

# Bachelor Honours Degree - Procedures

## Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to these procedures and are critical to its effectiveness:

Honours Coordinator means a member of academic staff who administers an honours program or programs.

Honours Supervisor means a member of academic staff who undertakes supervision of an honours student's research.

## Contents

Three types of bachelor honours degrees are set out in the Bachelor Honours Degree - Academic Policy.

These procedures are divided into two parts:

Part A: End-on Honours and Embedded Honours (Differentiated Pathway)

Part B: Embedded Honours (Four Year)

## Part A: End-On Honours and Embedded Honours (Differentiated Pathway)

### 1. Program/Pathway Structure

1.1 The content and design of an End-on Honours Program or an Embedded Honours (Differentiated Pathway) must be compliant with section 6. of the Bachelor Honours Degree – Academic Policy, as well as the University's Coursework Curriculum Design – Academic Policy and Coursework Curriculum Design – Procedures, where applicable.

### 2. Coursework

2.1 The coursework component of an End-on Honours or an Embedded Honours (Differentiated Pathway) must be composed of:

- (a) specifically designed bachelor honours degree courses (400 Level), and/or
- (b) 500 - 700 level courses taken from a postgraduate degree (AQF level 8 or higher, and/or
- (c) suitable courses (400 level) from other programs both within and external to the University may be used with approval from the Program Coordinator

2.2 The coursework component may consist of a specified number of coursework units, which comprise a prescribed set of courses, or may be a tailored sequence designed for each student individually.

2.3 In the case of a tailored coursework sequence, the studies must be agreed between the student and the supervisor. The agreement must be documented and approved by the Honours Coordinator and recorded in an official record keeping system. The agreement should be signed and recorded by the census date in the first teaching period after commencement of End-on Honours Program or an Embedded Honours (Differentiated Pathway).

### 3. Research

3.1 The required research training course within an End-on Honours or an Embedded Honours (Differentiated Pathway) must at a minimum include:

- the formulation of research proposals, and
- research techniques, and
- research ethics

#### APPROVAL AUTHORITY

Deputy Vice-Chancellor (Academic)

#### RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

#### DESIGNATED OFFICER

Director, Centre for Support and Advancement of Learning and Teaching

#### FIRST APPROVED

3 December 2012

#### LAST AMENDED

16 August 2019

#### REVIEW DATE

19 February 2021

#### STATUS

Active

### 3.2 The research project:

- (a) must consist of a student's own account of the research undertaken by the student, the greater part of which must have been completed subsequent to admission to the End-on Honours program/differentiated pathway. Work undertaken conjointly with other persons may be accepted provided the Head of School is satisfied that the research project is solely the work of the student; and
- (b) must not contain as its main content any work or material which has previously been submitted for assessment for a tertiary qualification.

3.3 A student shall normally submit the topic for the research project for approval as part of the admission process. After the research topic has been approved it may be changed only with the approval of the Honours Coordinator.

3.4 The size of the project must be representative of the unit value allocated to the research project and be consistent with the discipline standards (or norms) for length in words, pages or other content.

3.5 Guidelines for the presentation of the research project for examination should be included in the Honours Handbook as outlined in section 12.

3.6 The research project must be submitted by the date identified in the student's Honours Milestones Agreement. A student seeking an extension and a revision of the agreed submission date, requires the approval of the Honours Coordinator and the Head of School. The Head of School is responsible for notifying the Academic Registrar and Director, Student Services or nominee that an extension of time has been granted.

## 4. Admissions

### 4.1 End-on Honours

4.1.1 An applicant for admission to an End-on Honours Program shall:

- (a) have satisfied the requirements for the award of an AQF level 7 bachelor degree
- (b) meet the English language requirement as identified in the Admissions – Procedures and
- (c) have demonstrated a high level of achievement in the intended area of study. The minimum standard for eligibility for admission is a GPA of at least 5.0 over all 200-level and 300-level courses undertaken during the bachelor degree (An exemption to this criterion may be approved by the Head of School and must be recorded with the justification of that decision in the official record keeping system.)

