School of Biological Sciences

Honours Guide

1837/1781: Bachelor of Medical Biotechnology (Honours);
1841: Bachelor of Medical Biotechnology Advanced (Honours);
1780: Bachelor of Medical Biotechnology (Honours) (Dean’s Scholar)
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Hardcopies of this document are considered uncontrolled please refer to UOW website or eLearning for the latest version
Section A: General Information

This subject deals with biotechnology regulation and the development of skills required to follow a career in research in the biotechnology area. Topics include Australian biotechnology and regulation, ethics, intellectual property and the patent system. Skills development exercises including bioinformatics, patent searching, scientific paper writing and critiquing and the preparation of a CV and job application, applications for animal ethics, grants and use of genetically modified organisms.

The Bachelor of Medical Biotechnology (Honours), Bachelor of Medical Biotechnology Advanced (Honours) and Bachelor of Medical Biotechnology (Honours) (Dean’s Scholar) are four year professional qualifications awarded with Honours. In the fourth or Honours year, students are able to select a research area of choice from a wide range of research options, located both on and off campus. In this year, many students will get their first real taste of research, which will provide them with the much sort after skills required to explore the diverse areas open to them and enable them to embark on a fulfilling career.

A1. Key Contacts
Honours Coordinator

<table>
<thead>
<tr>
<th>Name:</th>
<th>Dr Martina Sanderson-Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 32, Room 308</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 1935</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:martina@uow.edu.au">martina@uow.edu.au</a></td>
</tr>
</tbody>
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Professional Officer

<table>
<thead>
<tr>
<th>Name:</th>
<th>Ms Julie-Ann Green</th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 35, Room G04</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 3100</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:jagreen@uow.edu.au">jagreen@uow.edu.au</a></td>
</tr>
</tbody>
</table>

A2. Requirements for Admission to Honours

The B. Med Biotech (Hons) is regarded as a professional degree and as such prospective candidates need to possess a high level of research competency and a strong foundation in theoretical work; they should have a demonstrated ability to focus on a defined topic and to sustain an argument. Only candidates who have completed the requirements for the Bachelor of Medical Biotechnology (144 credit points) will be admitted to the Honours program. Students should have achieved an average of at least credit level (70%) in 300-level Biological Sciences, Chemistry and Biomedical Sciences subjects for entry into the Honours year.

A3. Applying for Admission to Honours

300 level candidates enrolled in the B Med Biotech(Hons) at the University of Wollongong wishing to apply for Honours should indicate their intention to the Professional Officer and attend a meeting of prospective Honours candidates usually held in the School of Biological Sciences in October.


For general enquiries please contact SMAH Central:

Location: 41.152
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au
A4. Part-time Honours Enrolment

Honours may be undertaken on a part-time basis providing candidates can show to the satisfaction of the Head of School that they have circumstances that prevent them from undertaking full-time enrolment.

Students wishing to change from Full-time to Part-time registration must make application to the Head of School within four weeks of commencement of a session. Where the application is made in the second session of study, a successful applicant will be given an extension of a maximum of 17.5 calendar weeks (or 19.5 weeks if the period includes the Summer Recess) from the initial due date of the thesis for the candidate. Students will only be allowed to transfer registration with academic consideration: on either medical or compassionate grounds.

A5. Honours Course Learning Outcomes

<table>
<thead>
<tr>
<th>On completion of BIOL420 or BIOL418, students should be able to:</th>
</tr>
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<tbody>
<tr>
<td>a) design and perform experiments that contribute new information to a scientific area of relevance to medical biotechnology;</td>
</tr>
<tr>
<td>b) critically analyse the results of experiments, using a range of statistical approaches;</td>
</tr>
<tr>
<td>c) communicate the outcomes of their research project to other medical researchers, both in written and oral formats; and</td>
</tr>
<tr>
<td>d) prepare a range of applications relevant to the medical research profession: animal ethics application, grant application, a CV, job application.</td>
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</tbody>
</table>

A6. Roles & Responsibilities

A6.1 The University has the responsibility to:

1. specify clearly minimum entry standards for each Honours Degree;
2. take measures to protect the intellectual property (IP) arising from the work of its students in accordance with the University’s IP Intellectual Property Policy;
3. maintain policy and procedures by which either the student or the Supervisor may take action as appropriate should significant difficulties arise with respect to the Honours Project;
4. where possible, ensure each student enrolling full time in an Honours Degree and who submits their Honours Project within the required timeframes, specified by the Faculty, is given the opportunity to complete all subjects in time for them to graduate with their cohort at the end of that academic year.

A6.2 The Academic Unit has the responsibility to:

1. depending on the size of the Honours cohort, appoint an Honours Coordinator(s) to oversee the Honours Degree or, in the case of Embedded Honours, the Honours Projects within the Academic Unit;
2. ensure that each Honours Student meets the minimum requirements for admission to the Honours Degree and is capable of undertaking the proposed Honours Project and other requirements of the Honours Degree;
3. ensure that the proposed Honours Project and all other requirements of the Honours Degree are of an appropriate standard for the award having regard to relevant discipline standards and that meets the requirements of the AQF;
4. where an Honours Project is undertaken across two disciplines (inter-disciplinary, joint honours), approve the course of study with the head of the other Academic Unit and negotiate the appointment of co-Supervisors and subject requirements before enrolment;
5. provide to each Honours Degree student (in the case of Embedded Honours, no later than the beginning of the session in which the student undertakes an Honours Project) an Honours Guide that sets out all procedures and requirements pertaining to assessment.
6. foster a supportive environment for Honours Degree students and clearly communicate to Honours Degree students the University’s expectations of a successful Honours Degree student and a successful Honours Project;
7. ensure that reasonable resources are made available to Honours Degree students to support them in undertaking their Honours Project;
8. ensure that appropriate provision is made in academic workloads for supervision of Honours Projects;
9. ensure that the curriculum for each Honours Degree satisfies the requirements for the Bachelor Honours Degree within the AQF.
10. ensure that procedures are in place to select the most appropriate Supervisor(s) or Supervisory panel for assessing the Honours Project;
11. ensure that Supervisors of Honours Degree students have a qualification at Level 9 of the AQF (Masters Degree) or higher (or a lesser qualification combined with experience equivalent to a Level 9 AQF qualification) and that they:
   a. are currently active researchers, or
   b. have proven research records, or
   c. have previous successful experience in supervising Honours Degree students;
12. ensure that there is no conflict of interest between the Supervisor(s) and Honours Degree student;
13. ensure that quality supervision is provided throughout the student's candidature or, in the case of Embedded Honours, throughout the period during which the student is undertaking their Honours Project;
14. ensure that arrangements are made to provide for alternative supervision if a Supervisor is absent for more than two weeks;
15. ensure that honours examiners have adequate time (generally three weeks) to report before the meeting of the relevant Assessment Committee.

The responsibilities of an Academic Unit are assumed by the head of the Academic Unit but may be delegated to the Honours Coordinator where appropriate.

A6.3 The Role of the Honours Coordinator and Professional Officer
Students are encouraged to discuss any general problems they may have with the Coordinator or Professional Officer. These may include strategy in writing assignments, strategic planning of their time leading to timely submission of their thesis, availability or otherwise of the facilities needed for their research, and personal difficulties or personality problems with other students or staff that may impede their work. The Professional Officer will facilitate preparation of all written assessments and seminars. The Professional Officer is also available to read drafts of assessment tasks and thesis chapters.

In the first couple of months each student is required to meet with the Professional Officer to discuss their proposed research and to ensure that students are aware of how to get maximum benefit from their Honours ‘experience’. Students will also meet regularly, as a group, with the Professional Officer to discuss preparation of assessment tasks. Please note that the Professional Officer is available on Monday and Wednesdays only, unless advised otherwise.

A6.4 Supervisors have the responsibility to:
Depending on the project(s) selected, Honours students will be assigned to one or more academic supervisors. The role of the academic supervisor(s) is to provide guidance on the best methods to use to complete the course, to discuss and develop the concepts and conclusions derived during the course and to provide critical evaluation of the research work. Students take responsibility for the quality of their work that is presented for examination by the Assessment Committee. The thesis must reflect the work of the student.

The overriding responsibility of a supervisor is to provide continuing support to students in researching and producing an Honours thesis and/or creative presentation to the best of the student's ability. The supervisor/s must be familiar with the information in this Guide, general rules pertaining to the degree of BSc (Hons) and the Code of Practice– Honours.

In accordance with the Code of Practice - Honours, specific other responsibilities of the Supervisor are to:
1. advise the head of the Academic Unit of any situation which might lead to a conflict of interest which could unduly advantage or disadvantage a student, e.g. if there is or has been a close personal relationship between a Supervisor and an actual or potential Honours Degree student;
2. advise Honours Degree students about their procedural and substantive rights and responsibilities contained in this Code (directly or through the Honours Guide);
3. advise and assist Honours Degree students to comply with workplace health and safety and ethics requirements where relevant;
4. support Honours Degree students in developing a proposal for their Honours Project within a negotiated time frame;
5. assist Honours Degree students to develop a plan for completing the Honours Project within an appropriate time frame;
6. maintain regular contact with Honours Degree students in order to monitor their progress;
7. inform Honours Degree students about any planned absences during the candidature and arrangements for supervision during those absences;
8. provide timely and helpful written feedback to Honours Degree students on any submissions and to assist them to develop solutions as problems are identified;
9. advise Honours Degree students of inadequate progress or work below the standard generally required and to suggest appropriate action;
10. attend meetings of the Academic Unit Assessment Committee where students’ grades are determined;
11. ensure the Academic Integrity and Plagiarism Policy, the Code of Practice – Research, the Research Misconduct Policy, the IP Intellectual Property Policy, the IP Student Assignment of Intellectual Property Policy, the IP Student Assignment of Intellectual Property Guidelines and the Authorship Policy, and the consequences for the candidate’s Honours Project of breaching these Policies, are explained carefully to the student.

