School of Nursing

Honours Guide

862 - Bachelor of Nursing Honours
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Section A: General Information

A1. Key Contacts

Honours Coordinator

<table>
<thead>
<tr>
<th>Name:</th>
<th>Elizabeth Halcomb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room 108</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 3784</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:ehalcomb@uow.edu.au">ehalcomb@uow.edu.au</a></td>
</tr>
</tbody>
</table>

A2. Requirements for Admission to Honours

Students will be required to have obtained a Bachelor of Nursing degree from a recognised tertiary institution with a Distinction average in 300-level Nursing subjects. Students considering an Honours degree are encouraged to talk to the Program Coordinator well in advance to seek approval for enrolment, discuss their program, and negotiate a thesis topic and supervisors.

Academic requirements, English requirements and credit transfer information are available from the Course Finder: [Bachelor of Nursing (Honours)](http://www.uow.edu.au/content/groups/public/@web/@unia/documents/doc/uow000027.pdf)

A3. Applying for Admission to Honours

Applications for Honours must be completed via the following form:


For general enquiries please contact The Student Centre:

Location: 41.152
Telephone: 61 2 4221 3492
Email: smah-students@uow.edu.au

A4. Part-time Honours Enrolment

Honours may be undertaken on a part-time basis providing candidates can show to the satisfaction of the Program Coordinator 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 an application to the Program Coordinator within four weeks of commencement of a session. Where the application is made in the second session of study, a successful applicant will be given an extension of a maximum of 17.5 calendar weeks (or 19.5 weeks if the period includes the Summer Recess) from the initial due date of the thesis for the candidate. Students will only be allowed to transfer registration with academic consideration: on either medical or compassionate grounds.
A5. Honours Course Learning Outcomes

<table>
<thead>
<tr>
<th>On completion of this subject, students should be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate advanced knowledge related to nursing practice;</td>
</tr>
<tr>
<td>2. Apply knowledge of nursing to clinical practice;</td>
</tr>
<tr>
<td>3. Demonstrate skills in reviewing, analysing and synthesising evidence to identify and solve problems;</td>
</tr>
<tr>
<td>4. Exercise critical reasoning and reflection to develop and promote empirical understanding</td>
</tr>
<tr>
<td>5. Communicate knowledge and ideas about theoretical concepts related to nursing</td>
</tr>
<tr>
<td>6. Demonstrate initiative and judgement using a professional, ethical and holistic approach advocating for excellence in nursing</td>
</tr>
<tr>
<td>7. Demonstrate the application of knowledge and skills in planning and executing a research-based initiative.</td>
</tr>
</tbody>
</table>

A6. Roles & Responsibilities

A6.1 The University has the responsibility to:

1. specify clearly minimum entry standards for each Honours Degree;
2. take measures to protect the intellectual property (IP) arising from the work of its students in accordance with the University's IP Intellectual Property Policy;
3. maintain policy and procedures by which either the student or the Supervisor may take action as appropriate should significant difficulties arise with respect to the Honours Project;
4. where possible, ensure each student enrolling full time in an End-On Honours Degree and who submits their Honours Project within the required timeframes, specified by the Faculty, is given the opportunity to complete all subjects in time for them to graduate with their cohort at the end of that academic year.

A6.2 The Academic Unit has the responsibility to:

1. depending on the size of the Honours cohort, appoint an Honours Coordinator(s) to oversee the Honours Degree or, in the case of Embedded Honours, the Honours Projects within the Academic Unit;
2. ensure that each Honours Student meets the minimum requirements for admission to the Honours Degree and is capable of undertaking the proposed Honours Project and other requirements of the Honours Degree;
3. ensure that the proposed Honours Project and all other requirements of the Honours Degree are of an appropriate standard for the award having regard to relevant discipline standards and that meets the requirements of the AQF;
4. where an Honours Project is undertaken across two disciplines (inter-disciplinary, joint honours), approve the course of study with the head of the other Academic Unit and negotiate the appointment of co-Supervisors and subject requirements before enrolment;
5. provide to each Honours Degree student (in the case of Embedded Honours, no later than the beginning of the session in which the student undertakes an Honours Project) an Honours Guide that sets out all procedures and requirements pertaining to assessment 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 this 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 the Code;
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/fortnightly, but not less than monthly for full-time students or equivalent for part-time students – to discuss work in progress and to advise on the direction of the work. They should comment critically on any drafts of the thesis (including aspects of referencing, bibliographic work and proofreading). They should provide regular advice and timely feedback necessary to the production of a thesis of merit.