4.1.2 Students must apply for End-on Honours on the appropriate application form, available from the UniSC website and the relevant school, and by the date identified by the University.

4.1.3 Intending applicants for admission should consult with a proposed supervisor or supervisors in preparing their admission application.

4.1.4 In assessing an application for admission, the Honours Coordinator shall consider as appropriate:

- (a) the academic ability of the applicant, including the preparedness of the applicant to undertake the program in terms of the elapsed time since the prospective student qualified for the award of a bachelor degree, and the academic preparation provided by the bachelor degree for the student's proposed research project
- (b) the suitability and level of the proposed research project
- (c) the resources available to support the proposed research and the availability of appropriate supervision, and
- (d) any other matters that may be relevant to the application

4.1.5 An applicant seeking credit for prior coursework study must lodge an application for credit at the same time as the application for admission (refer to the Credit Transfer - Procedures). No credit is available towards the research project.

4.1.6 The offer of admission includes the following information:

- (a) the program of coursework the student is to undertake
- (b) the research area
- (c) the supervision arrangements, and
- (d) whether the student is enrolled full-time or part-time and the anticipated completion date

4.1.7 To accept the offer of admission, the student enrolls as prescribed in the University's Enrolments and Graduations - Procedures.

#### 4.2 Embedded Honours (Differentiated Pathway)

4.2.1 An applicant for admission to an Embedded Honours (Differentiated Pathway) shall:

- (a) have an active enrolment in a bachelor degree (AQF Level 7), and
- (b) have demonstrated a high level of achievement in the prerequisite studies identified for entry to the differentiated pathway. The minimum standard for eligibility for admission is a GPA of at least 5.0 in the identified prerequisite studies.

4.2.2 The offer of entry must include the following information:

- (a) the research area or if available the dissertation topic, and
- (b) the supervision arrangements, and
- (c) the conditions of enrolment in the Embedded Honours (Differentiated Pathway)

4.2.3 To accept the offer of entry, the student must follow the process described in the offer information.

### 5. Supervision

5.1 Each student in an End-on Honours or an Embedded Honours (Differentiated Pathway) will be appointed at least one supervisor for the honours research project. Where more than one supervisor is appointed, one must be designated as the principal supervisor.

5.2 The supervisor or principal supervisor must:

- (a) be an academic staff member of the University of the Sunshine Coast
- (b) have a qualification of at least AQF Level 9 (Masters level) or higher, and
- (c) be a currently active researcher, or have a proven research record, or have previous successful experience in supervising honours or higher degrees by research students

5.3 An academic staff member who does not meet these requirements can still be appointed as part of the supervisory team, but cannot be the only supervisor or principal supervisor.

5.4 An adjunct academic of this University cannot act as a principal supervisor. An exemption to this criterion may be approved by the Deputy Vice-Chancellor (Academic).

5.5 The Head of School is responsible for monitoring the honours supervisory load of eligible individual staff.

#### 5.6 Conflict of interest

Staff who agree to undertake the role of supervisor have a responsibility to assess students' work fairly, objectively and consistently. A personal, family or other relationship with a student has the potential to compromise this responsibility by creating a conflict of interest. A staff member who considers that they have a conflict of interest or a perceived conflict of interest should bring this to the attention of their Head of School as soon as possible. The Head of School should record their decision on the matter.

### 6. Enrolment management

This section of these procedures should be read in conjunction with the University's Enrolments and Graduations - Procedures.

#### 6.1 Honours Milestones Agreement

6.1.1 Within two weeks of being accepted to End-on Honours or an Embedded Honours (Differentiated Pathway), the student must complete, in consultation with their intended Honours Supervisor:

- (a) an enrolment form identifying the courses to be undertaken, and
- (b) the Honours Milestones Agreement

6.1.2 The Honours Milestones Agreement is used to plan and manage a student's progression and completion of the research project. It should include at least an agreed date for the following: commencement of the program; and submission of research project.

