School of Chemistry

Honours Guide

846/1775: Bachelor of Nanotechnology (Honours);
846_2: Bachelor of Nanotechnology Advanced (Honours);
1776: Bachelor of Nanotechnology (Honours) (Dean’s Scholar)
# Table of Contents

Section A: General Information.................................................................................................................. 4

A1. Key Contacts ........................................................................................................................................ 4
A2. Requirements for Admission to Honours .......................................................................................... 4
A3. Applying for Admission to Honours ................................................................................................. 4
A4. Part-time Honours Enrolment .......................................................................................................... 4
A5. Honours Course Learning Outcomes ................................................................................................. 4
A6. Roles & Responsibilities ..................................................................................................................... 5
   A6.1 The University has the responsibility to: .................................................................................. 5
   A6.2 The Academic Unit has the responsibility to: ......................................................................... 5
   A6.3 Supervisors have the responsibility to: .................................................................................... 6
   A6.4 Honours Degree Students have the responsibility to: ............................................................ 7
A7. Key Dates ........................................................................................................................................... 7
A8. Course Requirements ........................................................................................................................ 8
A9. Ethics Application Requirements ..................................................................................................... 8
A10. Workplace Health and Safety Requirements .................................................................................. 8
    A10.1 Induction ............................................................................................................................... 8
    A10.2 Risk Assessment .................................................................................................................. 9
    A10.3 Safe Work Procedures (SWP’s) .......................................................................................... 9
    A10.4 Field Work Safety ................................................................................................................ 9
    A10.5 Incident Reporting ................................................................................................................. 9
    A10.6 Personal Protective Clothing & Equipment (PPCE) ............................................................ 9
    A10.7 WHS Training ....................................................................................................................... 10
    A10.8 First Aid ............................................................................................................................... 10
A11. Student Support Services and Facilities ........................................................................................... 10
    A11.1 Disability support ................................................................................................................ 10
    A11.2 Student Support Adviser .................................................................................................... 10
    A11.3 Faculty Librarian: ................................................................................................................ 10
    A11.4 Learning Development........................................................................................................ 10
A12. Equipment, Study Space and Computer/Software Available to Honours Degree Students .... 10
A13. Grades of Honours in this Course ................................................................................................. 11
A14. Honours Method Used in this Course ............................................................................................ 11
A15. Financial or Material Assistance Available ................................................................................... 11
A16. Prizes, Scholarships and Grants ..................................................................................................... 11
A17. Grievance Procedures .................................................................................................................... 11
A18. Policy Advice ............................................................................................................................... 11

Section B: Assessment of Honours Project ............................................................................................. 12

B1. Types of Assessment Used to assess Honours Project .................................................................. 12
B2. Criteria for Assessment of Honours Project .................................................................................... 12
B3. Late Submission ............................................................................................................................. 12
   B3.1 Policy Regarding Late Submission: ...................................................................................... 12
   B3.2 Penalties: ............................................................................................................................... 12
B4. Quality Assurance Process to Ensure the Independent, Transparent and Impartial Assessment of all Honours Project(s) ................................................................. 13

B4.1 Guidelines for Honours Examiners: ................................................................. 13

B4.2 Method for Choosing Honours Examiners ..................................................... 13

B4.3 Procedure for Dealing with Discrepancies between Marks Awarded by Different Honours Examiners ................................................................. 13

B4.4 Method for determining Class of Honours .................................................... 13

B5. Scaling .............................................................................................................. 13

B6. Minimum Attendance Requirements .............................................................. 14

B7. Length, Style and Format of Honours Project ................................................ 14

B8. System of Referencing to be Used in Honours Project .................................... 14

B9. Procedures, Criteria and possible Outcomes in the Handling of Requests for Student Academic Consideration ............................................................. 14

B10. Method for Submitting Written Materials for Assessment ........................... 14

B10.1 TURN-IT-IN (Plagiarism software) ............................................................... 14

B10.2 Required Number of Copies of Written Materials ....................................... 15

