Report) the final grade will be determined by two examiners. A supervisor cannot examine an Honours project that they have supervised. Examiners must confer and agree on a mark (along with a 10% allocation for the poster). If the marks are within 10% points of each other then the final mark will be determined as the average of the two. Examiners are required to submit an independent result and confidential report for the SISAT Honours Assessment Committee.

Adjudicating Examiners

In the case of there being a difference of more than 10% between the marks awarded by the two examiners, a third (adjudicating examiner) shall be appointed. He/she will contact the adjudicator listed on the "IACT450 Examiner Nomination" form.

The adjudicating examiner will be provided with a clean copy of the honours project, along with the previous examiners' reports. After considering the previous examiners' reports, the adjudicating marker will determine a mark for the student. This will then be the mark forwarded to the Honours Assessment Committee as the final mark for the student's Honours project.

Selection of Examiners

Supervisors should give consideration to the choice of appropriate examiners, including potential adjudicating examiners, for each student. Their availability and capacity to meet the required deadlines should be taken into account.

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.

This nomination must be completed on the appropriate form (ie “IACT450 Examiner Nomination”).

Appointment of Examiners

Appointment of examiners is subject to approval by the Honours Co-ordinator in consultation with the Head of School.

Examiners will be notified in writing 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.

Communication with Examiners

Until the assessment of an Honours project is complete and a report is submitted by an examiner, all communication between the examiner and the School regarding the Honours project shall be directed through the Honours Co-ordinator, or the Head of SISAT, or, if the Head is the student’s supervisor, another nominated academic.

Students and supervisors shall not contact any examiner concerning the assessment of the Honours project until the reports of all examiners are returned to and acted on by the SISAT Honours Assessment Committee.

Honours Assessment Committee

The assessment reports from the examiners and the mark awarded for IACT450, including the poster/presentation mark, shall be forwarded to the SISAT Honours Assessment Committee. The members of this Committee are:

- Honours Co-ordinator (Chair)
- Head of School
- Supervisors
- Examiners

The Terms of Reference for this Committee will follow those set out by the University for Unit Faculty Assessment Committees.

Determination of Final Marks

At the SISAT Honours Assessment Committee (SHAC) meeting the supervisor(s) or his or her nominee(s) will present the marks arrived at by both examiners. If there is less than a 10% difference in the marks, the supervisor will present the final mark agreed upon by both examiners and make any brief comments on the proposed mark. If there is a difference of less than 10% in the marks but the examiners cannot agree on a final mark, the Honours Co-ordinator will review the thesis and arrive at a final mark that is no more and no less than the original examiner's marks. The Honours Co-ordinator will notify the SHAC when the final mark has been decided.

If there is a difference of more than 10% in the examiners' marks, the Honours Co-ordinator will refer the thesis to an adjudicating examiner. If this has been done prior to the SHAC meeting, the Honours Co-ordinator will inform the Committee of the resulting mark. If the adjudicating examiner has not assessed the thesis or has not submitted a mark, the Honours Co-ordinator will arrange for this to be done and will inform the SHAC of the final mark at a later stage.

The SHAC shall then recommend to the SISAT Assessment Committee the final mark for IACT450 and the grade of Honours to be awarded for the course.

The original examiners' reports and those copies of the thesis marked by the examiners WILL be made available to the student. Examiners are advised not to make any comment or correction to the thesis that they would not wish to be disclosed to the student.

The names of the examiners and written feedback on the report will be made available to the student only after the final results have been officially released to the student by the Academic Registrar's Division. Until that time, all results and reports remain confidential.

Once a mark has been released for a thesis, each Honours student is strongly encouraged to incorporate into their thesis all of the changes and corrections suggested by the examiners. Once this has been done, student should submit a bound or spiral-bound copy of the corrected thesis to the Honours Co-ordinator for inclusion in the SISAT Thesis Library. Theses that have not been corrected will be kept by the Honours Co-ordinator but will not be put on display in the SISAT Thesis Library.

Grade of Honours

The overall grade of Honours is determined by calculation of the weighted average mark (WAM using Method 2).