6.1.3 The Honours Milestones Agreement should be expressed in weeks from the date of the student's commencement of the program.

6.1.4 A student enrolling on a full-time basis would normally be required to submit their research project on the Monday following the last teaching week of the final session of their enrolment or the part-time equivalent.

6.1.5 The Honours Coordinator must ensure that the Honours Milestones Agreement is accurately and appropriately completed and signed by both the student and supervisor, and is responsible for developing a systematic approach to the recording, reporting and monitoring of the student's progress against the Honours Milestones Agreement.

#### 6.2 Maximum time for completion

6.2.1 In order to be eligible for the award of an End-on Honours, all requirements for the program, including any coursework for which credit is given, must be completed within three years. In exceptional circumstances an extension to this time limit may be approved by the relevant Head of School.

6.2.2 In order to be eligible for the award of an Embedded Honours (Differentiated Pathway), all requirements of the differentiated pathway must be completed within three years. In exceptional circumstances, an extension to this time limit may be approved by the relevant Head of School.

#### 6.3 Change of mode of study

6.3.1 A student wishing to change their mode of study and extend their enrolment should discuss it with their supervisor. Where the supervisor and student agree, the change of mode of study and extension to enrolment is approved by the Head of School on the recommendation of the Honours Coordinator. If an extension is granted, a new Honours Milestones Agreement must be developed and signed by the relevant parties (see 6.1.5). The length of the extension of the enrolment is subject to the limitations identified in section 6.2.

6.3.2 International students must ensure that their visa conditions allow an extension to their enrolment and may not extend enrolment beyond the CRICOS registered duration of their program. International students should seek advice from International Office before applying for an extension.

#### 6.4 Unsatisfactory Academic Progress

6.4.1 If a student in an End-on Honours fails a course, i.e. receives a failing grade as identified in 4.1.4 of the Grades and Grade Point Average (GPA) - Academic Policy, the student is not normally permitted to repeat the failed course or to undertake an alternate course. The consequence is that the student has not completed the required 96 units of the program and so is not awarded a bachelor honours degree.

6.4.2 If a student in an Embedded Honours (Differentiated Pathway) fails a course, i.e. receives a failing grade as identified in 4.1.4 of the Grades and Grade Point Average (GPA) - Academic Policy, the student will be discontinued from the Embedded Honours (Differentiated Pathway). The consequence is that the student will need to re-enrol in and complete the requirements for the underlying bachelor degree at AQF level 7.

6.4.3 Students may formally request a review of their coursework assessment tasks or their final grade in courses (other than the research project) provided there are academic or procedural reasons for the request. (Refer to the Review of Assessment and Final Grade - Procedures).

6.4.4 Special consideration is available to students whose work is affected by serious documented illness or exceptional circumstances beyond their control. (Refer to section 2.3 of the Review of Assessment and Final Grade - Procedures).

## 7. Examination of the research project

#### 7.1 Appointment of examiners

7.1.1 The Head of School, in consultation with the Honours Coordinator, shall appoint at least two examiners for each student's research project, one of whom must be external to the University. The identity of the examiner remains confidential if requested by the examiner.

7.1.2 Examiners must possess a research Masters Degree (AQF Level 9) or Doctorate (AQF Level 10), be a member of the appropriate professional body where applicable; and have relevant expertise. An appropriately experienced person without this qualification may be permitted to examine at the discretion of the Head of School.

7.1.3 It is recommended that at least one reserve examiner is identified.

7.1.4 A member of a student's supervisory team shall not be an examiner of the student's research project.

7.1.5 An adjunct academic of the University can be appointed as an internal examiner for a research project.

#### 7.2 Examination of the research project

7.2.1 Each examiner provides a report to the Honours Coordinator on the research project. The report includes a percentage mark, the rationale for the mark awarded against the established marking criteria and a section to be provided to students which includes the percentage mark.

