School of Biological Sciences

Honours Guide

741: Bachelor of Science (Honours) (Marine Science);
1872: Bachelor of Marine Science (Honours);
789A/1782: Bachelor of Marine Science (Honours) (Dean’s Scholar)
Table of Contents

Section A: General Information ........................................................................................................ 5
A1. Key Contacts ............................................................................................................................ 5
A2. Requirements for Admission to Honours .............................................................................. 5
A3. Applying for Admission to Honours ....................................................................................... 5
A4. Part-time Honours Enrolment ................................................................................................ 6
A5. Honours Course Learning Outcomes .................................................................................... 6
A6. Roles & Responsibilities ........................................................................................................ 6
A6.1 The University has the responsibility to: .......................................................................... 6
A6.2 The Academic Unit has the responsibility to: .................................................................. 6
A6.3 The Role of the Honours Coordinator and Professional Officer ...................................... 7
A6.4 Supervisors have the responsibility to: ............................................................................ 7
A6.5 Honours Degree Students have the responsibility to: ..................................................... 8
A7. Key Dates ................................................................................................................................ 9
A8. Coursework Requirements .................................................................................................... 9
A9. Ethics Application Requirements .......................................................................................... 9
A10. Workplace Health and Safety Requirements ...................................................................... 10
    A10.1 Induction ..................................................................................................................... 10
    A10.2 Risk Assessments (RA’s) .......................................................................................... 10
    A10.3 Safe Work Procedures (SWP’s) ................................................................................ 10
    A10.4 Field Work Safety ..................................................................................................... 10
    A10.5 Incident Reporting ...................................................................................................... 11
    A10.6 Personal Protective Clothing & Equipment (PPCE) ................................................... 11
    A10.7 WHS Training ............................................................................................................ 11
    A10.8 First Aid .................................................................................................................... 11
    A10.9 PC1 and PC2 Laboratory Rules .................................................................................. 11
A11. Student Support Services and Facilities ........................................................................... 12
    A11.1 Project Management ................................................................................................. 12
    A11.2 Statistical Consulting Service .................................................................................... 12
    A11.3 Development Courses .............................................................................................. 12
    A11.4 Disability support ...................................................................................................... 12
    A11.5 Student Support Adviser .......................................................................................... 12
    A11.6 Library Services ........................................................................................................ 12
    A11.7 Learning Development .............................................................................................. 13
A12. Equipment, Study Space and Computer/Software Available to Honours Degree Students ... 13
    A12.1 Photocopying ............................................................................................................. 13
    A12.2 Stationery .................................................................................................................. 13
    A12.3 Computers and Printers ............................................................................................ 13
    A12.4 Telephones and Fax Machine ................................................................................... 13
    A12.5 Email ......................................................................................................................... 13
    A12.6 Equipment ................................................................................................................ 14
Version Control Table ................................................................................................................25
APPENDIX 1: Agreement to Supervise a Honours Student .......................................................26
APPENDIX 2: Acknowledgement of University Conditions ......................................................28
APPENDIX 3: Departure Form ....................................................................................................29
APPENDIX 4: How to Avoid Plagiarism ..................................................................................30
   Acknowledgement Practice ......................................................................................................30
   Plagiarism .................................................................................................................................30
   Acknowledging Sources of Quotations ..................................................................................31
   Acknowledging Sources of Ideas ...........................................................................................31
   Paraphrasing ............................................................................................................................32
   Common Knowledge ...............................................................................................................32
   How to Avoid Plagiarism .........................................................................................................32
   Academic Unit Procedures for Investigating Plagiarism and other forms of Cheating ..........32
Section A: General Information

A1. Key Contacts
Honours Coordinator

<table>
<thead>
<tr>
<th>Name:</th>
<th>Prof Andy Davis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 35, Room G01D</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 3432</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:adavis@uow.edu.au">adavis@uow.edu.au</a></td>
</tr>
</tbody>
</table>

Professional Officer

<table>
<thead>
<tr>
<th>Name:</th>
<th>Ms Julie-Ann Green</th>
</tr>
</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

Admission into Honours is competitive. To be considered for entry into the Honours programs in the School of Biological Sciences, students will:

- Normally have completed at least 24 credit points of 300-level subjects relating to the Honours discipline;
- Normally have a Weighted Average Mark (WAM) of at least 70 for the 24 credit points of 300-level subjects relating to the Honours discipline;
- Complete a separate School of Biological Sciences Application form for Consideration of Honours for 2015;
- Be recommended by the relevant Head of School; and
- Be approved by the Dean or Associate Dean of the Faculty.

