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 ............................................................................................ 5
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 ........................................................................................................................................ 8
A8. Coursework Requirements ............................................................................................................. 9
A9. Ethics Application Requirements .................................................................................................. 9
A10. Workplace Health and Safety Requirements ............................................................................... 9
    A10.1 Induction ................................................................................................................................ 9
    A10.2 Risk Assessment ....................................................................................................................... 9
    A10.3 Field Work Safety ................................................................................................................... 10
    A10.4 Incident Reporting .................................................................................................................... 10
    A10.5 Safe Work Procedures ............................................................................................................ 10
    A10.6 Personal Protective Clothing & Equipment (PPCE) ............................................................... 10
    A10.7 First Aid ................................................................................................................................ 10
    A10.8 WHS Training ......................................................................................................................... 10
A11. Student Support Services and Facilities ....................................................................................... 11
    A11.1 Disability support .................................................................................................................... 11
    A11.2 Student Support Adviser ....................................................................................................... 11
    A11.3 Faculty Librarian .................................................................................................................... 11
    A11.4 Learning Development .......................................................................................................... 11
    A11.5 General Facilities ................................................................................................................... 11
A12. Grievance Procedures .................................................................................................................... 11
A13. Equipment, Study Space and Computer/Software Available to Honours Degree Students .... 12
A14. Materials ....................................................................................................................................... 12
A15. Financial or Material Assistance Available .................................................................................. 13
A16. Prizes, Scholarships and Grants .................................................................................................. 13
A17. Useful Honours Information ......................................................................................................... 13

Section B: Assessment of Honours Project .......................................................................................... 14
B1. Types of Assessment Used to assess Honours Project .................................................................. 14
B2. Criteria for Assessment of Honours Project .................................................................................. 14
B3. Method for Submitting Written Materials for Assessment ........................................................... 16
   B3.1 Required Number of Copies of Written Materials ................................................................... 16
   B3.2 Turnitin (Plagiarism software) .................................................................................................. 16
Section A: General Information

A1. Key Contacts

Honours Coordinator

<table>
<thead>
<tr>
<th>Name:</th>
<th>Dr Solomon Buckman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room 163</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 5950</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:solomon@uow.edu.au">solomon@uow.edu.au</a></td>
</tr>
</tbody>
</table>

Honours Liaison and Support

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mrs Marina McGlinn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room G29</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 4396</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:marina_mcglinn@uow.edu.au">marina_mcglinn@uow.edu.au</a></td>
</tr>
</tbody>
</table>

Administrative Assistant

<table>
<thead>
<tr>
<th>Location:</th>
<th>Building 41, Room 154</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>61 2 4221 3721</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:sees-administration@uow.edu.au">sees-administration@uow.edu.au</a></td>
</tr>
</tbody>
</table>

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>

A2. Requirements for Admission to Honours

The requirement is that students achieve an average of at least credit grade for 24 credit points in 300-level subjects of an Earth and Environmental Sciences major. They must also qualify for the degree of Bachelor of Science. Graduates from other Universities may also apply to undertake Honours at the University of Wollongong providing they meet equivalent requirements to those at the University of Wollongong.

Candidates in the BSc (Honours) Advanced Program proceed directly to Honours without being required to lodge an application.

A3. Applying for Admission to Honours

Students who are near to completing their degree and a major study in Earth and Environmental Sciences (i.e. 24 credit points in Earth and Environmental 300-level subjects that constitute a coherent specialisation) may apply for entry into an Honours degree. Normally the student must have a weighted average mark (WAM) of at least 70 for the 24 credit points of 300-level subjects relating to the honours discipline. An application form (available from Future Students or the Web) needs to completed and lodged with Future Students by the Friday of the second week in December for Autumn session enrolment and by the last working day in June for Spring session enrolment. Students should identify their areas of research interest and consult with the relevant academic staff in order to determine a suitable Honours project. The Head of School will not approve entry into Honours unless a suitable project and supervisor are nominated in the Honours application.

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 should consult with the Honours Coordinator with regard to exact timelines and assessment due dates. Students will only be allowed to transfer registration with academic consideration: on either medical or compassionate grounds.

