Honours Guide 2016

Subject Code: ENVI403

Courses: 746/1180: Bachelor of Environmental Science;
746_2: Bachelor of Environmental Science Advanced
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Section A: General Information

A1. Key Contacts

<table>
<thead>
<tr>
<th>Honours Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
</tr>
<tr>
<td>Dr Tim Cohen</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
</tr>
<tr>
<td>Building 41, Room G32</td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
</tr>
<tr>
<td>61 2 4239 2375</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
</tr>
<tr>
<td><a href="mailto:tim_cohen@uow.edu.au">tim_cohen@uow.edu.au</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Honours Liaison and Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
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<tr>
<td>Mrs Marina McGlinn</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
</tr>
<tr>
<td>Building 41, Room G29</td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
</tr>
<tr>
<td>61 2 4221 4396</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
</tr>
<tr>
<td><a href="mailto:marina_mcglinn@uow.edu.au">marina_mcglinn@uow.edu.au</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Administrative Assistant</th>
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<tbody>
<tr>
<td><strong>Location:</strong></td>
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<tr>
<td>Building 41, Room 154</td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
</tr>
<tr>
<td>61 2 4221 3721</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
</tr>
<tr>
<td><a href="mailto:sees-administration@uow.edu.au">sees-administration@uow.edu.au</a></td>
</tr>
</tbody>
</table>

For general enquiries please contact SMAH Central:
Location: 41.152
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au

A2. Requirements for Admission to Honours

All students entering the Bachelor of Environmental Science or the Bachelor of Environmental Science Advanced are automatically in an honours stream with satisfactory academic performance. Maintenance of satisfactory academic progress is essential throughout the program. This normally means achieving a credit average for the BEnvSc or a distinction average for the Advanced program. 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

Satisfactory performance must be achieved (normally a Weighted Average Mark (WAM) of 70% or greater in ENVI391/491 plus 2 major strand/discipline related 300-level subjects) for entry into the fourth year of the Bachelor of Environmental Science Honours degree. Students with a WAM below 70% in the relevant 300-level subjects may only progress into the fourth year of the Bachelor of Environmental Science with the approval of the Environmental Science Coordinator.

Students who do not gain entry into the fourth year of the Bachelor of Environmental Science Honours degree will normally be required to transfer into the Bachelor of Science (Environment) degree.

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.

Arrangements must be made well in advance (at least 6 months prior to starting the project) if part-time completion of the project is contemplated. This is to facilitate arrangements with the external organisation and other administrative matters. For students completing the honours project part-time, the dates for completion of specific tasks will be defined in the Honours Project Terms of Reference document developed at the beginning of the project.
### A5. Honours Course Learning Outcomes

On completion of this subject, students should be able to:

| 1. | Describe and synthesise advanced knowledge from several disciplines about the multifaceted and interrelated nature of environmental science. |
| 2. | Apply advanced knowledge of the complex interplay of relevant processes to addressing environmental problems. |
| 3. | Demonstrate knowledge of research principles and methods associated with environmental science through an applied research project. |
| 4. | Adapt and integrate technical and cognitive skills in reviewing, analysing and synthesising information to independently assess the basis of complex environmental problems. |
| 5. | Exercise critical thinking and judgement in understanding the basis of an environmental problem. |
| 6. | Communicate knowledge and ideas clearly and coherently to a variety of audiences through seminars, meetings with professional practitioners and preparation of the major research report. |
| 7. | Demonstrate initiative and judgement to adapt knowledge and skills to independently plan and execute a piece of research in a specific area of environmental science. |

### 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 including those listed in the checklist set out in Section A of Attachment 1 to this document, 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 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 The Professional Officer in Environmental Science has the responsibility to:
The primary responsibility of the Professional Officer in Environmental Science is to facilitate the successful completion of the honours projects, including submission of the report. The Professional Officer provides coordination, administration and support to the project for supervisors in both the host organisation and the University. This role includes liaison with the external organisations hosting the honours projects, organisation of project planning and progress meetings, liaising with supervisors, and responding to specific problems that students may encounter in undertaking their projects.

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

1. develop an Honours Project proposal and plan for completing the project within a timeframe agreed to by the Supervisor(s) and, where possible, the Honours Coordinator;
2. maintain regular contact with the Supervisor(s);
3. discuss any proposed variation of enrolment or leave of absence with their Supervisor(s) and Honours Coordinator/ Head of Academic Unit;
4. establish with the Supervisor(s) the level of support required for successful completion of the Honours Project;
5. present required written material to the Supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
6. undertake additional work towards their Honours Project identified as necessary by the Supervisor(s);
7. accept responsibility for the quality and originality of all submitted work;
8. ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research.
9. ensure they read and understand relevant University policy documents including: Academic Integrity and Plagiarism Policy; Code of Practice – Research; IP Intellectual Property Policy; IP Student Assignment of Intellectual Property Policy, IP Student Assignment of Intellectual Property Guidelines; Research Misconduct Policy; and, Authorship Policy (See Section C), Code of Practice - Student Professional Experience.

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. Selection/Allocation of Research Projects

For most students, the process for developing research projects is managed by the Professional Officer in Environmental Science. Students may initiate arrangements with external organisations for their own projects, in collaboration with Environmental Science staff. Initially they must consult with the Professional Officer to get information on the requirements, in terms of project type and resources that need to be met by potential host organisations. The normal process is as follows.