B10.3 Arrangements for Acknowledging Submission of Written Materials ............. 15

B11 Procedures for Returning Assessed Materials ................................................ 15

Section C: University Policy ...................................................................................... 16

Version Control Table ............................................................................................. 16

Appendix 1: Formatting and Finalising the Thesis ................................................. 17

Appendix 2: Honours assessment proforma ............................................................ 20

Appendix 3: Publishing Your Research 101 ............................................................ 21
Section A: General Information

A1. Key Contacts

Honours Coordinator

<table>
<thead>
<tr>
<th>Name:</th>
<th>Dr Christopher Richardson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 18, Room 114</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 3254</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:chris_richardson@uow.edu.au">chris_richardson@uow.edu.au</a></td>
</tr>
</tbody>
</table>

A2. Requirements for Admission to Honours

All students entering the Bachelor of Nanotechnology or the Bachelor of Nanotechnology Advanced are automatically in an honours stream with satisfactory academic performance. Maintenance of satisfactory academic progress is essential throughout the program. Students should refer to the Course Handbook for details of the minimum performance requirements. Students who do not achieve the required academic standard will normally be advised to consider a change of program.

A3. Applying for Admission to Honours

No applications are taken for admission, entry to Honours is automatic, but students must still consult with chemistry staff to arrange supervisor and project and complete the "application of consideration for entry to honours" form.

For general enquiries please contact the Student Centre:

<table>
<thead>
<tr>
<th>Location:</th>
<th>41.152</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>61 2 4221 3492</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:smah-students@uow.edu.au">smah-students@uow.edu.au</a></td>
</tr>
</tbody>
</table>

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 this subject, students should be able to:

1. Describe Research Developments in an area of Nanotechnology
2. Write coherent reports on their aims, methodology, results and conclusions
3. Discuss the broader implications of their research work;
4. Give clear seminars describing their work.
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, in either physical or electronic form.
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 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.
A6.4 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>Finalisation of proposal</th>
<th>18 March 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral presentations</td>
<td>Semester 1 study recess 2016, Week 13 of Semester 2 2016 Details TBC</td>
</tr>
<tr>
<td>Submission of final written project (Autumn 2014 intake)</td>
<td>14 October 2016 12:00 noon</td>
</tr>
<tr>
<td>Assessment Committee meeting date</td>
<td>Late November (TBC for April 2015 submission)</td>
</tr>
</tbody>
</table>
A8. Course Requirements

The subjects required for the Honours component of this course are stipulated below. Students in this degree must complete the subjects required for the first 3 years of their program before proceeding into this fourth year. Students are also required to complete additional subjects in their final year. Students should refer to the relevant Course Handbook page for further information.

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject name</th>
<th>Session</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>NANO401</td>
<td>Honours Project in Nanomaterials/Nanotechnology</td>
<td>Annual; Spring/Autumn</td>
<td>24</td>
</tr>
</tbody>
</table>

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.


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, use of hydrogen; laser lab; numerous other lab equipment items.

Your supervisor should help arrange the appropriate training.
A10.2 Risk Assessment
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 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.

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 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.

A11.2 Student Support Adviser
For enquiries please contact:
Name: Michelle Collis
Location: 15.241
Telephone: 61 2 4221 5297
Email: mcollis@uow.edu.au

A11.3 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

A11.4 Learning Development

A12. Equipment, Study Space and Computer/Software Available to Honours Degree Students
The project proceeds under the direction of the chosen supervisor, who will normally be the primary source of research guidance. Equipment, laboratory and study space, IT and other research and office support is normally provided by the host research group and school, and not charged to the student. Partial thesis production costs must be borne by the student, as outlined below.
A13. Grades of Honours in this Course
The grading system for Honours is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class</td>
<td>80–100</td>
</tr>
<tr>
<td>Second Class, Division 1</td>
<td>72.5&lt;80</td>
</tr>
<tr>
<td>Second Class, Division 2</td>
<td>65&lt;72.5</td>
</tr>
<tr>
<td>Honours not awarded</td>
<td>0&lt;65</td>
</tr>
</tbody>
</table>

A14. Honours Method Used in this Course
The class of Honours awarded is based on performance in third and fourth year subjects, based on a Weighted Average Mark (WAM) formula in accordance with Method 3 in the General Course Rules Section 8.