7.2.2 Each School/Discipline prepares and publishes guidelines for examination of the honours research project.

7.2.3 The final mark for the research project is determined by the average of the percentage marks of the two examiners.

### 7.3 Appointment of a third examiner

7.3.1 Where there is a mark discrepancy of 10 or more marks between significant research component or a difference in the examiner-recommended "grade" and both examiners have recommended a mark of 49.5% or more, the Honours Coordinator may take one of the following actions:

(a) Invite the examiners to confer with each other and/or with the School Research Committee with a view to moderating their marks and, if possible, presenting revised marks to be dealt with under 7.2.3

(b) In consultation with the Head of School, appoint an independent experienced examiner of bachelor honours theses as an arbiter; who reviews the examiners' reports and the thesis and determines the mark and grade on the basis of the published criteria and standards for the thesis; this is the final examination result for recommendation to the Head of School.

(c) Consult with the Head of School, who appoints a third examiner who would normally be external to the University. After the Honours Coordinator has received the report from the third examiner, in consultation with the Head of School, a determination is made as to the two marks that are closest together and these two marks are averaged to provide the final result for the research project. If the third mark sits exactly mid-way between the initial two marks, the average of the initial two marks will stand.

7.3.2 No more than three examiners will be appointed.

7.3.3 There is no provision for resubmission of a research project in an End-on Honours program or an Embedded Honours (Differentiated Pathway). Refer to section 6.4 Unsatisfactory Academic Progress.

## 8. Calculation of the honours classification

8.1 The class of honours degree awarded to each student is determined by combining the grades awarded for each specified honours course and the final research project percentage mark, taking account of the weighting of each course, using the formula approved by the Academic Board at the time of accreditation of the program.

8.2 If no specific formula was identified under 8.1, then the following standard formula will be used:

The final percentage mark achieved for each course is multiplied by the unit value for that course. These marks are totalled for all courses (including the research project) and then divided by the total course unit value for the courses undertaken within the End-on Honours or an Embedded Honours (Differentiated Pathway) (96 units).

Example:

A student has completed the following studies:

86% for Course 1 (12 unit value);  $12 \times 86 = 1032$

73% for Course 2 (12 unit value);  $12 \times 73 = 876$

78% for Course 3 (12 unit value);  $12 \times 78 = 936$

89% for Research Training (12 unit value);  $12 \times 89 = 1068$

81% for Dissertation (48 unit value);  $48 \times 81 = 3888$

Final grade:  $7800$  (Total of % marks)  $\div 96$  (Total Unit Value) = 81.25%. The student would receive Honours Class I.

8.3 Courses that are graded using a Pass/Fail are not included in the calculation.

## 9. Award and classification

9.1 To be awarded the Bachelor Honours Degree students must successfully complete all components of the program.

9.2 For each honours student who has completed all components of the program, the Honours Coordinator and Head of School make a recommendation to the School Assessment Moderation and Results Committee on the honours classification for each student calculated as described in section 8.

9.3 The School Assessment Moderation and Results Committee is responsible for final approval of the honours classification and for reporting the outcomes to Academic Board through the Head of School.

9.4 The School Assessment Moderation and Results Committee is responsible for monitoring the assessment outcomes of Bachelor Honours Degrees, including the distribution of classifications, the standards implied by the classifications and the comparability of standards across degrees.

## 10. Availability of Honours research projects

10.1 Following the finalisation of the honours classification, the Head of School, on advice from the relevant Honours Coordinator, may invite students to place their research project in electronic form on the USC Research Bank (the University's institutional repository). Students who have been invited to do so and wish to accept the invitation shall be required to make editorial corrections recommended by the examiners to the satisfaction of the supervisor and relevant Honours Coordinator before the research project is included in the USC Research Bank.

10.2 Electronic and hard copies of all honours research projects shall be retained by the relevant School for the appropriate period of time for assessment items, as identified in the Information and Records Management – Procedures. Schools may retain and make hard copies available for perusal at their discretion.

## 11. Grievance Resolution

11.1 Students experiencing difficulty with any aspect of their enrolment or program of study should discuss the problems with their Honours Supervisor in the first instance. Where the issue cannot be resolved at the supervisor level, it is preferable to seek an informal resolution by means of discussion with both the supervisor and the Honours Coordinator. Where a student does not wish to discuss the matter with their supervisors (e.g. in the event of a breakdown in the supervisory relationship) they may approach the Honours Coordinator directly.