Additionally, BSc students will have qualified for, or be a graduate with, a relevant pass degree from the University of Wollongong, or hold an equivalent qualification from another institution. However, Bachelor of Marine Science (Honours) or Bachelor of Marine Science (Honours) (Dean’s Scholar) students progress straight into the Honours Program.

A3. Applying for Admission to Honours

Forms may be obtained from UniAdvice (Bld 36), from their website https://smp.uow.edu.au/app/servlet/Student or by phone (1300 367 869). However, BSc students will need to complete and submit an ‘Undergraduate Application Form’ (see www.uow.edu.au/student/dates/index.html for important dates).


For general enquiries please contact The Student Centre:

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
On completion of MARE401 or MARE407, students should be able to:

a) Formulate a research program;
b) Carry out independent research;
c) Write proficiently at a level required for publication of monographs or peer-reviewed research;
d) Understand and convey the importance of the marine environment to the well-being of Planet Earth;
e) Use computers efficiently for data analysis and presentation;
f) Solve complex problems related to the marine environment;
g) Interact with end users of the oceans and their resources.

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 End-On 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>Deadline for applications</th>
<th>January 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of ethics application (where applicable)</td>
<td>Contact animal ethics officer to confirm dates</td>
</tr>
<tr>
<td>Start Date</td>
<td>1 February 2016</td>
</tr>
<tr>
<td>Oral presentations</td>
<td>See timetable below</td>
</tr>
<tr>
<td>Submission of final written project (Autumn 2014 intake)</td>
<td>6 October 2016 12:00 noon</td>
</tr>
<tr>
<td>Assessment Committee meeting date</td>
<td>Early November (TBC for April 2016 submission)</td>
</tr>
</tbody>
</table>

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>MARE401</td>
<td>Marine Science Honours</td>
<td>Annual Sprint/Autumn</td>
<td>48</td>
</tr>
<tr>
<td>MARE407</td>
<td>Marine Science Honours (Part-Time)</td>
<td>Annual Sprint/Autumn</td>
<td>24</td>
</tr>
</tbody>
</table>

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

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:

Guidelines and forms can be found via the WHS link on the relevant School’s homepage:

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 (eg 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 (ie 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 online 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](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: [http://staff.uow.edu.au/ohs/worksafely/Biosafety/index.html](http://staff.uow.edu.au/ohs/worksafely/Biosafety/index.html)

**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”.

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 time line 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 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).

A copy can be accessed through the Library web site listed above. It is a quick and simple
way of discovering if you are getting the most out of the Library. This is particularly important for students who have come from another University.

**Faculty Librarian:**
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.

Details on how to contact the Outreach Librarian for SMAH are listed at:
http://www.library.uow.edu.au/contact/UOW026563.html

**A11.7 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.

**A12.3 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.

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.

**A12.4 Telephones and Fax Machine**
Phones may only be used for local calls or calls specifically relating to your research activities. 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 can be called from any phone by dialing 0 for an outside line and then 000.

**A12.5 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).
A12.6 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 Margaret Phillips 35.G19.

A12.7 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.

A12.8 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.

A12.9 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.

A12.10 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.

A12.11 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% to 100%
Class II, Division 1: 75% to less than 85%
Class II, Division 2: 65% to less than 75%
Class III (where awarded): 50% to less than 65%
Honours not awarded for 0% to less than 50%

A15. Honours Method Used in this Course
The final grade is calculated entirely on the required work completed during the Honours year. Accordingly weightings for different subject levels are as follows,

1 for 400 level subjects that constitute the Honours program
0 for 300 level
0 for 200 level
0 for 100 level

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 Excellence in Marine Science Award
This Award is presented to the Bachelor of Marine Science Biology Honours student who achieves the best grade for the overall Honours year. The award, consisting of a $350 cheque, an inscribed certificate, and an inscription on the corresponding perpetual trophy (housed in the School of Biological Sciences), 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:

Academic Complaints Policy (Coursework and Honours Students):

Faculty of Science, Medicine and Health Academic Grievance Policy & Procedures:

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. 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 Seminar</td>
<td>24 March 2016</td>
<td>0%</td>
</tr>
<tr>
<td>Literature Review</td>
<td>28 April 2016</td>
<td>10%</td>
</tr>
<tr>
<td>Poster Presentation</td>
<td>4 August 2016</td>
<td>5%</td>
</tr>
<tr>
<td>Research Project Thesis</td>
<td>6 October 2016</td>
<td>80%</td>
</tr>
<tr>
<td>Seminar Presentation</td>
<td>13 October 2016</td>
<td>5%</td>
</tr>
</tbody>
</table>

B2. Criteria for Assessment of Honours Project

Assessment 1: Introductory Seminar
- Date for Submission: 24 March 2016
- Weighting: 0%
- Length: 10 minutes with 5 minute for questions
- Details: Discuss with your supervisor
- Marking Criteria: Not marked

Assessment 2: Literature Review
- Date for Submission: 28 April 2016
- Weighting: 10%
- Length: 3000 words
- Details: Discuss with your supervisor
- Submission: One (1) copy to be submitted (emailed) as PDF to the Professional Officer by 4pm on the due date.
- Marking Criteria: Will be provided on request

Assessment 3: Poster Presentation
- Date for Submission: 4 August 2016
- Weighting: 5%
- Length: N/A
- Details: Discuss with your supervisor
- Submission: One (1) printed copy to be submitted to the Professional Officer by 4pm on the due date.
- Marking Criteria: Will be provided on request

Assessment 4: Research Project Thesis
- Date for Submission: 6 October 2016
- Weighting: 80%
- Length: Should not exceed 15,000 words
- Details: Discuss with your supervisor
- Submission: 3 copies of thesis (2 hard copies and 1 electronic) submitted to the Professional Officer by 4pm on the due date. In the event that the Professional Officer is unavailable, copies of the thesis are to be submitted to the Honours Coordinator or the School Secretary. If the thesis has been given to the School Secretary the Honours Coordinator needs to be notified of this by email on the due date.
- Marking Criteria: Available from Marine Science Co-ordinator
### 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 for academic consideration. Not all circumstances qualify for academic consideration. For further details about applying for academic consideration visit the Student Central webpage:


#### B3.2 Penalties:
The penalty for a thesis submitted late is 10% 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](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 has developed procedures to ensure that each student receives the fairest possible treatment in, what is a very difficult task, the awarding of 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 (see Handbook supplements for each degree). These cover both achievement of generic skills and of 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 and the thesis are examined by two assessors, each in the...
general research field of the student's project. One examiner may be external to the School, and nominated by the supervisor.

The Honours assessment is as follows:

**Literature review paper average** of two markers (excluding supervisor)

**Research Poster**

- average of marks from all academic staff (excluding supervisor)

**Thesis seminar**

- average of marks from all academic staff (excluding supervisor)

**Thesis**

- average of two markers with expertise in the research field, one of which may be external.

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 examiners. The Examination Committee then comes to a resolution on the final mark and grade of Honours to be forwarded to the University.

**B4.1 Supervisory Committees**

Each Honours student will have a supervisory committee, if appropriate, that will comprise the supervisor(s) of the research project and two additional staff members (or affiliated scientists). The committee shall be developed by the student and supervisor. When a committee is agreed upon, each member must sign a copy of the Committee Members form (Appendix 1). It is the student's responsibility to ensure that these forms are signed and given to the Professional Officer within one month of commencement date.

**B4.2 Guidelines for Honours Examiners:**

When assessing the thesis we would be grateful if you could apply to it the same criteria you use in evaluating other honours theses. In this School, the thesis represents 100% of the final mark for the academic year (35.5 weeks duration).

We would be grateful if you would complete the attached proforma and write a brief report on the thesis. Please keep your report to a maximum of one page; there is no need to provide a list of spelling and grammatical mistakes. It would be most helpful if you recommend a mark (%) and a grade using the framework in the item 8 below.

**B4.3 Method for Choosing Honours Examiners**

1. Honours examiners shall be chosen by the Supervisor in consultation with the head of the Academic Unit (who may delegate this function to 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.

**B4.4 Honours Exam Meeting Policy**

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.

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

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.