A5. Honours Course Learning Outcomes

<table>
<thead>
<tr>
<th>On completion of this subject students will be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Undertake and manage an independent research project in a specific field of Earth and Environmental Sciences.</td>
</tr>
<tr>
<td>2. Summarise and critically evaluate scientific literature relevant to the project and broader discipline area</td>
</tr>
<tr>
<td>3. Develop and implement an appropriate methodology that will test a clearly articulated hypothesis or accomplish a specific aim</td>
</tr>
<tr>
<td>4. Clearly communicate aims, methods and results in both oral and written formats</td>
</tr>
<tr>
<td>5. Integrate all of the findings together as a well structured, written and presented thesis</td>
</tr>
</tbody>
</table>

A6. Roles & Responsibilities

A6.1 The University has the responsibility to:

1. specify clearly minimum entry standards for each Honours Degree;
2. take measures to protect the intellectual property (IP) arising from the work of its students in accordance with the University's IP Intellectual Property Policy;
3. maintain policy and procedures by which either the student or the Supervisor may take action as appropriate should significant difficulties arise with respect to the Honours Project;
4. where possible, ensure each student enrolling full time in an 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 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 (See Section C).

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>Event</th>
<th>Annual –</th>
<th>Spring 2016/Autumn 2017 –</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for applications</td>
<td>Second Friday in December</td>
<td>Last Business day in June</td>
</tr>
<tr>
<td></td>
<td>(11 December 2015)</td>
<td>(30 June 2016)</td>
</tr>
<tr>
<td>Start Date</td>
<td>8 February 2015</td>
<td>18 July 2015</td>
</tr>
<tr>
<td>(2 weeks prior to Orientation Week)</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>8 February 2015</td>
<td>18 July 2015</td>
</tr>
<tr>
<td>(Monday last week of Recess)</td>
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<tr>
<td>Oral presentations – Seminar 1</td>
<td>7-14 March 2016 (Dates TBC)</td>
<td>15 August 2015 (Date TBC)</td>
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<td>(4 -5 weeks after start date)</td>
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<tr>
<td>Finalisation of proposal / Outline of Honours Project</td>
<td>21 March 2016; 12:00 noon</td>
<td>29 August 2016; 12:00 noon</td>
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<tr>
<td>(6 weeks after start date)</td>
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<tr>
<td>Submission of ethics application (where applicable)</td>
<td>As appropriate according to committee dates – seek advice from your UOW</td>
<td></td>
</tr>
<tr>
<td>Submission of full Literature Review and Methodology</td>
<td>16 May; 12:00 noon</td>
<td>24 October; 12:00 noon</td>
</tr>
<tr>
<td>(8 weeks after due date for the Outline of Honours Project)</td>
<td></td>
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</tr>
<tr>
<td>Oral presentations – Seminar 2</td>
<td>8-15 August 2016 (Dates TBC)</td>
<td>30 January 2017 (Date TBC)</td>
</tr>
<tr>
<td>(9 weeks prior to thesis submission date)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of Draft Report to Supervisor for comment</td>
<td>21 September 2016</td>
<td>15 March 2017</td>
</tr>
<tr>
<td>(3 weeks before due date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of final written project</td>
<td>12 October 2014; 12:00 noon</td>
<td>5 April 2016; 12:00 noon</td>
</tr>
<tr>
<td>(35.5 weeks from start date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(37.5 weeks from start date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Committee meeting date</td>
<td>Late November</td>
<td>15 March 2017</td>
</tr>
<tr>
<td></td>
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</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>EESC401</td>
<td>Earth and Environmental Sciences Honours Full-time</td>
<td>Annual</td>
<td>48</td>
</tr>
<tr>
<td>EESC407</td>
<td>Earth and Environmental Sciences Honours Part-Time</td>
<td>Annual</td>
<td>24</td>
</tr>
</tbody>
</table>

Select either the full-time (48cp) or 48cp of the equivalent part-time subject (2 x 24cp) option below.

Students in the Bachelor of Science Advanced (Honours) 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 within the School of Earth and Environmental Sciences.


All relevant guidelines and forms can be found via the WHS link on the SEES homepage: [http://smah.uow.edu.au/sees/health-safety/index.html](http://smah.uow.edu.au/sees/health-safety/index.html)

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 School will also require a local area induction or specific training e.g., OSL lab, Geochemistry labs, core cutting room and crushing lab. Specific laboratory managers should be contacted to arrange this training.

A10.2 Risk Assessment

All research 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. Generic risk and field trip risk assessment forms are linked of the SEES WHS webpage and, once completed, should be submitted to the School Office for archiving. A copy should also be kept by the student for their reference.
A10.3 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 Science 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 and where relevant a detailed Communication and Emergency Plan Fieldwork Participant Acknowledgement (and/or Volunteer Acknowledgement for those with volunteer help from outside the University). The documents must be approved by your Supervisors and then be submitted to the SEES 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 are available from the SEES field staff.

A10.4 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.

