School of Medicine

Honours Guide

1879/865 - Bachelor of Nutrition and Dietetics Honours
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Section A: General Information

Key Contacts

Honours Coordinator - Research

<table>
<thead>
<tr>
<th>Name:</th>
<th>Dr Yasmine Probst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room 309A</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 5302</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:yasmine@uow.edu.au">yasmine@uow.edu.au</a></td>
</tr>
</tbody>
</table>

Honours Coordinator - Placement

<table>
<thead>
<tr>
<th>Name:</th>
<th>Ms Meredith Kennedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room 224</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 5032</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:mkennedy@uow.edu.au">mkennedy@uow.edu.au</a></td>
</tr>
</tbody>
</table>

You will also be assigned supervisors relevant to your research and placement, whose contact details you will receive individually.

Requirements for Admission to Honours

All students entering the Bachelor of Nutrition and Dietetics are automatically in an honours stream with satisfactory academic performance and completion of all pre-requisite subjects. Maintenance of satisfactory academic progress is essential throughout the program. Students who do not achieve the required academic standard will normally be advised to consider a change of program.

In order to attend research placement in a NSW Health Facility, the NSW Ministry of Health stipulates requirements in regard to Criminal Record Checks and Infectious Disease. Students who do not meet these requirements will not be able to attend placement, and therefore will not be able to continue in this degree. For further information on Criminal Record Checks and Infectious Diseases please see visit Student Clearances for Clinical Placements - NSW Department of Health.

Applying for Admission to Honours

Bachelor of Nutrition and Dietetics students must achieve a minimum of a credit average across the first two years of their program to be permitted to continue into the third year of the degree and maintain this overall to progress to the and fourth year of this degree. Students who fail to achieve this grade will be transferred to the Bachelor of Nutrition Science degree.

Students in the Bachelor of Nutrition Science who achieve high marks (usually at least a Distinction average) in 96 credit points of their course (equivalent to two years of full time enrolment) may apply to transfer into the Bachelor of Nutrition & Dietetics Honours. Entry is competitive. Applicants are ranked by a selection panel once a year on the basis of academic merit and a recommendation is made by the Course Coordinator and approved by the Head of school.

Any course transfer offer is subject to availability of places - there will be limited places each year. Course transfer applications from other UOW courses may be considered in exceptional circumstances, but only where the course is a relevant science-based degree and the student has a minimum of Distinction grade average performance. These applications are competently ranked and will be considered with transfers from the Bachelor of Nutrition Science.

For general enquires please contact SMAH Central:

| Location: | 41.152 |
| Telephone: | 61 2 4221 3492 |
| Email: | smah-students@uow.edu.au |
Part-time Honours Enrolment
Honours may be undertaken on a part-time basis providing candidates can show to the satisfaction of the Head of Discipline 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 Discipline as soon as possible, but by no later than 3 months prior to the commencement of the session. Students will only be allowed to transfer to part-time after the commencement of the session with academic consideration: on either medical or compassionate grounds.