Supervisors must alert the student and the Honours Coordinator(s) of any situation, which indicates that the student might not meet the given deadlines for the thesis or any other assessment task, or appears incapable of attaining appropriate standards.

**A6.4 Honours Degree Students have the responsibility to:**

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

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

Students also have a responsibility to:

1. comply with the requirements of assessment;
2. comply with the University of Wollongong’s policy on plagiarism;
3. submit for assessment their own individual and unassisted work, except as otherwise permitted;
4. respect the rights of staff and other students engaged in the teaching process and to conform to the "Code of Practice Students"; and,
5. comply with all WHS requirements at the university and while working on their projects outside the university (e.g. in the field, at conferences).
A7. Key Dates

<table>
<thead>
<tr>
<th></th>
<th>See dates on Moodle site</th>
<th>Full-time Students - 30 October 2016</th>
<th>Part-time Students – 30 October 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Presentation – Project Proposal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral presentations – Final</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission of final written project (Autumn 2016 intake)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment Committee meeting date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A8. Coursework Requirements

The Bachelor of Nursing (Honours) requires students to complete 48cp of Honours subjects according to the following table.

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject name</th>
<th>Session</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMIH401</td>
<td>Nursing Honours</td>
<td>Annual</td>
<td>48</td>
</tr>
<tr>
<td>NMIH402</td>
<td>Nursing Honours (Part-Time)</td>
<td>Annual</td>
<td>24</td>
</tr>
</tbody>
</table>

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<th>Subject Code</th>
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<td>Nursing Honours (Part-Time)</td>
<td>Annual</td>
<td>24</td>
</tr>
</tbody>
</table>

A9. Ethics Application Requirements

Before conducting or commencing any research investigation that requires human participants, staff and students of the University are required to submit a research ethics application via National Ethics Application Form (NEAF) [https://www.neaf.gov.au/](https://www.neaf.gov.au/), which is then reviewed by the University Human Research Ethics Committee.

Ethics applications are submitted in conjunction with your supervisor. Please ensure that this discussed with them early in your project planning.

Any questions or requests for further information should be directed to the Ethics Officer, Phone 4221 4457 – Research Services Office.


A10. Workplace Health and Safety Requirements

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


A10.1 Induction

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

A10.2 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. Student Support Services and Facilities

Students can access information on student support services and facilities at the following link. This includes information on “Academic Support”, “Starting at University”, “Help at University” as well as information and support on “Career’s and Jobs”. http://www.uow.edu.au/student/services/index.html

A11.1 Disability support

All subjects taught within the Faculty of Science, 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.

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

A11.2 Student Support Adviser

For enquiries please contact:

Name: Jenny Walsh (Mon-Thurs) / Mitz Perez (Fri)
Location: 15.232, Wollongong Campus
Availability: Monday - Thursday
Telephone: 61 2 4221 5332
Email: jenwalsh@uow.edu.au

A11.3 Faculty Librarian:

Honours students can request a one-to-one research consultation by completing the online form below. These consultations allow students to explore their individual questions about the scholarly content available in their field. A Librarian will then be in direct contact with the student to set an appointment.

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

A11.4 Learning Development


A12 Equipment, Study Space and Computer/Software Available to Honours Degree Students

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

A12.1 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. For access to colour printing for your final soft-bound thesis please contact the Honours Supervisor. The lounges and Junction study area on Level 3, Building 41 are also available to Honours students...
A12.2 Research Expenses
If there are expenses or facilities required for your project these need to be identified in the planning stage with your supervisor. There is no set research budget available for Honours students.

A13. Grades of Honours in this Course

The following grades of Honours degrees may be awarded:

- Honours Class I
- Honours Class II, Division 1
- Honours Class II, Division 2
- Honours Class III

A14. Honours Method Used in this Course

The Honours grade will be calculated in accordance with Method 1.

For further information refer to General Course Rules Section 8.

A15. 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.