- In July/August of each year, a group of external organisations is approached to see if they are willing to host ENVI403 students, and asking them to forward a list of potential projects.
- On receipt of the lists of proposed projects, they are reviewed by the Environmental Science staff for their suitability in terms of academic standard, resource implications, timing and location. Projects considered unsuitable are deleted from the overall list.
- A revised list of proposed projects is then circulated to potential university supervisors to determine those that staff would be able to supervise. Any projects where no supervisor can be identified are deleted from the list.
- The final list of projects considered suitable and having potential supervisors is presented to the incoming 4th year class. Students are asked to select up to 5 projects from this list.
- Environmental Science staff finalise the project allocations taking into account student and supervisor preferences, supervisor and organisation loads, timing and location of projects. A final allocation listing is made available in November.
- Once the student has obtained a project, the Environmental Science Professional Officer arranges an initial project meeting where the student, university supervisor, host organisation supervisor and Environmental Science Professional Officer work out the details of the project and develop the terms of reference for the project (see Appendix 3). The draft terms of reference document is circulated for comment, and then a final document is signed off by all the parties concerned (student, university supervisor, host organisation supervisor and the School of Earth and Environmental Sciences). The initial meetings must be completed by mid-March of the year the student is undertaking the project.

For students starting their research project in mid-year, the above process is followed with steps occurring 6 months earlier.

A mid-project progress meeting is arranged where all the parties can discuss the student's progress and determine what changes, if any, are required to enable the student to successfully complete the work and submit the report on time.
## A8. Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates and Notes</th>
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<tbody>
<tr>
<td>Deadline for applications</td>
<td>N/A</td>
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</table>
| Finalisation of proposal                   | **Annual –** November 2015 - March 2016  
                                         | **Spring 2015/Autumn 2016 –** May 2016 – August 2016                           |
| Initial Project Meeting                    | **Annual –** February 2016 (Dates to be confirmed)  
                                         | **Spring 2016/Autumn 2017 –** July 2016 (Dates to be confirmed)               |
| Submission of ethics application           | As appropriate according to committee dates – seek advice from your UOW supervisor |
| Progress reports (Mid-Term)               | **Annual –** June-July 2016 (Dates to be confirmed)  
                                         | **Spring 2016/Autumn 2017 –** December 2016 (Dates to be confirmed)           |
| Submission of Draft Report to Supervisor   | **Annual –** 11 October 2016  
                                         | **Spring 2015/Autumn 2016 –** April 2017 (Dates to be confirmed)              |
| Oral presentations                         | **Annual –** November 2016 (Dates to be confirmed)  
                                         | **Spring 2016/Autumn 2017 –** May 2017 (Dates to be confirmed)               |
| Submission of final written project        | **Annual –** 25 October 2016; 4:00pm  
                                         | **Spring 2016/Autumn 2017 –** 1 May 2017; 4:00pm                              |
| Assessment Committee meeting date          | **Annual –** Late November  
                                         | **Spring 2016/Autumn 2017 –** Early July                                    |
## A9. Coursework Requirements

In the BEnvSc and the BEnvScAdv the grade of honours is determined using a Weighted Average Mark (WAM), based on a number of 300 and 400 level subjects. The full list of subjects that students take in Years 3 and 4 of the program is given below.