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

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

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

A6.5 Honours Degree Students have the responsibility to:
Honours students have the primary responsibility for the timely completion of their Honours submissions and other assessment tasks. They should be familiar with the information in this Guide. In accordance with the Code of Practice – Honours, specific responsibilities are to:

1. develop an Honours Project proposal and plan for completing the project within a timeframe agreed to by the Supervisor(s) and, where possible, the Honours Coordinator;
2. maintain regular contact with the Supervisor(s);
3. discuss any proposed variation of enrolment or leave of absence with their Supervisor(s) and Honours Coordinator/ Head of Academic Unit;
4. establish with the Supervisor(s) the level of support required for successful completion of the Honours Project;
5. present required written material to the Supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
6. undertake additional work towards their Honours Project identified as necessary by the Supervisor(s);
7. accept responsibility for the quality and originality of all submitted work;
8. ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research.
9. ensure they read and understand relevant University policy documents including:. Academic Integrity and Plagiarism Policy; Code of Practice – Research; IP Intellectual Property Policy; IP Student Assignment of Intellectual Property Policy, IP Student Assignment of Intellectual Property Guidelines; Research Misconduct Policy; and, Authorship Policy.
Students also have a responsibility to:
1. comply with the requirements of assessment;
2. comply with the University of Wollongong's policy on plagiarism;
3. submit for assessment their own individual and unassisted work, except as otherwise permitted;
4. respect the rights of staff and other students engaged in the teaching process and to conform to the "Code of Practice Students"; and,
5. comply with all WHS requirements at the university and while working on their projects outside the university (e.g. in the field, at conferences).

A7. Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Oral presentations</td>
<td>Wednesday 30th March (introductory seminar)</td>
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<td></td>
<td>Wednesday 12th October (final seminar)</td>
</tr>
<tr>
<td>Submission of final written project (Autumn 2015 intake)</td>
<td>Tuesday 4th October 2016</td>
</tr>
<tr>
<td>Viva</td>
<td>Wednesday 19th October</td>
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A8. Coursework Requirements

Students are not required to complete coursework in their Honours year. The subjects required for Honours are stipulated below.

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject name</th>
<th>Session</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL420</td>
<td>Biotechnology Honours</td>
<td>Annual</td>
<td>48</td>
</tr>
<tr>
<td>BIOL418</td>
<td>Biotechnology Honours (Part-Time)</td>
<td>Annual</td>
<td>24</td>
</tr>
</tbody>
</table>

Students in the Bachelor of Biotechnology (Honours), Bachelor of Biotechnology Advanced (Honours) or Bachelor of Biotechnology (Honours) (Dean’s Scholar) must complete the subjects required for the first 3 years of their program before proceeding into this fourth year.

The research component of the Medical Biotechnology Honours degree takes place throughout the Honours year in the laboratory facilities within IHMRI or the School of Biological Sciences. Students are encouraged to further develop abilities in both research and scientific communication skills during this course.

A9. Ethics Application Requirements

Before conducting or commencing any research investigation that requires the use of humans or other vertebrate animals or their parts, staff and students of the University are required to submit a research ethics application to either the Animal Research Ethics Committee or the Human Research Ethics Committee and obtain approval, to ensure that all statutory requirements are met.

Any questions or requests for further information should be directed to the Ethics Officer, Phone 4221 3386 – Research Services Office.


A10. Workplace Health and Safety Requirements

It is a requirement of the Work Health & Safety (WHS) Act (2011) and University Policy that all students and staff follow WH&S regulations and procedures.

The University’s Workplace Health and Safety Policy can be found at: http://www.uow.edu.au/about/policy/UOW016894.html

Guidelines and forms can be found via the WHS link on the relevant School’s homepage: http://smah.uow.edu.au/biol/health-safety/index.html

If the work is being undertaken on the premises of (or under the jurisdiction of) an external organisation or another Faculty of UOW, any additional WHS requirements must also be addressed.

A10.1 Induction

All new staff and students in the Faculty will require WH&S induction. Induction for Honours students will comprise completion of the on-line induction modules, and completion of the relevant safety quizzes through Moodle, as well as attendance at the annual Faculty WHS information session “Working Safely in SMAH”. If you have not completed these modules or are unable to attend the information session you must consult with the Faculty Operations Manager for relevant information.

Specific areas within the Schools may also require a local area induction and/or specific training. Some of these may be covered by modules on Moodle (e.g., field work; driving of UOW vehicles; Biosafety and working with GMO’s), while others will be covered by the staff responsible for the specific area or lab. While this is not an exhaustive list, these areas include the Environmental Resource Centre (ERC), Biology boat, Diving.

Your supervisor should help arrange the appropriate training.

A10.2 Risk Assessments (RA’s)

All research work (including field work) should be assessed for risk. For any medium to high risk activities, e.g., wet/chemical laboratory work and field work, a documented risk assessment is required and must be completed with input from your supervisor and discussed with the relevant Laboratory Manager prior to the commencement of your field or laboratory work. The University’s on-line safety management system SafetyNet provides guidelines and templates for the lodgement of RA’s.

A10.3 Safe Work Procedures (SWP’s)

All medium to high risk activities within a laboratory or undertaken in the field should have a documented safe work procedure, which takes the risks identified in the RA into account. If SWP’s do not already exist, these must be developed, taking the risks into account. It is the researcher’s (i.e., your) responsibility to read these and ensure that they are adequate, and adhere to the various guidelines included.

Please note that smoking is not permitted within 10m of any University building or equipment, or in UOW vehicles or boats. Dress and footwear restrictions apply to all laboratory areas, and eating or drinking are not permitted in any wet, dry or computer laboratory.

Please note that a risk assessment needs to be approved by your supervisor (and possibly Head of School depending on the level of risk) and copies lodged with the School, and kept by the student for their reference.

A10.4 Field Work Safety

The University has developed Field Activity Guidelines and Procedures to assist in minimising the risks associated with the hazards involved in undertaking activities in the field. UOW SMAH Communication and Emergency procedures should also be consulted when completing a Fieldwork Risk Assessment.
The following documentation is to be completed in consultation with your supervisor prior to any field work activities:

- Fieldwork Risk Assessment Form (including Communication and Emergency where relevant)
- Fieldwork Participant Acknowledgement
- Volunteer Acknowledgement Form (for those with volunteer help from outside the University – all volunteers must be approved prior to participation).

The documents must be approved by your Supervisors and then be submitted to the School Office to be archived. A copy should also be kept by the student for their and any accompanying volunteer’s reference. Necessary protective clothing (PPCE) and relevant training must also be considered prior to field trips.

Fieldwork first aid kits and emergency equipment (such as EPIRBs) are available from your School's field staff.

**A10.5 Incident Reporting**

Always report an incident whether or not it is the first time it has occurred and regardless of whether you, or property, were injured or not. Hazard and Incident Reports are completed on line using SafetyNet.

**A10.6 Personal Protective Clothing & Equipment (PPCE)**

Lab coats, safety glasses and enclosed shoes (*not* sandals or thongs) are the minimum safety requirement at any time when working in all laboratories within the School. Footwear must be worn at all times whilst in the School. A minimum requirement in the field is generally sturdy shoes with ankle support, long pants and sleeves, hat, sunglasses and sunscreen. Any further PPCE determined in a field trip risk assessment must be worn during field work by all involved, including volunteers.

**A10.7 WHS Training**

For some students it may be relevant and very important to undertake certain WHS training before commencing work. Discuss this with your supervisor and see what courses are available by visiting the following web site with the assistance of your supervisor:

http://staff.uow.edu.au/ohs/training/index.html

Please note that some training courses may compulsory for specific areas, especially if unsupervised, e.g. ‘Working with Hazardous Substances’ is required in most wet lab areas, and if working in the OSL lab ‘Radiation Safety’ is required.

**A10.8 First Aid**

If you, or someone you are with, requires first aid, either contact or ask a staff member to contact nominated First Aid Officers. You should make note of the First Aid officers closest to your work places. Please note that Security staff (ext 4900 or via SafeZone app) are first aid trained, and available 24/7.

**A10.9 PC1 and PC2 Laboratory Rules**

There are specific requirements necessary for working in PC1 and PC2 laboratories. These requirements are outlined in the UOW Biosafety Manual at:


**Lab coat Protocol for PC1 Teaching Labs**

- Lab coats are to be put on before entering the lab and must be worn at all times while in the lab.
- If you need to leave the lab, take your coat off and hang it on the hook in the lab. Put coat back on when you return to the lab.
- When the lab is finished place your lab coat in a plastic bag (supplied by the School) and take home for washing.
- Your lab coat must be washed as soon as possible after wearing. Ensure your lab coat has been washed before wearing again.
A11. Student Support Services and Facilities

Students can access information on student support services and facilities at the following link. This includes information on “Academic Support”, “Starting at University,” “Help at University” as well as information and support on “Career’s and Jobs”. http://www.uow.edu.au/student/services/index.html

A11.1 Project Management

Effective management of your tasks and time is essential to the success of your Honours project. It is worthwhile to read the information provided specifically for Science Honours students on the Faculty of SMAH website at: http://smah.uow.edu.au/current-students/student-support/index.html.

The Professional Officer will also help you with this and will expect to see some kind of plan and timeline at the initial meeting you have together.

A11.2 Statistical Consulting Service

The Statistical Consulting Service in the School of Mathematics and Applied Statistics provides students and staff members of the University of Wollongong with consulting assistance for research. Further information can be obtained by visiting the web site at http://eis.uow.edu.au/smas/statistical-consulting/index.html or phoning or emailing Kerrie Gamble on 4221 4308 or eis@uow.edu.au.

A11.3 Development Courses

There are a range of courses offered by different service providers on campus. Visit the appropriate web site for further information.

- Centre for Student Engagement (CSE)
- Careers Service
- IT
  http://www.uow.edu.au/its/

A11.4 Disability support

All subjects taught within the Faculty of Science can accommodate students with disabilities within reasonable time frames. It is the responsibility of a student with a disability to register with the Disability Office in Student Services on campus as early as possible before the teaching session begins. Registration also gives you access to the Faculty’s Student Support Adviser (SSA) who can integrate you into your subjects.

Disability Liaison Officer (DLO) may be contacted on Phone 4221 4942.

A11.5 Student Support Adviser

For enquiries please contact:
Name: Michelle Collis
Location: 15.241
Telephone: 61 2 4221 5297
Email: mcollis@uow.edu.au

A11.6 Counselling Service

The University Counsellors offer free and confidential counselling to students who are experiencing difficulty, conflict or crisis in their lives. The counsellors can deal with a wide range of personal difficulties including stress, conflict, grief, alcohol and other drug problems and harassment: http://www.edu.au/student/services/cs
A11.7 Library Services
The library (http://www-library.uow.edu.au/students/) also offers many online courses which will be useful in your honours year, in particular, accessing journals and databases for literature reviews (http://www-library.uow.edu.au/tutorials/ and from here access conducting a literature review and research edge).