A16. 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:


A17. 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.

Section B: Assessment of Honours Project

B1. Types of Assessment Used to assess Honours Project

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Date for Submission</th>
<th>Weighting in Determining Final Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis</td>
<td>30 October 2016 (FT)</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>30 October 2017 (PT)</td>
<td></td>
</tr>
</tbody>
</table>

B2. Criteria for Assessment of Honours Project

Assessment 1: Thesis
- **Date for Submission**: 30 October 2016 (FT) or 2017 (PT)
- **Weighting**: 100%

**Marking 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**
The student fails to meet the criteria for ‘Honours’. Specific examination criteria for each section or aspect of the thesis may include the following:

**Assessment Criteria**
Please check Moodle for details.
B3. Late Submission

B3.1 Policy Regarding Late Submission:
Late submission of an assessment task without an approved extension of the deadline is not acceptable. Approved extensions are only available through the formal Academic Consideration process.

B3.2 Penalties:
The penalty for a thesis submitted late is 1% 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.

B4. Quality Assurance Process to Ensure the Independent, Transparent and Impartial Assessment of all Honours Project(s):

B4.1 Method for Choosing Honours Examiners
Two Examiners who are familiar with the expectations of the SON BN (Honours) degree and who agree to their names being divulged to the student at the end of the assessment process, will be invited to mark the Honours thesis by the BN Honours Coordinator. An Individual cannot examine an Honours project that they have supervised or had involvement in. Examiners may be either internal to the SON or external. An external Examiner is defined as being external to the academic unit and may be external to the University. Examiners must also:
- have a degree equivalent to or higher than that being examined, or
- be currently active researchers and have proven research track records; or
- have previous successful experience in supervision or examination of Honours students.

The selection of Examiners is of critical importance and therefore the Supervisors must complete a Nomination of Examiners form (see Appendix 4) and submit to the Honours Coordinator by Week 9 of the Semester of thesis submission. Supervisors should generate a list of at least three Examiners, considering the Examiners understanding and position on the project topic, the methodology employed and their expertise and status in the field. The Supervisors should have made email contact with prospective external examiners, informing them of the title of the project and methods used and ascertaining their availability to examine the thesis. A brief CV of external examiners should accompany the Nomination of examiners form. The final choice of two Examiners will be made from this list by the Supervisor and the Honours Coordinator. Should adjudications be necessary, the third Examiner will also be selected using this process. The student and Supervisors can advise the Honours Coordinator is there is a particular individual who they specifically do not want to examine the thesis.

B4.2 Contact with Examiners
During the examination process, the student or Supervisors must not contact the Examiner about the assessment of the Honours project and vice versa. Additionally, the Examiner must not contact the other Examiner for the thesis. During this time, all communication between the Examiner and the University regarding the Thesis shall be directed through the Honours Coordinator or, if the Honours Coordinator is the student's Supervisor, another nominated academic.
B4.3 Determination of Final Marks
Once examiners reports (Appendix 5 & Criteria on Moodle site) are received by the Honours Coordinator they will be provided to the Primary Supervisor. The Supervisor will be asked to make comment on these reports and identify any concerns in the examiners interpretation of the thesis or factors that may have impacted on the students’ progress. The Examiners reports, together with the Supervisors comments will then be provided to all members of the Honours Assessment Committee for evaluation. The Honours Assessment Committee comprises of the: Honours coordinator (Chair), BN coordinator, Head of School, and Professorial representative.

In the case of a discrepancy of more than 10 points between any two Examiners, a third Examiner shall be appointed. The third Examiner will be provided with a clean copy of the Honours thesis. The third Examiner will then determine a mark for the student and write a brief report explaining the basis for determining this mark. This mark will then be forwarded to the Honours Assessment Committee for discussion.

The Honours Assessment Committee will recommend a thesis mark normally based upon the average of the two Examiner's final marks. An average mark may be changed where, in the judgement of the Honours Assessment Committee, the average mark does not reflect the quality of the thesis, the Examiner’s marks and comments indicate a lack of understanding of Honours or the Honours grading system and/or the marks/comments suggest that the Examiner has not read or understood the thesis properly. The Honours Assessment Committee will also judge Student Academic Consideration requests.