11.2 Raising issues as set out in 11.1 may be considered an informal step of a grievance resolution process. Should the student remain dissatisfied with the supervision or other arrangements of their honours program, the grievance may be formalised in writing to the Head of School, following the processes in the Student Grievance Resolution - Governing Policy.

## 12. Information on the Honours program/pathway

Each Honours Coordinator must ensure that an Honours Handbook is prepared and published for the information of students, supervisors and staff in their School. The information in the Handbook must be consistent with the relevant policy and procedures and include specific information on the following:

- structure of the program/pathway
- supervisors
- application, enrolment and progression process
- milestones requirements
- assessment in the Honours program (including the process for the selection of examiners)
- guidelines for the presentation of the research project for examination
- the marking criteria to be supplied to the examiners
- grievance resolution mechanisms
- resources and financial support available to students, and
- key staff

## Part B: Embedded Honours (Four Year)

### 13. Admissions, enrolment and progression

13.1 Applicants seeking admission to an Embedded Honours (Four Year) program must submit an application in the usual manner for coursework programs at the University, as published on the UniSC website, in accordance with the Admissions – Procedures.

13.2 Enrolment in an Embedded Honours (Four Year) program is managed in the usual manner for coursework programs at the University, in accordance with the Enrolments and Graduation – Procedures.

13.3. Academic progress in an Embedded Honours (Four Year) program is managed the usual manner for coursework programs at the University, in accordance with the Monitoring Academic Performance and Exclusion – Academic Policy.

13.4 Students may formally request a review of their coursework assessment tasks or their final grade in courses (other than the research project) provided there are academic or procedural reasons for the request. (Refer to the Review of Assessment and Final Grade - Procedures).

13.5 Special consideration is available to students whose work is affected by serious documented illness or exceptional circumstances beyond their control. (Refer to section 2.3 of the Review of Assessment and Final Grade - Procedures).

## 14. Program structure

The content and design of an Embedded Honours (Four Year) program must be in compliance with section 6. of the Bachelor Honours Degree - Academic Policy, as well as the University's Coursework Curriculum Design – Academic Policy and Coursework Curriculum Design – Procedures, where applicable.

## 15. Research

15.1 The required research training course must at a minimum include:

- the formulation of research proposals, and
- research techniques, and
- research ethics

15.2 The research project must:

(a) consist of a student's own account of the research undertaken by the student. Research done conjointly with other persons may be accepted provided the Program Coordinator is satisfied that the research project is solely the work of the student, and

(b) not contain as its main content any work or material which has previously been submitted for assessment for a tertiary qualification

15.3 The size of the research project must be representative of the unit value allocated to the research component and be consistent with the discipline standards (or norms) for length in words, pages or other content.

15.4 Guidelines for the presentation of the research project for examination should be provided to students before the commencement of the research related courses or project.

15.5 The research project must be submitted by the date identified in the relevant Course Outline. A student seeking an extension and a revision of the agreed submission date requires the approval of the Course Coordinator.

## 16. Examination of the research project

16.1 Examination of the research project in Embedded Honours (Four Year) programs is by an internal examiner plus either:

(a) an examiner external to the University, or

(b) a moderator external to the University

16.2 Examiners/moderators must possess a research Master Degree (AQF Level 9) or Doctorate (AQF Level 10), be a member of the appropriate professional body where applicable; and have relevant expertise. An appropriately experienced person without the AQF Level 9 qualification may be permitted to examine at the discretion of the Head of School.

16.3 An adjunct academic of this University can be appointed as an internal examiner for a research project.

16.4 If the Embedded Honours (Four Year) program is utilising an external examiner, the process described in Part A Section 7 must be followed.