Honours students can request a one-to-one research consultation by completing the online form below. These consultations allow students to explore their individual questions about the scholarly content available in their field. A Librarian will then be in direct contact with the student to set an appointment. http://www.library.uow.edu.au/ask/UOW099888.html

A11.8 Learning Development

A12. Equipment, Study Space and Computer/Software Available to Honours Degree Students

A12.1 Photocopying
The School copier operates with a DEPT ID. You will be given a DEPT ID with a limit of 600 copies per year. When this has been reached you will need to pay for photocopying or discuss it with your supervisor.

A12.2 Stationery
At the start of your Honours year you will be provided with a hard-backed book to record data and notes etc (Research Project Notebook), some pens and a ruler. Students do NOT have free access to the School stationery cupboard and are not provided with any other stationery. If you need to write an official letter (e.g., on University letter head) ask your supervisor or at the School Office for the appropriate stationery. Overhead transparencies may be purchased (40c each) from the Office or the Bookshop. Students must provide their own paper.

A12.3 Keys
Keys will be allocated to you for the duration of the Honours year, for times when you may be here after hours or on the weekend, by the school or IHMRI administrative assistant. Lockers for Honours Students for storage of personal items throughout the year are also available in the School of Biological Sciences. A key for your own locker will be issued.

A12.4 Computers and Printers
Computers are provided for work purposes ONLY and are available in various research laboratories (ask your supervisor) and in the Postgraduate study areas. Use of these computers is dependent on their availability, i.e. when they are not required by staff of the School. Additional computers can be found in the ITS building (17 - level 1).

Students do not have access to the School Office printer (the copier is also the printer). A laser printer is available in both of the Postgraduate rooms 35.G06 and 35.114. Students wishing to use the School printer for the final printing of their thesis or other assignments must speak with the School Office, to book an appropriate time and arrange subsequent payment at 10 cents per page.

A12.5 Telephones and Fax Machine
Phones may only be used for emergency local calls or calls specifically relating to your research activities. You will be issued with a PIN for this purpose. Please use email wherever possible when communicating with other Universities and institutions. Personal calls must not be made except in emergencies. Police/Ambulance/Fire Brigade (000) can be called from any phone.

Faxes must be paid for. For amounts under $2 please pay cash to the School Admin Assistant. Amounts above $2 can be charged to your supervisor's account provided you have prior permission. A folder is located near the fax machine to register all faxes sent. Please fill this in.
A12.6 Email
Students should continue to use the email account already provided by the University. Your email address will be added to the 'Biology All' list which will provide you with information relevant to the School. Email will be the primary means of communication with Honours students and should be checked frequently.

Please allow 3-4 working days for a response to an email sent to supervisors, coordinators or professional officers. You may wish to telephone the staff member if the matter is urgent (leaving a voicemail message if necessary).

A12.7 Equipment
You must seek advice from someone who has experience before using unfamiliar equipment. Repairs are costly and damage caused by negligence will be charged to the user. Some items of equipment have lists of registered users (e.g. centrifuges, counter). Permission and training must be sought before using these pieces of equipment. See Julie Gray.

A12.8 School Store
The School store is located on level 1 adjacent to offices 103 and 104. All items taken from the School store must be clearly signed against your name on the page in the stores book allocated to your supervisor. You are responsible for ordering your own consumables using the account number your Supervisor gives you. Your supervisor must co-sign your requisition forms. When ordering please take into account delivery charges. Margaret Phillips (5148, 35 G19) is the store contact within the school if you require out of the ordinary supplies.

A12.9 Purchasing
There is a standard procedure for placing University purchase orders. Ensure you have all the correct information (including account number) before you fill out a requisition form and have it co-signed by your supervisor. Kelly Houston is the Faculty Purchasing Officer (ext. 3150).

Items of less than $100 can be purchased via petty cash, i.e. you pay and then claim against an approved account. You will need a receipt and cost centre code to be able to claim. Make sure the item you want cannot be purchased more cheaply by ordering, and that you have prior approval before purchasing the material. Petty cash claim forms must be signed by the Head of School.

A12.10 Travel
School vehicles are available if you need to travel for field work purposes. You will need to complete a Motor Vehicles Use of and Hiring form which can be obtained from the School Office. Your account will be charged for the travel.

A12.11 Tea Room Facilities (35.111)
This room is provided for staff and students to have meals and for the occasional School social gathering. Each individual is responsible for leaving these facilities in a clean and tidy condition (i.e. washing and putting away crockery and cutlery, putting rubbish in the bins provided and clearing unwanted food from the refrigerator). Tea/coffee, milk and sugar supplies are not provided by the School. Lab coats and lab gloves are NOT to be worn in the tea room.

A12.12 Biotechnology Noticeboards
Students should note that there are two biotechnology noticeboards within the school. One is located downstairs in the foyer and contains more general information. Downstairs adjacent to the biotechnology Honours Professional Officers room (35.G04) is the Honours noticeboard. It is important that you check this noticeboard routinely as the Professional Officer will regularly place important notices there for you to read.

A12.13 StartSmart
Students undertaking their Honours year following completion of a pass degree at another University need to complete the University of Wollongong’s StartSmart
Information Resources Program. This needs to be completed before the end of May - Autumn Session or October – Spring Session. Further information can be found at:


A13. Research Responsibilities and Data Management

A13.1 Student Lab Book

It is important to always maintain a NEAT, WELL ORGANISED and ACCURATE record of your research. A laboratory notebook is a complete legal document recording your research work, be it in the lab or the field. This should be done in the hard-backed book provided by the School. Your notebook should be structured into brief aims, detailed methods and results (original data) and a brief discussion.

A copy of raw data may also be supplied electronically.

A13.2 Research Responsibilities and Retention of Data

A copy of the original data should be retained in the department or research unit in which they were generated. On completion of your honours project and before your final mark can be released, your laboratory notebook and any data or analysis stored electronically need to be given to your supervisor or the Professional Officer (see Appendix 12.3).

A13.3 Ownership of Data

The University’s Intellectual Property Policy covers the management of intellectual property rights at the University and covers all staff and students of the University:


In regard to students, Clause 5.9, states:

Normally the University will not claim any proprietary interest in intellectual property developed solely by students during their enrolled studies. However, the University may assert a proprietary interest in such intellectual property where:

a. development of the intellectual property has involved substantial use of University resources and/or services beyond those needed to meet subject or course requirements;
b. development of the intellectual property has resulted from use of University intellectual property;
c. the intellectual property forms part of the intellectual property generated by a team of which the student is directly or indirectly a member;
d. the intellectual property has been developed as the result of project specific funding provided by, or obtained by, the University.

A14. Grades of Honours in this Course

Honours: Class I: 85% to100%
Class II, Division 1: 75% to 84%
Class II, Division 2: 65% to 74%
Class III (where awarded): 50% to64%
Honours not awarded for 0% to less than 50%

A15. Honours Method Used in this Course

The Honours grade for the degree of Bachelor of Medical Biotechnology Honours will be calculated in accordance with Method 1 defined in the General Course Rules Section 8.

A16. Financial or Material Assistance Available

Each student will be given a budget of around $500 (this amount will be confirmed at the
beginning of each year) from the Faculty. Additional monetary requirements will need to be discussed with the Supervisor, who should have limited money allocated to the project.

A17. Prizes, Scholarships and Grants

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

The Ross Lilley Award
The Ross Lilley Award is presented to the Biotech Honours student who achieves the best overall grade for the Honours year. The award is presented at the School's Annual Prize Night.

Campus Alumni Chapter Honours Year Book Prize
Each year the Campus Chapter of the University of Wollongong Alumni Association awards a prize of a $300 book voucher, which can be exchanged for purchases at the UniCentre Shop. The prize is awarded to a student enrolled in a one year Honours degree course who performs the best, as determined by the relevant Faculty, in the three year pass degree upon which entry to the Honours course was based.

A18. Grievance Procedures

Any grievance between students or between students and staff should be resolved as quickly as possible. If you are comfortable in doing so, the best person to approach is the person with whom you have the grievance. If you are not comfortable with this, or you feel it is not appropriate, you may approach your supervisor, the Honours Coordinators, Head of School, Dean of the Faculty or the Dean of Students. The University has a Policy on Grievance Resolution Procedures and these can be accessed via the University Web pages at:


Faculty of Science, Medicine and Health Academic Grievance Policy & Procedures: http://smah.uow.edu.au/UOW000977.html

A19. Departure Procedures

A Departure Form must be completed and submitted upon completion of your final assessment (Appendix 3).

Results will be withheld pending completion of the requirements contained therein. Requirements include:

- Work areas must be left clean and tidy and unwanted specimens be removed from common storage areas, i.e. fridges and freezers.
- Keys to desk, lockers and PG rooms returned
- Red lab books returned and electronic copy of raw data
- Electronic copy of thesis

A20. Research Project Selection Process

Students who have indicated an interest in undertaking a Medical Biotechnology Honours degree, and who meet all criteria, will be asked to complete a project selection form in December of the third year of their degree. This form will list all Medical Biotechnology Honours projects to be offered in the following year. Students will be asked to rank their choices for all projects starting with their first choice and ending with the project they would least like to do.

Students are advised to seek as much background information on their top 3-4 choices as possible; from the supervisors of the projects, members of the supervisor's lab and the Professional Officer, in order to make an informed choice. Students will be given approximately 2 weeks to submit the completed Honours form to the Professional Officer.
Following this, the Professional Officer will allocate each student an Honours project. This process involves ranking all students based on their 300 level marks in core degree subjects, then working through the list, from the students ranked highest to lowest, giving each student their highest possible ranked choice. Final allocation of projects will not be undertaken until Spring session marks have been processed (normally around December). Students and supervisors will then be informed of the selection.

A21. Leave of Absence

Leave of Absence during the course of the B Med Biotech (Hons) program is normally not possible, except under exceptional circumstances, as the availability of supervision cannot be guaranteed.