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Session</th>
<th>Credit Points</th>
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<tbody>
<tr>
<td></td>
<td><strong>Year 3:</strong> Students specialise in one of our majors:</td>
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<td></td>
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<tr>
<td></td>
<td>- Land Resources</td>
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<td></td>
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<tr>
<td></td>
<td>- Earth Sciences</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>- Life Sciences</td>
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<td></td>
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<tr>
<td></td>
<td>- Environmental Chemistry</td>
<td></td>
<td></td>
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<tr>
<td><strong>Land Resources Major</strong></td>
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</tr>
<tr>
<td>EESC303</td>
<td>Fluvial Geomorphology and Sedimentology</td>
<td>Autumn</td>
<td>8</td>
</tr>
<tr>
<td>STS 300</td>
<td>The Environmental Context: Imagining a zero Carbon Future</td>
<td>Autumn</td>
<td>8</td>
</tr>
<tr>
<td>GEOG222</td>
<td>Environmental Impact of Societies</td>
<td>Spring</td>
<td>6</td>
</tr>
<tr>
<td>EESC302</td>
<td>Coastal Environments: Process and Management</td>
<td>Spring</td>
<td>8</td>
</tr>
<tr>
<td>ENVI491</td>
<td>Environmental Science and Systems</td>
<td>Spring</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Plus TWO subjects from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EESC201</td>
<td>Earth's Inferno</td>
<td>Autumn</td>
<td>6</td>
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<tr>
<td>EESC305</td>
<td>Remote Sensing of the Environment</td>
<td>Autumn</td>
<td>8</td>
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<tr>
<td>EESC304</td>
<td>Geographic Information Science</td>
<td>Spring</td>
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<tr>
<td><strong>Earth Sciences Major</strong></td>
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</tr>
<tr>
<td>EESC201</td>
<td>Earth's Inferno</td>
<td>Autumn</td>
<td>6</td>
</tr>
<tr>
<td>EESC301</td>
<td>Plate Tectonics, Macrotopography and Earth History</td>
<td>Autumn</td>
<td>8</td>
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<tr>
<td>STS 300</td>
<td>The Environmental Context: Imagining a zero Carbon Future</td>
<td>Autumn</td>
<td>8</td>
</tr>
<tr>
<td>EESC306</td>
<td>Resources and Environments</td>
<td>Spring</td>
<td>8</td>
</tr>
<tr>
<td>ENVI491</td>
<td>Environmental Science and Systems</td>
<td>Spring</td>
<td>8</td>
</tr>
<tr>
<td>EESC250</td>
<td>Field Geology</td>
<td>Summer</td>
<td>6</td>
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<td></td>
<td>Plus ONE subject from the following:</td>
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<tr>
<td>EESC305</td>
<td>Remote Sensing of the Environment</td>
<td>Autumn</td>
<td>8</td>
</tr>
<tr>
<td>GEOG222</td>
<td>Environmental Impact of Societies</td>
<td>Spring</td>
<td>6</td>
</tr>
<tr>
<td>EESC304</td>
<td>Geographic Information Science</td>
<td>Spring</td>
<td>8</td>
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<tr>
<td><strong>Life Sciences Major</strong></td>
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</tr>
<tr>
<td>BIOL240</td>
<td>Biodiversity of Marine and Freshwater Organisms</td>
<td>Autumn</td>
<td>6</td>
</tr>
<tr>
<td>BIOL351</td>
<td>Conservation Biology: Marine and Terrestrial Populations</td>
<td>Autumn</td>
<td>8</td>
</tr>
<tr>
<td>EESC203</td>
<td>Biogeography and Environmental Change</td>
<td>Autumn</td>
<td>6</td>
</tr>
<tr>
<td>STS 300</td>
<td>The Environmental Context: Imagining a zero Carbon Future</td>
<td>Autumn</td>
<td>8</td>
</tr>
<tr>
<td>BIOL241</td>
<td>Biodiversity of Terrestrial Organisms</td>
<td>Spring</td>
<td>6</td>
</tr>
<tr>
<td>BIOL356</td>
<td>Marine and Terrestrial Ecology</td>
<td>Spring</td>
<td>8</td>
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<tr>
<td>ENVI491</td>
<td>Environmental Science and Systems</td>
<td>Spring</td>
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<tr>
<td><strong>Environmental Chemistry Major</strong></td>
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</tr>
<tr>
<td>CHEM211</td>
<td>Inorganic Chemistry II</td>
<td>Autumn</td>
<td>6</td>
</tr>
<tr>
<td>CHEM212</td>
<td>Organic Chemistry II</td>
<td>Autumn</td>
<td>6</td>
</tr>
<tr>
<td>CHEM327</td>
<td>Environmental Chemistry</td>
<td>Autumn</td>
<td>8</td>
</tr>
<tr>
<td>STS 300</td>
<td>The Environmental Context: Imagining a zero Carbon Future</td>
<td>Autumn</td>
<td>8</td>
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</tbody>
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Hardcopies of this document are considered uncontrolled please refer to UOW website or eLearning for the latest version. 

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A10. 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 4457 – Research Services Office.


A11. Workplace Health and Safety Requirements

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

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

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

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

A11.1 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 OSL Lab, core cutting room and crushing lab, some specific procedures such as HF use.

Your supervisor should help arrange the appropriate training.
A11.2 Risk Assessments (RA’s)
All research work (including field work) should be assessed for risk. For any medium to high risk activities, e.g., wet/chemical laboratory work and field work, a documented risk assessment is required and must be completed with input from your supervisor and discussed with the relevant Laboratory Manager prior to the commencement of your field or laboratory work. The University’s on-line safety management system SafetyNet provides guidelines and templates for the lodgement of RA’s.

A11.3 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.

Generic risk and field trip risk assessment forms are linked to the SEES WHS webpage and, once completed, should be submitted to the School Office for archiving.

A11.4 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.

A11.5 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.

A11.6 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.
A11.7 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.

A11.8 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.

A11.9 Working with External Agencies
As all the ENVI403 projects are undertaken with external agencies, students must comply with workplace rules and regulations laid down by these organisations and the University of Wollongong’s Code of Practice – Student Professional Experience as appropriate: http://www.uow.edu.au/about/policy/UOW058662.

A11.10 Insurance
The University has in place insurance protection that provides cover for University students who are undertaking coursework for student personal accident or property damage or personal injury resulting from student negligence. However, such protection is not exhaustive and the University expects that a host organisation will have its own insurance to cover that host institution’s legal liability. You should enquire about insurance with your supervisor or the host organisation prior to commencement of any work.

A12. 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

A12.1 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.

A12.2 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
A12.3 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

A12.4 Learning Development

A13. 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:


A14. Equipment, Study Space and Computer/Software Available to Honours Degree Students

The following is the procedure for SEES. Your supervisors should be consulted for appropriate contacts where work is being done outside SEES, e.g., many students will work on site at their external host organisation, or sometimes within another School if they are in the Life Sciences or Environmental Chemistry Strand.

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.

If required, 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.

A15. Financial or Material Assistance Available
A15.1 External Organisation
While undertaking the research project, it is anticipated that a proportion of the time will be spent with the external organisation. The facilities and financial support provided by the organisation will be negotiated at the initial project meeting. Support should be available for essential fieldwork expenses, for laboratory support requirements, and for printing. If a hard copy of the research report is required, the host organisation should cover the costs of the research report printing/photocopying; either in kind by use of their printing or binding facilities, or through an account as determined prior to the research report submission date. Hard copies cannot be made on the SEES School printers.