The final thesis mark is decided by a majority vote of the members of the Honours Assessment Committee. The resolution, vote and reason for any change of mark are minuted. After this process any late penalty is applied to the final mark.

Where a late penalty has been applied, the Assessment Committee will review the circumstances, and will have the option to reduce or to remove the penalty if circumstances are warranted. However, any waiver of penalties will only occur after consideration of equity to other students (e.g. who may have submitted lesser quality material to meet a deadline or who have attracted a late penalty).

Copies of the Examiners’ reports are only made available to the student only after the Honours Assessment Committee has met and declared final marks.

B4.4 Procedure for Dealing with Discrepancies between Marks Awarded by Different Honours Examiners
In the case of a discrepancy of more than 10 points between any two Examiners, a third Examiner shall be appointed (selected from the Nomination of Examiners Form by the Honours Coordinator, in consultation with the Supervisor). The third Examiner will be provided with a clean copy of the Honours thesis. The third Examiner will then determine a mark for the student and write a brief report explaining the basis for determining this mark. This mark will then be forwarded to the Honours Assessment Committee for discussion.

B5. Scaling
Scaling will not occur in this subject.

B6. Method for determining Class of Honours
The grading system for Honours is as follows:

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Mark Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class</td>
<td>85–100</td>
</tr>
<tr>
<td>Second Class, Division 1</td>
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<td>50–65</td>
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B7. Minimum Attendance Requirements
There are no minimum attendance requirements for this course.
B8. Length, Style and Format of Honours Project

Students should refer to Appendix 1 for further information on preparing a thesis.

The maximum length of the thesis should be 15,000 words (excluding title page, tables of content, abstract, references, table, figures, captions and appendices)

The thesis MUST be a true representation of work produced and written by the student. While Supervisors are free to suggest that the Honours students present the thesis according to the Supervisors’ stylistic preferences, the overall criterion for success is that the thesis must represent a well-written document that is both concise and informative.

The thesis is to be prepared in accordance with the following specifications:

- the text of the document (in English) must be in double-spaced typescript with the exception of tables, figures and captions which may be prepared in single-spaced typescript;
- the print size of the text in the document will be 12 point with the exception of footnotes that may be 10 point font where appropriate;
- the document is to be printed on standard A4 size (297 x 210 mm) white opaque paper;
- the text must be printed single-sided pages numbered sequentially;
- the margins on each sheet will be 40 mm on the left-hand side, 20 mm on the right hand side, 20 mm at the top and 20 mm at the bottom;
- the thesis will be ‘soft’ bound (spiral binding);
- tables and figures must be incorporated into the text and they should be easy to understand without reference to the text and must include an appropriate caption (captions for tables are inserted above the table; captions for figures are inserted below the figure);
- the thesis should be divided into chapters or sections (each of which start on a separate page) in accordance with the guidelines provided in Appendix 1;
- chapters may be presented as papers for publication in the peer-reviewed literature in accordance with the guidelines provided in Appendix 1

The thesis will be evaluated on such points as the clarity, precision and brevity of the reporting, the general arrangement and organisation of the material reported, and the quality and relevance of illustrations and tabulated data.

B9. System of Referencing to be Used in Honours Project

Refer to Appendix 1 for details of how to reference appropriately.

B10. Procedures, Criteria and possible Outcomes in the Handling of Requests for Student Academic Consideration

Any requests for academic consideration need to be submitted via SOLS to Student Central following the same procedure as for undergraduate subjects. The Assessment Committee will take into consideration whether or not a student was disadvantaged by illness (in which case medical certificates must have been submitted) or personal/extenuating circumstances (official letter of support/Statutory Declaration must have been submitted).

B11. Method for Submitting Written Materials for Assessment
A final draft of your thesis should be submitted through TURNITIN to check for plagiarism. Your supervisor will explain this process.

Further details regarding how to submit your thesis will be supplied by your supervisor.

B11.1 Required Number of Copies of Written Materials
Students are required to submit three (3) spiral-bound copies of their thesis.

B11.2 Arrangements for Acknowledging Submission of Written Materials
An email receipt will be issued on the same day as submission of your thesis and students are required to retain this receipt until they have received the final mark. It is your responsibility to contact The Student Centre if you have not received this receipt by the following business day. The receipt is proof of submission of your thesis and students will be required to produce this in the event that it is considered to be lost. Students are also expected to keep a copy of their submitted thesis in the event that re-submission is required.