A22. Policy Advice

Students should refer to the Faculty of Science, Medicine and Health website for information on policies, learning and support services and other general advice.

a. Authorship Policy

b. Code of Practice – Research

c. Intellectual Property Policy
## Section B: Assessment of Honours Project

### B1. Types of Assessment Used to assess Honours Project

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Date for Submission</th>
<th>Weighting in Determining Final Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Oral Seminar</td>
<td>Wednesday 30(^{th}) March</td>
<td>5%</td>
</tr>
<tr>
<td>Final Oral Seminar</td>
<td>Wednesday 12(^{th}) October</td>
<td>10%</td>
</tr>
<tr>
<td>Literature Review</td>
<td>Tuesday 26(^{th}) April</td>
<td>10%</td>
</tr>
<tr>
<td>Written Applications Relevant to Research Programme</td>
<td>Throughout programme</td>
<td>15%</td>
</tr>
<tr>
<td>Written Scientific Manuscript</td>
<td>Tuesday 19(^{th}) July</td>
<td>15%</td>
</tr>
<tr>
<td>Thesis</td>
<td>Tuesday 4(^{th}) October</td>
<td>45%</td>
</tr>
</tbody>
</table>

### B2. Criteria for Assessment of Honours Project

#### Assessment 1: Introductory Oral Seminar
- **Date for Submission**: Wednesday 30\(^{th}\) March
- **Weighting**: 5%
- **Length**: Information will be provided
- **Details**: See appendices
- **Marking Criteria**: See appendices

#### Assessment 2: Final Oral Seminar
- **Date for Submission**: Wednesday 12\(^{th}\) October
- **Weighting**: 10%
- **Length**: Information will be provided
- **Details**: See appendices
- **Marking Criteria**: See appendices

#### Assessment 3: Literature Review
- **Date for Submission**: Tuesday 26\(^{th}\) April
- **Weighting**: 10%
- **Length**: Maximum 20 pages excluding reference list
- **Details**: See appendices
- **Marking Criteria**: See appendices

#### Assessment 4: Written Applications Relevant to Research Programme
- **Date for Submission**: Submitted throughout programme
- **Weighting**: 15%
- **Length**: Information will be provided
- **Details**: See appendices
- **Marking Criteria**: See appendices

#### Assessment 5: Written Scientific Manuscript
- **Date for Submission**: Tuesday 19\(^{th}\) July
- **Weighting**: 15%
- **Length**: 15 pages (including embedded figures and tables, excluding references)
- **Details**: See appendices
- **Marking Criteria**: See appendices
<table>
<thead>
<tr>
<th>Assessment 6</th>
<th>Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date for Submission</strong></td>
<td>Tuesday 4th October</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>45%</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>Recommended length: 80 pages. Under no circumstances should the thesis exceed 100 pages (excluding references and appendices).</td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td>The number of draft circulations to be reviewed by supervisors is restricted so as to be fair to all students. Each Assessment item (excluding professional skills items) and thesis section can only be reviewed twice by a supervisor and once by the MedBiotech Professional Officer. To clarify, if you have a number of supervisors, you cannot submit each version to each supervisor twice, but the total number of supervisor reviews is restricted to two. This will be closely monitored by your supervisors and the Biotech Professional Officer.</td>
</tr>
</tbody>
</table>

### Marking Criteria

**1. Overall presentation**

1. Presentation refined and scholarly with relatively little editing required.
2.I Very good, mostly clear and concise throughout. The item would require more editing to bring it to first class standard.
2.II Adequate explanations, but expression throughout may be awkward, unrefined, verbose or ungrammatical; inconsistencies in layout and style throughout.
3 Poor, consistently unclear expression; basic presentation.

**2. Grasp of the literature/context**

1. Shows evidence of critical thought and thorough knowledge of the literature. Criticism should be reflected in analysis of individual studies and the overall field.
2.I Somewhat less comprehensive and thoughtful, but nonetheless very good.
2.II Rather shallow and selective in scope.
3 A minimal effort to source suitable publications.

**3. Understanding and explanation of study design and implementation of approach**

1. Excellent, with flair and marked aptitude displayed in the design and technical details.
2.I Very good experimentally, but may show rather less imagination and care in design.
2.II Adequate, but limited in scope; may have some flaws.
3 Unimaginative and fundamentally flawed.

**4. Interpretation and analysis of the data**

1. Sophisticated, complete and insightful; maximum information yielded from the data.
2.I Thorough analysis of the majority of presented data, although underlying assumptions may not be always fully understood; data interpretation mostly solid.
2.II Analysis rather basic throughout; some statistical tests inappropriate; data may be misinterpreted.
3 Analysis fundamentally flawed to some degree; interpretation seriously limited or lacking.

**5. Justification given for conclusions**

1. Careful and exhaustive, with some arguments that are advanced or complex.
2.I Good critique of data; discussion may be more narrow in focus.
2.II Adequate, but arguments are shallow and unsophisticated.
3 Conclusions with very little, poor or limited explanation.
In summary, we consider each assessment grade and corresponding mark to have the following general characteristics:

**Class 1**

**95 – 100%**: The quality of research and communication is highly professional with at least some of the work of a standard suitable for publication with very little further editing.

**90 - 95%**: The quality of research and communication is professional. There may be a few minor inadequacies but at least some of the work is of a standard suitable for publication with some further editing.

**85 - 90%**: Very good quality of research and communication with no substantive problems in the analysis and/or interpretation of the results or in the conclusions. The writing is of good quality.

**Class 2, Division I**

**80 – 85%**: The item is still of high quality, but there may be some problems in the analysis and/or interpretation of the results or in the conclusions. The writing is not quite of the quality of a Class I item, requiring some further editing to clarify some points.

**75 – 80%**: The item is of good quality, but there may be some flaws in the data analysis, interpretation or conclusions. The writing quality is less than that of a Class 2, Division I item, and would require major editing to improve quality.

**Class 2, Division II**

A less sound piece of work; there are several serious flaws in the data analysis, interpretation or conclusions. This grade is also appropriate if the amount of work done appears markedly less than expected of a nine-month period. The writing may hamper the reader’s understanding of the research.

**Class 3/Pass**

An item of this standard is generally unsound with multiple serious flaws in experimental design, analysis and interpretation, and the writing is poor and difficult to understand.
B3. Late Submission

B3.1 Policy Regarding Late Submission:
Late submission of an assessment task without an approved extension of the deadline is not acceptable. If you are unable to submit an assessment due to extenuating circumstances (e.g. medical grounds or compassionate grounds), you can make an application of academic consideration. Not all circumstances qualify for academic consideration. For further details about applying for academic consideration visit the Student Central webpage: http://www.uow.edu.au/student/central/academicconsideration/index.html

B3.2 Penalties:
The penalty for all assessments submitted late in the Honours year is 3% deduction from the final thesis mark per day or part day late.

Notes:
• Students who do not submit their theses by the due time and date without academic consideration or an approved extension run a substantial risk of "dropping a grade" even if they are only 1 or 2 days late.
• If an assessable thesis is submitted late or the examiners' reports have not been received in time, the timetable for the assessment and processing of a mark may be compromised. Students should be aware that they may not be able to graduate at the next scheduled graduation ceremony following a delayed mid-year or end-of-year submission respectively.

Any late submission of the Outline of the Honours Project will be noted and may be taken into account for borderline cases in resolving the final mark of the thesis.

B3.3 Extensions and Academic Consideration
Requests for extensions are considered by the Honours Coordinator, Supervisor and Professional Officer. Students need to complete an internal Request for Extension form (available from the Professional Officer) and have it signed by their supervisor and the Honours Coordinator at least three (3) days before the work is due. A medical certificate, or copy of one, needs to accompany this request. This form should be returned to the Professional Officer. Extensions will only be granted in exceptional circumstances.

In addition the student must also apply for academic consideration. A Student Academic Consideration Application must be completed by students via SOLS http://www.uow.edu.au/student/forms/UOW008135.html. If you have any questions about this process please contact Student Central.

B4. Quality Assurance Process to Ensure the Independent, Transparent and Impartial Assessment of all Honours Project(s):
The School developed its procedures to ensure that each student receives the fairest possible treatment in what is a very difficult process of awarding a mark for Honours. Safeguards must be in place to avoid bias and to maintain standards from year to year.

First, we have a set of objectives for each of the Honours programs. These cover both achievement of generic skills and mastering the knowledge and concepts of a research field, at the forefront of a particular field. The assessment in Honours is designed to test the level of achievement against these objectives.

Second, the coursework components of the B. Med Biotech Honours are marked inside the School. All current Honours Supervisors are part of the pool of examiners. The assessment scheme for which is determined by the Biotechnology Professional Officer at the commencement of each year. For this degree, the thesis is examined by a panel of two assessors (excluding the supervisor), one of whom may be external, nominated by the supervisor. Once thesis marks are returned, you will meet with a panel consisting of the two examiners, the Professional Officer, a moderator (usually the course co-ordinator), and your Supervisor for a “viva voce”. The viva voce is not assessed; however, it provides you with the opportunity to answer specific questions relating to the technical
aspects of your thesis, and to clarify any points of confusion examiners may have, prior to your final mark being assigned.

- Portfolio Assignment – assessed by course lecturers
- Thesis seminar - average of departmental staff and external supervisors
- Thesis - average of at least two markers (excluding supervisor)

Third, at the School's Examination Committee (comprising all available academic staff), all collated marks are presented and discussed. The examiners' reports are available to all the staff, with a copy of the thesis. The supervisor is given an opportunity to interpret, defend, or rebut the comments of the examiners. The Examination Committee then comes to a resolution on the final mark and grade of Honours to be forwarded to the University. It reserves the right to apply the above policies flexibly, on a case-by-case basis, or develop new policies as it sees fit to deal with unexpected circumstances.

B4.1 Guidelines for Honours Examiners:

In considering your marks for the research manuscript or thesis please remember that this research represents the first attempt at a major research project for the candidate, rather than an assessment of an already established researcher. Students spend approximately nine months on the project, although due to substantial other coursework in this Honours degree the student has approximately 66 - 75% of the time available to a "normal" BSc Honours student.

When making your assessment, please comment on each of the following marking criteria outlined above under B2 (research manuscript or thesis). The criteria accompanying each grade and divisions are provided solely as a guide, as their relative weighting may vary according to the project.

B4.2 Method for Choosing Honours Examiners

1. Honours examiners shall be assigned by the Honours Coordinator.
2. A Supervisor cannot examine an Honours Project with a weighting of 24cp or more that they have supervised.
3. To be suitable for the role, an honours examiner must be familiar with the expectations and requirements of an Honours Degree course. They must also:
   a. hold an AQF Level 9 qualification or higher, or equivalent; and
   b. be an active researcher or have a proven research record; or
   c. have previous successful experience in supervision or examination of Honours Degree students; or
   d. have some research experience and have substantial specialised knowledge in the subject matter of the Honours Project.