**B4.5 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**

The grading system for Honours is as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class</td>
<td>85–100</td>
</tr>
<tr>
<td>Second Class, Division 1</td>
<td>75–84</td>
</tr>
<tr>
<td>Second Class, Division 2</td>
<td>65–74</td>
</tr>
<tr>
<td>Third Class</td>
<td>50–64</td>
</tr>
<tr>
<td>(Fail)</td>
<td>0–49</td>
</tr>
</tbody>
</table>

**B7. Minimum Attendance Requirements**

Attendance at all School of Biological Sciences seminars is compulsory. If a student is unable to attend a seminar they must make a formal apology to the Honours Coordinator. Seminars will be advertised via the ‘Biology All' email list. Students should also attend and participate in the Research Institute or laboratory discussion groups with which they are associated.

Honours students will meet, as a group, on average, once each 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 suitable times have been established. Students should let the Professional Officer know if they are unable to attend.

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

Maximum length of the thesis is 25,000 words, but in fields such as geology and physical geography may well much less than this (10,000–15,000 words). A single electronic copy (PDF) of the thesis with figures included on one of the following: CD-ROM, DVD is required.

The thesis must have:

(a) A title page, containing the thesis title, author's name and the relevant alternative of the following statements in the lower part of the page: "A thesis submitted in part fulfilment of the requirements of the Honours degree of Bachelor of Science in the School of Biological Sciences, University of Wollongong 2013"

(b) A page containing the statement: "The information in this thesis is entirely the result of investigations conducted by the author, unless otherwise acknowledged, and has not been submitted in part, or otherwise, for any other degree or qualification." This statement must be signed and dated in writing by the candidate.
(c) A copyright page (if required)

(d) An abstract succinctly stating findings (maximum length one page)

(e) A table of contents listing chapter headings, appendices, etc. and appropriate page numbers

(f) Acknowledgements

(g) The main body of the thesis

(h) A list of cited references written out in full and following the format outlined in the Section D.

(i) There may be appendices (e.g. tables of basic data, questionnaires, field data)

The text must be typed with one-and-a-half line spacing on A4 size paper with at least 28 mm left and right-hand margins and copied double sided. Tables should, if possible, have the same maximum dimensions, but may be in single line spacing. Plain type such as Times Roman, Geneva, Helvetica or Arial (12 pitch) should be used wherever possible.

The thesis must follow the style outlined in the attachment 'Recommended Conventions for Assignments and Theses' (see Section D).

All students are encouraged to have sections of the thesis proofread by relevant staff members before submission. Remember that presentation of research work requires careful writing, good editing and the use of a spelling checker - this all takes time. Students should use the most recent available version of Word on the School's computers unless specific approval to use another word processor has been given by the student's supervisor.

Figures, maps and photographs should all provide significant information. They should be completed during the writing process, not at the end of thesis production. Figures and maps should be drafted by the student and have appropriate scales and legends. Maps should be produced at an appropriate scale with a suggested maximum size of 1 by 1.5 m. Local areas with detailed information should be produced as separate maps or figures.

All new data must be clearly identified in the thesis. Data must be separated from interpretations and inferences. Present as much data as possible in tabular or diagrammatic form. In many cases, large data sets are best presented in appendices. All work carried out by other persons (e.g. analyses) must be acknowledged in the text. In thesis assessment, considerable importance is assigned to your ability to organise and interpret data, not just its collection. Students are advised to consult the University of Wollongong web site on Acknowledgment Practice/ Plagiarism: http://www.uow.edu.au/about/policy/UOW058648.html

The thesis must quote catalogue numbers from the School of Earth & Environmental Sciences Collection for any rock, sediment samples, thin sections or fossils mentioned or illustrated in the thesis. See item C1j.

Any variation to the above conditions must be approved by the School of Biological Sciences Assessment Committee.

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 co-authors 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: http://public01.library.uow.edu.au/refcite/style-guides/html/

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

A notice of receipt will be required from the Professional Officer upon submission.

Specific submission instructions have been included in the assignment details section of this outline.

B11.1 Required Number of Copies of Written Materials

A single electronic copy (PDF) of the thesis and all material to be assessed (including maps, figures, appendices, specimen lists) on a CD-ROM or DVD must be provided to the School office 35.G19.

B11.2 Arrangements for Acknowledging Submission of Written Materials

A receipt for submitted written materials will be issued at time of submission.