Honours Course Learning Outcomes

<table>
<thead>
<tr>
<th>Domain</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domain 1: Practises Professionally</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Demonstrate safe practice</td>
</tr>
<tr>
<td>2.</td>
<td>Practise within ethical and legal frameworks</td>
</tr>
<tr>
<td>3.</td>
<td>Demonstrate professional leadership</td>
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<tr>
<td>4.</td>
<td>Practise effectively</td>
</tr>
<tr>
<td>5.</td>
<td>Demonstrate cultural competence</td>
</tr>
<tr>
<td>Domain 2: Positively influence the health of individuals, groups, and/or populations to achieve nutrition outcomes</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Apply an evidence based approach to nutrition and dietetics services</td>
</tr>
<tr>
<td>7.</td>
<td>Influence the food supply to improve the nutritional status of individuals, groups and/or populations</td>
</tr>
<tr>
<td>8.</td>
<td>Facilitate optimal food choice and eating behaviours for health</td>
</tr>
<tr>
<td>Domain 3: Apply critical thinking and integrates evidence into practice</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Use best available evidence to inform practice</td>
</tr>
<tr>
<td>10.</td>
<td>Conduct research, evaluation and quality improvement processes using appropriate methods</td>
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<tr>
<td>Domain 4: Collaborate with clients and stakeholders</td>
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</tr>
<tr>
<td>11.</td>
<td>Communicate appropriately with individuals, groups, organisations and communities from various cultural, socioeconomic, organisational and professional backgrounds</td>
</tr>
<tr>
<td>12.</td>
<td>Build capacity of, and collaborates with, others to improve nutrition and health outcomes</td>
</tr>
<tr>
<td>13.</td>
<td>Collaborate within and across teams effectively</td>
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<tr>
<td>14.</td>
<td>Develop skills to search and critically evaluate relevant literature;</td>
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<tr>
<td>15.</td>
<td>Integrate research and evaluation principles into practice;</td>
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<tr>
<td>16.</td>
<td>Develop a research proposal;</td>
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<tr>
<td>17.</td>
<td>Reflect on practice and extend on knowledge in an area and communicate research findings orally and in writing.</td>
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</tbody>
</table>

Roles & Responsibilities

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.

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 (refer to Attachment 2 to this document and to the AQF Implementation Procedures);

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 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.

Supervisors have the responsibility to:

Depending on the project(s) allocated, Honours students will be assigned to one or more academic supervisors and/or site 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.

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. Supervisors are also required to submit a report about the student(s) they have supervised at the time of thesis submission. This report will be considered by the Assessment Committee.

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. Dedicate appropriate amounts of time to all forms of placement including research;
5. Establish with the Supervisor(s) the level of support required for successful completion of the Honours Project;
6. Present required written material to the Supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings. Sufficient time should be negotiated with supervisors upon commencement of the Honours Project;
7. Undertake additional work towards their Honours Project identified as necessary by the Supervisor(s);
8. Accept responsibility for the quality and originality of all submitted work;
9. Ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research.
10. 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).
### Key Dates for Research Thesis

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Deadline for applications</td>
<td>N/A</td>
</tr>
<tr>
<td>Notification of Projects</td>
<td>1 October 2015</td>
</tr>
<tr>
<td>Introductory Session*</td>
<td>28 October 2015</td>
</tr>
<tr>
<td>Submission of ethics application (where applicable)</td>
<td>As discussed with supervisor.</td>
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<tr>
<td></td>
<td>If your research supervisor hasn’t submitted an ethics application to the ethics committee by February 2016 please contact Honours Coordinator – Research.</td>
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<tr>
<td>Block Lectures</td>
<td>18-22 January 2016</td>
</tr>
<tr>
<td>Block 1**</td>
<td>25 January – 26 February 2016</td>
</tr>
<tr>
<td>Block 2</td>
<td>29 February – 1 April 2016</td>
</tr>
<tr>
<td>Finalisation of Written Proposal (Group A)</td>
<td>31 March 2016</td>
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<tr>
<td>Finalisation of Written Proposal (Group B)</td>
<td>7 April 2016</td>
</tr>
<tr>
<td>Oral Presentation (Proposal) (Group A)</td>
<td>31 March 2016</td>
</tr>
<tr>
<td>Oral Presentation (Proposal) (Group B)</td>
<td>7 April 2016</td>
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<tr>
<td>Block 3</td>
<td>4 April – 6 May 2016</td>
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<tr>
<td>Block 4</td>
<td>9 May – 10 June 2016</td>
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<tr>
<td>MID SESSION BREAK</td>
<td>10 – 14 June</td>
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<tr>
<td>Research Workshops#</td>
<td>15 - 17 June 2016</td>
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<tr>
<td>Block 5</td>
<td>20 June - 22 July 2016</td>
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<td>Block 6</td>
<td>25 July – 26 August 2016</td>
</tr>
<tr>
<td>Block 7</td>
<td>29 August – 30 September</td>
</tr>
<tr>
<td>Final Seminar Abstract (Group B)</td>
<td>30 September 2016</td>
</tr>
<tr>
<td>Submission of bound draft thesis (Group B)</td>
<td>30 September 2016</td>
</tr>
<tr>
<td>Block 8</td>
<td>3 October – 4 November 2016</td>
</tr>
<tr>
<td>Final Seminar Abstract (Group A)</td>
<td>4 November 2016</td>
</tr>
<tr>
<td>Submission of bound draft thesis (Group A)</td>
<td>4 November 2016</td>
</tr>
<tr>
<td>Oral presentations (Final Presentation) &amp; Poster Presentation</td>
<td>10-11 November 2016</td>
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<tr>
<td>Submission of final thesis</td>
<td>22 November 2016</td>
</tr>
<tr>
<td>Assessment Committee meeting date</td>
<td>Mid November 2016</td>
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</tbody>
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* Students allocated to group A or group B. Group A begins block 1 with placement, group B begins block 1 with research. Groups A and B then alternate placement and research until the research presentation day.