A10.5 Safe Work Procedures
All medium to high risk activities within a SEES laboratory or undertaken in the field should have a documented safe work procedure. It is your responsibility to read these and ensure that you adhere to the various guidelines included. Smoking, eating and drinking are not permitted in any wet, dry or computer laboratory.

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

A10.7 First Aid
If you, or someone you are with, requires first aid, either contact or ask a staff member to contact nominated School First Aid Officers as listed:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Phone ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security (Emergencies)</td>
<td>4900</td>
<td></td>
</tr>
<tr>
<td>Jose Abrantes</td>
<td>Rm 41.G60</td>
<td>3596</td>
</tr>
<tr>
<td>Denise Alsop</td>
<td>Rm 41.154</td>
<td>3721</td>
</tr>
<tr>
<td>Brent Peterson</td>
<td>Rm 42.G06</td>
<td>4079</td>
</tr>
<tr>
<td>Penny Williamson</td>
<td>Rm 41.158A</td>
<td>4075</td>
</tr>
</tbody>
</table>

A10.8 WHS Training
For some students it may be relevant and very important to undertake certain OH&S training before commencing. 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 courses are compulsory depending upon the type of research work being completed, e.g., if working in a wet lab ‘Working with Hazardous Substances’ is required and if working in the OSL lab ‘Radiation Safety’ is required.
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

OR

Name: Jenny Ferrington (nee Walsh)
Location: 15.232
Telephone: 61 2 4221 5332
Email: jenwalsh@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


A11.5 General Facilities

Information regarding UOW’s general student facilities is available at: http://www.uow.edu.au/student/facilities/index.html

A12. 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, Executive Dean of the Faculty or the Student Ombudsmen. The University has a Policy on Grievance Resolution Procedures and these can be accessed via the University Web pages at:

Faculty of Science, Medicine and Health Academic Grievance Policy & Procedures: http://smah.uow.edu.au/UOW000977.html
A13. Equipment, Study Space and Computer/Software Available to Honours Degree Students

Equipment for field work is available from Brent Peterson (Ext 4079, Rm 41.G06) and has to be booked two weeks in advance. Use the email: sees_fieldrequest@uow.edu.au to book equipment.

Equipment in laboratories can be used after induction and arrangement with the appropriate Laboratory Manager (see sign on door of Laboratory) in consultation with your supervisor. Strict rules apply in regard to laboratory procedures.

All full-time Honours students may be able to access shared desk space in the School’s Honours room (41.165) and a storage locker. Shared general purpose computers and software are available in the Honours room. Please see the SEES Administrative Assistant to gain access to the Honours room or a locker during your Honours candidature.

If your project will require the use of spatial technologies such as GIS, Remote Sensing, GPS, aerial imagery or spatial data (whether hardcopy or digital), you will need access to the SEES Spatial Analysis Laboratories (SAL). For initial information about the SAL, please review the SAL Portal located at http://sal-portal.info.

Honours students intending to use the SAL and its resources will need to go through a project registration process. This can be done online using the Project Registration form, which can be accessed via the menu on the left hand side of the SAL Portal Website (http://sal-portal.info). You will receive a confirmation email on submission of your project details. One of the SAL Staff will then contact you to arrange a meeting to discuss your project’s geospatial needs.

Importantly, both the SAL Project Registration and sourcing of any spatial data that might be needed will require time. Therefore, you are encouraged to begin the process as soon as you and your supervisors have come to an agreement on the scope of your research project. Please do not leave this to your last month of honours, even if all you need is a site or location map.

A14. Materials

Items to be purchased associated with Honours projects have to be by arrangement with your supervisor with permission of the Head of School. Small items can be purchased using School housekeeping funds up to a value of $500 per student.
A15. Financial or Material Assistance Available

The School of Earth and Environmental Sciences will provide some materials and equipment for approved projects (e.g. aerial photographs, drafting film, consumables for thin sections, materials for questionnaires), to a maximum cost of $500. Should further funding be required, this will be considered on a case by case basis by application to the Head of School with the support of your supervisor.

Honours students are permitted to make 300 pages of printing/photocopying (e.g. for important reference articles) at School expense. This will be regulated by the use of PIN codes applicable to the School’s photocopiers. Please bear in mind that staff have priority access to the photocopiers.

School support staff are very willing and able to provide advice and training in a wide range of technical tasks and procedures necessary for the successful completion of a research project. All requests for work to be completed by support staff must be made via your supervisor(s). The appropriate support and research staff and their current major area(s) of expertise are listed below:

- sees-administration@uow.edu.au: School Administrative Assistant
- Marina McGlinn: Student liaison and support, logistics
- sees_fieldrequest@uow.edu.au: Field support
- Brent Peterson: Field support, drilling operations
- Heidi Brown: Spatial Analysis Laboratories Manager
- Alex Ullrich: Spatial Systems Support
- sees_maprequest@uow.edu.au: Maps/Cartography
- José Abrantes: Thin and polished sections, XRD, SEM
- Terry Lachlan: Geochronologist, AAR Laboratory
- Lily Yu: Geochemistry Technical Support
- David Wheeler: Isotope Laboratory
- Penny Williamson: Cataloguing, photography

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.

