BACHELOR OF SCIENCE (HONOURS) STUDENTS

COURSE INFORMATION

Faculty of Science

2016
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1.0 GENERAL INFORMATION AND STAFF CONTACTS

This booklet has been produced as a guide for students commencing an Honours course in the Faculty of Science at Charles Sturt University (CSU). It is designed to provide administrative information about the program, as well as to offer academic advice to students. As the honours courses are still undergoing development, the information in this booklet should only be used as a guide. More specific details are available from the Honours Co-ordinators of each School or the Associate Dean (Research, Honours & Graduate Studies (RHGS)).

1.1 Faculty and School Contact Staff

The following staff are involved in the administration of the BSc (Hons) course.

- Executive Dean of Faculty Professor Tim Wess
- Associate Dean (RHGS) A/Prof Gayle Smythe (gsmythe@csu.edu.au)

The table below outlines the School Honours Co-ordinators for each School in the Faculty of Science.

<table>
<thead>
<tr>
<th>School</th>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture &amp; Wine Sciences</td>
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</tr>
</tbody>
</table>
1.2 Calendar for 2016 Commencing Honours Students

Note: this calendar is intended to be used as a general guide, and not a complete set of requirements. It should be utilised in conjunction with advice provided by the School Honours Co-ordinator (SHC), and the supervisory team. This calendar does not include any items relating to research methods subjects (students should refer to the relevant subject material).

<table>
<thead>
<tr>
<th>Item</th>
<th>Due date (week commencing*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with SHC and Supervisory team to commence honours</td>
<td>1-Feb-16</td>
</tr>
<tr>
<td>Research Proposal submitted to SHC</td>
<td>7-Mar-16</td>
</tr>
<tr>
<td>Literature Review submitted to SHC</td>
<td>30-May-16</td>
</tr>
<tr>
<td>Mid-way progress report submitted to SHC</td>
<td>13-Jun-16</td>
</tr>
<tr>
<td>Final seminar presentation</td>
<td>26-Sep-16</td>
</tr>
<tr>
<td>Dissertation submitted to SHC</td>
<td>10-Oct-16</td>
</tr>
<tr>
<td>Meetings with supervisory team**</td>
<td>Weekly (on average)</td>
</tr>
</tbody>
</table>

*Students should discuss absolute due dates/times for assessment items with their School Honours Co-ordinator. While there is no flexibility for the dissertation final due date, there may be some flexibility for scheduling of final seminar presentations, and some project-specific flexibility for due dates for the research proposal and literature review.

**Regular meetings should occur with the supervisory team throughout the project, although it is noted that more contact will be required at certain stages.

Students can access all templates, forms, and marking rubrics via their School Honours Co-ordinator.

1.3 Supervisory Team

The supervisory team will be comprised of a Principal Supervisor and at least one Co-Supervisor. This team will be determined through discussion between the student and the Honours Co-ordinator in relation to the students’ research interests and course discipline area. Where appropriate, co-supervision by qualified non-academics, for example from industry, is encouraged. Reference to a student's supervisor in this booklet means the Principal Supervisor.

The Honours student and his/her supervisor are jointly responsible for initiating and holding frequent and adequate discussions on the planning and progress of the research. It is suggested that there should be significant contact and discussion at least once each week between supervisors and students. Refer to Section 5 for the full details on the Roles and Responsibilities of Honours Students, and Honours Supervisors.

1.4 Changes to the supervisory team, enrolment, or study mode

If a student wishes to request a change in supervision arrangements during his/her Honours program, a written request should be forwarded to the relevant School Honours Co-ordinator as early in the program as possible. Also, any proposed changes in a student's enrolment status/mode or any other change of circumstance that may affect a student's study/research
arrangements must be approved by the Honours Co-ordinator. Students should notify their Honours Co-ordinator well in advance of any such proposed changes.

Students are strongly advised to discuss any issues with their study, research or progress with either their supervisor, School Honours Co-ordinator, Head of School, or Associate Dean (RHGS), as early as possible to (i) limit small/minor problems or issues from progressing to more serious ones; and (ii) reach a resolution so the student can continue to focus on their studies.

1.5 Commencement of the BSc(Hons)

Students will commence their study in either session 1 (start of year commencement) or session 2 (mid-year commencement).

Session 1 commencing students must be available to start their induction and research project in liaison with their supervisory team and School Honours Co-ordinator by Monday 1st February, 2016. Students not available to commence by this date must contact their supervisor and/or School Honours Co-ordinator as early as possible to discuss their options. Session 2 commencing students are expected to have commenced by the formal start of session, but may elect to start earlier in liaison with their supervisor.

1.6 Honours/Higher Degree Research Symposium

In July of each year the Faculty holds a two day Symposium for Honours students, Masters by Research students and PhD students. Honours students are encouraged to attend and to present a 10 minute seminar on their research topic. This presentation might be in the form of a brief research proposal, or a report on progress/results to date, depending on how far advanced the project is. Students electing not to give a presentation are strongly encouraged to attend the Symposium as it provides an ideal opportunity to network with other students, develop a stronger understanding of the breadth of research across the Faculty, and develop insight into the structure and requirements of Higher Degrees by Research.

1.7 Admission Requirements

Students are normally required to hold a minimum GPA of 5.0 in their final two years of full-time equivalent study for admission into the course Honours stream. Students should note that meeting the minimum GPA of 5.0 does not guarantee an Honours place; where there are limited places available due to supervision capacity, project resourcing, or unusually high numbers of applicants, offers can be subject to a competitive ranking process.

2.0 COURSE OBJECTIVES AND STRUCTURE

The Bachelor of Science (Honours) (BSc(Hons)) is a Faculty of Science-based course offered via each School in the Faculty. The course includes a substantial research project, but has flexibility to meet the needs of individual disciplines, where small coursework components may be required. Enrolment should be in place for the full program at the time of admission, however, students should liaise with their supervisor and/or School Honours Co-ordinator if they have any questions regarding their enrolment.