** It is expected that students will responsible for coordinating meetings with the supervisor, as per agreement.

# A timetable of workshops will be provided on the eLearning site prior to the workshops. Students are only expected to attend the workshops relevant to their project.
Coursework/Placement Requirements

The UOW Bachelor of Nutrition and Dietetics Honours program is an intensive one year course of study designed to enhance the research skills and dietetic practice of undergraduate dietetic students. Honours consists of a research project carried out under supervision in the Nutrition and Dietetics discipline in the School of Medicine and generic skills training in project management, communication, occupational health and safety, library search skills. You will work nearly full time on your research project when you are not scheduled to attend dietetic placement and by the end of the year it is expected that you will have learnt from first-hand experience how to formulate questions, design and conduct studies, analyse and evaluate data, and write a scientific paper/report. As a result of this experience, the Honours year adds value to your basic degree, substantially broadening your skills-base and providing much enhanced career and employment prospects.

Students will be required to enrol in DIET460 to complete the honours year. Placement manuals outlining details of placement requirements are available on eLearning.

Ethics Application Requirements

Before conducting or commencing any research investigation that involves human participants, staff and students of the University are required to submit a research ethics application to 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 Research Ethics Officer, Phone 4221 3386 – Research Services Office.


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.


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

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

Induction

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

Specific areas within the Schools may also require a local area induction and/or specific training. Some of these may be covered by modules on Moodle (e.g. Field work; driving of UOW vehicles; Biosafety and working with GMO’s), while others will be covered by the staff responsible for the specific area or lab.

While this is not an exhaustive list, these areas include:
- SEES: OSL Lab, core cutting room and crushing lab, some specific procedures such as HF use.
- BIOLOGY: Environmental Resource Centre (ERC), Biology boat, Diving
- CHEMISTRY: Use of Hydrogen; Laser lab; Numerous other lab equipment items.
- NURSING/MEDICINE: Simulation and exercise labs, metabolic lab.

Your supervisor should help arrange the appropriate training.
Risk Assessment
All research work (including field work) should be assessed for risk. For any medium to high risk activities, e.g., wet/chemical laboratory work and field work, a documented risk assessment is required and must be completed with input from your supervisor and discussed with the relevant Laboratory Manager prior to the commencement of your field or laboratory work.

The University’s on-line safety management system SafetyNet provides guidelines and templates for the lodgement of Risk Assessments.

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 (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 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.

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

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

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

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

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.

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.

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 (list for SMAH areas attached, full list can be found on-line at: http://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016970.pdf

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.

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 be 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.

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 organization prior to commencement of any work.