B12. Procedures for Returning Assessed Materials
Students will be notified by email when their marked SATS thesis is available for collection from The Student Centre during business hours. Students will be required to present their student card when collecting the marked thesis.

In accordance with University Policy marked thesis will usually only be held for 21 days after the declaration of marks for that thesis.

The Student Centre Business Hours & Location
Location: Wollongong:
Monday – Friday
9:00 am to 4:30 pm
Building 41.152

Students should note that one copy of the thesis will be retained by the School.
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

c. Authorship Policy

d. Code of Practice – Honours

e. Code of Practice – Research

f. Code of Practice – Teaching and Assessment

g. Human Research Ethics Forms and Policies

h. IP Intellectual Property Guidelines

i. IP Intellectual Property Policy

j. IP Student Assignment of Intellectual Property Policy

k. Student Academic Consideration Policy

l. Research Misconduct Policy

m. Student Charter

m. Workplace Health and Safety Policy

Version Control Table

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<th>Approved By</th>
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<td>Mrs Sonia Losinno</td>
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<td>Rebekkah Middleton</td>
<td>Mrs Sonia Losinno ADE Nominee</td>
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Hardcopies of this document are considered uncontrolled please refer to UOW website or eLearning for the latest version

Appendix 1: General Formatting Guidelines

A guide for Thesis Formatting, including templates, is available from the links provided on page 5. However, please note the following:

Page numbers should be clearly labelled throughout the thesis in Roman numerals for the initial sections and Arabic numerals starting from the first page of Introduction.

Tables and figures must be incorporated into the text. They should be easy to understand without reference to the text and must include an appropriate caption. Table captions are inserted above the table, whereas captions to figures should be placed below the figure.

1.1 Title Page to List of Tables/Abbreviations

Include the following at the front of your thesis:

Title Page: Include the full title of the thesis, the award for which the thesis is submitted (e.g. Bachelor of Nursing (Honours)), the full name and academic qualifications of the student, the name of the academic unit, the Supervisor(s) and the year of submission. A title page template is provided in Appendix 1.

Declaration: A signed statement declaring that the work contained in the thesis is the work of the student and the work has not been submitted for a degree at any other university or institution. An template of the declaration is provided in Appendix 2.

Acknowledgments: Acknowledge any academic, technical, secretarial, administrative, financial, or personal (e.g. family) assistance received. Should be no longer than one page.

Table of Contents: Provide a comprehensive index to the material presented (i.e. chapter (or section) headings; headings and sub-headings within chapters; references or bibliography; list of figures, tables, or illustrations; appendices) with page numbers.

List of Tables, Figures, Notations: Tables, figures and notations should be numbered, have an explanatory caption and be referred to within the text. Separate lists for tables and figures with page numbers should be included after the table of contents.

List of Abbreviations: This should list all abbreviations used within the thesis and provide the full wording of the terms.

Glossary: The glossary should define all key words / terms used in the thesis. This may be useful to include if there are any terms that you have used that could potentially be unknown to or misinterpreted by the reader within the Thesis.

1.2 Abstract

The abstract should be no more than 300 words and provide a brief overview of the research problem, methodology, methods used, results and conclusion. Sub-headings may be useful to structure the abstract. Below is a suggested format for the abstract;

Background: Provide a sentence or two that explains the context for the study.

Aims/Objective: State the precise aims or objectives of the research.

Method: Describe the study design, including the use of human subjects. Identify specific methods and procedures for data collection, analysis and statistics.

Results: Report the most important findings, including any statistical analyses.

Conclusions: Summarise in a short paragraph the primary outcomes of the study, including their potential application, if relevant (avoid over generalisations).

1.3 Chapters of the Thesis

The main text will usually be divided into chapters. Each chapter should have a title and start on a separate page. It is recommended that students should seek out other Nursing Hons theses to compare and evaluate various presentation methods.