2.1 Course Objectives

The BSc (Hons) aims to provide graduates with the following generic skills in alignment with the Australian Qualifications Framework:
• Cognitive skills to review, analyse, consolidate and synthesise knowledge to identify and provide solutions to complex problems with intellectual independence;
• Cognitive and technical skills to demonstrate a broad understanding of a body of knowledge and theoretical concepts with advanced understanding in some areas;
• Cognitive skills to exercise critical thinking and judgement in developing new understanding;
• Technical skills to design and use research in a project;
• Communication skills to present a clear and coherent exposition of knowledge and ideas to a variety of audiences.

Specifically, Honours also aims to allow students to:
• Develop an advanced level of knowledge in the area of specialisation;
• Enhance verbal and written skills relevant to advanced studies and research;
• Critically review the relevant literature;
• Define and delimit research problem/s and formulate research aims or questions;
• Understand the research process and develop a research proposal;
• Understand the requirements for compliance in relation to animal or human ethics, biosafety, and environmental health and safety relevant to a specific research topic;
• Demonstrate proficiency in the execution of a research project;
• Produce and submit a dissertation and project according to the required format; and
• Provide knowledge, skills and attitudes relevant to the conduct of research in science, especially for entry to higher degree courses.

2.2 Study Mode and Enrolment

The BSc(Hons) can be studied in internal (on-campus) or distance education mode, and by full-time or part-time enrolment. If students are planning on enrolling in distance education mode, they should ensure they have formally agreed on how the research project will be run with their Principal Supervisor.

In alignment with the CSU Enrolment Policy, a full-time study load will normally constitute 32 credit points, and a part-time study load will normally constitute 16 credit points, in any session of study. Only in special circumstances may students be enrolled in less than 16 subject points, and then only by special consideration by the School Honours Co-ordinator.

It is expected that students enrolling full-time will commit 35-40 hours per week on average to their research project and related studies. Those enrolling part-time should expect a workload of about 20 hours per week on average. Students considering part-time enrolment should discuss how this will be managed with their supervisor and/or School Honours Co-ordinator. It can require very careful planning and ensuring an appropriate balance is struck between the demands of the course and other commitments. Students proposing to undertake the BSc(Hons) in the course of their employment, using their employer's facilities, must, within one month of receiving the offer of a place in the program, arrange for the relevant School Honours Co-ordinator to receive a signed statement from their employer or authorised representative, giving approval to the use of facilities for the purpose of the research. The student should also work with their employer to determine an appropriate dedication of time to the research project ensuring that sufficient time is allocated; this may need to be achieved through a reduced work fraction.

Honours students wishing to change from full-time to part-time enrolment should prepare a written submission, indicating their reasons for the application, to their School Honours Co-ordinator.

2.3 Subject Structure in the BSc(Hons)

Students are required to complete a total of 64 subject points, structured as follows:
• Research methods subject (8 points)
• Project/Dissertation: minimum 40 points
• Discipline development subjects: maximum 16 points

Core subject in research methods
Students will be expected to complete a suitable research methods subject with structured assessment items and coursework. This will normally be entered in the enrolment pattern at admission, but students should confirm with their Honours Co-ordinator that they are in the correct methods subject within 1-2 weeks of commencing their enrolment.

Project/Dissertation subjects
One or more of the following subjects comprising a minimum of 40 points
• HRS408 Science Honours Project/Dissertation (8 points)
• HRS416 Science Honours Project/Dissertation (16 points)
• HRS417 Science Honours Project/Dissertation (16 points) (2 sessions)
• HRS424 Science Honours Project/Dissertation (24 points)
• HRS432 Science Honours Project/Dissertation (32 points)
• HRS433 Science Honours Project/Dissertation (32 points) (2 sessions)
• HRS440 Science Honours Project/Dissertation (40 points) (2 sessions)
• HRS448 Science Honours Project/Dissertation (48 points) (2 sessions)
• HRS449 Science Honours Project/Dissertation (48 points) (3 sessions)

Elective coursework subjects
Students may complete up to 16 credit points in elective coursework subjects where this is deemed relevant to their development within a discipline and of value to their Honours degree and project. The 8-16 points will result in fewer credit points comprising the Project/Dissertation subject combination outlined above.

All students will be automatically enrolled in a standard pattern at admission. Students may only take coursework subjects with the approval of their supervisor and the School Honours Co-ordinator.

The table below outlines standard full- and part-time enrolment patterns. Students taking non-standard enrolment patterns, including those taking elective coursework subjects as specified above, should seek the advice of the School Honours Co-ordinator on the most appropriate enrolment pattern, particularly for the correct combination of project/dissertation subjects.

<table>
<thead>
<tr>
<th>Session</th>
<th>Full-time Enrolment Subjects</th>
<th>Part-time Enrolment Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Research Methods (8 points)</td>
<td>• Research Methods (8 points)</td>
</tr>
<tr>
<td></td>
<td>• HRS424 (24 points)</td>
<td>• HRS408 (8 points)</td>
</tr>
<tr>
<td>2</td>
<td>• HRS432 (32 points)</td>
<td>• HRS449 (48 points, commenced)</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>• HRS449 (48 points, continued)</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>• HRS449 (48 points, completed)</td>
</tr>
</tbody>
</table>

2.4 Grading Information and Assessment Items

Research Methods Subject
Assessment items will be structured as outlined by the subject co-ordinator; students should refer to the relevant subject Interact site and subject outline for detailed information. If students are enrolled in HRS410, they should liaise with the School Honours Co-ordinator to access full subject information.
The grade/mark obtained for the methods subject will not contribute to the calculation of the final class of Honours. Students are required to do a methods subject to provide a broad grounding in research methods, but application of these skills to project design and implementation will be specifically assessed through the dissertation (see below).