16.5 There is no provision for resubmission of an Honours research project in an Embedded Honours (Four Year) program. If a student fails a research project, they may repeat the relevant course or courses with a new research topic, subject to the provisions of the Monitoring Academic Progress and Exclusion – Academic Policy and Procedures.

## 17. Moderation of the mark for the research project

17.1 If the Embedded Honours (Four Year) program is utilising an external moderator or a team of external moderators, following the marking of the research project by the internal examiner, the Head of School will make a purposive sample (eg. from each of the percentages identified for the classification levels) of the submitted research projects (normally at least 20% of the items submitted) for blind remarking by the external appointed moderator(s).

17.2 The role of the external moderator(s) is to assure the quality of the examination outcomes and determine if identified standards have been met.

17.3 The external moderator(s), provide the Head of School with a report, who will ensure that any necessary actions (such as re-marking) are taken, and confirm the provisional results.

## 18. Calculation of the honours classification

18.1 The class of honours degree to be awarded each student will be determined by combining the grades awarded in the courses identified in the program accreditation documents, including the final research project, taking account of the weighting of each course, using the formula approved by the Academic Board at the time of accreditation of the program.

18.2 If no specific formula was identified then the following standard formula will be used:

The final percentage mark achieved for each course is multiplied by the unit value for that course. These marks are totalled for all courses (including the research project) and then divided by the total course unit value for the courses undertaken within the Embedded Honours (Four Year) program.

18.3 Courses that are graded using a Pass/Fail are not included in the calculation.

## 19. Award and classification ratification

19.1 To be awarded the Embedded Honours (Four Year), a student must successfully complete all components of the program.

19.2 For each student who has completed all components of the program, the Honours Coordinator or equivalent and Head of School will make a recommendation to School Assessment Moderation and Results Committee on the honours classification calculated as described in section 18.

19.3 The School Assessment Moderation and Results Committee is responsible for final approval of the honours classification and for reporting the outcomes to Academic Board through the Head of School.

19.4 The School Assessment Moderation and Results Committee is responsible for monitoring the assessment outcomes of Bachelor Honours Degrees, including the distribution of classifications, the standards implied by the classifications and the comparability of standards across degrees.

## 20. Grievance Resolution

20.1 Students experiencing difficulty with any aspect of their enrolment or program of study should seek an informal resolution by means of discussion with the relevant Course Coordinator and/or Program Coordinator.

20.2 Raising issues as set out in 20.1 may be considered an informal step of a grievance resolution process. Should the student remain dissatisfied with the supervision or other arrangements of their program, the grievance may be formalised to the Course Coordinator and/or Program Coordinator, following the processes in the Student Grievance Resolution - Governing Policy.

20.3 Students who have a grievance regarding the process undertaken for the assessment of their honours research project or their final honours classification may formalise the grievance as a complaint in writing to the Head of School, following the processes in the Student Grievance Resolution - Governing Policy.

END

## Appendix 1 – Roles and Responsibilities

### 1. Responsibilities of the Head of School

The responsibilities assumed by the Head of School are to:

- appoint Honours Coordinators
- select appropriate supervisor(s) or supervisory panels for the honours research that meet the requirements for supervisors set out in 5 above
- work with the Honours Coordinator to foster a supportive environment for honours students
- oversee that reasonable resources are made available to honours students
- make provision for students to receive required health and safety training required to undertake their research
- confirm that there is no conflict of interest or perceived conflict of interest between supervisor(s) and student
- require timely submission of results and recommendations on the final honours classification by Honours Coordinators, and
- approve extensions on the submission of the research project and to notify the Academic Registrar and Director, Student Services of the decision

### 2. Responsibilities of the Honours Coordinators

The responsibilities assumed by the Honours Coordinator are to:

- ascertain that the student meets the minimum requirements for admission to the honours programs or pathways
- confirm with the Honours Supervisor, that the proposed honours research is of an appropriate standard for a bachelor honours degree
- site each honours project in an appropriate discipline or area of study
- advise and assist the student to identify the content of their coursework project
- provide high quality supervision throughout the student's enrolment;
- approve a student's change of mode and ensure an appropriate adjustment
- develop and provide an Honours Handbook that includes the information identified in section 12