Illawarra Prize in Honours (4th) Year Earth and Environmental Sciences
Honours students who have achieved a minimum of Honours Class I may be considered for this Prize. The Prize may be awarded annually to the Honours student in Earth and Environmental Sciences with sufficient merit.

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. Useful Honours Information

Much useful information and guidance on all aspects of Honours is provided on:

- SOLS – SEES Honours Moodle site
- University’s general website for Honours: http://www.uow.edu.au/student/honours/
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>Seminar 1</td>
<td>7 – 14 March 2016 (TBC)</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Seminar 2</td>
<td>8-15 August 2016 (TBC)</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Outline of Honours Project (including Literature Review)</td>
<td>21 March 2016</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Full Literature Review and Methodology</td>
<td>16 May 2016</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Draft thesis</td>
<td>21 September 2016</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Thesis</td>
<td>12 October 2016</td>
<td>100%</td>
</tr>
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B2. Criteria for Assessment of Honours Project

**Assessment 1**

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<thead>
<tr>
<th>Assessment 1</th>
<th>Seminar 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date for Submission</td>
<td>7 – 14 March 2016 (TBC)</td>
</tr>
<tr>
<td>Weighting</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Details</td>
<td>Length 5 minutes plus 5 minutes question time.</td>
</tr>
<tr>
<td></td>
<td>The subject is an outline of the candidate's honours project.</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>While this presentation is (currently) ungraded, failure to present such a seminar will result in a mark of fail being recorded.</td>
</tr>
</tbody>
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**Assessment 2**

<table>
<thead>
<tr>
<th>Assessment 2</th>
<th>Seminar 2</th>
</tr>
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<tbody>
<tr>
<td>Date for Submission</td>
<td>8-15 August 2016 (TBC)</td>
</tr>
<tr>
<td>Weighting</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Details</td>
<td>Length 10 minutes plus 5 minutes question time.</td>
</tr>
<tr>
<td></td>
<td>The subject to be based on thesis work, its progress to date, future work anticipated, and problems encountered. A scientific rather than logistical talk is required but also with the intent of receiving feedback and advice from staff and your peers.</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>While this presentation is (currently) ungraded, failure to present such a seminar will result in a mark of fail being recorded.</td>
</tr>
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**Assessment 3**

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<thead>
<tr>
<th>Assessment 3</th>
<th>Outline of Honours Project (including Literature Review)</th>
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<tr>
<td>Date for Submission</td>
<td>21 March 2016</td>
</tr>
<tr>
<td>Weighting</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Details</td>
<td>To be completed in the Outline of Honours Project template</td>
</tr>
<tr>
<td></td>
<td>To be submitted to Turnitin on the Moodle site.</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>The Outline of the Honours Project is read by at least two academic members of the School in the general discipline area (e.g. physical geography, geology) in addition to the supervisor. Comments and feedback regarding the Outline of the Honours Project are given to the student via the examiner's report. The two academic members record either a satisfactory or unsatisfactory mark for the Outline of the Honours Project and this may be taken into consideration for a final borderline mark for the thesis.</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Full Literature Review and Methodology</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Date for Submission</td>
<td>16 May 2016; 12 noon</td>
</tr>
<tr>
<td>Weighting</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Details</td>
<td>To be submitted to Turnitin on the SEES Honours Moodle site. Will be read by the supervisor/s. It will be assessed as either Satisfactory or Unsatisfactory.</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>The supervisor/s will record either a satisfactory or unsatisfactory mark for the Outline of the Honours Project and this may be taken into consideration for a final borderline mark for the thesis.</td>
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<table>
<thead>
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<th>Assessment 5</th>
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<tr>
<td>Date for Submission</td>
<td>21 September 2016</td>
</tr>
<tr>
<td>Weighting</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Details</td>
<td>To be submitted electronically to supervisor/s. See B3.2. Will be read by the supervisor/s. It will be assessed as either Satisfactory or Unsatisfactory.</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>The supervisor/s will record either a satisfactory or unsatisfactory mark for the Outline of the Honours Project and this may be taken into consideration for a final borderline mark for the thesis.</td>
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</table>