Honours Project/Dissertation Subjects

All students, irrespective of the combination of Project/Dissertation subject codes and part- or full-time enrolment, will complete a required research proposal, literature review, final seminar presentation, and research dissertation. The Honours grade (class) will be determined by the outcome of the Honours Project/Dissertation subject/s only as follows:

- Research proposal: Satisfactory/Unsatisfactory (SY/US)
- Literature review: 10%
- Dissertation: 80%
- Final seminar: 10%

The HRS Project/Dissertation combined mark will be used to determine the final class of Honours as follows:

- Honours Class 1 (H1) 80 - 100%: The quality of work is excellent; shows originality and satisfies each of the essential and important criteria of the marking guidelines.
- Honours Class 2, Division 1 (H2A) 70 - 79%: The quality of work is very good.
- Honours Class 2, Division 2 (H2B) 60 - 69%: The quality of work is good.
- Honours Class 3 (H3) 50 - 59%: The quality of work is satisfactory.
- Fail (FL) Less than 50%: The quality of work is unsatisfactory.

The final numerical mark will be calculated to one decimal place, then rounded to the nearest whole number, with 0.5 values rounded up (e.g. an overall mark of 76.5% will be rounded up to 77%, and result in the awarding of Honours Class 2, Division 1).

Students will also be expected to complete a brief progress report mid-way through their Honours enrolment. This is not an assessable item, it is intended only as a way for the School Honours Co-ordinator to ensure all students are progressing at an appropriate standard, and to identify any potential problems or issues they may be able to assist with.

Research Proposal (SY/US): Students will be required to submit a proposal outlining the background context, research aims or question/s, data collection and analysis methods, and key milestones for project achievement. The proposal will be reviewed by at least two staff members, one of whom is within the same or a related discipline, for general structure, clarity, suitability of design, and suitability of the work for an Honours-level project. The proposal will be deemed satisfactory/unsatisfactory, with students receiving written feedback from the markers on how to improve their work. Where a proposal is deemed unsatisfactory, the student will be provided with detailed feedback and given one opportunity to resubmit their proposal and obtain a satisfactory grade. It is important to note that this process is aimed at assisting students and their supervisors to develop a high quality project that is achievable in the proposed time frame, and that major contingencies and risks have been considered.

Literature Review (10%): Students will be required to complete a literature review that represents a critique of the broader research field. Parts of the review will then form the literature review/introduction of the final dissertation. The literature review will be marked by at least two CSU staff members, one of whom is in the same or a related discipline. Assessment criteria will include the breadth and depth of understanding of the broader discipline, clarity of academic writing and structure of the review, and skills in critiquing the literature. Students will obtain written feedback on their literature review, with the opportunity to improve on their skills in the final dissertation.

Dissertation (80%): The dissertation is the major assessment item and outlines the research project context, question/s or hypothesis/es, approach, results, conclusions, and discussion. Each dissertation is assessed by two examiners. While every effort will be made to allocate at
least one external examiner for each dissertation, in some instances both examiners may be academic staff members of CSU. The student's supervisor may not be an examiner. If the marks of the examiners differ by fewer than 15 percentage points, the average will be used, and the corresponding letter grade assigned. If the examiners' marks differ by 15 percentage points or more, the School will first use a structured arbitration process, in liaison with the Associate Dean (RHGS), to reach a final agreement about the grade. If an agreement cannot be reached, a third marker will be appointed by the School Honours Co-ordinator in liaison with the supervisor/s and the Associate Dean (RHGS). Normally, the three marks will then be averaged to determine the final mark for the dissertation.

Examiners will be provided with a clear marking rubric that allocates marks at each Honours class level to overall presentation, writing style, and quality, and content and clarity across each section of the dissertation.

Seminar (10%): The oral seminar will be presented to a panel that is made up of at least two academic staff members from the School or Faculty, who are not on the supervisory team. The grade awarded for the presentation at the seminar will be agreed between the panel members. Marks will be awarded in accordance with a marking rubric that covers quality of delivery, the overall presentation (flow, presentation of main points, linking each section), use of visual aids, communication of results and their implications in the broader research context, and coping with audience questions. The length of the seminar and audience question time will be specified by the School Honours Co-ordinator, and may depend on the number of students and the time available, but students should expect their seminar and question time to be at least 20-30 minutes.

2.5 Due Dates for Assessment Items
Assessment items for the research methods subject and any elective coursework subjects will be as advised via the subject co-ordinator and subject outline.

The due date for all students to submit their final dissertation is 5pm on the final Friday of on-campus classes of each teaching session (i.e. the final day of session week 14), unless students are otherwise specifically advised by their School Honours Co-ordinator.

Refer also to the calendar in section 1.2.

2.6 Assessment Feedback
Students will receive feedback and comments on all assessment items.

3.0 ASSESSMENT STRUCTURE, GUIDELINES AND REGULATIONS
This information applies to all subjects in the BSc(Hons) unless otherwise specified. It is essential that students are fully aware of this information.

3.1 Re-submission
Students should refer to the subject outline for research methods and other coursework subjects for subject-specific re-submission policies.

Students who fail their dissertation will be given the opportunity to revise and re-submit their dissertation for re-examination. In this instance, the highest grade achievable will be a Class 3 Honours (H3). Feedback to the student following the initial examination will be via the School Honours Co-ordinator and supervisor, and the processes and timelines for revision and re-
submission will be determined on a case-by-case basis by the Co-ordinator in liaison with the Associate Dean (RHGS).

3.2 Plagiarism and Collusion
Charles Sturt University expects that the work of its students and staff will uphold the values of academic honesty and integrity. The Guide to Avoiding Plagiarism is located at: http://student.csu.edu.au/study/plagiarism. This is an important resource that will help students understand these values and apply them in practice. Students should familiarise themselves with these requirements and ensure that all assessments submitted are their own work, have not been submitted elsewhere and comply with the University’s requirements for academic integrity.