- monitor the Honours Milestones Agreement and ensure that completions agreed between the student and the supervisors are met
- foster a supportive environment for honours students and to provide timely advice to students when required
- act as Course Coordinator for the dissertation courses in the honours program
- manage the examination of the honours research project – including the appointment of examiners, communication with examiners, the provision of resources to assist with the examination process and the resolving of issues around the examination
- make a determination on the final mark for the honours research project
- make recommendations to the Head of School on extensions to the submission date for the research project, and
- make a recommendation to the School Assessment Moderation and Results Committee via the Head of School, as to the honours award level to be granted to the student

### 3. Responsibilities of Honours Supervisors

The overriding responsibility of supervisors is to provide continuing support to students under their supervision, enabling them to research and produce an honours research project to the best of the student's ability. Specific other responsibilities are to:

- advise the Head of School of any situation which might lead to a conflict of interest which could unduly advantage or disadvantage a student, e.g. if there is or has been a close personal relationship between a supervisor and an actual or potential student
- advise the student about their procedural and substantive rights and responsibilities contained in these Procedures
- advise and assist the student to comply with occupational health and safety and ethics requirements where relevant;
- support the student in developing a proposal for their research project within a negotiated time frame
- assist the student to develop a plan for completing the research project within the time frame identified in the Honours Milestones Agreement
- maintain regular contact with the student in order to monitor their progress
- inform the student about any planned absences during the enrolment and arrangements for supervision during those absences
- provide timely and helpful written feedback to the student on any drafts and to assist the student to develop solutions as problems are identified
- advise the student of inadequate progress or work below the standard generally required and to suggest appropriate action
- monitor the student's progress against the milestones established in the Honours Milestones Agreement
- provide the Honours Coordinator with a list of potential examiners for student's research project, and
- ensure the Intellectual Property – Governing Policy, Human Research Ethics – Governing Policy, Animal Ethics – Governing Policy (if applicable), and Responsible Research Conduct – Governing Policy, and the consequences for the student's research of breaching these policies, are explained carefully to the student

### 4. Responsibilities of honours students

Honours students have the primary responsibility for the timely completion of the honours research project and other assessment tasks. Specific responsibilities are to:

- discuss the research topic with an academic member prior to enrolment, and determine whether a staff member is prepared to supervise the research project
- develop a proposal and plan for completing the research project within the timeframe agreed in the Honours Milestones Agreement
- complete the necessary enrolment processes
- maintain regular contact with their Honours Supervisor(s)
- discuss any proposed variation of enrolment or break from studies (Enrolments and Graduations - Procedures) with their Honours Supervisor(s) and Honours Coordinator
- establish with their Honours Supervisor(s) the level of support required for successful completion of the program
- present required written material to the supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings; undertake additional work towards their research project identified as necessary by the supervisor(s)
- accept responsibility for the quality and originality of all submitted work, with due regard to the Student Academic Integrity – Governing Policy
- carry out all research in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research, and
- have understood the Intellectual Property – Governing Policy, Human Research Ethics – Governing Policy, Animal Ethics – Governing Policy (if applicable), and Responsible Research Conduct – Governing Policy

END of Appendix 1

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#### RELATED DOCUMENTS

- Admissions - Procedures
- Assessment: Courses and Coursework Programs - Procedures
- Bachelor Honours Degree - Academic Policy
- Coursework Curriculum - Academic Policy
- Coursework Curriculum - Procedures
- Credit Transfer - Procedures
- Enrolments and Graduation - Procedures
- Monitoring Academic Progress - Procedures
- Review of Assessment and Final Grade - Procedures
- Student Grievance Resolution - Governing Policy
- Student Grievances - Procedures
- Student Review and Appeals - Procedures

#### LINKED DOCUMENTS

- Bachelor Honours Degree - Academic Policy

#### RELATED LEGISLATION / STANDARDS

- Higher Education Support Act 2003 (Cth)
- Australian Qualifications Framework