<table>
<thead>
<tr>
<th>Assessment 6</th>
<th>Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date for Submission</td>
<td>12 October 2016, 12 noon, to the SEES School Office</td>
</tr>
<tr>
<td>Weighting</td>
<td>100%</td>
</tr>
</tbody>
</table>
| Details | Topic to be approved by the Head of School in consultation with the supervisor.  
The thesis should not exceed 25000 words and may well be less than this. See B3.2 |
| Marking Criteria | For the thesis the following marking criteria are used.  
A First Class thesis contains significant original results derived from a successful research project. Presentation, interpretation and discussion of significance are completed to an excellent standard. The research is placed in the context of relevant international literature. Writing and diagrammatic presentation are completed to a very high to excellent standard.  
A Second Class Division 1 thesis contains significant original results derived from a successful research project. Presentation, interpretation and discussion of significance are completed to a high to very high standard. The research is placed in the context of relevant international literature. Writing and diagrammatic presentation are completed to a high to very high standard.  
A Second Class Division 2 thesis contains significant original results derived from a successful research project. Presentation is completed to a high standard. Interpretation, discussion of significance and contextualisation within the relevant literature are completed to a moderate standard; these may be areas of deficiency. Writing and diagrammatic presentation are completed to a high standard.  
A Third Class thesis contains some significant original results derived from a successful research project. Presentation is completed to a moderate standard. Interpretation, discussion of significance and contextualisation within the relevant literature are clearly deficient. Writing and diagrammatic presentation are completed to a poor to moderate standard.  
A Fail grade is rarely given at the Honours level and reflects a lack of accomplishment on the part of the student with respect to their research project. A failed thesis would be deficient in terms of data, presentation, interpretation and contextualisation. |
B3. Method for Submitting Written Materials for Assessment

B3.1 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) on a CD-ROM/DVD/ USB Flash Drive must be provided to the School office.

This material constitutes the “assessable thesis”. (NB Students should ensure that they are familiar with producing a PDF copy of the thesis well in advance of the due date. Extensions of time will not be granted for technical difficulties with the production of a PDF.)

B3.2 Turnitin (Plagiarism software)
Prior to final submission, the student will be required to submit a copy of their report to “Turnitin” (www.turnitin.com) as a means to assess plagiarism via the SEES Honours Moodle Site. Please note that examiners look out for plagiarism while marking as well. If you need more information about this please talk to your supervisors well in advance of submission.

B3.3 Arrangements for Acknowledging Submission of Written Materials
A receipt for submitted written materials will be issued at times of submission.

B4. Late Submission
B4.1 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. Requests for extensions of time must be made in writing with the supervisor(s) support to the Head of School via the Honours coordinator/s no later than one week before the thesis is to be submitted. The Head of School will inform a candidate of the outcome of a request for an extension in writing before the due date. Failure to give one week’s notice may make it impossible for an extension to be granted in writing by the due date. Failure to give one week’s notice may make it impossible for an extension to be granted in writing by the due date.

For further details about applying for academic consideration refer to Section B6.

B4.2 Penalties:
The penalty for a thesis submitted late is 2% 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.
B5. Procedures for Returning Assessed Materials
An electronic copy will be kept within the School of Earth & Environmental Sciences and the University of Wollongong open access digital archive in the University of Wollongong Library via Research Online, (once approved by the School assessment committee, at the time the honours degree marks are determined, and with the agreement of the student via ‘Honours Thesis Declaration Digital Copy’ form).

B6. 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).


B7. Quality Assurance Process to Ensure the Independent, Transparent and Impartial Assessment of all Honours Project(s):

B7.1 Guidelines for Honours Examiners:
Honours examiners are to be given up to three weeks to provide a report to the relevant Assessment Committee, to enable the Faculty to meet University deadlines for the declaration of marks and for students to be considered for scholarships and/or graduation. Examiners will be notified of the deadline for reporting their assessment to the Academic Unit when they are confirmed as the examiner for a particular student.

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 below in B8.1.

See Code of Practice – Teaching and Assessment, Section 8, (http://www.uow.edu.au/about/policy/UOW058666.html) on assessment of projects with a weighting of 24 credit points or more for more detail.

B7.2 Method for Choosing Honours Examiners
At the time of the Seminar 2 presentations, supervisors must advise the Honours Coordinators of a list of possible examiners. Three examiners are appointed by the Head of School in consultation with the Honours Coordinator although only two of these will be asked to examine the thesis. Where the Head of School and/or the Honours Coordinators are supervisors another academic staff member must be consulted in regard to the appointment of examiners for those students. The third examiner is an additional examiner who will only examine the thesis should there be a greater than ten percentage points difference between the first two examiners. Only one external examiner may be appointed and it is the responsibility of the supervisor to obtain agreement by the external examiner to examine the thesis well before the thesis is submitted. The additional examiner must be an internal examiner.