The University has purchased Turnitin software. This software has two functions, a pre-emptive education function which students may use to check their own work prior to submission, and a plagiarism detection function which academics may use to check the student’s work for improper citation or potential plagiarism. Use by students is optional and is not a prerequisite for submission.

Students are encouraged to check their work for originality prior to submission. Students can register with Turnitin to create a Student Account under the CSU Turnitin License at http://www.turnitin.com/login_page.asp.

3.3 Approved Withdrawal, Extensions, Late Submission Penalties, and Special Consideration
Students are expected to complete all assessment tasks at an acceptable standard and to meet all compulsory assessment deadlines to meet course requirements in accordance with the Academic Progress Policy. Students should note clause 16 of this policy, which states that “a student shall pass at the first attempt (where ‘attempt’ does not include approved withdrawal from the subject) all subjects in an add-on bachelor honours year or subjects that are part of the honours component of an integrated honours course”. This Policy is available under “A” in the Policy Library (https://policy.csu.edu.au/masterlist.php#s).

3.3.1 Approved Withdrawal
Where a student identifies conflicting obligations that will prevent them from meeting all compulsory assessment deadlines, the onus lies with the student to make alternative arrangements, which may include: changing their enrolment; applying for an approved withdrawal (AW); or providing documentary evidence of extenuating circumstances to support an application for special consideration.

3.3.2 Late Submission Penalties and Extensions
Students should refer to the subject outline for research methods subjects and elective coursework subjects for specific information regarding late penalties and extensions. The following information relates to Project/Dissertation subjects only:

The penalty for late submission of the dissertation is 5% of the maximum mark possible, per calendar day past the due date.

If students experience extenuating circumstances and require an extension of time to complete an assessment item and the extension date will still fall within the current teaching session, an extension request with supporting documentation should be provided to the School Honours Co-ordinator.
If students require an extension to complete an assessment item that will extend beyond the current teaching session, they must submit an application for Special Consideration, with accompanying documentation (see below). If this is accepted, the School Honours Co-ordinator will work with the student to establish a new due date for the outstanding assessment items, and the student will receive a Grade Pending (GP) on their transcript until they have completed all subject requirements. A GP does not impact on the class of Honours that is awarded. **Please note that Special Consideration cannot be used to alter the outcome of an assessment;** it can only enable the student to request additional time or changed circumstances for completing the assessment.

As soon as a student experiences misadventure and/or become aware of extenuating circumstances they are urged to speak to the School Honours Co-ordinator. Special consideration cannot be applied retrospectively after the due date/ examination date has passed (except in the special circumstances where the misadventure/extenuating circumstances prevented students from contacting the School Honours Co-ordinator before the due date).

The University policy and guidelines of Special Consideration Regulations are found in the Policy Library (under “S”) at https://policy.csu.edu.au/masterlist.php#. Following is some essential information that has been taken from these regulations.

As a general guide, misadventure or extenuating circumstances are circumstances which are:

- beyond the students’ control (that is, they could not have reasonably been anticipated, avoided, or guarded against);
- sufficiently grave or of a nature or duration to have caused considerable disruption to the students’ capacity to study effectively or to complete subject requirements; and
- have interfered with the students’ otherwise satisfactory fulfilment of the subject requirements.

Some circumstances which may warrant special consideration can include:

- medical reasons
- family/personal reasons, including death or severe medical or personal problems
- employment related reasons, such as a substantial change to routine employment arrangements or status
- administrative problems, such as the late receipt of teaching materials, enrolment errors or delays
- sporting or cultural commitments, where a student has been selected to participate in a state, national, or international sporting or cultural event
- military commitments, where a student is a member of the armed forces involved in a compulsory exercise
- legal commitments, where a student is called for jury duty or is subpoenaed to attend a court, tribunal, etc.
- other events that pose a major obstacle to the student proceeding satisfactorily with his or her studies

The following circumstances **would not** be considered misadventure or extenuating circumstances:

- routine demands of employment
- difficulties adjusting to University life, to the self-discipline needed to study effectively, and to the demands of academic work
- stress or anxiety normally associated with examinations, required assessment tasks, or any aspect of course work
- routine need for financial support
- lack of knowledge of requirements of academic work
• demands of sport, clubs, and social or extra-curricular activity (other than selection for state, national, or international sporting or cultural events)
• difficulties with the English language during examinations

Application to obtain a Grade Pending (GP) or Approved Withdrawal (AW) after the HECS census date, or exemption from a compulsory residential school, is done via the application for Special Consideration. This form can be downloaded from http://student.csu.edu.au/administration/forms and should be lodged with Student Central or the Student Administration Office.

When an application for special consideration has been assessed, the student will be emailed a copy of the form that includes a decision about the outcome of the application.

Supporting Documentary Evidence

For all applications for Special Consideration appropriate supporting documentary evidence must be attached to the application form. When assessing a request for special consideration, the University will take into account all matters relevant to the request. Supporting documentary evidence, in itself, does not guarantee that special consideration will be granted, but without supporting documentation an application will almost certainly be declined. Examples of appropriate supporting documentary evidence include:

• Medical certificates and reports: Medical certificates and medical reports will only be accepted when written by qualified and registered health practitioners. A medical certificate is a signed statement from a qualified and registered health practitioner which explains the debilitating nature of the condition which the student is or was experiencing and the period during which the condition has or will affect them, so that the University can decide on the basis of that information and any other information provided by the student, whether to grant the special consideration sought. The certificate should also specify the precise nature of the medical condition, unless to do so would result in a breach of patient confidentiality. In most cases, when applying for special consideration due to a medical condition, students will need to ask their medical practitioner to complete the Student Medical Certificate that can be downloaded from here: http://student.csu.edu.au/administration/forms.