B4.3 Honours Exam Meeting Policy

1. A student’s final mark for BIOL420 is allocated based on weightings from the following components:
   a. Introductory Seminar:  5%
   b. Literature Review:  10%
   c. Portfolio:  15%
   d. Scientific Manuscript:  15%
   e. Thesis:  45%
   f. Final Seminar:  10%

Marks representing the separate components of the Honours assessment for each student shall be tabulated and presented to the Honours Examination Committee, with separate marks provided for each assessor.

All marks must be given to a single decimal place. The overall final mark is rounded up or down to the nearest whole number for the purposes of submission to the University administration.

Scaling of students’ marks is not used to adjust Honours marks. A student's final, rounded, Honours mark is only adjusted, if at all, after consideration by the Honours Examination Committee on a case-by-case basis. The mark a student has earned in their Honours year will only be
changed following a majority vote to do so by the Committee. In the case of a 50:50 vote, the Chairperson of the committee meeting will have the casting vote.

The grades for Bachelor of Medical Biotechnology Honours are as follows:

- **Class 1**: 85–100%
- **Class 2, division I**: 75–84%
- **Class 2, division II**: 65–74%
- **Class 3**: 50–64%
- **Fail**: <50%

When a student's final rounded mark is 1% below the border between one grade and another, the supervisor will be asked to make a case either for the student retaining that mark, or for the mark being increased 1% based on the academic performance of the student over the course of the Honours year. Emphasis may be placed on the average mark awarded for the thesis in comparison with other assessment items. The Honours Examination Committee will then deliberate on the issue and vote to determine if the student's mark is raised.

Final marks in the following ranges (prior to rounding) will be regarded as 1% below each border:

- **Class II.1 – Class I**: 83.5 – 84.4
- **Class II.2 – Class II.1**: 73.5 – 74.4
- **Class III – Class II.2**: 63.5 – 64.4
- **Fail – Class III**: 48.5 – 49.4

When a student's final rounded mark is 2% below the border between one grade and another, the mark will only be raised under special circumstances. In the past, such special circumstances have included the death of a close family member or the unexpected 6-month debilitation of the supervisor. In these cases, the supervisor will be asked to make a case either for the student retaining that mark or for the mark being increased 2% based on the academic performance of the student over the course of the Honours year. Emphasis may be placed on the average mark awarded for the thesis in comparison with other assessment items. The Honours Examination Committee will then deliberate on the issue and vote to determine if the student's mark is raised.

Final marks in the following ranges (prior to rounding) will be regarded as 2% below each border:

- **Class II.1 – Class I**: 82.5 – 83.4
- **Class II.2 – Class II.1**: 72.5 – 73.4
- **Class III – Class II.2**: 62.5 – 63.4
- **Fail – Class III**: 47.5 – 48.4

In cases where (i) no mark is provided by the examiner, (ii) there are >10% discrepancies between the assessor's marks and comments (especially where this indicates a lack of understanding of Honours as a course, or about the Honours grading scale), and (iii) the marks and/or comments suggest that the examiner has not read or understood the thesis properly, the Honours Examination Committee can exercise the option of (a) returning the thesis to the examiner for more information or reconsideration, (b) exclude that examiner's marks from the calculation of the average or (c) seek an extra (or replacement) examiner.

Where a penalty has been applied (i.e. for late submission of work), the Honours Examination Committee will review the circumstances that resulted in such a penalty being applied. The Honours Examination Committee will have the option to reduce or to remove the penalty if circumstances are warranted. Before a penalty is reduced or removed for one student, the committee must also consider the fairness of such a decision in respect to other students who may have submitted lesser quality material in an attempt to meet a deadline or who may have themselves attracted a penalty for late submission of work.

Despite the policies outlined above, the Honours Examination Committee reserves the right to apply these policies flexibly, on a case-by-case basis, or develop new policies as it sees fit to deal with unexpected circumstances.
B4.4 Procedure for Dealing with Discrepancies between Marks Awarded by Different Honours Examiners

In cases where (i) no mark is provided by the examiner, (ii) there are >10% discrepancies between the assessor's marks and comments (especially where this indicates a lack of understanding of Honours as a course, or about the Honours grading scale), and (iii) the marks and/or comments suggests that the examiner has not read or understood the thesis properly, the Honours Examination Committee can exercise the option of (a) returning the thesis to the examiner for more information or reconsideration, (b) exclude that examiner's marks from the calculation of the average or (c) seek an extra (or replacement) examiner.

Where there is a discrepancy of more than ten percentage points between the marks determined by any two honours examiners, and the discrepancy cannot be resolved by discussion between the honours examiners, an additional marker shall be appointed by the head of the Academic Unit to assess the Honours Project. When this delays the assessment process, the Honours Degree student should be notified that further advice has been sought.

Each Faculty must have written procedures that specify:
- a. the role of additional honours examiners (for example, whether they are ‘blind’ honours examiners who are not provided with previous honours examiners’ reports or adjudicators who have access to those reports);
- b. how a final mark is to be determined following a report by an additional honours examiner and;
- c. where the additional honours examiner is an adjudicator, the criteria for selecting that honours examiner.

The Academic Unit Assessment Committee (where appropriate) is responsible for recommending the overall Honours mark to the Faculty Assessment Committee but, in all cases, the Faculty Assessment Committee declares the final mark.

B5. Scaling

Scaling of students’ marks is not used to adjust Honours marks. A student's final, rounded, Honours mark is only adjusted, if at all, after consideration by the Honours Examination Committee on a case-by-case basis. The mark a student has earned in their Honours year will only be changed following a majority vote to do so by the Committee.

In the case of a 50:50 vote, the Chairperson of the committee meeting will have the casting vote.

B6. Method for determining Class of Honours

FINAL CALCULATION OF B. MED BIOTECH HONOURS GRADE COMPONENT
BIOL420  100%

Your final grade will be calculated when the marks from each of the above components are averaged.

| B Med Biotech (Hons 1) | Final mark > 85% |
| B Med Biotech (Hons 2.I) | Final mark >75% |
| B Med Biotech (Hons 2.II) | Final mark > 65% |
| B Med Biotech (Pass) | Final mark≤50% |

B7. Minimum Attendance Requirements

Students should expect to be in attendance at University at least between the hours of 9am to 5pm Monday to Friday. Obviously, there will be times when this is inappropriate, for example prior to handing in assessment items. Correspondingly, there will also be times when your research may require you to work outside these times. If this is the case, you must always inform someone of your whereabouts and the duration of time you will be spending in the department. Laboratory space is provided in the supervisor's lab.

Attendance at subject lectures and tutorials is COMPULSORY for all 400 level Biotech students. Absence from lectures or tutorials caused by illness should always be documented by a medical
certificate (or other written evidence) supplied to the relevant subject coordinator.

Attendance at all Centre of Medical Biosciences seminars is compulsory. If a student is unable to attend a seminar they must make a formal apology to the Honours Coordinator. Students should also attend relevant IHMRI seminars and participate in laboratory discussion groups with which they are associated. Seminars times are widely advertised via email and notices.

The Medical Biotechnology (Honours) students will meet, as a group, once a month with the Professional Officer. These meetings are an excellent way of obtaining current information, discussing upcoming assignments and meeting with fellow students to discuss common concerns. A schedule of meeting dates for the year will be circulated at the beginning of the year when a suitable time has been established.

**B8. Length, Style and Format of Honours Project**

The literature review, scientific manuscript and final thesis should follow the format set by previous B. Med Biotech (Hons) years. For typing normal text, you must use at least 12 point font size, double space between lines (except for Figure Legends and References), and 20mm margins. The recommended page length for the final thesis (excluding references and appendices) is 80 pages and should remain loosely bound. Under no circumstances should the thesis exceed 100 pages (excluding references and appendices). A CD copy must also be provided. You should also provide hard copies for your supervisor/s.

One other important issue you should always bear in mind when preparing presentations, whether written or oral, is to clearly indicate what your own work is and what is other people's work, and acknowledge other people correctly.

**B9. System of Referencing to be Used in Honours Project**

Systems of referencing vary across disciplines and also across publications. When submitting papers to particular journals you must ensure that you conform to the instructions to authors of that particular journal. For the purpose of your Literature Review and Thesis, referencing should follow the system used, for example, by CSIRO publications. The examples given below are from the instructions to authors submitting to a CSIRO journal.

**In the text:**
- References are cited chronologically by the author and date and are not numbered.
- Names of two coauthors are linked by `and'; for three or more, the first author's name is followed by `et al.' (note italics and the full stop after al).

**In Reference list:**
- All references cited must be listed alphabetically at the end of the paper; all entries in this list must correspond to references in the text. Titles must be included for all references.
- Titles of periodicals must not be abbreviated. References should be in the following format:

For a book

For a Journal article

For a Chapter in an edited book

For web-based material

For a Thesis

A learning support product which provides a structured framework to guide students through citing and referencing protocols across a range of styles including AGLC, Harvard, APA6, Oxford, Chicago and MLA is available from the library website:

If you are unsure how to reference a particular item check with your supervisor.

Endnote
Students are strongly encouraged to use EndNote (a bibliographic software package, Copies are available from the Library to load onto your personal computer. The Library also provides online tutorials http://uow.libguides.com/endnote. Appointments can also be made with specialised librarians; http://www.library.uow.edu.au/index.html.

Students should be familiar with the university’s policy on academic integrity and plagiarism available at: http://www.uow.edu.au/about/policy/UOW058648.html

B10. Procedures, Criteria and possible Outcomes in the Handling of Requests for Student Academic Consideration
Any requests for academic consideration need to be submitted via SOLS to Student Central following the same procedure as for undergraduate subjects. The Assessment Committee will take into consideration whether or not a student was disadvantaged by illness (in which case medical certificates must have been submitted) or personal/extenuating circumstances (official letter of support/Statutory Declaration must have been submitted).


B11. Method for Submitting Written Materials for Assessment
Assessments should be submitted to the Professional Officer, Julie-Ann Green in 35.G04 by 3pm on the due date.

B11.1 Required Number of Copies of Written Materials
A single electronic copy (PDF) of the thesis of all material to be assessed on a CD-ROM, DVD or USB Flash-Drive must be provided to the Professional Officer. In addition three (3) printed copies of the thesis are required.

B11.2 Thesis Binding
There is no requirement for students to bind their written assessments.

B11.3 Arrangements for Acknowledging Submission of Written Materials
A receipt for submitted written materials will be issued at times of submission.