A15. Financial or Material Assistance Available
Chemistry will provide laser printing and limited photocopying facilities. Laser printing should be restricted to THREE complete drafts of the thesis. Binding of theses is the responsibility of students.

A16. 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.

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.

A17. 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):
http://www.uow.edu.au/about/policy/alphabetical/UOW058653

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

A18. 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>Major Thesis</td>
<td>14/10/2016 (TBC)</td>
<td>80%</td>
</tr>
<tr>
<td>Seminar 1</td>
<td>10/06/2016 (TBC)</td>
<td>10%</td>
</tr>
<tr>
<td>Seminar 2</td>
<td>29/10/2016 (TBC)</td>
<td>10%</td>
</tr>
</tbody>
</table>

B2. Criteria for Assessment of Honours Project

Assessment 1: Major Thesis
- Date for Submission: 15/10/2015
- Weighting: 80%
- Marking Criteria: The thesis will be examined by 2 academics and by means of an oral examination on or around 1 November 2016. The oral examination committee consists of a chair, 2 academic examiners and the student’s supervisor(s). See appendix 1 for more information on Thesis formatting.

Assessment 2: Seminar 1
- Date for Submission: 10/06/2016
- Weighting: 10%
- Details: 15 Minutes + 5 Minutes for Questions
- Marking Criteria: Marks will be allocated on the quality of the presentation (visual and oral)

Assessment 3: Seminar 2
- Date for Submission: 29/10/2016
- Weighting: 10%
- Details: 15 Minutes + 5 Minutes for Questions
- Marking Criteria: Marks will be allocated on the quality of the presentation (visual and oral)

Note: Student must attempt and pass all assessment tasks to pass this subject.

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](http://www.uow.edu.au/student/central/academicconsideration/index.html)

B3.2 Penalties:
The penalty for a thesis submitted late is 5% 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.
B4. Quality Assurance Process to Ensure the Independent, Transparent and Impartial Assessment of all Honours Project(s)

B4.1 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 80% of the final mark for the academic year (35.5 weeks duration).

For each student the School will appoint an assessment panel of two academic staff. The assessment panel has several roles:

- An initial meeting with the student, supervisor and, if possible, the Honours Coordinator in week 1-2 to review the research project.
- Read the literature review and provide feedback at the end of the first session of the project. Optionally a project review meeting with supervisor will be held at this time.
- Assess the thesis and conduct the oral examination.

B4.2 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.

B4.3 Procedure for Dealing with Discrepancies between Marks Awarded by Different Honours Examiners
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.

In the event of examiners marks being different by ≥10% , an additional examiner will be appointed. The final thesis mark will be the average of the grades.

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.

B4.4 Method for determining Class of Honours
The Honours grade will be calculated in accordance with Method 3 defined in the General Course Rules Section 8.

B5. Scaling
Scaling may occur in this subject at the end of the session by the Unit Assessment Committee and/or the Faculty Assessment Committee (FAC). Marks will only be scaled to ensure fairness/parity of marking across groups of students. Scaling will not affect any individual student’s rank order within their cohort.
B6. Minimum Attendance Requirements
Students must attend the Project Outline meeting and present Seminars 1 and 2 as a minimum attendance requirement.

B7. Length, Style and Format of Honours Project
The thesis should provide a detailed but succinct description of the project background, work carried out, results and conclusions. The ability to write clearly, accurately and concisely and to present scientific data effectively is essential for success in a scientific career. The thesis will be evaluated on such points as the clarity, precision and brevity of the reporting, the general arrangement and organisation of the material reported, and the quality and relevance of illustrations and tabulated data. The thesis must be submitted in the approved format, which is detailed in the appendix.