Students should acquire appropriate clothing for fieldwork, and, if using laboratories, will need lab coats and safety glasses. External agencies may provide assistance with special clothing equipment for hazardous activities, but this must be determined at the initial planning meeting.

Where a University account is set up for the project costs it is managed by the university supervisor following normal university financial regulations.

A15.2 School of Earth & Environmental Sciences
If required, Honours students are permitted to make 300 pages of printing/photocopying (e.g. for important reference articles) at School expense. 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 in SEES 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 Ullvich
  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

As students should not undertake fieldwork alone, the students are expected to recruit other students or friends to be an accompanying person. The staff may be able to assist in making contact with possible volunteers (this should be discussed with the Professional Officer).

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.
The Allan Sefton Memorial Prize
This prize is awarded to the best graduate in the BEnvSc honours program, each year. The prize is presented on the occasion of the Allan Sefton Memorial Lecture in the following year.

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.

Scholarships
There are no specific scholarships available for BEnvSc honours students. Occasionally, however, external organisations do make scholarships available. When this happens, information is circulated to students with an invitation to apply. The method of selection and selection criteria are circulated with the notice. Funding support from the host organisations can either be as a grant or as in-kind contributions, or a combination of both.

A17. Useful Honours Information

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

- SOLS – SEES Honours Moodle site
Section B: Assessment of Honours Project

B1. Types of Assessment Used to assess of ENVI403 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>Progress Report (Mid-Term)</td>
<td>June–July 2016 (TBC)</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Submission of Draft Report to Supervisor for comment</td>
<td>11 October 2016</td>
<td>No Weighting Assigned</td>
</tr>
<tr>
<td>Research Report</td>
<td>27 October 2015</td>
<td>100%</td>
</tr>
<tr>
<td>Seminar</td>
<td>November – Date TBC</td>
<td>No Weighting Assigned</td>
</tr>
</tbody>
</table>

B2. Criteria for Assessment of ENVI403 Honours Project

**Assessment 1**
Progress Report (Mid-Term)
Date for Submission: June – July 2016 (dates to be confirmed)
Weighting: No Weighting assigned
Details: A brief progress report will be prepared by the student and presented to the supervi- sors at a meeting with all organisations involved in the project. Feedback will be provided at the meeting regarding project planning leading to research report submission.
Marking Criteria: Ungraded but a copy will be kept on file for reference of progress.

**Assessment 2**
Draft report
Date for Submission: 11 October 2016
Weighting: No Weighting assigned
Details: To be submitted electronically to supervisor/s. Will be read by the supervisor/s and feedback provided prior to final submission of the research report. See B3.2.
Marking Criteria: Ungraded

**Assessment 3**
Research Report
Date for Submission: 25 October 2016, 4:00 pm, to the SEES School Office
Weighting: 100%
Details: The core thesis should be about 15,000 words. See B3.2.
Marking Criteria: As the nature of the honours research projects varies enormously, it is difficult to give precise criteria for the assessment of the reports. Some general characteristics are provided below to assist examiners.

All reports are given a mark out of 100. In determining the mark, examiners are asked to note that:

- this report represents the first attempt at a major research project for the student;
- as ENVI403 is worth only 24 credit points (due to the significant 4th year coursework requirement), students have significantly less time available to complete the project than is normally available to those completing end-on honours (only 50% of their 4th year). Thus examiners should note that comparison with end-on honours theses is inappropriate;
- the project has been completed in collaboration with an external organisation, and the nature of the project is determined to a large extent by the organisation (as they are funding the project). The student has, therefore, to complete the project within the resources and facilities made available by the organisation.

For a High Distinction, the quality of the research and reporting should be highly professional. There may be some minor deficiencies, but some of such work is often of publishable standard.
For a Distinction, the report should be of high quality, but some problems may arise with the analysis and/or interpretation of the results or with the conclusions and recommendations. The quality of presentation is slightly below that of high distinction work, but should still be relatively free of errors and the arguments easy to follow.

For a Credit, the report is of lower quality either in terms of the amount of work completed with the available time (about 4.5 month full-time equivalent), or there are significant concerns about the data analysis, interpretation, conclusions and recommendations. The presentation style may make it difficult for the examiner to fully interpret what has been done.

For a pass, the report is generally poor with significant problems in project design, data analysis and interpretation, recommendations and conclusions, or there is evidence of barely satisfactory effort on the part of the student to complete the project.

If the report clearly shows that the student has not completed the project, has made minimal effort, or has not written up anything that shows an understanding of what has been done, then a fail grade may be awarded.

Assessment 4

<table>
<thead>
<tr>
<th>Date for Submission</th>
<th>November – Date TBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting</td>
<td>No Weighting Assigned</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>
</table>

**B3. Method for Submitting Written Materials for Assessment**

Submit theses to the School Administrative Assistant Room 41.154 and mid-term progress report to Supervisors and Professional Officer at the progress meeting.

Submit Draft Thesis electronically to your supervisors as outlined in B2.

**B3.1 Required Number of Copies of Written Materials**

Students are required to hand in an electronic copy of the Research Report (PDF format with figures included) on a CD-Rom/DVD/USB Flash Drive. Digital copies will be provided to the external organisation and examiners. Should a hard copy for the external organisation, external examiners or student be required, spiral bound copies may be made by the student at the organisation’s expense. External examiners have the right (in lieu of payment) to retain a hard copy, if sent to them.