B12. Procedures for Returning Assessed Materials
Students will be notified personally once the final grade has been established (and completion form signed). The student may then collect examiners' reports (minus individual marks) from the Professional Officer. The two copies of the student's thesis are retained (1) by the school and (1) by the student.
Section C: University Policy

Students should be familiar with the following University policies:

a. Academic Complaints Policy (Coursework and Honours Students)

b. Academic Integrity and Plagiarism Policy

c. Authorship Policy

d. Code of Practice – Honours

e. Code of Practice – Research

f. Code of Practice – Teaching and Assessment

g. IP Intellectual Property Guidelines

h. IP Intellectual Property Policy

i. IP Student Assignment of Intellectual Property Policy

j. Student Academic Consideration Policy

k. Research Misconduct Policy

l. Student Charter

m. Workplace Health and Safety Policy

Version Control Table

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<th>Approved By</th>
<th>Amendment</th>
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<td>Dr Martina Sanderson-Smith – Subject Coordinator</td>
<td>Sonia Losinno – ADE Nominee</td>
<td>FINAL Biotech Honours Guide 2016</td>
</tr>
</tbody>
</table>
Appendix 1: Acknowledgement of University Conditions

School of Biological Sciences

Acknowledgement of University Conditions for Honours
As an Honours student of the University of Wollongong I acknowledge that I have read and understood the relevant University Policies and student handbook listed below. I agree to undertake the duties listed over, on completion of my research and prior to my departure from the University.

Please tick the ones you have read

☐ Code of Practice – Honours  

☐ Code of Practice – Research  

☐ Intellectual Property Policy  

☐ Code of Practice – Plagiarism  

☐ Policy on authorship  

☐ School of Biological Sciences Honours Handbook

Name: __________________________________________

Student No.: ____________________________________

Signature: ___________________________ Date: ____________

Return this form to the School of Biological Sciences Professional Officer.

This form will be retained by the School and returned to you for use at the completion of your research.
# Appendix 2: Departure Form

## POSTGRADUATE STUDENT DEPARTURE FORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Not relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>keys to building, office, laboratories returned</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>desk cleared of all papers, files, etc., and cleaned</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>occupied laboratory space cleared and cleaned</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>all solutions and materials disposed of properly</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>all glassware cleaned</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>cold-room, fridge and freezer space cleared and cleaned</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>borrowed equipment and reagents returned</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>radiation badge returned</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>thesis correction finalised, binding, etc., arranged</td>
<td>☐</td>
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<td>electronic copy of thesis sent to P/O</td>
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</tr>
<tr>
<td>laboratory notebooks completed and handed to supervisor</td>
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</tr>
<tr>
<td>borrowed theses returned</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Signatures

**Student**

______________________________  Date ___/___/___

**Supervisor**

______________________________  Date ___/___/___

**Professional Office**

______________________________  Date ___/___/___
Appendix 3: IHMRI Laboratory Exit Requirements

On conclusion of laboratory work at IHMRI you must ensure the following procedures are followed:

Please tick the boxes

☐ Laboratory bench cleared of all items and wiped down with suitable disinfectant
☐ All items removed from laboratory drawers
☐ All reagents disposed of correctly and glassware/plasticware washed and returned to appropriate shelves and cupboards
☐ Remove and dispose appropriately of all unwanted samples/materials/chemicals from refrigerators, freezers, incubators, cold rooms and liquid nitrogen dewars (after consultation with Supervisor)
☐ Remove any personal paperwork from laboratory
☐ Remove or appropriately file any saved items on computers
☐ Get sign off below from your Supervisor and Technical Services Manager to ensure all exit procedures have taken place.

Failure to comply with exit procedures may result in exam or thesis results being withheld.

Name: _______________________________________

Supervisor’s signature _______________________________________  

Technical Services Manager’s signature _______________________________________

Hardcopies of this document are considered uncontrolled please refer to UOW website or eLearning for the latest version
Appendix 4: How to Avoid Plagiarism


“The University’s Academic Integrity and Plagiarism Policy, Faculty Handbooks and subject guides clearly set out the University’s expectation that students submit only their own original work for assessment and avoid plagiarising the work of others or cheating. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement.

Plagiarism can be detected and has led to students being expelled from the University.

The use by students of any website that provides access to essays or other assessment items (sometimes marketed as ‘resources’), is extremely unwise. Students who provide an assessment item (or provide access to an assessment item) to others, either directly or indirectly (for example by uploading an assessment item to a website) are considered by the university to be intentionally or recklessly helping other students to cheat. This is considered academic misconduct and students place themselves at risk of being expelled from the University.”

The below information on avoiding plagiarism has been sourced from the ‘Academic Integrity and Plagiarism Policy’

Acknowledgement Practice

In a university, ideas are important, and it is also important to give people appropriate credit for having ideas.

There are several reasons why you should give people credit when using their ideas; three of the more important of those reasons are:

"fairness to authors and other students, the responsibility of students to do independent work, and respect for ownership rights."\(^1\)

If, in writing an essay or report, you copy a passage from a book word-for-word and don’t give a reference to the book, this is:

- unfair to the author who wrote the passage in the book;
- unfair to other students who do their own work without copying;
- failure to do independent work as expected in a university; and breach of copyright.

Plagiarism

Giving and gaining credit for ideas is so important that a violation of established procedures has a special name: plagiarism. Plagiarism means using the ideas of someone else without giving them proper credit. That someone else may be an author, critic, journalist, artist, composer, lecturer, tutor or another student. Intentional plagiarism is a serious form of cheating. Unintentional plagiarism can result if you don’t understand and use the acceptable scholarly methods of acknowledgment. In either case, the University may impose penalties which can be very severe.

Over many years, procedures have been developed for acknowledging ideas in all forms of expression. In published writings, for example, authors are expected to give references to articles and books on which they have relied, and to give written thanks to people who have helped them in preparing their work.

There are several methods for giving credit in written work and the lecturers and tutors in the academic units in which you study should inform you about methods that are acceptable to them. A good way to gain a better understanding of those methods in a particular discipline is to read articles published in academic journals of that discipline.
The following examples will help you understand some of the common methods for acknowledging your sources. If you have any questions about these methods, check with your supervisor.

**Acknowledging Sources of Quotations**

If you copy part of a sentence, whole sentence(s) or paragraph(s) from an article, a book, lecture notes, an essay, report or any other source, it should be put in quotation marks and the article, book or other source should be referenced using an appropriate method.

**Example 1:** "The subjugation of thought in Australia through stringent censorship and draconian defamation laws has existed throughout the 200 years of white settlement" (Pollak, 1990, p 7).

**Correct.**

The bibliography should then include:


**Example 1** is presented using the author-date system in which the author of the work and the date the work was published are listed in brackets.

**Example 2:** "The subjugation of thought in Australia through stringent censorship and draconian defamation laws has existed throughout the 200 years of white settlement."\(^2\)

**Correct - see the footnote (reference at bottom).**

\(^2\) Pollak, Michael . Sense and Censorship: Commentaries on Censorship Violence in Australia (Sydney: Reed books, 1990), p7.

Example 2 is presented using the footnote system in which the full reference is given as a footnote. You should be aware that, depending on the system your lecturer or tutor prefers, you may use either footnotes at the foot of the page or endnotes at the end of the text.

**Example 3:** The subjugation of thought in Australia through stringent censorship and draconian defamation laws has existed throughout the 200 years of white settlement.

**Wrong and very bad: this is a direct quote from Pollak and therefore should be placed in quotation marks followed by a reference using the author-date system or the footnote or endnote system.**

If you use a quote, the words in quotation marks must be copied exactly as they are in the original source.

**Example 4:** "In Australia, stringent censorship and draconian defamation laws have existed throughout the two hundred years of White settlement" (Pollak, 1990, p.7).

**Wrong: the quote is inaccurate in several places.**

If you change or add anything, use square brackets [ ] to indicate the place where the alteration is located.

If you omit something from the quote, use a line of dots .... to indicate the location of the omission.

**Example 5:** Pollak claims that censorship and defamation law have been the means for "[t]he subjugation of thought in Australia .... throughout the 200 years of white settlement" (Pollak, 1990, p.7).

**Correct**
Acknowledging Sources of Ideas

Even if you are not using the exact words of somebody else, it is wrong to use their ideas unless you give appropriate credit. For example, if you write an essay or paper on the censorship of the press and you structure it using the same set of topics as Pollak uses in his book Sense and Censorship, you should say this in a sentence or note and thus give credit to Pollak.

Example 6: In this essay, the use of censorship against Dorothy Hewett, Terry Hayes, Chris Masters and Brian Toohey will be described.

Wrong: the last four chapters of Pollak’s book are on these individuals, so you should give Pollak credit for having picked them out – and more credit if you used his book for your analysis.

Paraphrasing

This means taking the ideas of somebody else and expressing them with different words. Since you are using your own words, you do not need to use quotation marks. However, you must make enough changes so that what you have written is distinctly different, and you must acknowledge your source.

Example 7: Stringent defamation laws combined with tight censorship practices have meant that independent thought has been under attack since white settlement began in Australia (Pollak, 1990, p.7).

Correct.

Example 8: In Australia, stringent censorship and draconian defamation laws have led to the subjugation of thought in Australia throughout the 200 years of White settlement (Pollak, 1990, p 7).

Wrong: this is too close to Pollak’s original wording.

Example 9: Stringent defamation laws combined with tight censorship practices have meant that independent thought has been under attack since white settlement began in Australia.

Wrong: there is no citation of Pollak.

It is often better to avoid paraphrasing altogether and write things in your own words. One good way to do this is to first read the book or article and make brief notes. Then close the book or turn over the article and write what you want to say without looking at the source. In other words, don’t refer to the source material while you are writing, unless you are transcribing a direct quote. Then, afterwards, put in the citations, in the appropriate form and at the appropriate places.

Common Knowledge

It is unnecessary to give a citation to something that is common knowledge. Common knowledge is what ‘everyone knows’ about a particular subject, or which can be found in many sources such as newspapers, magazines, popular journals and radio and television reports.

Example 10: Defamation laws are quite severe in Australia.

Correct: this is common knowledge. No citation is needed.
How to Avoid Plagiarism

Unwitting plagiarism is often the result of poor study methods. The habit of copying verbatim (word-for-word) from a source as you read is dangerous. It is easy to forget that the notes you make are verbatim and to later write them into an essay or report. The only material you should write verbatim are those absolutely delightful, pithy, witty or incisive phrases which you need to make a special point in your essay or report.

