



Faculty of Law

Honours Guide 2009

SUMMARY

There are three methods by which students may be awarded the LLB degree with Honours:

1. Honours calculated by weighted average mark (WAM) across all LLB subjects (note: must complete LLB 313); *or*
2. Honours by Research (extra year of study); *or*
3. Joint Honours by Research (extra year of study) (for combined LLB students only).

This guide explains requirements for each of these methods of achieving Honours and the assessment procedures for each.

In the case of Honours awarded on the basis of WAM, this Guide is to be read in conjunction with the subject outline for LLB 313 Legal Research Project and the University's General Course Rules.

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Honours Coordinator
January 2009*

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1 Honours calculated by WAM

All students who achieve an overall WAM of 70% or better **AND** who complete LLB 313 Legal Research Project as one of their 8 credit points elective will be awarded LLB (Hons).

LLB 313 Legal Research Project is an elective in the LLB program. However, to be eligible for Honours, students must complete LLB 313 and obtain no less than 50% in this subject. LLB 313 does not carry any extra weighting in the calculation of the WAM.

LLB 313 requires attendance at seminars. Students work with a supervisor whom students should contact before the beginning of the session. By the end of the third week of session, students must submit a short report detailing their topic and research plan, constituting 10% of the mark for the subject. Students must also present a work-in-progress seminar and submit a report outline constituting another 10% of the subject assessment. The final 10,000 word research paper (constituting 80% of the assessment) is assessed by two examiners. Examiners are appointed by the Dean on the recommendation of the subject coordinator. Normally, the supervisor will be one of the examiners, and the other examiner will be a member of the Faculty of Law qualified to assess the research paper. For more information see the subject outline for LLB 313.

Where a student has completed the LLB 313, but has not achieved a mark entitling the student to an award of Honours, the student will be eligible for a pass degree if he/she meets the requirements for that degree.

Honours is calculated by 'Method 4' in the University's General Course Rules (section 8.37) (i.e.: weighting of 1 across all subject levels). Honours grades are as follows:

- Honours Class I 75% to 100%
- Honours Class II, Division 1 72.5% to less than 75%
- Honours Class II, Division 2 70% to less than 72.5

The following subjects are not included in the determination of Honours:

- subjects which are graded 'satisfactory' (S) or 'unsatisfactory' (U); or
- subjects with the 'LAW' prefix.

Where a WAM grade is within 0.1 below a threshold mark, the Honours grade awarded will be at the discretion of the Faculty Assessment Committee.

The details of these requirements (including the formula for calculating WAM) may be found in the Course Rules in the University's Course Handbook at: www.uow.edu.au/handbook/ and in the General Course Rules (section 8) (www.uow.edu.au/handbook/generalcourserules/index.html).

2 Honours by Research

As an alternative to the WAM-based Honours system, eligible LLB students may complete an additional year of study towards the award of a LLB (Research Hons) degree.

Honours is calculated by 'Method 1' in the University's General Course Rules (section 8.37) (i.e.: based entirely on performance in 400 level subjects).

Ranges for grades of Honours:

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

Eligibility and prerequisites

In order to be eligible for entry into the 'end-on' full year honours subject – **LLB 448 Research Honours in Law** (48cp) – students must have completed all LLB degree requirements with a WAM calculated by Method 4 of 70% or more.

Completion of LLB 313 is not an eligibility requirement for entry into LLB 448. Students who have completed LLB 313 are not precluded from applying for entry into LLB 448.

Students wishing to enter the Research Honours program (LLB 448) must have a research area agreed with a supervisor and be registered with the Honours Coordinator before enrolling.

3 Joint Honours by Research

Students enrolled in the following courses have the option of completing an additional year of study towards the award of a Joint Research Honours degree:

- BA LLB
- BCom LLB
- BSc LLB
- BCA LLB

Honours is calculated by 'Method 1' in the University's General Course Rules (section 8.37) (i.e.: based entirely on performance in 400 level subjects).

Ranges for grades of Honours:

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

Eligibility and prerequisites

In order to be eligible for entry into the 'end-on' full year joint honours subject – **LLB 424 Joint Research Honours in Law and Another Discipline** (24cp) – students must have completed all LLB degree requirements with a WAM calculated by Method 4 of 70% or more.

Students must satisfy the entry requirements for, and enrol concurrently in, a 24cp Joint Honours subject in the other relevant faculty (i.e. Faculty of Arts, Faculty of Commerce, Faculty of Science or Faculty of Creative Arts).

Completion of LLB 313 is not an eligibility requirement for entry into LLB 424. Students who have completed LLB 313 are not precluded from applying for entry into LLB 424.