Should hard copies of the report be required, they should be submitted in spiral binders with clear plastic covers back and front so the title page is clearly legible.

If more than one organisation supports the project, additional e-/hard copies of the report may be required. This will be determined at the initial or mid-project meetings.

An electronic copy will be kept within the School of Earth and Environmental Sciences as well as The University of Wollongong Honours Thesis Digital Copy collection via ‘Research Online’ (once approved by the School Assessment Committee and with the agreement of the host organisation and student via ‘Honours Thesis Declaration Digital Copy’ form).

**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 or Honours Coordinator 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.

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
Examiner’s comments are available at the School Office once marks have been declared.

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):
The Research Report is examined by 2 examiners, one of whom will normally be external to the University. Examiners will be academics, researchers in industry or government, or senior practising environmental scientists in government or industry. No one may be an examiner for the report of a student they have supervised, but will provide the Coordinator with a Supervisor’s Report (see Appendix 4). Most examiners will have supervised honours projects and are familiar with the standards required and the support given to students in undertaking the projects. Students and supervisors shall not contact any examiner concerning the assessment of the Honours project until the reports of all examiners are returned to and acted on by the Assessment Committee. After assessing the report, each examiner is required to provide a mark, and a written statement justifying the mark awarded (see Appendix 5). The names of the examiners and copies of the examiners’
reports are available to the student after the final mark has been declared.

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.

B7.1 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.
4. Examiners are then appointed by the BEnvSc Coordinator after consultation with supervisors (internal and where necessary, external) and the nominated examiners, with regard to their availability.

B7.2 Guidelines for Honours Examiners:
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 Appendix 5 and the marking criteria above within Section B.

B7.3 Honours Assessment Committee
When the assessments are received from the examiners, supervisors will be given the opportunity to view the assessment reports and raise issues or points of clarification with the Course Coordinator prior to the School Assessment Committee meeting. A supervisor may attend the meeting when the results for any student they have supervised are being discussed (to participate in the discussion of, and vote on, the performance of that student only). 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.

B7.4 Procedure for Dealing with Discrepancies between Marks Awarded by Different Honours Examiners
Where there is a discrepancy of more than 10% in marks awarded by different examiners, the Board of Assessors will arrange for the Report to be reviewed by a third examiner appointed by the Coordinator of Environmental Science (the third examiner may be internal or external). The Report should be examined prior to the School of Earth & Environmental Sciences Assessment Committee meeting if possible. 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. The final marks determined by the Board of Assessors are used to determine the WAM and grade of honours and then are reported to the School Assessment Committee.

B8. Method for determining Class of Honours
The degrees of Bachelor of Environmental Science Honours and Bachelor of Environmental Science Advanced Honours are awarded for 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.
B8.1 Explanation of Honours Method Used in this Course

In the BEnvSc program the grade of honours is determined using a Weighted Average Mark (WAM), based on a number of 300 and 400 level subjects. The weighting, reflecting the level of the subject, will be 1 for 300-level and 4 for 400-level subjects.

The WAM is determined as follows:
1. 400 level subjects are given a weighting of 4, 300 level subjects are given a weighting of 1, all other subjects are given a weighting of 0.
2. The WAM is based on all 300 and 400 level subjects, and is obtained using the formula:
   \[
   \text{WAM} = \frac{\sum mlc}{\sum lc}
   \]
   where \( m \) = actual mark obtained in a subject
   \( l \) = weighting for that subject
   \( c \) = credit point value for the subject.

The regulations governing the award of Honours and the formula used for the calculation of the final grade are set out in the Course Rules in the University’s Online Course Handbook: [www.uow.edu.au/handbook](http://www.uow.edu.au/handbook)

B8.2 Grades of Honours in this Course

The approved ranges of marks for the award of Honours grades are:

- Honours Class I, 80 to 100%
- Honours Class II, Division 1, 72.5 to less than 80%
- Honours Class II, Division 2, 65 to less than 72.5%
- Pass degree 50 to less than 65%

B9. Scaling

Scaling will not occur in this subject.

B10. Minimum Attendance Requirements

Students must attend an initial project meeting, a progress meeting and the oral presentation, 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

Prior to final preparation of the manuscript, a draft must be approved by the supervisors. The length of the report should not normally exceed 15,000 words (approximately 50 pages of text) although diagrams, references, etc., may be added. Non-original work should be fully referenced as indicated in Appendix 1.

The thesis must have:

a) A title page, containing the thesis title, author's name and the relevant alternative of the following statements in the lower part of the page: “A thesis submitted in part fulfilment of the requirements of the Bachelor of Environmental Science or Bachelor of Environmental Science Advanced in the School of Earth and Environmental Sciences, Faculty of Science, Medicine and Health, University of Wollongong 2015”

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) Acknowledgements

d) A copyright page (if required)

e) An abstract succinctly stating findings (maximum length of 250 words)
f) A table of contents listing chapter headings, appendices, etc. and appropriate page numbers

g) List of figures/Plates

h) List of Tables

i) The main body of the Report

j) A list of cited references written out in full.

k) There may be appendices (e.g. Materials which, if included in the main text, would disrupt the
flow of presentation, should be included in the appendices. These include mathematical and
numerical procedures details, charts, computer program listings, electronic data, etc.)