• Family/ Personal misadventure: If students experience family/personal reasons impacting on their study then documentary evidence would include a statement from a registered health care practitioner, a recognised mental health professional, or a person who knows the student, who is not related to the student, stating: the date the personal circumstances began or changed; and how these circumstances affected the students’ ability to study. Supporting letters from CSU Student Services Counsellors are also acceptable. It is most useful if the letter clearly identifies the relationship of the writer to the student and how the writer can be contacted so that the information can be verified or clarified if necessary. Please ensure that the letter is signed and dated.

• Employment: For employment related misadventure, the employer needs to provide a written statement outlining: the date employment arrangements or status changed, and the nature of the changes.

• Sporting/ Cultural/ Military/ Legal: For sporting, cultural, military, or legal commitments, students should provide a written a statement from the relevant authority advising: details of the event and the period during which study will be interrupted.

3.4 Additional Assessment/Additional Examination (AA/AE) Grades

AA and AE grades will not be offered in any subjects in the BSc(Hons) course.

3.5 Appeals
Students aggrieved by a decision of a supervisor or School Honours Co-ordinator with respect to their dissertation may appeal to the Associate Dean (RHGS), or directly to the Executive Dean. Appeals must be in writing and be lodged with the Associate Dean or Dean within 21 days of the date of notification of the decision.

Students aggrieved by a decision of the Associate Dean (RHGS) or Executive Dean may appeal to the Academic Appeals Committee of Academic Senate. Appeals must be lodged in writing with the Academic Secretary within 21 days of the date of notification of the decision.

3.6 Leave of Absence in BSc(Hons) course
University regulations apply when students request leave of Absence from the Bachelor of Science (Honours) and students are advised to speak to the Division of Student Administration.

3.7 Deferred admission in the BSc(Hons) course
Prospective students are not normally eligible for deferred admission into the BSc(Hons) course with the Faculty of Science, but should reapply for admission when they are ready to commence the degree. Any application for deferred admission must be directed to the FHC for consideration on a case-by-case basis.

3.8 Waiver/Advanced Standing/Credit requests
There is no provision for advanced standing for honours students for subjects completed from previous studies. Applications for re-enrolment into an honours course, following termination (i.e. starting again) will be considered on a case-by-case basis.

4.0 FURTHER ADVICE FOR HONOURS STUDENTS
Students are referred to the following additional information and/or websites:

4.1 HECS/Austudy/Financial Support
Please refer to http://www.csu.edu.au/division/finserv/students/refund/hec.

Honours students may be eligible to apply for scholarships to assist with living and other costs. Please refer to https://futurestudents.csu.edu.au/help-with-costs/scholarships.

4.2 Health and Safety
It is a policy of the Faculty that students work only in a safe and healthy environment. To achieve this policy, the Heads of School and staff make every effort in the areas of accident prevention, hazard control and removal, injury protection and health promotion. All students undertaking field or laboratory work should discuss any potential safety risks with their supervisor, and implement a risk management policy to ensure a safe working environment. All students should be familiar with the relevant School’s safety rules for field work and laboratory work, copies of which are available from the course Co-ordinator, and should act in a safe and responsible manner when performing research of any kind. Also, all Honours students should ensure that they are covered by an adequate personal accident and liability insurance whilst they are conducting their research.

4.3 Holidays
Whilst all students are encouraged to plan short breaks in their study on a daily and weekly basis, full-time students should expect to have a very full program of research and study throughout the academic year, and should not anticipate having the luxury of a long break during their program. Part-time students should plan a short holiday from their studies at a time that will least affect their research project. Students should discuss any holiday or study-break plans they have with their supervisor well in advance.

4.4 Casual Work

Most Schools in the Faculty occasionally have vacancies for casual employment that may be suitable for Honours students (e.g. demonstrating practical classes, invigilating examinations and marking assignments). Honours students wishing to be considered for such employment (attracting Award rates of pay) should contact their supervisor for permission, in the first instance, and inform the School Honours Co-ordinator when they would be available for employment. Full-time Honours students should not normally undertake more than five hours per week or a total of 240 hours per year in University or other type of employment which is not related to their study/research program.

4.5 Honours Project Budget

Each school within the Faculty has different policies on provision of funding for research. Therefore, each student should consult with his/her own School Honours Co-ordinator regarding this matter.

4.6 Training Courses, Workshops and Conferences

On occasions, a supervisor may want his/her student to attend a conference, workshop or training course to allow the student to develop greater skills or knowledge in a particular area relevant to the student’s program of research. A student may even be in a position to present a paper (poster or spoken) at such an event. Any student who wishes to attend a conference, workshop or course should discuss the possibility of attendance with his/her supervisor. Financial assistance to attend such events can sometimes be obtained from grant-awarding bodies. There may also be limited funds available from the relevant School to assist students with some of the expenses of attending a conference, etc. If available, financial support for students will be 'needs tested'. Students should contact their supervisor for advice on how to seek financial support from the School and/or external sources.

4.7 Travel

The University has several regulations pertaining to travel procedures which must be adhered to, including the approval of all travel in advance by the Head of School. Students should consult their supervisors for advice on research travel arrangements.

4.8 School Facilities

Students should discuss with their supervisors how they can best use the facilities offered by their school. Both full-time and part-time students may use School facilities, although it is accepted that on-campus students are likely to have greater access to such resources. Hence, it is particularly important for part-time students to discuss their requirements with their supervisors early in the program. Students are advised to consult with their School Honours Co-ordinator regarding the facilities of their school, including:

- office facilities
- computing facilities
- photocopying
- mail
• telephone
• university vehicles
• staff coffee lounge

• out-of-hours access
• inter-library loans

4.9 Library Facilities

The library offers a wealth of resources and facilities for research students. At the beginning of their Honours program, students should ensure that they are familiar with all the services the library offers, including inter-library loans, computerised catalogues, reciprocal borrowing arrangements, computer-aided literature searches, etc. Booklets describing the resources and facilities offered by the library are available on request. Some services involve a charge (e.g. photocopies and some inter-library loans), in which case students should be prepared to meet such costs themselves, or ask their supervisor if the costs can be absorbed by some research budget prior to requesting the services.