Note that there is a length limit of 60 pages, including all text, diagrams and experimental details but excluding references (See appendix 1 for details). Large volumes of data, computer programs or other such detailed material may be added as an appendix only if the thesis stands alone without it, i.e. an appendix should contain only useful but supplementary material. Theses over the recommended length are viewed as unacceptable. Theses will only be accepted for submission when they conform to the length and format requirements. Late penalties will be applied if the submission of an acceptable thesis is after the submission date.

B8. System of Referencing to be Used in Honours Project
Refer to Appendix 1 for details on referencing to be used for written work.

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

B9. 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).


B10. Method for Submitting Written Materials for Assessment
Spiral bound copies of your thesis should be submitted to Dr C Richardson (Subject Coordinator) before 3 pm on the due date.

B10.1 TURN-IT-IN (Plagiarism software)
Your ELECTRONIC COPY should be provided as a single PDF document via e-mail to crichard@uow.edu.au. This has the same deadline as the hard copy. This version will be vetted by the software “turnitin” (www.turnitin.com) as a means to assess plagiarism. Please note that we look out for plagiarism while marking as well. If you are concerned about this please talk to your supervisors early.
B10.2 Required Number of Copies of Written Materials
A single electronic copy (PDF) of the thesis of all material to be assessed (including maps, figures, appendices, specimen lists) must be sent to the Honours Coordinator. Two soft-bound copies of the thesis must be submitted.

A single PDF document of your final thesis in the prescribed format must be submitted to the School of Chemistry within three weeks of the final oral exam. This final version may incorporate minor corrections suggested by the examiners before final binding. Submission of the final thesis is a prerequisite for graduation.

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

B11 Procedures for Returning Assessed Materials
Students will be able to receive back the submitted version of their thesis after the oral examinations to incorporate the corrections suggested by examiners. In accordance with University Policy marked assignments will usually only be held for 21 days after the declaration of marks for that assignment.
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>20151109</td>
<td>Dr Christopher Richardson – Subject Coordinator</td>
<td>Mrs Sonia Losinno – ADE Nominee</td>
<td>Final Nanotechnology Autumn 2016 Honours Guide</td>
</tr>
<tr>
<td>2</td>
<td>20151214</td>
<td>Dr Christopher Richardson – Subject Coordinator</td>
<td>Mrs Sonia Losinno – ADE Nominee</td>
<td>Amendments to Grades of Honours in this Course section</td>
</tr>
</tbody>
</table>
Appendix 1: Formatting and Finalising the Thesis

TWO BOUND COPIES and one electronic copy of the thesis must be submitted using the following format:

(i) The abstract, introduction, experimental, results and conclusions of the thesis should be no more than 60 pages and double spaced typescript on size A4 paper. Use true type fonts such as Arial or Times, and use 12 point for the main body of the text. Pages used for index, acknowledgements and appendices do not count towards the 60 page limit.

(ii) The margins on each page should not be less than 4 cm on the bound side, 2 cm on the unbound side, 2 cm at the top and 2 cm at the bottom.

(iii) The thesis must include the following sections:

(a) Title Sheet, format as follows:

TITLE OF THESIS

A thesis submitted in (partial) fulfilment of the requirements for the award of the degree of

BACHELOR OF NANOTECHNOLOGY

with Honours

from

The University of Wollongong

by

(AUTHOR'S NAME, DEGREE(S) HELD)

Supervisor - (     )

(NAME OF SCHOOL)

(MONTH, YEAR)
(b) Table of Contents

(c) Abstract: A summary that states the results achieved, normally less than 150 words.

(d) Acknowledgments

(e) Introduction: which describes published work relevant to the thesis and forms the foundation of the topic.

(f) Experimental: Specific representative procedures should be given when possible, rather than repetitive individual descriptions.

(g) Results and Discussion: The main body of the thesis describing your work subdivided into headings according to the custom of refereed publications in the actual area of your research program. Tabulation of experimental results or data is encouraged when this leads to more effective presentation or more economical use of space.