The distinction between what needs to be acknowledged and what is common knowledge is not always clear. As you gain experience in expressing yourself, you will learn to discriminate and you will learn the acceptable practices for acknowledgment in the disciplines in which you study. But while you are learning, always play safe and acknowledge, acknowledge, acknowledge.

Academic Unit Procedures for Investigating Plagiarism and other forms of Cheating

These are detailed in Section 3 of the Code of Practice -Teaching and Assessment. Also refer to Plagiarism and Cheating Procedures Flowchart.

List of References


or

as reference number 2 in the List of References at the end of the essay or report. Further information on ‘Plagiarism and Turnitin’ can also be found at:

http://www.uow.edu.au/student/services/ld/students/UOW021315.html
Appendix 5: BIOL420 - FINAL SEMINAR

Note: Student attendance is compulsory at all times OR – 5%
12 minute seminar followed by 3 minutes for questions.

STUDENT: ________________________________

INTRODUCTION
• Demonstration of sound knowledge of overall research area

AIMS
• Clearly stated aims or hypotheses

METHODS
• Brief, concise description of how experiments were performed
• Knowledge of advantages and shortcomings of methodologies

RESULTS/DISCUSSION
• Summarised in a meaningful and comprehensible fashion
• Clearly indicated own results
• Other people's work - relevance and criticism
• Validity of conclusions from results obtained
• Outline of further studies to address hypothesis

HANDLING OF QUESTIONS
• Concise and valid answers to questions

PRESENTATION
• Use of effective audio/visual aids
• Clarity, structure & organisation of seminar
• Demonstrated "critical" scientific approach

OTHER COMMENTS
Please write any further constructive comments on the back of this form.
**ASSESSMENT**
Examiners please select the HONOURS grade first by circling one category and then record a final mark within that prescribed range.

<table>
<thead>
<tr>
<th>Class</th>
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</tr>
<tr>
<td>Honours Class 2.I</td>
<td>75-</td>
</tr>
<tr>
<td>84% Honours Class 2.I</td>
<td>65-</td>
</tr>
<tr>
<td>74% Pass</td>
<td>50-</td>
</tr>
<tr>
<td>64%</td>
<td></td>
</tr>
</tbody>
</table>

**FINAL MARK (OUT OF 100%):**

Assessor:
Appendix 6: Template Letter to Thesis Examiner

To the examiner,

Thank you for agreeing to be an examiner of a 2016 Bachelor of Medical Biotechnology Honours thesis. In considering your marks please remember that this thesis represents the first attempt at a major research project for the candidate. In addition, Medical Biotechnology Hons students, due to a substantial coursework component in the final year, have approximately 66-75% of the time available to a BSc(Hons) candidate to spend on their research project.

Please note that gradings for BIOL420 theses are as follows:

1st Class greater than or equal to 85%
2 I Class    75-84%
2 II Class   65-74%
3rd Class    50-64%

When making your assessment of this thesis, please comment on each of the following major aspects; overall style/presentation, the student’s grasp of the literature/context, their understanding and explanation of study design and implementation of approach, the interpretation and analysis of the data, and the justification given for conclusions. Please be aware that there is a recommended page limit of 80 pages (maximum 100 pages; excluding references and appendices) in place for this thesis. The following criteria accompanying each grade and divisions are provided solely as a guide, as their relative weighting may vary according to the project:
1. Overall presentation

1. Presentation refined and scholarly with relatively little editing required.
2. I. Very good, mostly clear and concise throughout. The thesis would require more editing to bring it to first class standard.
2. II. Adequate explanations, but expression throughout may be awkward, unrefined, verbose or ungrammatical; inconsistencies in layout and style throughout.
3. Poor, consistently unclear expression; basic presentation.

2. Grasp of the literature/context

1. Shows evidence of critical thought and thorough knowledge of the literature. Criticism should be reflected in analysis of individual studies and the overall field.
2. I. Somewhat less comprehensive and thoughtful, but nonetheless very good.
2. II. Rather shallow and selective in scope.
3. A minimal effort to source suitable publications.

3. Understanding and explanation of study design and implementation of approach

1. Excellent, with flair and marked aptitude displayed in the design and technical details.
2. I. Very good experimentally, but may show rather less imagination and care in design.
2. II. Adequate, but limited in scope; may have some flaws.
3. Unimaginative and fundamentally flawed.

4. Interpretation and analysis of the data

1. Sophisticated, complete and insightful; maximum information yielded from the data.
2. I. Thorough analysis of the majority of presented data, although underlying assumptions may not be always fully understood; data interpretation mostly solid.
2. II. Analysis rather basic throughout; some statistical tests inappropriate; data may be misinterpreted.
3. Analysis fundamentally flawed to some degree; interpretation seriously limited or lacking.

5. Justification given for conclusions

1. Careful and exhaustive, with some arguments that are advanced or complex.
2. I. Good critique of data; discussion may be more narrow in focus.
2. II. Adequate, but arguments are shallow and unsophisticated.
3. Conclusions with very little, poor or limited explanation.

In summary, we consider each assessment grade and corresponding mark to have the following general characteristics:

Class 1
95 – 100%: The quality of research and communication is highly professional with at least some of the work of a standard suitable for publication with very little further editing.
90 - 95%: The quality of research and communication is professional. There may be a few minor inadequacies but at least some of the work is of a standard suitable for publication with some further editing.
85 - 90%: Very good quality of research and communication with no substantive problems in the analysis and/or interpretation of the results or in the conclusions. The writing is of good quality with very good use of citations and references.
Class 2, Division I

80 – 85%: The thesis is still of high quality, but there may be some problems in the analysis and/or interpretation of the results or in the conclusions. The writing and use of references are not quite of the quality of a Class I thesis, requiring some further editing to clarify some points.

75 – 80%: The thesis is of good quality, but there may be some flaws in the data analysis, interpretation or conclusions. The writing quality is less than that of a Class 2, Division I thesis, and would require major editing to improve quality.

Class 2, Division II

A less sound piece of work; there are several serious flaws in the data analysis, interpretation or conclusions. This grade is also appropriate if the amount of work done appears markedly less than expected of a nine-month period. The writing may hamper the reader’s understanding of the research.

Class 3

A thesis of this standard is generally unsound with multiple serious flaws in experimental design, analysis and interpretation, and the writing is poor and difficult to understand.

I trust this will help you in your evaluation. We require your critique of the thesis by 17th October, 2016 in preparation for the student's viva voce the following week. Please forward the thesis (with minor corrections in pencil only) to me care of the above address, along with your comments and numerical mark on a separate assessment letter.

Thanks for your assistance.

Julie Ann Green
Professional Officer
Appendix 7: Research Manuscript Formatting Guidelines

**Page limit:** 15 pages (including embedded figures and tables, excluding references).

**General Formatting:** Manuscript text should be double spaced and minimum font size should be 12 point, Times New Roman. Figure legends and references should be single spaced and minimum font size should be 10 point, Times New Roman. Page numbers must be included on all pages. Page margins should be set to 2 cm.

The number of draft circulations to be reviewed by supervisors is restricted so as to be fair to all students. Each assessment item can only be reviewed twice by a supervisor and once by the Professional Officer. N.B. If you have more than one supervisor, you cannot submit each version to each supervisor twice - the total number of supervisor reviews is restricted to two. This will be closely monitored by your supervisors and the Professional Officer.

**Abstract:** Limit the abstract to **1 page or fewer** and concisely summarize the basic content of the paper without presenting extensive experimental details. Avoid abbreviations and references, and do not include diagrams.

**Introduction:** Limit the introduction to **3 pages or fewer**. The introduction should supply sufficient background information to allow the reader to understand and evaluate the results of the study without referring to previous publications on the topic. The introduction should also provide the hypothesis that was addressed or the rationale for the present study. Choose references carefully to provide the most salient background rather than an exhaustive review of the topic.

**Materials and Methods:** The Materials and Methods section should include sufficient technical information to allow the experiments to be repeated. For commonly used materials and methods (e.g., media and protein concentration determinations), a simple reference is sufficient, for example "cells were broken by ultrasonic treatment as previously described (Smith, 2009)." Describe new methods completely, and give sources of unusual chemicals, equipment, cell lines or microbial strains.

**Results:** In the Results section, include the rationale or design of the experiments as well as the results; reserve extensive interpretation of the results for the Discussion section. Present the results as concisely as possible in one of the following: text, table(s), or figure(s). Number figures and tables in the order in which they are cited in the text, and be sure to cite all figures and tables. **Limit of 5 figures and 2 tables.**

**Discussion:** The Discussion should provide an interpretation of the results in relation to previously published work and to the experimental system at hand and should not contain extensive repetition of the Results section or reiteration of the introduction. **Discussion should generally be at least 3 pages.**

**References listed in the References section:** Throughout the text, references should be given in the Author-Date style (e.g., Smith et al. 2009; Smith and Jones, 2009). The References section must include all journal articles (both print and online), books and book chapters (both print and online), patents, theses and dissertations, published conference proceedings, meeting abstracts from published abstract books or journal supplements, letters (to the editor), and company publications, as well as in-press journal articles, book chapters, and books (publication title must be given). Arrange the citations in alphabetical order by first-author surname. Provide the names of all the authors for each reference. Abbreviate journal names according to the ISI journal abbreviations index http://library.caltech.edu/reference/abbreviations/
Follow the styles shown in the examples below for print references.


Online references must provide essentially the same information that print references do. For online journal articles, posting or revision dates may replace the year of publication, and a DOI or URL may be provided in addition to or in lieu of volume and page numbers. Some examples follow.


2. **References cited in the text.** References to unpublished data, manuscripts submitted for publication, unpublished conference presentations (e.g., a report or poster that has not appeared in published conference proceedings), personal communications, patent applications and patents pending, computer software, databases, and websites should be made parenthetically in the text as follows.

3. ... similar results (R. B. Layton and C. C. Weathers, unpublished data).

4. ... system was used (J. L. McInerney, A. F. Holden, and P. N. Brighton, submitted for publication).

5. ... as described previously (M. G. Gordon and F. L. Rattner, presented at the Fourth Symposium on Food Microbiology, Overton, IL, 13 to 15 June 1989).