Note: Examples of title page and table of contents are included in Appendix 2.

Main Body of the Report
The main body of the report will normally be divided into a number of chapters. Each chapter should
contain a number of sections and each section may contain a number of sub-sections. The use of
sub-sub-sections should be avoided. The numbering system used herein may be adopted for ease of
cross referencing.

A common sequence of report presentation is as follows:
a) The first chapter is an “Introduction”. It should include a literature review, an outline of the
scope of the research and give a clear statement of the objectives.
b) If the report contains an extensive literature review it can be inserted in a separate chapter.
c) The next chapter is devoted to the materials and methods (experimental and computational)
used in the work.
d) The next chapter should include the presentation and discussion of results.
e) The final chapter should present the conclusions and recommendations for future work.
f) The first and final chapters need to be cohesive and the abstract should complement these
two chapters.

Drawings, maps, tables, photographs, etc., should be inserted where necessary. All such materials
should be designed to allow the main features to be discernible after photocopying.

Word Processing
The report should be presented in a permanent and legible form. If hard copies are required (see
7.2.5), only the original and good quality photostat copies are acceptable. Double sided printing is
acceptable provided each page is clearly legible.

The specifications given below shall be followed unless otherwise agreed by the supervisor:
a) The text of the report should be word processed with one and a half spacing.
b) The size of the paper shall approximate ISO paper size A4 (297 mm x 210 mm), except for
special additional materials such as drawings, maps and printouts, on which no restriction is
placed except that they must be capable of being included in the spiral binding.
c) The margins on each sheet should be not less than 25 mm on top, bottom and both sides.
d) A title sheet showing the title, author's name, degree and date of submission (see Appendix
2) must be included.
e) Pages (including diagrams, tables, etc.) should be numbered consecutively (numbers top and
centre).
f) Diagrams, tables etc., with proper captions, should appear on pages close to where reference
is first made to them. Photographs on single weight printing paper should be securely fixed in
the thesis.

B11.2 System of Referencing to be Used in Honours Project
In the body of the report, reference to previous work should be by naming the author followed by year
of publication in brackets (see Appendix 1 for examples). The references should be listed in
alphabetical order at the end of the report as shown in Appendix 1.

Students should be familiar with the university’s policy on academic integrity and plagiarism available
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. Code of Practice – Honours  

h. Code of Practice – Research  

e. Code of Practice – Teaching and Assessment  

f. Human & Animal Research Ethics Forms and Policies  

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  

o. Code of Practice – Student Professional Experience  

Version Control Table

<table>
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<th>Version Control</th>
<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
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<tbody>
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<td>1</td>
<td>20151516</td>
<td>Marina McGlinn</td>
<td>Sonia Losinno – ADE Nominee</td>
<td>Final 2016 Honours Guide</td>
</tr>
</tbody>
</table>
APPENDIX 1: Methods of Referencing

The following is an extract from a published work which serves as an example:

"The problem of coastal water pollution no longer remains unrecognised. In some areas it is particularly conspicuous; sediment in New Caledonia's reef-fringed lagoons (Bird et al, 1984), flood flushes of soil and vegetation into Fiji's Laucala Bay (Clarke and Morrison, 1987), extensive coral reef degeneration in the nearshore waters of Tonga (Chesher, 1984), and the growing mining waste delta of Bougainville's Jaba River (Carew-Reid, 1988), all being significant examples.

The response to such problems has been quite varied with some countries taking positive regulatory action (e.g., Vanuatu) while others seem to be unwilling to seriously address the situation (V. Fuavao, pers. comm., 1989). An effective legal strategy requires something more than just revision and strengthening of relevant legislation. In an area where uncodified customary law continues to underpin the traditional land administration of indigenous communities the only appropriate legal strategy is one which seeks to accommodate relevant customary law in innovative new statute law (Klee, 1980)."

The corresponding reference listing should follow the styles below:

(a) Journal Articles
Author's name (surname first followed by initials); year of publication in brackets; full stop; title of article; full stop; title of journal (in italics - abbreviated in conventional manner as desired); comma; volume (underlined or bold); comma; part of number in brackets; comma; numbers of first and last pages; full stop.

(b) Books and Reports
Authors' names (surname first followed by initials); year of publication in brackets; full stop; title of book (in italics or underlined); full stop; series number (if applicable); comma; publishers; comma; place of publication (if necessary); comma; page numbers (if appropriate); full stop.

One commonly encountered problem is that when reading a particular book chapter or journal article, the author(s) refer to information from another reference. If you wish to refer to this information but cannot access the original article, this should be recognised in your report by referencing as follows:

"Johnson and Johnson (1975, as reported in Jones (1981)) found that........" You then include both references in your list.

For internet website references, quote the site address and the date it was accessed.

Example of Reference List


APPENDIX 2: Typical Table of Contents, Chapter Presentation and Title Page

Examples of the table of contents, the presentation of chapters and title page respectively are shown below.