(h) Conclusions: a succinct summary of the outcomes of the project.

(i) Referencing: The style of referencing to be used is that of Advanced Materials, a leading journal in the field. References should be numbered sequentially as they appear in the text\(^{(1)}\) as superscripts in square brackets.\(^{(2-5)}\) Only papers that are published or in press should be referenced. The footnote and endnote options provided by many text programs should not be used. Journal titles should be abbreviated according to the Chemical Abstracts Service Source Index (CASSI). In citing the literature, the format below should be followed as an example:

\[\text{[1]}\ a)\ C.\ D.\ Dimitrakopoulos,\ P.\ R.\ L.\ Malenfant,\ \textit{Adv.\ Mater.}\ 2002,\ 14,\ 99.\ b)\ M.\ R.\ Robinson,\ S.\ Wang,\ A.\ J.\ Heeger,\ G.\ C.\ Bazan,\ \textit{Adv.\ Funct.\ Mater.}\ 2001,\ 11,\ 413.\]

\[\text{[2]}\ A.\ R.\ Raju,\ C.\ N.\ R.\ Rao,\ J.\ Chem.\ Soc.,\ \textit{Chem.\ Commun.}\ 1991,\ 1260.\]

\[\text{[3]}\ J.\ W.\ Grate,\ G.\ C.\ Frye,\ in\ Sensors\ Update,\ Vol.\ 2\ (Eds:\ H.\ Baltes,\ W.\ Göpel,\ J.\ Hesse),\ \textsc{WILEY-VCH},\ Weinheim,\ Germany\ 1996,\ Ch.\ 2.\]

\[\text{[4]}\ B.\ Batlogg,\ "Molecular\ Organic\ Crystals",\ presented\ at\ Int.\ Conf.\ on\ Science\ and\ Technology\ of\ Synthetic\ Metals\ 2000\ (ICSM\ 2000),\ Bad\ Gastein,\ Austria,\ July\ 15-21,\ 2000.\]

\[\text{[5]}\ B.\ R.\ Ezzel,\ W.\ P.\ Carl,\ W.\ A.\ Mod,\ US\ Patent\ 4\ 330\ 654,1982.\]

Note that journal and book titles should be in italics, the year of publication in boldface type, and the volume number of journals in italics.

(j) Appendix (if required)

(iv) The table of contents and abstract pages may be numbered separately with small Roman numerals.

(v) The lettering on the spine binding will be:
(a) 15 mm from the bottom and across - UW

(b) 70 mm from the bottom and lengthwise - the degree and, underneath, the year of submission. For example: 2013 B Nano (Hons)

(c) evenly spaced between the degree and top, reading upwards, the name of the author, initials first and surname or family name.

**Thesis Binding**

Binding of theses is the responsibility of students.
Appendix 2: Honours assessment proforma

The Honours thesis should be graded as normal for an individual subject:

**85% - 100%: High Distinction**
You should mark in this range if you feel that the student is worthy of progressing to a PhD program and is considered competitive for a UOW HDR Scholarship. Suggested marking within this range:

- **90%-100%**: Outstanding standard, demonstrating independent thought throughout, a flair for the subject, comprehensive knowledge of the subject area and a level of achievement similar to that expected by first rate academic journals. This mark reflects an exceptional achievement with a high degree of initiative and self-reliance, considerable student input into the direction of the study, critical evaluation of the established work in the area and competency in experimental/computational techniques in the discipline. The thesis requires minor corrections and the writing standard is of publishable quality.

- **85%-89%**: The student is showing a command of the field both broad and deep, with the presentation of some novel insights. Student will have shown a solid foundation of conceptual thought and a breadth of factual knowledge of the discipline, clear familiarity with and ability to use central methodology and experimental practices of the discipline, and clear evidence of some independence of thought in the subject area. Some student input into the direction of the study or development of techniques, and critical discussion of the outcomes. The thesis contains minor errors that are easily corrected.