Working with External Agencies
When working with any external agency, students must comply with workplace rules and regulations laid down by that agency as well as the University of Wollongong’s Code of Practice – Student Professional Experience http://www.uow.edu.au/about/policy/UOW058662.

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

Disability support
All subjects taught within the Faculty of Science, Medicine and Health 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.

Students are also encouraged to contact the Honours Coordinators to confidentially discuss any support required to ensure successful completion of the subject.


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

For Student Support Adviser enquiries please contact:
Equipment, Study Space and Computer/Software Available to Honours Degree Students

Equipment
Access to specific equipment items, study space and computers should be discussed with your Supervisor. There is no requirement of the School of Medicine to provide you with new equipment items, a study space or computer access.

Study Space & Computer Access
The SMAH Honours room (41.101) is available for your use. Access to the computers (in the form of a “hot desk”) will be restricted to those Faculty students who are enrolled in an Honours program in 2016, by the student’s user name and password. The Honours room provides computers and printers for work purposes ONLY. Students will be allocated a 500 pages printing quota (via a PIN code). If your printing quota is a concern, please contact your Honours Coordinator. Michelle Summerhayes (Room 41.106; 4221 3637; michelle_summerhayes@uow.edu.au) is responsible for day to day issues associated with the operation of the Faculty Honours student room. The lounges and Junction study area on Level 3, Building 41 are also available to Honours students.

If you feel access to equipment, study space and computers will impede your progress please raise this with your Supervisor and/or Honours Coordinator(s) as early as possible during your BND Honours program.

Photocopying, Scanning & Faxes
Photocopiers are located in 41.227 and 41.318. Please see Beryl Schafe (Administration Assistant, 41.260; 4221 5104; bschafe@uow.edu.au) for a PIN to use the photocopier after seeking approval from your Supervisors. Each photocopier provides facilities for photocopying and scanning documents to your email account as well as fax facilities. Beryl Schafe will be able to assist you in correct use of the photocopiers. Please note that your use of the photocopier will be monitored and if the use is not deemed appropriate you may be required to reimburse the SOM for costs. If you think this may be an issue please discuss with your Supervisor and/or Honours Coordinator.

Telephone
There is no telephone for use by Honours students. If you require the use of a telephone for your research activities, please discuss access with your Supervisor and/or Honours Coordinator. If you are conducting a telephone survey, you/your Supervisor will be responsible for the costs of the telephone calls. Please use email wherever possible when communicating with other Universities and institutions.
Common Room
A fridge, hot water urn, microwave and kitchen facilities are available for use in the Common Room, 41.314.

Mail
Outgoing mail should be placed in the mail bag in 41.260. There is an Honours group pigeon hole for incoming mail in 41.314 (for students with Primary supervisors housed on Level 3) and in 41.227 (for students with Primary supervisors housed on Level 2).

Lockers
Lockers are available for Honours students on Level 3, Building 41. If you wish to be assigned a locker, please contact the Honours Coordinator(s). For use, you will need to supply your own lock and key.

Key/Swipe Card Access
If you require access to buildings and laboratories, key and swipe card request forms can be requested from Beryl. Please complete these forms, have your Supervisor sign them and then submit for the Head of School’s signature. You will then be notified when your key and/or swipe card is available to be picked up from Buildings & Grounds. Please speak to your supervisor to determine if this is needed.

Financial Assistance
There is no requirement of the SOM to provide any financial assistance for you to complete your research. Should financial assistance be required, you should discuss this with your Supervisor as early as possible so that you can find a resolution. Your Supervisor is also required to make sure you have the materials that you require to successfully complete your research project.

School Store & Purchasing
All items taken from the School store must be clearly signed against your Supervisor’s name with their permission, as they incur a cost. Please see Petra Olbrechtova if you have any queries regarding the School store. If you need to purchase anything for your research projects please liaise with your Supervisor or Honours Coordinator(s) as they will need to access the forms via the intranet for you to complete. Please follow the SMAH purchasing guidelines.