B12. Procedures for Returning Assessed Materials

Assessed material, assessors’ comments and marks can be collected from the Professional Officer. Students will be notified by their supervisor (or nominee) when the final honours grade has been determined. Copies of the thesis and examiners reports can be collected from the Professional Officer.

A revised and finalised electronic copy of the thesis will be handed into the School for our records. An electronic copy must also be given to the Supervisor(s).

B13. Further Information Regarding the Assessment of the Honours Project

If you have questions relating to honours assessment you should initially contact your supervisor or the Professional officer. If a satisfactory response is not forthcoming then approach the Honours coordinator.
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

d. Authorship Policy

c. Code of Practice – Honours

d. Code of Practice – Research

e. Code of Practice – Teaching and Assessment

f. Human Research Ethics Forms and Policies

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

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20160114</td>
<td>Prof Andy Davis</td>
<td>Sonia Losinno – ADE nominee</td>
<td>Final Marine Science honours Guide</td>
</tr>
</tbody>
</table>
APPENDIX 1: Agreement to Supervise a Honours Student

School of Biological Sciences
University of Wollongong

Agreement to act as a Committee Member
for a BSc, BConsBiol or IntBSc Honours student

NAME OF STUDENT

I agree to the requirements set out for a Biology Honours Committee Member (refer to section 6.3 of the Biology Honours Handbook an excerpt of which is provided on the back of this document).

I will act as a (please tick the appropriate box)

Supervisor [ ]
Co-supervisor [ ]
Committee Member [ ]

Name of committee member: _____________________________

Email: ________________________________

Address (if not on campus): ________________________________

Signature: ________________________________ Date: _____________

IMPORTANT!
PLEASE RETURN THIS FORM WITHOUT DELAY TO:

Julie-Ann Green
School of Biological Sciences
University of Wollongong
Wollongong, NSW 2522
Supervisory Committees of the School of Biological Sciences

The supervisor should advise the student and facilitate the research that the student undertakes during the year. The other committee members should ensure that the project is scientifically rigorous and will be adequate for an Honours degree, and may be required to participate in examination. Students should consult regularly with their committee or its individual members. A minimum of two meetings is advised. It is expected that you meet with the committee initially within the first two months of beginning your Honours year and then again, at least, half way through the year (eg following receipt of your marked Scientific Paper Assessment).

A committee meeting MUST occur within two months of starting the project.

Roles and responsibilities of committee members

An honours student will have a committee of at least three academics:

- Supervisor
- Co-supervisor (Optional)
- Committee Member
- Committee Member

One of the supervisors must be a member of the School of Biological Sciences. NOTE:

Supervisors and Co-supervisors must not be involved in the marking of any honours assessment tasks. Committee members will undertake marking of the literature review, scientific paper and thesis, unless otherwise indicated.

As a Biology Honours Supervisor or Co-supervisor you will be expected to:

- Contribute to the development of the project in a significant manner, under university and School policy for supervisors.
- Contribute to the writing of the thesis by providing feedback on drafts, under university and School policy for supervisors.
- Be at an initial meeting with the student and the remainder of the committee.
- Read, and comment on, two drafts of written work to aid the student in writing style and content.

As a Biology Honours Committee member you will be expected to:

- Be at an initial meeting with the student to hear the scope of the project planned by the supervisor(s) and student and to provide advice if necessary.
- Provide some feedback to the student about their work throughout the year if necessary.
- Mark assessment items within three weeks of receipt.
- Mark the Honours Thesis, if required, within three weeks of receipt of the thesis.
APPENDIX 2: 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 3: Departure Form

POSTGRADUATE STUDENT DEPARTURE FORM

Student Name: ___________________________ Student No: _______ Date: ___ / ___ / ___

Before leaving the School after completion of your research project, you must ensure you have attended to and signed off all of the items relevant to you from the list below:

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

Signatures

Student ___________________________ Date___ / ___ / ___

Supervisor ___________________________ Date___ / ___ / ___

Professional Office ___________________________ Date___ / ___ / ___
APPENDIX 4: How to Avoid Plagiarism

The full policy on Academic Integrity and Plagiarism is found in the Policy Directory on the UOW website: http://www.uow.edu.au/about/policy/UOW058648.html

"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 lecturer or tutor.
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).

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).

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