4.10 Other Services and Facilities

Student handbooks
A full list of the services and facilities offered by Charles Sturt University is presented in the current CSU Undergraduate Handbook and the CSU Postgraduate Handbook.

Academic regulations
It is important that all students familiarise themselves with the University's academic regulations, which are detailed in the student handbooks.

Student associations
The CSU Students' Association offers a wide range of facilities and services on each campus, and students are advised to find out how their student association can best benefit them.

Further advice
As a general guide to writing essays and dissertations, students should refer to various CSU publications and other publications available from the library. The University's Learning Skills Advisers can provide several other guides on an array of subjects relating to research, study and writing, and can provide individual assistance and advice when requested. Finally, some schools in the Faculty have adopted a specific referencing style. Honours students must consult with their Schools Honours Co-ordinator regarding the Schools requirements for referencing.

The University also holds a number of publications which should be read by all commencing research students, including codes of practice for maintaining academic standards in higher degrees, guidelines on fraud and serious misconduct in research, and other documents. Many of these publications refer to guidelines set by the Australian Vice-Chancellors' Committee which were followed in producing this booklet. These publications are available for loan from the Honours School Co-ordinator upon request.

Whilst these sources of general advice and assistance are very valuable to research students, it should be remembered that Honours students are effectively specialising in a narrow area of research. Thus, specialist academic advice will often be required in attempting to understand research concepts, construct hypotheses, write research proposals and review literature. Research students should obtain this type of specialist advice from their supervisors.

References from academic staff
Those students wishing to include their supervisor, Honours Co-ordinator, Head of School or any other member of staff as referees in job applications, must first seek permission from the person concerned. It is also courteous to provide referees with details of any applications made, and to inform them of the success of such applications.
5.0 ROLES AND RESPONSIBILITIES

5.1 Principal Supervisor
Honours Principal Supervisors are expected to –

1. hold at least an AQF Masters-level (Level 9) degree or equivalent, with relevant research experience and expertise;
2. have previously been a co-supervisor on at least one successfully completed Honours project;
3. be fully aware of the School processes for Honours research projects, admissions, course structure, and other aspects as advised by the School Honours Co-ordinator;
4. ensure they have the workload capacity to provide full and appropriate supervision of the student, including a commitment to regular (i.e. weekly) meetings with the student, and to providing high level feedback within a reasonable turnaround time on drafts of the work prepared by the student;
5. assist the student in the preparation of a research / study program for approval by the School Honours Co-ordinator;
6. ensure all equipment and resources (including any funding requirements) required for successful project completion are fully available;
7. advise the student of the aims, scope and procedures to be adopted in the research project;
8. ensure that the student is aware of the standards of conduct required by the University and community in all areas of research and scholarship, and to ensure that the student is not expected to partake in any conduct, during the course of his/her studies or research, that will diminish the good name of the University in any way;
9. advise the student on the best methods of reviewing and critiquing relevant literature both for the research project;
10. ensure that all the necessary licenses and permissions, including the approval of human and/or animal ethics research committee/s, required to conduct the proposed research are obtained and maintained by the student (or, where appropriate, by the supervisor or associate supervisor) prior to the commencement of the work;
11. advise the student of any sources of funding or support that may benefit his/her research, and to apply or assist in the application for such support where relevant;
12. ensure that the student is actively engaged in the research and study components of the Honours program and that the student's progress is satisfactory;
13. advise and assist in the preparation of seminars and progress reports to be presented by the student;
14. advise the student on the aims, scope and presentation of her/his Honours dissertation and any other publications likely to arise from the research;
15. comment critically on drafts of the dissertation before it is submitted for examination;
16. propose suitably qualified examiners for approval by the School Honours Co-ordinator;
17. suggest ways that the student can make the most effective use of time;
18. maintain close and regular contact with the student and establish at the beginning, the basis on which contact will be made;
19. require written or other work from the student on a pre-arranged and agreed schedule so that progress can be assessed at regular intervals;
20. ensure that inadequate progress or work below the standard generally expected is brought to the student’s attention. The supervisor should help with developing solutions to problems as they are identified;
21. certify that the dissertation or project is properly presented, conforms to the Regulations and is worthy or examination.
5.2 Associate/Co-Supervisors

Each student will have at least one co-supervisor. In general, a co-supervisor is expected to contribute many aspects of supervision as outlined above for Principal Supervisors, although in some instances, a co-supervisor may be contributing to only one or two specific aspects or component of the project, depending on their expertise. The role of each co-supervisor should be discussed and agreed at the commencement of the Honours project by the student and supervisory team. In general, Co-Supervisors for Honours projects are expected to:

1. hold at least an AQF Honours-level (Level 8) qualification or equivalent and be able to evidence progress of developing research expertise above the level of an Honours degree;
2. ensure they have the workload capacity to support the student as agreed on with the student and Principal Supervisor;
3. contribute to all aspects of project supervision, including meeting attendance, providing feedback on drafts of all written work, and providing specific advice and other support to the student, as agreed with the student and Principal Supervisor at the commencement of the project.

5.3 Honours Students

Although the supervisor has a responsibility to advise the student on aspects of his/her research, the student is responsible for the details of the work, for meeting all deadlines, attending all meetings/appointments made with supervisors, and report regularly to their supervisor on the progress of their work.