Statistical Consulting Service
You are entitled to consult staff in the Statistical Consulting Service in the School of Mathematics and Applied Statistics about your research. Further information can be obtained by visiting the web site http://www.uow.edu.au/informatics/maths/scs/index.html.

Grades of Honours in this Course
Class of “Honours” Awarded

<table>
<thead>
<tr>
<th>Thesis mark</th>
<th>Satisfactory placement</th>
<th>Poor placement</th>
<th>Fail placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>85-100</td>
<td>Class 1-1</td>
<td>Class 2-1</td>
<td>Repeat next year</td>
</tr>
<tr>
<td>75-84</td>
<td>Class 2-1</td>
<td>Class 2-1 or 2-2</td>
<td></td>
</tr>
<tr>
<td>65-74</td>
<td>Class 2-2</td>
<td>Class 2-2 or 3</td>
<td></td>
</tr>
<tr>
<td>50-64</td>
<td>Class 3</td>
<td>Class 3</td>
<td></td>
</tr>
</tbody>
</table>

Assessment Criteria
In recommending the final class of “Honours” awarded, the Academic Program Committee will utilise the following criteria as a guide:
Honours Class I
Demonstrates excellence in approach to the research area in:

i) Possessing a clear understanding of the research question and its relationship to the current body of knowledge (i.e. relevant literature) in the area.

ii) Mastery of experimental procedure, design and data collection, or in the case of non-experimental theses, techniques of gathering information appropriate to the problem.

iii) Use of the appropriate statistical analysis, and facility in interpreting the results in terms of the thesis topic, or in the case of non-experimental theses, facility in interpreting the information derived in terms of the thesis topic.

iv) Clear and concise presentation and organisation of all aspects within the thesis.

Honours Class II, Division 1
The student satisfies all but one of the former criteria.

Honours Class II, Division 2
The student satisfies the following criteria:

i) Demonstrates competence in carrying out experimental work, or in the case of a non-experimental thesis, proficiency in surveying sources but lacks complete insight in the research area.

ii) Shows an adequate knowledge of the conceptual framework of the thesis area.

Honours Class III
The student satisfies either (i) OR (ii) criteria listed for Honours Class II Division 2.

Fail (Pass Degree only)
The student fails to meet the criteria for "Honours" and is transferred into the Bachelor of Nutrition Science and is awarded a "Pass" degree only.

Placement Component
A pattern of consistent poor performance against the DAA entry level competencies throughout placement resulting in the requirement of extra days on placement may result in a student not being eligible for first class honours. In this instance extra time is defined as more than 5 days of additional practical placement required to achieve a satisfactory grade against entry level competencies. This does not include extra days to make up for approved leave days e.g. sick leave whilst on placement. The requirement of extra days on placement will be decided by the subject co-ordinator for practical placement in consultation with the student and placement site supervisor/s. It is not possible to be awarded a grade of Honours Class 1-1 where additional time has been required. The final decision of honours class is made by the Honours Assessment Committee.

Honours Method Used in this Course
Honours Method 3 will be used to determine the Honours Grade (according to the General Course Rules).

Prizes, Scholarships and Grants
University Medal
Honours students who achieve a minimum of Honours Class I and have outstanding academic results over the entirety of their undergraduate degree may be considered for the award of a University Medal. Nominations for this award will not be made until the results for all potential medalists in the particular year have been finalised.
Campus Alumni Chapter Honours Year Book Prize
Each year the Campus Chapter of the University of Wollongong Alumni Association awards a prize of a $300 book voucher, which can be exchanged for purchases at the UniCentre Shop. The prize is awarded to a student enrolled in a one year Honours degree course who performs the best, as determined by the relevant Faculty, in the three year pass degree upon which entry to the Honours course was based.