A supervisor cannot examine an Honours project with a weighting of 24cp or more that they have supervised.
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.

B7.3 Contact with Examiners
Until the assessment of an Honours Project is complete and a report is submitted by an honours examiner, all communication between the honours examiner and the University regarding the Honours Project shall be directed through the Honours Coordinator, or the head of the relevant Academic Unit or, if the head of the Academic Unit is the Honours Degree student’s Supervisor, another nominated academic.

B7.4 Honours Assessment Committee
The assessment reports from the honours examiners and the marks recorded for both the Honours Project and any coursework components are to be forwarded to the relevant Assessment Committee for final declaration of mark. Supervisors will be given the opportunity to view the assessment reports and raise issues or points of clarification prior to the Academic Unit or Faculty Assessment Committee meeting.

The School of Earth & Environmental Sciences Assessment Committee determines the final mark for an Honours thesis. This Committee must have at least five members present to assess results. Where possible all examiners’ reports are made available to all members of the Assessment Committee for evaluation prior to the Assessment Meeting. Members can view these reports before the meeting. Reports received at the last minute are tabled at the meeting.

The Honours coordinator/s will present the examiners’ marks for the thesis and grades given to the Outline of the Honours Project (see below). The mark for a thesis (100% weighting) is normally the average of the two examiners' marks. In borderline cases the quality of the Outline of the Honours Project (marked as either satisfactory or unsatisfactory) may be also taken into account.

The final mark for the thesis is decided by a majority vote of the members present at the time of the vote. The Assessment Committee at this stage will take into account academic consideration submissions, e.g., for illness (in which case medical certificates must have been submitted) or personal circumstances (official letter of support/Statutory Declaration must have been submitted). The resolution, vote and reason for any change of mark are minuted. After this process any late penalty is applied to the final mark for the thesis.

A mark within two marks of a higher grade may be changed upwards to the base mark of the higher grade on a simple majority vote of the Assessment Committee after a legitimate case has been presented to the committee for discussion by the supervisor/s and/or Honours coordinator.

After the meeting the final mark is entered into the Student Management Package by the Honours coordinator/s (or Head of School) and processed along with the marks of other subjects by the Head of School. After the official release of marks by the University, examiners’ reports are sent to the students. It is expected that the supervisor will be available for consultation with the student to discuss these reports and the marking process after the mark has been officially released.

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.

The names of the honours examiners and copies of the honours examiners’ reports will be made available to the student after the final mark has been declared.
B7.6 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. This should occur prior to the assessment committee meeting if possible. If this delays the assessment process, the Honours Degree student should be notified that further advice has been sought.

The additional examiner is ‘blind’ and is not provided with previous examiners reports. The Assessment Committee may then decide to either: (a) simply take an average of the three marks, or (b) disregard the mark of one examiner where the mark of this examiner is more than 10 percentage points above or below the average of those of the other two examiners.

B8. Method for determining Class of Honours

B8.1 Grades of Honours in this Course
The grading system for Honours is as follows:

- First Class: 85–100
- Second Class, Division 1: 75–84
- Second Class, Division 2: 65–74
- Third Class: 50–65
- (Fail): 0–49

B8.2 Honours Method Used in this Course
The Honours grade will be calculated in accordance with Method 1 defined in the General Course Rules Section 8.

B9. Scaling
There is no scaling of marks in EESC401 and EESC407.

B10. Minimum Attendance Requirements
Students must present Seminars 1 and 2 as a minimum attendance requirement.

Students also have the opportunity to attend a series of seminars may be run throughout the year. These are specifically designed to improve your skills in managing your research project. In addition, Honours students are encouraged to attend a wide range of School and Research Centre seminars.

B11. Honours Report Preparation Guidelines

B11.1 Length, Style and Format of Honours Project
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 fulfillment of the requirements of the Honours degree of Bachelor of Science in the School of Earth and Environmental Sciences, Faculty of Science, Medicine and Health, University of Wollongong, (year)"

(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 Appendix 1 Recommended Conventions for theses/Assessments).

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.

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 Earth and Environmental Sciences Assessment Committee.

**B11.2 System of Referencing to be Used in Honours Project**

Students should refer to Appendix 1 for information on referencing for their Honours project.