   {For nonpublished abstracts and posters, etc.}
Appendix 8: Research Manuscript Assessment

STUDENT: ______________________________

SUMMARY/ABSTRACT
Informative introductory remarks and rationale for study
Summarises the main methods and findings of the study

INTRODUCTION
Clear explanation of the background
Clearly stated aims/hypotheses

MATERIALS AND METHODS
Written in enough detail and/or to references which can be followed by colleagues

RESULTS
Clear description of results obtained
Quality of assisting tables and figures

DISCUSSION
Invention/improvement in methodology, if any
Reason for failed experiments if unsuccessful
Significance of the results in relation to the research direction
Other people/group’s work - relevance and criticism
Future work
Concluding remarks

REFERENCES
Adequate citations and correct format

FORMATING (as per attached guidelines) AND NEATNESS
Any further comments are encouraged.

ASSESSMENT
Examiners please select the HONOURS grade first by circling one category and then record a final mark within that prescribed range.
Honours Class 1 Mark >85%
Honours Class 2.1 Mark 75-84%
Honours Class 2.11 Mark 65-74%
Pass Mark 50-64%

FINAL MARK (OUT OF 100%): Assessor
Appendix 9: Assessment Proforma: LITERATURE REVIEW

To the examiner,

Thank you for agreeing to be an examiner of a 2016 Bachelor of Medical Biotechnology Honours Literature Review. When making your assessment of this review, please comment on the following major aspects; overall style/presentation and the student’s grasp of the literature and its context.

Please note that gradings for BIOL420 literature reviews are as follows:

- **1st Class**: greater than or equal to 85%
- **2.1 Class**: 75-84%
- **2.II Class**: 65-74%
- **3rd Class**: 50-64%

Accompanying this letter is an assessment sheet which further outlines criteria which you should use when assessing this review.

We would appreciate your critique of the review being completed **within two weeks** of receipt. Please forward the literature review (with any corrections) to me, along with your comments and mark on the separate assessment sheet.

Thanks for your assistance.

Julie Ann Green
Professional Officer
Appendix 10: Literature Review Assessment

The number of draft circulations to be reviewed by supervisors is restricted so as to be fair to all students. Each assessment item can only be reviewed twice by a supervisor and once by the Professional Officer. N.B. If you have more than one supervisor, you cannot submit each version to each supervisor twice - the total number of supervisor reviews is restricted to two. This will be closely monitored by your supervisors and the Professional Officer.

<table>
<thead>
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<tr>
<td>Accurate &amp; informative</td>
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<tr>
<td><strong>INTRODUCTION</strong></td>
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<tr>
<td>Effective introductory paragraph</td>
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<td>Describes rationale for review</td>
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<td>Evidence of thorough literature research</td>
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<td>Critical analysis of literature</td>
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<td>Effective conclusions</td>
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<td><strong>REFERENCES</strong></td>
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**ASSESSMENT**
Examiners please select the HONOURS grade first by circling one category and then record a final mark within that prescribed range

- Honours Class 1: Mark >85%
- Honours Class 2.I: Mark 75-84%
- Honours Class 2.II: Mark 65-74%
- Pass: Mark 50-64%

**FINAL MARK (OUT OF 100%)**: Assessor:
Appendix 11: INTRODUCTORY SEMINAR

Note: Attendance is compulsory for all students at all times OR – 5%
10 minute talk followed by 5 minute question and discussion time

STUDENT:__________________________________________________________________________

Introduction
• Demonstrated sound knowledge of research area
• Presented in an accurate and easy-to-understand fashion

Aims
• Clearly stated aims/hypotheses (justification of what is being done and why)

Methods
• Brief, concise description of how experiments will be performed

Results
• Potential Results summarised in a meaningful fashion

Conclusions
• Validity of conclusions drawn

Handling of questions

Presentation
• Fluency (flow) of seminar
• Structure & organisation of seminar
• Illustration
• Demonstrated “critical” scientific approach

Comments:

ASSESSMENT
Examiners please select the HONOURS grade first by circling one category and then record a final mark within that prescribed range. Please return constructive comments for the student on the sides of this form.

Honours Class 1
Mark >85%
Honours Class 2.I
Mark 75-84%
Honours Class 2.II
Mark 65-74%
Pass
Mark 50-64%

FINAL MARK (OUT OF 100%): Assessor:
Appendix 12: PORTFOLIO ASSESSMENT

This assignment will be worth 10% of your final Honours marks. It is based on a portfolio that you will put together and submit over the session. The assignment is designed to provide you with skills and a portfolio that will be useful when you graduation and enter the workforce.

Relevant Academics will circulate Assessment proformas for the portfolio items during BIOL420 Lectures.
Appendix 13: Research Manuscript

School of Biological Sciences
University of Wollongong
WOLLONGONG NSW 2522
AUSTRALIA
Phone: (02)42213100
Fax: (02)42214135
Email: jagreen@uow.edu.au
July, 2016

To the examiner,

Thank you for agreeing to be an examiner of a 2016 Bachelor of Medical Biotechnology Honours Research Manuscript. The students have been instructed to format this document as per the attached formatting guidelines. When making your assessment of this manuscript, please provide written comments specifically addressing each of the following: overall presentation, the student’s grasp of the literature/context, the rationale and (understanding/clarity of explanation) of approach and/or methods, the interpretation and analysis of the data, and the justification given for conclusions.

Please note that gradings for BIOL420 research manuscripts are as follows:

1st Class greater than or equal to 85%
2 I Class 75-84%
2 II Class 65-74%
3rd Class 50-64%

In considering your marks please remember that this manuscript represents the student’s first attempt at a major research project and write-up. In addition, Medical Biotechnology students are required to undertake substantial coursework during their Honours year. Their research project is undertaken over an eight month period and this time is effectively further reduced by the coincident coursework requirements. Therefore, this manuscript represents an interim report of research progress thus far.

Accompanying this letter is an assessment sheet which further outlines criteria which you should use when assessing this review.

We would appreciate your critique of the manuscript being completed within two weeks of receipt. Please forward the research manuscript (with any corrections) to me, along with your comments and mark on the separate assessment sheet.

Thanks for your assistance.
Julie Ann Green
Professional Officer
Appendix 14: Letter to Honours Supervisor

The document outlines the marking requirements for the Medical Biotechnology Honours Program.

The following is a list of assessment items which are to be assessed by supervisors of students:

Introductory Seminar (March) Literature Report (April) Research Manuscript (July) Thesis (October) Final Seminar (October)

Each supervisor involved in the program will be allocated marking to enable an even spread of assessment items amongst supervisors.

While an attempt is made to allocate assessment items to each of you in your field of expertise, this cannot always be achieved. Likewise, an attempt is made to allocate different markers to each student across the range of assessment items; again this cannot always be achieved.

In addition to the written assessment items which you receive, we also ask that you assess the seminar sessions throughout the year.

By way of agreement, and before final allocation of students for projects in the new year, we ask you to sign below and return to me as soon as you can.

........................................ Name

........................................ ................................ Signature Date

Once again thank you for your involvement in the Medical Biotechnology Honours program and in your understanding in formalizing the assessment requirements.

Julie Ann Green
Appendix 15: Professional Skills in Biotechnology Timetable

This intensive modular-style lecture/tutorial-component course caters for B. Med Biotech students. Lectures and tutorials will be held in the autumn session on Fridays from 9.30 am to 2.30 pm in 19.1098.

NOTE: The tutorial on database searching / Endnote will be conducted by Cecile Perrin of the Academic Outreach Unit, Library services - location Library Lab 2 (date and time may change). The poster session on 20th March will also be held in Library Lab 2.

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecturer</th>
<th>Lecture/Tutorial Topic</th>
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<tbody>
<tr>
<td>4 MAR</td>
<td>TBA</td>
<td>PROFESSIONAL SKILLS DEVELOPMENT EXERCISE</td>
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<td></td>
<td>□ Database searching and Endnote tutorial: 9.30 – 11.30 am</td>
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<td>□ Scientific paper Writing 11.30 – 2.30 pm</td>
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<td>11 MAR</td>
<td>TBA</td>
<td>PROFESSIONAL SKILLS DEVELOPMENT EXERCISE</td>
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<td>Paper Critiquing</td>
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<td>□ Introduction to Paper Critique assignment</td>
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<td>FINALISE PAPER CRITIQUE PORTFOLIO ITEM</td>
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<td>18 MAR</td>
<td>MR</td>
<td>PROFESSIONAL SKILLS DEVELOPMENT EXERCISE</td>
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<td>Poster Preparation for Conference presentations</td>
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<td>□ Tutorial 9.30 – 10.30</td>
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<td></td>
<td></td>
<td>□ Poster session 10.30 – 2.30 pm (location: Library Lab 2)</td>
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<td>25 MAR</td>
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<td>GOOD FRIDAY</td>
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<td>1 APR</td>
<td>MSS</td>
<td>PROFESSIONAL SKILLS DEVELOPMENT EXERCISE</td>
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<td>Grant and writing skills</td>
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<td>□ Introduction to Grant writing assignment</td>
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<td>FINALISE GRANT WRITING PORTFOLIO ITEM</td>
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<td>8 APR</td>
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<td>WEEK OFF</td>
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<td>15 APR</td>
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<td>Intellectual Property and the Patent System</td>
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<td>□ Introduction to Patent Search assignment</td>
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<tr>
<td></td>
<td></td>
<td>□ Patent database Library tutorial</td>
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22 APR WEEK OFF

29 APR Mid Session Recess

FINALISE PATENT PORTFOLIO ITEM

6 MAY MR PROFESSIONAL SKILLS DEVELOPMENT EXERCISE
Research Ethics Regulations and Application Skills
☐ Introduction to Animal Ethics application assignment

13 MAY WEEK OFF

FINALISE ETHICS PORTFOLIO ITEM

20 MAY MR PROFESSIONAL SKILLS DEVELOPMENT EXERCISE
Australian Biotechnology: Universities, Research Institutes and Companies/
Job Skills/CV writing
☐ Introduction to preparing a CV assignment

27 MAY MR PROFESSIONAL SKILLS DEVELOPMENT EXERCISE
Mock Job Interviews

3 JUNE SUBMIT CV PORTFOLIO ITEM

Lecturer key:
MSS - Dr Martina Sanderson-Smith (32.309, x1935)
MR - Prof Marie Ranson (32.307, x3291)
TBA - To be advised

PORTFOLIO ASSESSMENT ITEMS (15% of total final mark)

- Paper critique (3% of total final mark) due Thursday 17th March
- Poster (1.5% of total final mark) marked in lecture
- Grant application (3% of total final mark) due Thursday 14th April
- Patent search (1.5% of total final mark) due Thursday 5th May
- Animal ethics application (3% of total final mark) due Thursday 19th May
- CV/job application (3% of total final mark) due Friday 3rd June