The thesis should be divided into chapters or sections with the headings similar to those below:

Chapter 1: Introduction
Where the student has prepared manuscripts for peer-reviewed publication during the course of their study (e.g. literature review, results paper), it is acceptable for these to be submitted as the content of a chapter. Where this is undertaken the student should provide some commentary to contextualise the paper and describe its contribution to the thesis. The papers should be formatted as per the relevant journal style. The journal to which the paper has been submitted and the status of the paper in the peer review process should be clearly identified.

1.4 Introduction
This chapter should form the foundation of the topic and make the object of the research clear, in terms understandable to the non-specialist. It should also articulate the purpose of the project, problem statement, aims of the research, thesis structure and the significance of the project to nursing and healthcare.

1.5 Review of the Literature
This chapter should present a critical review of the relevant published literature, identifying the gap in the literature that the proposed study is seeking to fill. Sub-headings should be used to provide signposts for the reader to follow the logical argument.

1.6 Research Methodology & Methods
This chapter describes both the theoretical underpinnings of the research approach and describe / justify what was done to collect the study data.

Aims

This section describes the aims of this specific study (need to be clear about this when there are multiple smaller studies undertaken).

Research Design
The content of this section will be dependent upon the specific methodology. However, it should cover aspects such as the underpinnings of the methodology, a rationale for choosing the method of data collection (supported by the literature), description of the tools / instruments used (e.g. survey development, interview question route).

Sampling Strategy / Participant Recruitment
This section needs to clearly articulate exactly how participants were recruited and discuss any issues in gaining access to the population (e.g. no national register of nurses who work in general practice). Information about power analysis etc should be included here when appropriate.
Validity, Reliability & Rigour
The specific strategies used to ensure the validity / reliability of the data should be discussed. If any well recognised strategies are not used, the rationale for this should be explained (for example, member checking was not used due to lack of resources or participant preferences).

Data Management and Analysis
This section needs to describe how the data was managed. Issues to be covered need to include:
- computer software used for data management / analysis
- methods used to check for errors in data-entry, null or outlying responses
- statistical or qualitative analysis techniques used (supported by the literature where appropriate)
- definitions of significance

Ethical Considerations
Specific ethical considerations will be determined by the nature of the study. It is likely that most investigations will need to identify that ethical approval was obtained prior to the commencement of data collection (specify Ethics Committee and provide approval number) and discuss:
- informed consent – with reference to information and consent forms in the appendices
- privacy and confidentiality – with reference to specific data storage issues (See the Joint NHMRC / AVCC Statement and Guidelines on Research Practice http://www.nhmrc.gov.au/funding/policy/researchprac.htm)

1.7 Results
The content of this chapter will be dependent on the type of data collected and the methods of analysis used. Generally, this chapter should only report primary data obtained from this study. Some comparisons drawn to other research may be appropriate to place the study results in context or illustrate a point, but should not be the focus of the chapter.

1.8 Discussion & Conclusion
This chapter should compare and contrast the findings of this study with the published literature. The student should emphasise concisely the new and important aspects of the study and the conclusions that follow from them. It should also demonstrate how the study has addressed the aims. Do not repeat in detail data or other material given in the Introduction or Results. This chapter should articulate the limitations of the study, identify implications of the findings for nursing and health care practice and policy and identify recommendations for future research.

Remember to write your thesis using non-discriminatory language and presentation. For further information see http://www.uow.edu.au/about/policy/UOW058706.html

1.9 References
Referencing of material used in the thesis is a formal mechanism for giving appropriate acknowledgment of the work of others. A reference must be cited every time it is used in the main body of text but it is listed only once in the reference list, no matter how many times you cite it in the text. The School of Nursing generally uses the Harvard system of referencing (available on Endnote®) however different types of projects may require other referencing systems such as numbering to improve the readability of the text. The referencing system must be consistent and accurate. It is strongly encouraged that you use reference management software to assist in the referencing process. UOW provides Endnote software that can be downloaded from: http://uow.libguides.com/content.php?pid=27129&sid=4832455 Resources on how to use Endnote can be located on the Research Training Moodle site.

1.10 Appendices
Appendices should contain all supplementary material that the author considers necessary to the interpretation of the research project. Ethics approval letters, questionnaires, subject information packages, informed consent forms, long tables, essential raw data, detailed reports or computer printouts are generally more appropriately included as appendices. If there is more than one appendix, the appendices should be numbered or lettered in sequence and placed after the references in the thesis.