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](http://www.uow.edu.au/about/policy/UOW058648.html)
B12 Administrative Requirements prior to Submission

B12.1 Administrative Tasks on Completion of Research Project
Honours students are required to complete a Research Project Release Form at the end of their project and submit it with their electronic thesis, Honours Thesis Declaration Digital Copy form and any room keys to the School Office. The following steps should be completed:

2. Identify the areas that are applicable to the research work you have undertaken.
3. Complete the actions required for clean-up of material, workspaces and data.
4. Obtain sign-off from Area Supervisors, where applicable.
5. Obtain signature from your Supervisor and discuss any further action that may need to be undertaken.
6. Check similarly that any items on loan have been returned and that all work spaces, etc., are left as required by the external host organisation.

B12.2 Cataloguing Specimens
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. Therefore students and supervisors must determine whether any material from an honours project will require cataloguing and then arrange the details with Penny Williamson prior to the submission date.

The type of information required for cataloguing in the SEES Collection includes catalogue number, field number, thin section number, description, locality name, grid reference including map sheet, formation, age and anything else appropriate (i.e., drill hole depth, stratigraphic height, date of collection, different collector, preparations, etc). This information must be provided to the curator on an Excel spreadsheet, in both hard and soft copy. Once students have the required R numbers, they must place these numbers on all specimens to be archived, using a specific method, as advised by the curator.
Section C: University Policy

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

a. Academic Grievance Policy (Coursework and Honours Students)
b. Academic Integrity and Plagiarism Policy
c. Authorship Policy
d. Code of Practice – Honours
e. Code of Practice – Research
f. Code of Practice – Teaching and Assessment
g. IP Intellectual Property Guidelines
h. IP Intellectual Property Policy
i. IP Student Assignment of Intellectual Property Guidelines
j. IP Student Assignment of Intellectual Property Policy
k. Student Academic Consideration Policy
l. Research Misconduct Policy
m. Student Charter
n. Workplace Health and Safety Policy

Version Control Table

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<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>20151214</td>
<td>Marina McGlinn</td>
<td>Sonia Losinno – ADE ominee</td>
<td>FINAL 2016 Autumn Guide</td>
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</table>
Appendix 1: Recommended Conventions for Theses/Assessments

The conventions outlined in these notes essentially conform to those used in 'The Australian Journal of Earth Sciences'. A very useful reference for authors is the 'Style Manual for Authors, Editors and Printers' published by the Australian Government Publishing Service, Canberra (University Library Catalogue Number 686.2252/2).

1. Spelling
Spelling should follow the latest edition of the 'Concise Oxford English Dictionary'. This dictionary tends to use 'z' instead of 's' in many words; e.g. crystallise instead of crystallize. The dictionary supplied with most word-processing programs uses American spelling; this is acceptable as long as spelling within the thesis is consistent.

2. Hyphenation
Hyphenate words and their prefixes where two vowels or consonants are together, otherwise use one word.

- pre-eruptive
- posteruptive

Similarly, a hyphen should be inserted where the second element of a complex word begins with a capital letter, or where the element following a prefix is a date.

- post-Homeric
- pre-1980

Hyphens are also used when fractions are expressed in one word.

- one-third

Hyphenate compound adjectives.

- A man-eating shark, which is different to a man eating shark (leaving aside that 'person-eating' might also be appropriate)

3. Numerals
Numerals should be spelt out only from one to nine; use the figure for numbers greater than nine. Always use the figure for measurements.

- The data set contains three samples which contain less than 3 ppm copper.

4. Abbreviations
An abbreviation is a shortened form that consists only of the initial letter of the word or of the initial letter and other letters but not the final letter. Abbreviations written with lower-case letters only, or with an initial capital are given full stops.

- vol. (volume)
- fig. (figure)
- p. (page)
- ed. (editor)

Abbreviations that consist of more than one capital letter or of capital letters only are written without full stops.

- NSW
- USA
- PhD
- GPO

Latin abbreviations are also commonly used and because they are thoroughly anglicised, they are normally not set in italics. The most common Latin abbreviations include:

- (c. (circa) about (approximate dates and figures)
- cf. (conferre) compare
- et al. (et alii) and others
- etc. (et cetera) and so forth
5. Contractions
A contraction is a shortened form that ends in the same letter as the word itself. It is written without a full stop.

- Dept
- Dr
- eds
- Figs
- ht
- Pty
- Qld
- vols
- wt

An exception is the contraction for the word 'number'. It is usually represented by 'no.' which is the contraction of its equivalent in Italian (numero). The full stop is used to prevent any confusion with the word 'no'.

6. Acronyms
An acronym is a shortened form that is always pronounced as a word. It may be formed from the initial letters of other words or from a number of letters belonging to a phrase being shortened.

- sonar (sound navigation and ranging)

7. Symbols
A symbol is an internationally recognised representation of a unit of measure or of a concept. It is not an abbreviation and is written without a full stop.