The standards to which students are expected to conform should become clear early in the program through discussion with the supervisor/s. The level of independence exercised by the students in conducting their research will vary from one project to another. A student's needs for direction and supervision will possibly change several times during the progress of his/her research. Hence, communication between student and supervisor/s is essential to ensure that needs and expectations are met by both student and supervisor alike. The meeting schedules for students and their supervisors may differ depending on the nature of the project and even at different stages of the project, with some times requiring more regular meetings, and other times requiring fewer meetings. The student and supervisor/s should establish their meeting and communication strategies as early as possible in the project to ensure that all members of the research team clearly understand the expectations of them. The student should aim to develop independence of thought and a mature critical faculty, whilst consulting closely with his/her supervisor.

Students should ensure to regularly provide their supervisor/s with updated copies of their research data. Students and supervisors should work together to ensure any requirements relating to data storage (e.g. confidential information, electronic data storage policy compliance, etc) are met.

5.3 Role of the School Honours Co-ordinator

An Honours Co-ordinator for each school of the faculty is appointed by the Executive Dean in consultation with the Heads of School. The School Honours Co-ordinator is the delegate of the Associate Dean (RHGS) in the School, and is accountable for:

- liaising with the Associate Dean (RHGS) about admissions to the Honours program;
- liaising with supervisors and the Head of School to ensure each student has a fully resourced research project available prior to approving their admission;
- advising on any non-standard enrolment pattern requirements;
- co-ordinating submission and assessment/review of all assessment items (proposal, literature review, dissertation), including approval of and liaison with the examiners for the dissertation;
being a point of contact outside the supervisory team for all Honours students within the School for relevant inquiries, including for access to various facilities, procedures and protocols, and for issues relating to progress, supervision, or other general advice;

- ensuring each student is progressing appropriately through consultation with students and/or supervisors and through the mid-way progress report;

- making a significant contribution to the Faculty Honours programs through membership on, and regular attendance at, the Faculty Honours Committee; and

- recommending to the Faculty Honours Committee a final grade for the dissertation based on the examiners’ reports and the level of award to be conferred based on a School Honours Committee recommendation.

6.0 PREPARING AND PRESENTING THE DISSERTATION

Preparing an Honours dissertation can be a daunting task. The dissertation is a major part of the assessment for the final grade awarded to an Honours student. It will be marked by 2 examiners. Thus, it is important for students to present a dissertation that reports a piece of rigorous research, clearly written and presented in a simple, logical format.

The University has set rules for the presentation of dissertations (AS 91/65, AS 95/229, 230). In addition, each School has developed its own set of rules which should be followed by all students unless expressly advised otherwise by the Course Co-ordinator or supervisor concerned.

General requirements
Dissertations and projects will comply with the following requirements:

- they must address the topic approved by the relevant Honours Co-ordinator;
- dissertations must comply with the rules for the presentation of dissertations approved by Academic Senate;
- projects must comply with any limits imposed by the Faculty regulations and/or relevant school rules;
- dissertations and any text in a project must be written in English except where the nature of the investigation or project requires the dissertation or text to be written in another language;
- dissertations and text in a project must reach a satisfactory standard of expression and presentation;
- the investigation or other work on which the dissertation or project is based must have been completed by the student subsequent to admission to the Bachelor (Honours) course;
- they must consist of an account of the student's own work but, in special cases, work done conjointly with other persons may be accepted provided the Honours Co-ordinator is satisfied about the extent of the student’s contribution to the joint work; and
- the dissertation or project or the work which they are based must not have been previously submitted for a degree or similar award.

Length and breadth
An honours dissertation should be based on original and rigorous research. It should be a well-written document that contributes substantially to the current knowledge in the field of study and/or critically reviews a substantial component of a field of knowledge. The length of the dissertation normally should be not more than 3,500 words per subject equivalent, and definitely not more than 5,000 words per subject equivalent of the research project (for example, a dissertation based on six subjects of research would have an expected maximum of 30,000 words), although this requirement may vary according to individual projects. These word limits do not include appendices.

Typing and format
Students are responsible for preparing their own dissertations. Students must either do their own word processing, or arrange for their dissertation to be typed by someone else, at their own expense. School secretaries cannot do any typing for research students. The costs of printing and binding a dissertation must be met by each student (except for specific items described later). Typing is to be on one side of each sheet only, with the pages numbered consecutively throughout the dissertation. The following minimal margins are to be observed:

- left - 4 cm
- top and bottom - 2 cm
- right - 2 cm

Typing is to be spaced either double or space-and-a-half with the exception of quotations, footnotes and bibliographies which are to be single spaced.

Drafts

Whilst students are strongly encouraged to write up parts of their dissertation as their research proceeds (such as their literature review, methodology, references, acknowledgments, etc), much of the writing will necessarily occur toward the end of their program. Students should provide their supervisors with a proposed structure for their dissertation (e.g. a table of contents with brief explanations of what each chapter will contain) in accordance with a timeline agreed between the student and supervisor, and/or as advised by the School Honours Co-ordinator. This will give supervisors the opportunity to advise their students on the overall structure and content of the dissertation, and will enable the student to prepare a timetable to follow during the dissertation writing. Students should then present to their supervisors typewritten drafts of each chapter as they are completed. Supervisors will return these drafts to the students as soon as possible, and will offer suggestions, criticisms and advice, as appropriate. A copy of each draft should be retained by the student in case of loss. Some supervisors may also wish to make final comments on a complete draft of the dissertation. This final draft should be completed well before the final submission date, to allow sufficient time for changes, printing and binding.

Binding and Supply of Final Copies

Unless otherwise advised by the School Honours Co-ordinator, at least three copies of the dissertation (in addition to the original), secured to avoid disarrangement (e.g. in commercially available plastic folders or spiral binders) are to be submitted to the School Honours Co-ordinator for examination. The candidate is responsible for the cost of the binding these copies.

After receipt of examiner's comments, the student is required to provide a final electronic version of their thesis to the School Honours Co-ordinator and their supervisor/s, in a file and storage format determined in agreement with all parties. Students should also ensure any raw data collected through their project have been supplied in a fully accessible format to their supervisor/s at or before project completion.