Students must ensure they leave sufficient time to evaluate and write-up their work. Importantly, all
students must ensure that their Supervisor(s) have enough time (i.e. at least 2 weeks) to read and make suggestions before thesis submission. As well as leaving time for the student to make required changes to the document prior to submission.

1.11 Writing Assistance
Writing theses and subsequent manuscripts for publication are difficult and you will develop an important skill throughout the year. The University of Wollongong provides a number of documents that will assist you in your writing. Please see the user guides below:

- Formatting your thesis using MS word (provides templates and other downloads):

- User guides for students (provides thesis writing assistance and MS Word 2007 Help):

- There is also a pdf titled ‘Using MS word 2007 for Thesis Writers’

- Tutorials about effective writing and critical thinking: [http://unilearning.uow.edu.au](http://unilearning.uow.edu.au)

Library tutorials about information skills and writing a literature review. Additional resources are available on the Research Training Moodle Site.
Appendix 2: Format of Title Page

TITLE OF THESIS
*A thesis submitted in *fulfilment of the
requirements for the award of the degree

BACHELOR OF NURSING (HONOURS)

From

UNIVERSITY OF WOLLONGONG

By

AUTHOR’S NAME, DEGREE(S) HELD

Supervised by:

INSERT SUPERVISORS NAMES

SCHOOL OF NURSING

2016
Appendix 3: Format of Declaration

Sample Declaration for inclusion in thesis:

DECLARATION

I, INSERT STUDENT NAME, declare that this thesis, submitted in (partial) fulfilment of the requirements for the award of Bachelor of Nursing (Honours) in the School of Nursing at the University of Wollongong, is wholly my own work unless otherwise referenced or acknowledged. This document has not been submitted for qualifications at any other academic institution.

(Signature)
INSERT STUDENT NAME
INSERT DATE
Appendix 4: Nomination of Examiners

Nomination of Examiners for BN Honours Thesis

<table>
<thead>
<tr>
<th>Student name:</th>
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<tbody>
<tr>
<td>Honours Project Title:</td>
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<tr>
<td>Primary Supervisor’s Name:</td>
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<td>Co-Supervisor(s) Name(s):</td>
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Potential Examiner 1

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</table>

Academic Qualifications

Please provide information on why the Examiner is suitable to perform the examination

Please detail the extent of the input the proposed Examiner has had on the current thesis

How many Hons theses has the proposed Examiner marked?

Is a brief CV attached?

Potential Examiner 2

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Academic Qualifications

Please provide information on why the Examiner is suitable to perform the examination

Please detail the extent of the input the proposed Examiner has had on the current thesis

How many Hons theses has the proposed Examiner marked?

Is a brief CV attached?

Potential Examiner 3

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Academic Qualifications

Please provide information on why the Examiner is suitable to perform the examination

Please detail the extent of the input the proposed Examiner has had on the current thesis

How many Hons theses has the proposed Examiner marked?

Is a brief CV attached?

Certification:

We the undersigned certify agreement with names of potential Examiners:

Primary Supervisor signature ___________________ Co-Supervisor signature ___________________
Appendix 5: Honours Examiners Report

Faculty of Science, Medicine & Health
School of Nursing
Nursing Honours – Thesis Assessment Sheet

Student:__________________________________________________________________________

Thesis Title:________________________________________________________________________

Examiner:_________________________________________________________________________

<table>
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<td>Literature review</td>
<td>/16</td>
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<tr>
<td>Description of methodology and methods</td>
<td>/16</td>
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<tr>
<td>Analysis and presentation of results</td>
<td>/16</td>
</tr>
<tr>
<td>Discussion of results &amp; conclusions</td>
<td>/16</td>
</tr>
<tr>
<td>Clarity of expression / arguments</td>
<td>/10</td>
</tr>
<tr>
<td>Presentation of thesis (including spelling, grammar and referencing)</td>
<td>/10</td>
</tr>
</tbody>
</table>

See clarifying statements around “Class of ‘Honours’ Awarded”

**Final Mark:** ___ / 100  **Class Awarded:** _____________________________________

**Examiners' Comments:**

Signature: ___________________________  Date: __ / __ / ____