- a year
- Ga billions of years
- g gram
- ka thousands of years (note lower case 'k')
- km kilometre
- Ma millions of years
- mm millimetre
- ppm parts per million
- wt% weight percent
- °C degrees Celsius

8. Directions
Both geographic and structural directions should be given in full and not abbreviated.

- The locality is 5 km south of ....
- The fold plunges south-southeast ...

In many cases azimuth readings are preferable.

- 022°–032°

9. Parentheses
Parentheses should be used to enclose expressions that are not essential to the sentence but that amplify or clarify the meaning.

- The phenocrysts consist of coarse-grained (7–8 mm across) ...

Parentheses are also used to enclose letters or numbers designating items in a series at the beginning of a paragraph or within a sentence.

- (a) (b) (i) (ii) (1) (2)

10. Apostrophe
The apostrophe's principal use is to indicate possession.

- the car's tyre
- the cars' tyres

An apostrophe is also used to indicate omission of letters.
11. Slash (also known as solidus or diagonal)
The slash is normally used to indicate alternatives, a fraction in mathematical expressions, and to express the words 'per', 'a' or 'an'.
e.g.  groundmass/matrix
      1/3
      50 km/h

12. Spacing
No space is needed between the figure and the symbol or letter in such expressions as:
2nd  15°C  10%  $10m
However, a space should be used after the figure in such expressions as:
10.00 a.m.
10 percent
8 mm
100 km

13. References in text, figures, tables and appendices
Use the author-date system (also called the Harvard system, The Australian Journal of Earth Sciences EndNote template would be appropriate.) In this system the authority referenced in text, figures, tables and appendices is identified, usually in parentheses, by the author's name and the year of publication of the work to which reference has been made. In some cases it is also necessary to provide one or more of: the page number, volume number, figure number or table number.
The year of publication is separated from the author's name by a space only.
e.g.  (Smith 1990)
When a work by two authors is presented in parentheses, ampersand (&) is used.
e.g.  (Smith & Jones 1989)
However, when the two authors' names are incorporated in the text, the ampersand is replaced by 'and' and the year of publication is enclosed in parentheses.
e.g.  Smith and Jones (1989) have shown ... 
In cases of a reference that has three or more authors, only the surname of the first-listed author is used, followed by the expression 'et al.' (i.e. and others).
e.g.  a reference by Smith, Jones and Bloggs is referenced as: (Smith et al. 1989) or Smith et al. (1989)
Semicolons are used to separate one reference from another, and multiple references are arranged in chronological order.
e.g.  (Smith 1980; Blogg 1989)
References to several works published in the same year by the same author(s) are separated by commas and are distinguished one from the other by using lower-case letters of the alphabet attached to the publication date.
e.g.  (Smith 1989a, 1989b)
An author's initials should be included when reference is made to works published by different authors of the same surname, or when reference is made to information gained by means of personal communication.
e.g.  (Jones A.B. 1980; Jones C.D. 1990)
      (Jones A.B. pers. comm. 1980)
If the author's name and initials appear in parentheses, the initials follow the surname. However, if the author's name and initials appear in the text, the initials precede the surname.
e.g.  (Jones A.B. 1990)
      A.B. Jones (1990) has shown ...

14. List of References
The list of references contains details only of those works cited in the text, figures, tables and appendices of the thesis, with the exception of personal communications. All works cited in the thesis must be included in the list of references. References are arranged in alphabetical order, and in cases where more than one reference has the same author(s), in chronological order.

Ideally, the reference list will contain the following information:
- author's surname and initials
- year of publication
- title of publication
- title of series (if applicable)
- volume number (if applicable)
- edition (if applicable, and only if 2nd or later edition)
- editor (if applicable)
- publisher (if applicable)
- place of publication (if applicable)
- page number(s).

The title of a journal or periodical is listed in full, italicised (or underlined) and is separated from the title of the article by a full stop. Each word other than an article, preposition or conjunction is capitalised. In the case of books and theses, the title of the work is italicised (or underlined). References to entire publications need not include page numbers. The second and subsequent lines of a reference are normally indented. References should be listed in the following form:


15. Geological time
Normally use capital letter except for subdivision of stages.
e.g. Late Palaeozoic
Late Permian
early Late Permian
late Visean
latest Permian
mid-Permian

16. Figures
Spell out in full.
e.g. ... to the north (Figure 2)
... to the north (Figures 2, 3)
Data summarised in Figure 3 ....
If reference is made to a figure in another work, use lower case 'f'.
e.g. (Jones 1990, figure 3)

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