Students wishing to enter the Joint Research Honours program (LLB 424) must have a research area agreed with a supervisor from both Law and the other discipline and be registered with the Honours Coordinator before enrolling.

Co-requisites

Students enrolling in LLB 424 must be concurrently enrolled in a 24 cp 400-level Joint Honours program in the other discipline.

4 Assessment of Honours Projects

Examination of research papers LLB 313

Each research paper is assessed by two examiners. Examiners are appointed by the Dean on the recommendation of the subject coordinator. Normally, the supervisor will be one of the examiners, and the other examiner will be a member of the Faculty of Law qualified to assess the research paper. A member of another Faculty may be appointed as a second examiner if, in the opinion of the Dean on the advice of the subject coordinator, that person is better qualified to make the assessment than a member of the Law Faculty. Examiners are expected to come to their own independent assessments of the research paper and then meet to decide upon an agreed mark. In the event of an irreconcilable disagreement between examiners, the Dean may appoint a third examiner from among suitably qualified members of the Law Faculty. If no suitably qualified internal third marker is available, the Dean may appoint an external third marker. Where a third marker is engaged the Dean shall make the final decision on the mark to be awarded.

For information on all other aspects of LLB 313, including the other assessment components, the marking criteria, and due dates, see the LLB 313 Subject Outline.

The remainder of this Honours Guide applies to LLB 424 and LLB 448 only.

Assessment of Honours projects LLB 424 and LLB 448

Assessment of Honours projects is in accordance with the University's Code of Practice – Honours s 3.6 (<http://www.uow.edu.au/handbook/CodeofPractice-Honours.pdf>).

Submission date: The thesis is to be submitted *either* six weeks before the scheduled Faculty Assessment Committee meeting (normally week 11 of the second session of enrolment), *or* by the last day of the second session of enrolment. In the case of Joint Honours, the date will be the earliest date consistent with the requirements of the two Faculties. Examiners are given four weeks to provide a mark and a report to the Faculty.

Selection of examiners: In the case of Research Honours, the thesis is assessed by two examiners, one of whom may be external. An external examiner is defined as being external to the academic unit (i.e. the Law Faculty) or, in the case of joint honours, to both academic units and may be external to the University. The Heads of the two academic units will select the examiners on the recommendation of the Honours Coordinator(s) after consultation with the supervisor(s) in accordance with the University's Code of Practice - Honours.

Examiners must be familiar with the expectations of a Research Honours degree. They must also:

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

Determination of mark for thesis: Examiners shall return to the Honours Coordinator a mark and a report on the thesis addressing the assessment criteria. Where there is no more than 10% difference in the marks of the two examiners, the two marks are averaged to determine a thesis mark which is recommended to the Faculty Assessment Committee. Where there is more than 10% difference between the examiners' marks, the Dean (and head of the other academic unit in the case of joint Honours) in consultation with the Honours Coordinator shall appoint a suitably qualified senior academic as adjudicator, to read the thesis and the two examiners' reports, and to prepare a report for the Faculty Assessment Committee recommending a mark which is within the range of the other two examiners. If the adjudicator does not allocate a mark within that range, the thesis is sent for independent re-examination by a third examiner and the reports and marks of all three examiners are referred to the Faculty Assessment Committee or a delegated sub-committee for a determination of the final thesis mark.

Examiners reports and the recommended mark are made available to the supervisor prior to the Faculty Assessment Committee meeting at which the final mark is to be determined. Examiners reports are made available to the student only after final determination of the grade of Honours by the Faculty Assessment Committee.

The Faculty Assessment Committee determines the final grade of Honours based on all the marks allocated under the specified marking regime (see part 6 below) according to the University of Wollongong's Method 1.

5 Research Honours coursework

Students enrolled in LLB 448 or LLB 424 shall meet with the Honours coordinator prior to the beginning of their first session of enrolment in the program to be given a coursework program which will consist of **(1) Research Methods and Process** (20% of the final mark) and **(2) Advanced Study Program** (30% of the final mark).

Research Methods and Process is assessed by:

- a research proposal seminar and research plan; and
- two work-in-progress seminars.

The Advanced Study Program is determined by the Honours Coordinator in consultation with the supervisor. This will be relevant to the student's field of research.

In the case of students enrolled in LLB 424, the coursework program is to be determined by the Honours coordinators of the Law Faculty and the other relevant academic unit. The combined coursework load must not exceed the load which would be expected by each Faculty individually.

6 Assessing other work towards LLB 448 and LLB 424

The Honours thesis counts for 50% of the total marks for LLB 448/424. The other components of the final assessment are (1) 10% for a research proposal seminar and research plan, and (2) 10% for two work-in-progress presentations. Students will be required to submit other written work as part of an advanced study program, comprising 30% of the total 400-level mark.