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title Page</td>
<td>i</td>
</tr>
<tr>
<td></td>
<td>Acknowledgements</td>
<td>ii</td>
</tr>
<tr>
<td></td>
<td>Abstract</td>
<td>iii</td>
</tr>
<tr>
<td></td>
<td>Table of Contents</td>
<td>iv</td>
</tr>
<tr>
<td></td>
<td>List of Tables</td>
<td>v</td>
</tr>
<tr>
<td></td>
<td>List of Figures</td>
<td>vi</td>
</tr>
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<td>List of Symbols</td>
<td>vii</td>
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<tr>
<td>1</td>
<td>INTRODUCTION</td>
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<td>2</td>
<td>MATERIALS AND METHODS</td>
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<td></td>
<td>2.1 Site Description</td>
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</tr>
<tr>
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<td>2.2 Field Sampling Procedures</td>
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</tr>
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<td></td>
<td>2.3 Laboratory Methods</td>
<td>12</td>
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<tr>
<td>3</td>
<td>RESULTS AND DISCUSSION</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>3.1 Results</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>3.2 Discussion of Results</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>3.2.1 Quality Control</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>3.2.2 Comparison with previous studies</td>
<td>26</td>
</tr>
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<td></td>
<td>3.2.3 Impact on local environment</td>
<td>32</td>
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<td>4</td>
<td>CONCLUSIONS AND RECOMMENDATIONS FOR FUTURE WORK</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>REFERENCES</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>APPENDICES</td>
<td>47</td>
</tr>
</tbody>
</table>
AN INVESTIGATION OF THE PROBLEMS ASSOCIATED WITH
DISPOSAL OF INDUSTRIAL EFFLUENTS
IN WOLLONGONG

By

ANNE M. SMITH

A research report submitted in partial fulfilment of the
requirements for the award of the degree of

HONOURS BACHELOR OF ENVIRONMENTAL SCIENCE?

Or?

BACHELOR OF ENVIRONMENTAL SCIENCE (HONOURS)

ENVIRONMENTAL SCIENCE PROGRAM
SCHOOL OF EARTH & ENVIRONMENTAL SCIENCES
FACULTY OF SCIENCE, MEDICINE AND HEALTH
THE UNIVERSITY OF WOLLONGONG

November 2016
APPENDIX 3: Application for Approval of Honours Project

ENVIRONMENTAL SCIENCE PROGRAM
Application for Approval of Honours Research Project

Project Title

Student Name ID Number Phone No.

Email:

Name and Address of Host Organisation

Name of Host Supervisor
Position
Contact Phone No. Fax No.
Email

Period of Placement (From) (to)

University Supervisor
Position:
Contact Phone No. Fax
Email:

Professional Officer:
Contact Phone No. Fax
Email:

Signature of University Supervisor .................................................. Date .................................

Signature of Student ............................................................................ Date .................................

-------------------------------------------------------------
Approved on behalf of Host Organisation
Approved on behalf of Environmental Science
Program, School of Earth and Environmental Sciences

Date.......................................................................................... Date.................................................................
UNIVERSITY OF WOLLONGONG

ENVIRONMENTAL SCIENCE PROGRAM

Honours Research Project (ENVI403) - Project Details

Name of Student ....................................................................... Student Number ...........................................

Title of Project ............................................................................................................................................

Host Organisation ....................................................................................................................................... 

PROJECT DESCRIPTION (Use additional sheets if required)
APPENDIX 4: Template for Supervisor’s Report

UNIVERSITY OF WOLLONGONG
ENVIRONMENTAL SCIENCE PROGRAM

Supervisor’s Report on Honours Research Project (ENVI403)

Name of Candidate ....................................................................................................................
Title of Project ............................................................................................................................
Name of Supervisor ....................................................................................................................
Position ........................................................................................................................................
Organisation ...............................................................................................................................

This report assesses the performance of the student while working on the project. Please complete the following section by circling the most appropriate number in the column on the right.
(1=Poor, 2=Below Average, 3=Average, 4=Above Average, 5=Good)

Interest in work ......................................................................................................................... 1     2     3     4     5
Attitude to work ......................................................................................................................... 1     2     3     4     5
Interaction with work colleagues .............................................................................................. 1     2     3     4     5
Personal initiative ....................................................................................................................... 1     2     3     4     5
Seeking advice ............................................................................................................................ 1     2     3     4     5
Response to advice .................................................................................................................... 1     2     3     4     5
Ability to learn new techniques .................................................................................................. 1     2     3     4     5
Overall performance while carrying out the project ................................................................. 1     2     3     4     5

Additional Comments (This should include comments on problems encountered in carrying out the project which may have affected the outcome of the project, plus reasons for changes from original outline (if any), etc.)

Supervisor’s Signature .............................................................................................................. Date

Hardcopies of this document are considered uncontrolled please refer to UOW website or eLearning for the latest version
APPENDIX 5: Information for Examiners

UNIVERSITY OF WOLLONGONG

ENVIRONMENTAL SCIENCE PROGRAM

Additional Information for the Guidance of Examiners for the Research Reports in the Honours BEnvSc Degree

The purpose of this section is to provide guidance to examiners of research reports submitted as part of the Honours BEnvSc degree at the University of Wollongong. If you have any questions about the examination process, which are not answered here, please do not hesitate to contact the School Office (02 4221 3721) for further information.

Guidelines for examination of the research reports are presented on Pages 17-21 of this booklet. Only some additional points are presented here.

The Research Report should demonstrate the candidate's ability to present the work completed in a written format. It should be free from typographical and grammatical errors and communicate the purpose and results of the work in a concise and effective manner. Each report will be marked by two (2) examiners, at least one of whom will be from outside the university. The marks awarded will be reported to the School of Earth and Environmental Sciences Assessment Committee, which makes the final award recommendation.