National and State Placement Scholarships
There are national and state placement scholarships may be available for rural placement. Information will be made available to students via eLearning.

Research Scholarships
Any research scholarship opportunities will be sent to students via eLearning.

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


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

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

a. Authorship Policy

b. Code of Practice – Research

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

Types of Assessment Used to assess Honours Project

For the 2016 honours cohort the group has been divided into groups A and B. Assessments may be due at differing times depending on the group allocation.

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Date for Submission</th>
<th>Weighting in Determining Final Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Placement</td>
<td>Not Applicable</td>
<td>Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td>Finalisation of Written Proposal</td>
<td>31 March 2016 (A)</td>
<td>Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td></td>
<td>7 April 2016 (B)</td>
<td></td>
</tr>
<tr>
<td>Oral Presentation (Proposal)</td>
<td>31 March 2016 (A)</td>
<td>Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td></td>
<td>7 April 2015 (B)</td>
<td></td>
</tr>
<tr>
<td>Final Seminar Abstract</td>
<td>30 September 2016 (A)</td>
<td>Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td></td>
<td>7 November 2016 (B)</td>
<td></td>
</tr>
<tr>
<td>Oral presentations (Final Presentation)</td>
<td>10-11 November 2016</td>
<td>15%</td>
</tr>
<tr>
<td>&amp; Poster Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bound thesis (Draft)</td>
<td>30 September 2016 (B)</td>
<td>85%</td>
</tr>
<tr>
<td></td>
<td>7 November 2016 (A)</td>
<td></td>
</tr>
<tr>
<td>Final thesis</td>
<td>22 November 2016</td>
<td>Satisfactory/Unsatisfactory</td>
</tr>
</tbody>
</table>

Criteria for Assessment of Honours Project

**Assessment 1: Practical Placement**

- **Date for Submission**: Not Applicable
- **Weighting**: Satisfactory/Unsatisfactory
- **Marking Criteria**: Marking Criteria will be provided through the eLearning site. See criteria for Assessment of Placement section below.

**Assessment 2: Finalisation of Written Proposal**

- **Date for Submission**: 31 March 2016 (A) 7 April 2016 (B)
- **Weighting**: Satisfactory/Unsatisfactory
- **Marking Criteria**: 1. Clear hypothesis and/or aims
  2. Adequate rationale for the study
  3. Appropriate and feasible study design
  4. Clear, concise and appropriate explanation of methods of data collection and analysis
  5. Appropriate understanding of ethical considerations

**Assessment 3: Oral Presentation (Proposal)**

- **Date for Submission**: 31 March 2016 (A) 7 April 2016 (B)
- **Weighting**: Satisfactory/Unsatisfactory
- **Marking Criteria**: Your written proposal and oral proposal presentation will be considered together by the Honours Assessment Committee to determine satisfactory content and understanding to proceed with the Honours program.
<table>
<thead>
<tr>
<th>Assessment 4</th>
<th>Final Seminar Abstract</th>
</tr>
</thead>
</table>
| Date for Submission | 30 September 2016 (B)  
7 November 2016 (A) |
| Weighting | Satisfactory/Unsatisfactory |
| Marking Criteria | Completed according to criteria specified on eLearning.  
This abstract will be used to develop the program booklet for the final presentations. |

<table>
<thead>
<tr>
<th>Assessment 5</th>
<th>Bound draft thesis</th>
</tr>
</thead>
</table>
| Date for Submission | 30 September 2016 (B)  
7 November 2016 (A) |
| Weighting | 85% |
| Marking Criteria | Your draft bound thesis will be reviewed by 2 examiners with marking criteria to be provided on eLearning.  
1. Quality of abstract  
2. Demonstration of an adequate understanding of the field of research  
3. Internally consistent presentation of aims, methods and results  
4. Adequate argument development, defensible results interpretation, use of the literature  
Sound conclusions/recommendations  
Feedback on your thesis will be considered in line with your final presentation and reviewed by the Honours Assessment Committee. |