Students may elect to have a final dissertation hard copy printed and bound for their own permanent retention. Students should contact the CSU Library, or their School Honours Co-ordinator, for detailed information on the CSU- and Faculty-specific guidelines for permanent binding of dissertations.

Content

**PAPER SIZE** Dissertations are to be typed on International Standard Organisation (ISO) A4 size white bond paper. If diagrams, maps, tables, and similar presentations do not fit readily on this sheet size, ISO B4 size may be used. B4 size pages are to be folded and bound so as to open out at the top and the right.

**COVERS.** Standard cover sheets (front and back) for all copies of the Honours dissertations will be prepared by the School Secretary once all the details of the work (title, author, etc) are supplied to the School Honours Co-ordinator by the completing students.


**TITLE PAGE** The first page of the dissertation is to identify it as a dissertation submitted to Charles Sturt University for the degree of Bachelor of Science (Honours). The candidates' name, qualifications held, the full title of the dissertation and the month and year of submission are to be recorded on the title page.

**CERTIFICATE OF AUTHORSHIP.** Each dissertation (originals and copies) submitted to the Course Co-ordinator is to be accompanied by a statement by the student certifying the original authorship of the dissertation. Such a statement is to be made by completing copies of a form available from the Honours Co-ordinator (HON1 form, available from the School Honours Co-ordinator).

**CERTIFICATE FROM THE SUPERVISOR.** A certificate from the supervisor confirming that the student has completed all requirements of the program and that the dissertation is ready for examination must also accompany the dissertation submission (HON2 form, also available from the School Honours Co-ordinator).

**ACKNOWLEDGMENTS.** Where appropriate, a brief acknowledgment of assistance and advice received should be included on a separate page inserted in sequence.

**ABSTRACT.** Next in sequence, there is to be an abstract of the dissertation not exceeding 350 words in length. Normally an abstract would state general aims and objectives of the research, present any hypotheses to be tested, briefly describe the overall methodology, and list the main results and/or conclusions of the work. Supervisors may advise students to present such an abstract in a numbered point-form.

**TABLE OF CONTENTS.** The dissertation is to include a table of contents at the beginning of the work.

**INTRODUCTION.** An introduction would normally state the aims and objectives of the research topic. This should be done by placing the research in context with other work in the area, specific problems that need to addressed, the background or history of the project, etc. At the very least, the introduction should describe why a certain line of research was pursued.

**REVIEW OF LITERATURE.** Some research may mostly comprise a review and analysis of literature, although it is considered that most dissertations will simply present a concise, but thorough, review of the literature relevant to the research area. At the very least, a literature review should describe studies conducted both in Australia and overseas that are of a similar nature to that presented in the dissertation. The review should examine the studies performed in the research area and describe how and why such studies influenced the concept and design of the research described in the dissertation.

Much of the work completed for a directed reading subject(s) may be included in the literature review, although it is envisaged that the directed reading topic(s) would be quite broad, so would not be sufficiently specific to fulfil completely the requirements of a literature review for a dissertation.

**MAIN TEXT.** The main body of the dissertation may be divided into several discrete chapters, or may simply be one section. Some dissertations will at least require a separate methodology section, normally appearing at the beginning of the main text, while in others the data section/s may be required to be presented in the format of a publishable manuscript. **Students should seek advice from their supervisors and School Honours Co-ordinators on the most appropriate method of presenting the results/conclusions of their research,** particularly for graphical or tabular presentations.

**LITERATURE CITED.** At the end of the dissertation, a list of all literature cited in the text should be included. This list should not include references that were not specifically cited in the text. However, a supervisor may advise a student to include an additional bibliography, listing sources of information referenced during the research but not specifically cited in the...
text, under a separate heading: 'Bibliography'. The writing format used for references and bibliographies varies between schools. It is critical for the student to consult with the honours Co-ordinator of the school to identify referencing styles.

**Style**
The writing style in an Honours dissertation should be simple and direct. Normally a dissertation would be written in the past tense, the passive voice and the third person, although supervisors may advise students to adopt other writing styles. All work should be edited to a high standard before submission for examination.

**Non-print material**
Non-print material (e.g. sound or video recording, computer software, photographs, etc.) which relate to a dissertation should not normally account for more than ten percent of the content of material submitted for examination. Where a student wishes to submit substantially more non-print material, specific approval from the Associate Dean (RHGS) is required.

Non-print material accompanying a dissertation must be appropriately packaged within the binding of the dissertation, or in a separate container. Students should seek advice from their supervisor in all such cases.

**PUBLICATION OF RESULTS**
In general, good research should result in one or more publications, so that other researchers are aware of the results, findings and/or conclusions of the study. Published work also aids a student's career prospects and is important to the School and University. Honours students that produce high quality work may be involved in publications with their supervisor(s), with other research workers or, more rarely, on their own. This may occur during the Honours program or after the student has graduated. It is therefore very important that students keep careful, dated records of their original research notes, even after they have completed their degree.

Twenty to eighty percent of a dissertation is usually worth considering for publication. However, the standards of acceptance in journals are very high, and preparing a paper for publication is more difficult than, and different from, writing a dissertation. Students should discuss with their supervisors how best to tackle preparing their work for publication. Agreement should be reached between student and supervisor regarding authorship of publications (and acknowledgment of contributions) at the beginning of the research program. There should be open and mutual recognition of the student's and supervisor's contribution on all published work. Any agreements made between supervisor and student should be honoured even if the results of the Honours research are not published until after the student has completed his/her program (perhaps several years later).

**All Honours students should meet with their supervisor to discuss arrangements regarding authorship of publications at the beginning of the research program.**

The ultimate decision on whether work conducted during an Honours program should be published lies with the supervisor and with the Head of School. Poor quality work will not be allowed to be submitted for publication, since it would reflect poorly on the University, the School, the supervisor and the student.