**75% - 84%: Distinction**
You should mark in this range if you feel that the student is worthy of progressing to a PhD program, but is not considered competitive for a UOW HDR Scholarship. Student will have shown a command of the theory and practice of the discipline. They will have demonstrated their ability to conduct work at an independent level and complete tasks in a timely manner, and have an adequate understanding of the background factual basis of the subject. Student shows some initiative but is more reliant on other people for ideas and techniques and project is dependent on supervisor's suggestions. The thesis has a high number of typo/formatting errors that can be easily corrected.

**65% - 74%: Credit**
Student should not progress to a PhD program, but the work has merit. The student is proficient in the theory and practice of their discipline but has not developed complete independence of thought, practical mastery or clarity of presentation. Student showed adequate but limited understanding of the topic and has largely followed the direction of the supervisor. Errors in thesis require significant effort to rectify.

**50% - 64%: Pass**
Student should not progress to a PhD program, but the work is acceptable. The student has successfully completed the work, but at a standard barely meeting Honours criteria. The student’s understanding of the topic is extremely limited and they have shown little or no independence of thought or performance.

**<50%: Fail**
Student should not progress to a PhD program and the work is of unacceptable quality.
Appendix 3: Publishing Your Research 101

(https://pubs.acs.org/page/publish-research/index.html).

Episode 1. Publishing Your Research 101 (43 min, 28s)
How to Write a Paper to Communicate Your Research
The first episode in our series is an interview with Professor George M. Whitesides from Harvard University who has published nearly 600 papers with ACS Publications, and over 1100 articles overall, and has served on the advisory boards of nine peer-reviewed journals.
1. Improving your writing skills (3:56)
2. Writing so people will notice (4:08)
3. What have you done when your article is rejected? (2:56)
4. What are your favourite articles? (1:58)
5. The impact of technology on scientific articles (5:51)
6. Videos and scientific communication (6:05)
7. How do you choose your areas for research? (2:30)
8. Why did you do this video? (2:17)

Episode 2. Publishing Your Research 101 (6 min 49 s). Writing Your Cover Letter
Finally, the article is ready for submission. Now you need to write a cover letter. Is it that important? Do you really need to spend another few hours writing the cover letter, and then perhaps a couple days to allow your co-authors time to review, comment, and agree? Four of our journal editors share their views on the cover letter and how it can help them understand the significance of your work for their journal, and in the discipline.

Episode 3. Publishing Your Research 101 (5 min 57 s)
Selecting Peers to Suggest as Reviewers
In the third episode in our publishing series, our editors will provide some tips to help you decide whom to suggest as reviewers for your article. The reviewers will not only make recommendations on whether or not the work should be published, but on its suitability for the journal. They will also make comments and suggestions to help you improve the quality and clarity of your manuscript, and perhaps even to improve your science. Your article, when published, will be better for having gone through this process. It is to your advantage to have knowledgeable and rigorous reviewers evaluating your manuscript.

Episode 4. Publishing Your Research 101 (8 min 40 s)
Submitting Your Manuscript Using the ACS Paragon Plus Environment
In the fourth episode in our publishing series, we focus on the manuscript submission process itself, providing a guide to navigating ACS's Paragon Plus peer review environment. While the demonstration and discussion are based on the ACS submission system, many of the comments address issues that are applicable to publishers in general. What does the submission system look like? What are some of the critical steps in the process? What can you do to make sure your manuscript makes it through the peer review process as quickly as possible? What if you make a mistake during your submission? Listen in and hear from our own experts some tips for navigating the system.

Episode 5. Publishing Your Research 101 (15 min)
Ethical Considerations for Authors and Reviewers
In the fifth episode of our publishing series, we focus on the ethical considerations in scholarly publishing. Ethical behaviour in research and publication form the foundation of scientific discovery and communication. Simply put, experiments should be performed and communicated honestly and with integrity, and attribution should be given to acknowledge the contributions of others. Our editors examine some specific ways in which these principles apply during the publication and peer review process and highlight some of the common problems that arise from both authors and reviewers.