<table>
<thead>
<tr>
<th>Assessment 6</th>
<th>Oral presentations (Final Presentation) &amp; Poster Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date for Submission</td>
<td>10-11 November 2016</td>
</tr>
<tr>
<td>Weighting</td>
<td>15%</td>
</tr>
</tbody>
</table>
| Marking Criteria | Poster:  
1. Meets design specifications, requirements and contains adequate content  
2. Is readable at a distance of 2 m; has logical arrangement and appropriate use of colour and graphics  
Presentation:  
1. Satisfactory oral presentation of the research project as observed by assessors |

<table>
<thead>
<tr>
<th>Assessment 7</th>
<th>Final thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date for Submission</td>
<td>22 November 2016</td>
</tr>
<tr>
<td>Weighting</td>
<td>Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td>Marking Criteria</td>
<td>Feedback from your examiners will be provided following the Honours Assessment Committee meeting to finalise your thesis. Examiner comments must be addressed as a separate document to your submission to eLearning to allow the Honours Coordinator – Research to determine you have met the expected requirements.</td>
</tr>
</tbody>
</table>
### Criteria for Assessment of Placement

The assessment task required for satisfactory completion of practical studies in nutrition and dietetics is a portfolio of evidence addressing the National Competency Standards for Dietitians in Australia. This portfolio consists of the following pieces of assessment:

<table>
<thead>
<tr>
<th>Assessment 1</th>
<th>Portfolio of Evidence Addressing National Competencies for Dietitians in Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date</td>
<td>During placement and at the exit interview after placement</td>
</tr>
<tr>
<td>Weighting</td>
<td>100%</td>
</tr>
<tr>
<td>Submission</td>
<td>Upload an electronic copy of your portfolio to your university clinical placement co-ordinator.</td>
</tr>
<tr>
<td>Type of Collaboration</td>
<td>Individual Assessment</td>
</tr>
<tr>
<td>Length</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

#### Details

In order to graduate, each student must satisfactorily complete the three placements – individual case management, community and public health nutrition and food service. To successfully complete placements, students must meet all the DAA competencies for Dietitians in Australia. Evidence of how the student has met these competencies during their placements is to be included in a portfolio. Evidence will include the following:-

- Competency based assessment and feedback forms completed by placement supervisors
- Reflective practice entries completed by students
- Case studies or other relevant documentation of the nutrition care process provided to an individual patient or client by the student during individual case management placement
- Project reports or other relevant documentation from public health nutrition and food service placements completed by students
- Peer, client and other relevant stakeholder evaluations of student performance whilst on placement. Copies of forms to be used in the evidence portfolio and details of assessments required for each type of placement can be found in the Placement Manual.

### Style and format

Portfolio

### Subject Learning Outcomes

The assessment meets all the Subject Learning Outcomes for this subject

### Marking Criteria

Satisfactory or unsatisfactory completion of portfolio

Assessment tasks will be marked using explicit criteria that will be provided to students prior to submission.

### Late Submission

#### Policy Regarding Late Submission

Students will have to follow formal procedures to request and extension. Any extension on the final submission would mean that students would have to graduate in the following year. Students who submit late without an approved extension will be subject to a late submission penalty, as outlined below.

If students require additional placement time to meet competency requirements, it may not be possible to arrange this in the same year. Students may be required to complete this in the following year, which would mean that students would be unable to graduate with their cohort.

#### Penalties

The penalty for a thesis submitted late is 1% deduction from the final thesis mark per day or part day late (this has been determined by the Faculty of Science).

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.

Guidelines for Honours Examiners:
When assessing the thesis we would be grateful if you could apply to it the same criteria you use in evaluating other Honours theses. In this School, the final thesis represents 85% of the final mark for the academic year. An Honours Examination Guide will be provided for examination within this specific discipline.