An advanced study program may include one or more of the following tasks, provided they are relevant to the research topic:

- reading and essay-writing assignments in advanced theory or research methods;
- auditing and undertaking the assessment tasks for an advanced elective; and
- preparing an annotated bibliography or other tasks arising out of a literature review.

The student is to be advised of the requirements and marking regime for the advanced study program prior to the commencement of the first session of enrolment.

Any work worth 10% or more of the final mark is assessed by two markers who may include the supervisor and who may be internal to Law or the other Faculty.

The research proposal presentation includes an oral research presentation together with a written research plan and preliminary literature review. Students must also provide a written timetable and a statement of the resources and any other requirements for completion of the Honours project (e.g. ethics approval, field trips, libraries, etc). The written research plan, literature review, timeline and statement of requirements must be provided to the Honours Research Proposal Review Committee at least one week prior to the Committee meeting to review the student's proposal.

The presentation must be made before an Honours Research Proposal Review Committee comprising at least three members of academic staff including the supervisor(s) and other

members of academic staff capable of assessing the research proposal. The student may nominate a student representative as observer. The Committee will have an opportunity to ask questions of the student about the research proposal and seminar, and the student will have the opportunity to address the Committee directly. The Committee shall agree on a mark for the proposal (which, in the absence of agreement between the members of the committee shall be the average of each of their marks).

The work-in-progress seminars are presented before other undergraduate and postgraduate students and staff. It is assessed by two members of staff, at least one of whom will not be a supervisor of the project. The assessors shall be nominated and the student informed who they are before the seminar. The student may submit no more than five pages (including diagrams or other illustrations) of written work to the assessors before or at the time of the seminars. The assessors agree on a mark for the presentations (which, in the absence of agreement between the members of the committee shall be the average of each of their marks).

7 Calendar of key dates: Research Honours

Session prior to enrolment

Eligible students may be invited to enrol in Research Honours during the session prior to enrolment.

By week 10 students are to have expressed their intention to enrol in writing to the Honours Coordinator, Faculty of Law. They also need to meet with the sub Dean to confirm enrolment information. They are encouraged to make inquiries of the Honours Coordinator and potential supervisors at this time. Students considering the Joint Honours Program need to discuss course requirements with the Honours Coordinator and potential supervisor from the other academic unit.

Students need to note that a considerable period of time may be needed to negotiate arrangements with the Honours Coordinator, Sub Dean and supervisors. This is especially the case for students considering Joint Honours due to the involvement of another Faculty.

The Law Honours coordinator is to notify successful students of their admission to the program by the end of the session prior to enrolment.

First session of enrolment

Students are to have proposed a topic and a supervisor is to be appointed prior to the commencement of the session.

By the first week of session students will receive a written schedule of assessment tasks, including the proportion of marks allocated to each task, the coordinator responsible for each task, the due date, and the assessor/s or means for appointment of assessors.

Students will need to present a work-in-progress seminar by the end of week 9.

By the end of the first session of enrolment students are to have prepared a research proposal which is presented to the Honours Research Proposal Review Committee no later than 30 June.

Second session of enrolment

The thesis is to be submitted *either* 6 weeks before the scheduled Faculty Assessment Committee meeting (normally week 11 of the second session of enrolment), *or* by the last day of the second session of enrolment. In the case of any Joint Honours program, the date will be the earliest date consistent with the requirements of the two Faculties.

Examiners' reports are to be received by the Faculty within four weeks of their being sent to the examiners.

In the absence of any need for a third examiner, the final mark and grade of Honours is to be determined prior to the date for declaration of marks for that session.

8 Other policies

Students and supervisors should be aware of the following rules and codes of practice.

Code of Practice – Supervision

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

Code of Practice – Honours

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

General Course Rules – Assessment - 8.35 Grades of Performance

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

9 Key contacts (Law Faculty)

Honours coordinator

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Sub Dean

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Room: 67.205

judithm@uow.edu.au

Appointments with the Sub-Dean can be made by contacting the Law Faculty Administration Office on (02) 4221 3456 or via email: law@uow.edu.au.

Law Librarian

Elizabeth White

ewhite@uow.edu.au

Phone: 4221 3184

University Library

Student Equity and Disability Liaison Officer

Viv McIlroy

Location: 67:207 – (Monday, Tuesday)

Phone: 4221 5017

Location: 19:1075 – (Wednesday-Friday)

Phone: 4221 3635

Email: vmcilroy@uow.edu.au

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