Method 2 uses the following weightings for different subject levels:

4 for 400 level

3 for 300 level

2 for 200 level

1 for 100 level

Honours is awarded in the following categories:

- Class I 77.5% to 100%
- Class II, Division 1 72.5% to less than 77.5%
- Class II, Division 2 67.5% to less than 72.5%
- Honours not awarded 0% to less than 67.5% student awarded a pass Degree

Contact with Examiners

Supervisors should not contact the other examiner(s) concerning the assessment of Honours work until the reports of both examiners are completed. At this point, the two examiners should meet to discuss the final mark and the final report, which will then be presented to the Honours Assessment Committee.

Students should not contact either examiner concerning the assessment of Honours work until the reports of all examiners are completed, returned to and acted on by the Honours Assessment Committee.

Return of Written Material Submitted for Examination and Examiners' Reports

Written material (including copies of the thesis, annotations and copies of examiners' reports) will be made available for collection by students. Those materials can be collected from the Supervisor once results have been formally released to students via SOLS.

Retention of Written Material

One copy of the final report submitted by students for examination will be retained in the SISAT Thesis Library, providing that all substantive corrections required by the examiners have been made.

Assessment Grievances

Where there is a grievance concerning the assessment outcome for the Bachelor of Information & Communication Technology Honours students and supervisors should refer to Section 3.8 of the Code of Practice - Honours and the Academic Grievance Policy (Coursework and Honours Students).

There is no provision for resubmission of an Honours project.

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.

Special consideration is available to students whose work is affected by serious documented illness or misadventure. (Refer to Student Academic Consideration Policy.)

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.

Notes for Bachelor of Information & Communication Technology Hons

Examiners

IACT450 Research Project

In making an assessment of the thesis submitted for IACT450, examiners should keep in mind that the Bachelor of Information & Communication Technology Honours is a scholarly grounding for further academic research. Students should have demonstrated a high level of research competency and the argument should be strongly founded in theoretical work. It would be expected that the level of academic scholarship and sophistication would be situated between the final year of an undergraduate degree and a postgraduate research Masters degree. Whilst Honours students would not be expected to have made a significant contribution to knowledge in this minor thesis - rather demonstrating their capacity to thoroughly investigate a given area and to develop readings and interpretations within this - original thought and a sense of vision should be acknowledged.

The thesis should demonstrate a thorough general knowledge of the field in which its particular topic is situated. It would be expected that the thesis make frequent reference to major authors and texts in this area. The topic should be appropriately introduced and its conclusion should draw together the various elements of the argument. There should be a logical and sustained development of argument throughout the thesis.

Ideas should be clearly expressed - though not to the exclusion of sophisticated concepts - logically developed and substantiated with appropriate argument and/or evidence. There should be an overall coherence and flow of ideas. Chapters should be appropriately weighted to best further the development of the argument.

The thesis should be grammatically correct; it should be proof-read for spelling, typographical and formatting errors.

All references to texts should be suitably acknowledged. Referencing and bibliographic work should be scrupulous in its accuracy.

In addition to general comments made in the examiner's report, examiners may mark errors and corrections etc. of a typographical kind in pencil in the thesis itself. Copies of examiners' reports will be given to the student concerned.

For the purposes of benchmarking, copies of previously submitted theses are available from the SISAT Thesis Library. Contact the Admin Assistants in 3.226.

Examiners' Reports

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 SISAT Honours Assessment Meeting usually held a week after the end of UOW exam period.

Contact with Students

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 Co-ordinator.



CHECKLIST

FIRST FORMAL MEETING BETWEEN SUPERVISOR/S AND STUDENT

At their initial meeting or within a month after this, the BInfoTech 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:

1. the duration, location and timing of future meetings;
2. 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;
3. 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;
4. 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;
5. 'remedial' work required and a timetable agreed for completion and criteria of such work;
6. processes for submission of work e.g. whether material should be submitted before meetings;
7. access to equipment, study space, computer/software, and where and when these are/will be available and likely resource implications;
8. requirements to attend seminars/ orally present research material;
9. the question of whether or not to keep a diary of meetings or another method of record keeping;
10. Intellectual Property Policy, and careful explanation of the consequences of this for the student's research;
11. Human Ethics Policy and its requirements;
12. Grievance policy and procedure;
13. Support services available (Disability, Learning Development, etc.)