We would be grateful if you would write a brief report on the thesis as outlined in the examination guide. Please keep your report to a maximum of one typed half page per section; 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 that will be provided to you.

Quality Assurance Process to Ensure the Independent, Transparent and Impartial Assessment of all Honours Project(s):
Quality assurance process specific to the Faculty or Academic Unit will be upheld and communicated to relevant stakeholders.

Method for determining Class of Honours
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

Minimum Attendance Requirements
Students must meet the requirements of their supervisory contract that is negotiated with their supervisor upon commencement of the honours year as a minimum attendance requirement.

Length, Style and Format of Honours Project
Maximum length of the thesis is 20,000 words. A single electronic copy (PDF) of the thesis with figures included on one of the following: CD-ROM, DVD is required.

The thesis must have:
(a) A title page, containing the thesis title, author's name and the relevant alternative of the following statements in the lower part of the page: "A thesis submitted in part fulfilment of the requirements of the Honours degree of Bachelor of Nutrition and Dietetics in the School of Medicine, 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) 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). Raw data should not be included.

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 point) should be used wherever possible.

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

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

Figures, images and photographs should all provide significant information. They should be completed during the writing process, not at the end of thesis production. Figures and images should be drafted by the student and have appropriate legends.

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

Any variation to the above conditions must be approved by the Nutrition and Dietetics Honours Assessment Committee.

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

Students may use Harvard or Vancouver referencing. Whichever method of referencing that is selected must be applied consistently throughout the thesis.

**Method for Choosing Honours Examiners**

1. Honours examiners shall be chosen by the Supervisor in consultation with the Honours Coordinator- Research.
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.

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

Each Faculty shall have written procedures for dealing with discrepancies between honours examiners’ marks for an Honours Project, approved by the Faculty Education Committee. These procedures shall be communicated to students in the Honours Guide.

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 Honours Coordinator - Research to assess the Honours Project. When this delays the assessment process, the Honours Degree student should be notified that further advice has been sought.

Each Faculty must have written procedures that specify:

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

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

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).


Method for Submitting Written Materials for Assessment

Assessments should be submitted to the designated person identified by the subject coordinator. For DIET460 this person is the Honours Coordinator responsible for the assessment task.

Required Number of Copies of Written Materials

Two printed copies and an electronic copy (Word) of the draft thesis shall be submitted for examination. A single electronic copy (PDF) of the final must be provided to eLearning after all examiner comments have been addressed as required following the Honours Assessment Committee meeting. All submitted files should be titled as follows: [student surname]_[student number]_Draft/Final Thesis

Arrangements for Acknowledging Submission of Written Materials

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

Procedures for Returning Assessed Materials

The subject coordinator will inform students of procedure for returning assessed materials.
Section C: University Policy

Students should be familiar with the following University policies:

a. Academic Complaints Policy (Coursework and Honours Students)

b. Academic Integrity and Plagiarism Policy

d. Authorship Policy

c. Code of Practice – Honours

d. Code of Practice – Research

e. Code of Practice – Teaching and Assessment

f. Human Research Ethics Forms and Policies

g. IP Intellectual Property Guidelines

h. IP Intellectual Property Policy

i. IP Student Assignment of Intellectual Property Policy

j. Student Academic Consideration Policy

k. Research Misconduct Policy

l. Student Charter

m. Workplace Health and Safety Policy

Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>19/01/2015</td>
<td>D Parrish</td>
<td>Y Probst</td>
<td>Incorporated modifications as discussed with Y Probst</td>
</tr>
<tr>
<td>2</td>
<td>19/01/2015</td>
<td>Y Probst</td>
<td>Y Probst</td>
<td>Reviewed and updated information as necessary</td>
</tr>
<tr>
<td>3</td>
<td>01/12/2015</td>
<td>Y Probst</td>
<td>Y Probst</td>
<td>Reviewed and updated information as necessary for 2016</td>
</tr>
</tbody>
</table>