Confidentiality of the Thesis
Examiners are expected to regard the material contained in the report as confidential and, by agreeing to act as examiners, are bound to confidentiality. This also applies to the mark awarded. (An electronic copy of the report will eventually be available for public access in the the University of Wollongong Honours Thesis Digital Copy collection via 'Research Online' (once approved by the School Assessment Committee and with the agreement of the host organisation and student.)

Retention of written submissions by the School and Library
Electronic copies of the theses are retained on file in the School of Earth & Environmental Sciences as well as The University of Wollongong Honours Thesis Digital Copy collection via ‘Research Online’ (once approved by the School Assessment Committee and with the agreement of the host organisation and student.)

Award of a Mark
As the final Honours grade is dependent upon a weighted average of performance in several subjects it is essential that each examiner provide a numerical grade for the report. This should be completed on the attached form, which contains guidelines for arriving at an overall mark. The weighting given to each section of the report is at the discretion of the Examiner within the limits specified. A typical mark sheet is attached. Examiners should provide a statement justifying the mark awarded.

The mark awarded by the Report Examiner should comply with the University subject guidelines which are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>85 - 100%</td>
</tr>
<tr>
<td>Distinction</td>
<td>75 - 84%</td>
</tr>
<tr>
<td>Credit</td>
<td>65 - 74%</td>
</tr>
<tr>
<td>Pass</td>
<td>50 - 64%</td>
</tr>
<tr>
<td>Fail</td>
<td>0 - 49%</td>
</tr>
</tbody>
</table>

Please return the completed assessment form to the School of Earth and Environmental Sciences general office.
Examiner's Report on Honours Research Project Report (ENVI403)

Name of Candidate

Title of Report

Name of Examiner

Organisation

---

Examiners are requested to mark the report under the following headings:

<table>
<thead>
<tr>
<th>Mark</th>
</tr>
</thead>
</table>

| Project Identification and Encapsulation |
This should provide an introduction to the project covering the reasons for undertaking the work, relevant literature review and a clear statement of the objectives. |

| Information Gathering, Data Production, Synthesis and Analysis |
This section should clearly describe the procedures used, the study area, any special equipment involved in sufficient detail for another scientist to repeat the work. The results obtained should be laid out in a clear and understandable format, and discussion of the results should include the limitations of the work, relationship to previous work and significance of the work. Some projects may produce management plans - these should be assessed in the light of their readability, relevance to the objectives and practicality. |

| Conclusions and Recommendations |
This section should contain a statement on the conclusions that can be drawn from the work done, recommendations for action, and/or suggestions for future work. |

| TOTAL MARK |

---

N.B. This report should be marked using the following grade ranges:

<table>
<thead>
<tr>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
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<td>Credit</td>
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<td>Pass</td>
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<tr>
<td>Fail</td>
</tr>
</tbody>
</table>

Examiner's signature: 

Date: 

Comments supporting the above marks should be given below or on a separate sheet.
Example of Examiner’s Report on Honours Research Project Report (ENVI403)

Examiner’s Report on Honours Research Project Report (ENVI403)

<table>
<thead>
<tr>
<th>Name of Candidate</th>
<th>Anne M Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Report</td>
<td>Investigation of Problems Associated with Disposal of Effluents in Wollongong</td>
</tr>
<tr>
<td>Name of Examiner</td>
<td>J P Deleno</td>
</tr>
<tr>
<td>Position</td>
<td>Pollution Control Consultant</td>
</tr>
<tr>
<td>Organisation</td>
<td>Illawarra Environment Investigations Ltd</td>
</tr>
</tbody>
</table>

Examiners are requested to mark the report under the following headings:

<table>
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<tr>
<th>Examiners are requested to mark the report under the following headings:</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
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<td>22/30</td>
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<tr>
<td>This should provide an introduction to the project covering the reasons for undertaking the work, relevant literature review and a clear statement of the objectives.</td>
<td></td>
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<tr>
<td>Information Gathering, Data Production, Synthesis and Analysis</td>
<td>33/50</td>
</tr>
<tr>
<td>This section should clearly describe the procedures used, the study area, any special equipment involved in sufficient detail for another scientist to repeat the work.</td>
<td></td>
</tr>
<tr>
<td>The results obtained should be laid out in a clear and understandable format, and discussion of the results should include the limitations of the work, relationship to previous work and significance of the work. Some projects may produce management plans - these should be assessed in the light of their readability, relevance to the objectives and practicality.</td>
<td></td>
</tr>
<tr>
<td>Conclusions and Recommendations</td>
<td>14/20</td>
</tr>
<tr>
<td>This section should contain a statement on the conclusions that can be drawn from the work done, recommendations for action, and/or suggestions for future work.</td>
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<tr>
<td>TOTAL MARK</td>
<td>69/100</td>
</tr>
</tbody>
</table>

N.B. This report should be marked using the following grade ranges:

- High Distinction 85 - 100%
- Distinction 75 - 84%
- Credit 65 - 74%
- Pass 50 - 64%
- Fail 0 - 49%

Comments supporting the above marks should be given below or on a separate sheet.

Environmental Science Program
School of Earth and Environmental Sciences
University of Wollongong NSW 2522

Telephone: 02 4221 3721
Facsimile: 02 4221 4250