School of Information Systems and Technology

IACT450 FEEDBACK SHEET

Name:		Excellent	Very Good	Good	Satisfactory	Poor	Very Poor	Not Done	N/A	
Supervisor:	10	8	6	5	4	2	0			COMMENTS
<u>INTRODUCTION</u>										
Relevant Background										
Research objectives defined										
Significance of the research explained										
Research Design/ Methodology										
Justification of methodology										
Limitations (not constraints)										
<u>LITERATURE REVIEW</u>										
Relates to aims and objectives										
Summarises relevant literature										
Synthesises relevant literature										
Critically evaluates literature										
Focussed review (all topics & no more)										
Indicates gaps in past research										
Leads to research question/problem										
<u>METHODOLOGY</u>										
Relates to aims and objectives										
Characterise type of research e.g. Quantitative, positivist, basic										
Describe data required										
Select & justify method(s) chosen										
Describe method(s) in detail										
Research design (not always used)										
Unit of analysis, time frame etc										

	Excellent	Very Good	Good	Satisfactory	Poor	Very Poor	Not Done	N/A	
	10	8	6	5	4	2	0		COMMENTS
<u>RESULTS</u>									
Description of process followed									
Results described clearly									
Analysis carried out and valid									
<u>DISCUSSION</u>									
Meaning of results described									
Discussion relates to objectives									
Objectives fully realised									
Critical assessment of research									
<u>CONCLUSIONS</u>									
Summary of major findings									
Significance of the findings									
Limitations of the findings									
Directions for future research									
<u>REFERENCING</u>									
References OR footnotes used									
Bibliography, correct									
Bibliography, complete									
<u>STYLE</u>									
Presentation (layout, consistent fonts, headings)									
Spelling (e.g. apostrophes)									
Scholarly language									
Grammar (e.g. subject/verb agree)									
Paragraphs well structured & linked									

Length									
General Comments: _____ _____ _____ _____	Final Mark / 100								

School of Information Systems and Technology

IACT450 Examiner Nomination

Student Family Name:	
First Name:	
Student Number:	
Title of IACT450 Honours Project	
Supervisor:	

Project Abstract:

This form is used to nominate 2 or more examiners and at least 1 adjudicating examiner for the BInfoTech Honours. To be suitable, an examiner would have sufficient:

- Knowledge of the subject area addressed in the project
- Background in the research methods and approaches used in the project
- Time to be able to examine the project within the required timeframe

Two examiners will be appointed. Neither the co-supervisor nor the supervisor can be an examiner.

In the case of there being a difference of more than 10% between the marks awarded by the two examiners, a third (adjudicating examiner) shall be appointed, normally by the Honours Coordinator. He/she will contact the adjudicator listed on this form.

The adjudicating examiner will be provided with a clean copy of the honours project, along with the previous examiners' reports. After considering the previous examiners' reports, the adjudicating marker will determine a mark for the student. This will then be the mark forwarded to the Honours Assessment Committee as the **final** mark for the student's Honours project.

1. I agree that as the supervisor of this project, I am **not** able to be one of the two examiners.

2. The following would be suitable examiners.
List at least THREE (3) examiners:

1	
2	

3	
4	
5	

3. From this list, I nominate _____ as the first examiner.

In the event that the nominated examiner is unable to fulfil this role, other listed examiners will be asked to act as the first examiner without the need for further discussion with the supervisor.

4. From this list, I nominate _____ as the second examiner.

In the event that the nominated examiner is unable to fulfil this role, other listed examiners will be asked to act as the second examiner without the need for further discussion with the supervisor.

5. From this list, I nominate _____ as the adjudicating examiner

In the event that the nominated adjudicator is unable to fulfil this role, other listed examiners will be asked to act as the adjudicator without the need for further discussion with the supervisor

Signed (Supervisor): _____ Date: _____

Please return this form to Sonia Jennings no later than Friday 30 October 2009.

Examiners will be notified by Tuesday 3 November 2009.

*Please note both examiners should be present at the SISAT Honours
Assessment Committee
(time/date TBA)*

Style Guide for Bachelor of Information & Communication Technology Hons Thesis
