SMAH, International Unit
(Chemistry Majors)

Honours Guide

848/1774: International Bachelor of Science (Honours)
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Section A: General Information

Students will carry out a research project within one of the Faculty's three Schools under the supervision of one or more members of staff. The International BSc(Hons) coordinator will assist students in identifying Honours supervisors and projects will be developed by the students and their supervisors. Students will write a major thesis based on their work that is examined by two independent examiners.

A1. Key Contacts
Honours Coordinator

<table>
<thead>
<tr>
<th>Name:</th>
<th>Professor Marc in het Panhius</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 41, Room 260C</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 3155</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:panhuis@uow.edu.au">panhuis@uow.edu.au</a></td>
</tr>
</tbody>
</table>

School Specific Contact

<table>
<thead>
<tr>
<th>Name:</th>
<th>Associate Professor Dianne Jolley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Building 18, Room 125</td>
</tr>
<tr>
<td>Telephone:</td>
<td>61 2 4221 3516</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:djolley@uow.edu.au">djolley@uow.edu.au</a></td>
</tr>
</tbody>
</table>

A2. Requirements for Admission to Honours

Students must meet the minimum course progression requirements to move into the Honours year. Progression requirements are stipulated in the Course Handbook.

A3. Applying for Admission to Honours

For International Bachelor of Science (Honours) students, entry to Honours is automatic, but students must still consult with the Honours Coordinator to arrange a supervisor and project. Students must also complete the “application of consideration for entry to honours” form when completing an honours project within the School of Chemistry.

For general enquiries please contact The Student Centre:

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

A4. Honours Course Learning Outcomes

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

a) describe research developments in their discipline area;

b) write coherent reports on their aims, methodology, results and conclusions;

c) discuss the broader implications of their research work; and

d) give clear seminars describing their work.
A5. Roles & Responsibilities

A5.1 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.

A5.2 The Academic Unit has the responsibility to:
1. depending on the size of the Honours cohort, appoint an Honours Coordinator(s) to oversee the Honours Degree or, in the case of Embedded Honours, the Honours Projects within the Academic Unit;
2. ensure that each Honours Student meets the minimum requirements for admission to the Honours Degree and is capable of undertaking the proposed Honours Project and other requirements of the Honours Degree;
3. ensure that the proposed Honours Project and all other requirements of the Honours Degree are of an appropriate standard for the award having regard to relevant discipline standards and that meets the requirements of the AQF;
4. where an Honours Project is undertaken across two disciplines (inter-disciplinary, joint honours), approve the course of study with the head of the other Academic Unit and negotiate the appointment of co-Supervisors and subject requirements before enrolment;
5. provide to each Honours Degree student (in the case of Embedded Honours, no later than the beginning of the session in which the student undertakes an Honours Project) an Honours Guide that sets out all procedures and requirements pertaining to assessment.
6. foster a supportive environment for Honours Degree students and clearly communicate to Honours Degree students the University’s expectations of a successful Honours Degree student and a successful Honours Project;
7. ensure that reasonable resources are made available to Honours Degree students to support them in undertaking their Honours Project;
8. ensure that appropriate provision is made in academic workloads for supervision of Honours Projects;
9. ensure that the curriculum for each Honours Degree satisfies the requirements for the Bachelor Honours Degree within the AQF;
10. ensure that procedures are in place to select the most appropriate Supervisor(s) or Supervisory panel for assessing the Honours Project;
11. ensure that Supervisors of Honours Degree students have a qualification at Level 9 of the AQF (Masters Degree) or higher (or a lesser qualification combined with experience equivalent to a Level 9 AQF qualification) and that they:
   a. are currently active researchers, or
   b. have proven research records, or
   c. have previous successful experience in supervising Honours Degree students;
12. ensure that there is no conflict of interest between the Supervisor(s) and Honours Degree student;
13. ensure that quality supervision is provided throughout the student’s candidature or, in the case of Embedded Honours, throughout the period during which the student is undertaking their Honours Project;
14. ensure that arrangements are made to provide for alternative supervision if a Supervisor is absent for more than two weeks;
15. ensure that honours examiners have adequate time (generally three weeks) to report before the meeting of the relevant Assessment Committee.

The responsibilities of an Academic Unit are assumed by the head of the Academic Unit but may be delegated to the Honours Coordinator where appropriate.
A5.3 Supervisors have the responsibility to:

Depending on the project(s) selected, Honours students will be assigned to one or more academic supervisors. The role of the academic supervisor(s) is to provide guidance on the best methods to use to complete the course, to discuss and develop the concepts and conclusions derived during the course and to provide critical evaluation of the research work. Students take responsibility for the quality of their work that is presented for examination by the Assessment Committee. The thesis must reflect the work of the student.

The overriding responsibility of a supervisor is to provide continuing support to students in researching and producing an Honours thesis and/or creative presentation to the best of the student's ability. The supervisor(s) must be familiar with the information in this Guide, general rules pertaining to the degree of IntBSc (Hons) and the Code of Practice – Honours.

In accordance with the Code of Practice - Honours, specific other responsibilities of the Supervisor are to:

1. advise the head of the Academic Unit of any situation which might lead to a conflict of interest which could unduly advantage or disadvantage a student, e.g. if there is or has been a close personal relationship between a Supervisor and an actual or potential Honours Degree student;
2. advise Honours Degree students about their procedural and substantive rights and responsibilities contained in this Code (directly or through the Honours Guide);
3. advise and assist Honours Degree students to comply with workplace health and safety and ethics requirements where relevant;
4. support Honours Degree students in developing a proposal for their Honours Project within a negotiated time frame;
5. assist Honours Degree students to develop a plan for completing the Honours Project within an appropriate time frame;
6. maintain regular contact with Honours Degree students in order to monitor their progress;
7. inform Honours Degree students about any planned absences during the candidature and arrangements for supervision during those absences;
8. provide timely and helpful written feedback to Honours Degree students on any submissions and to assist them to develop solutions as problems are identified;
9. advise Honours Degree students of inadequate progress or work below the standard generally required and to suggest appropriate action;
10. attend meetings of the Academic Unit Assessment Committee where students’ grades are determined;
11. ensure the Academic Integrity and Plagiarism Policy, the Code of Practice – Research, the Research Misconduct Policy, the IP Intellectual Property Policy, the IP Student Assignment of Intellectual Property Policy, the IP Student Assignment of Intellectual Property Guidelines and the Authorship Policy, and the consequences for the candidate’s Honours Project of breaching these Policies, are explained carefully to the student.

It is essential that the student’s thesis is within the supervisor's field of expertise and that the subject pursued be of interest to the supervisor. Adequate resources for the satisfactory completion of both the research and the thesis must be available.

Supervisors should meet with students on a regular basis – preferably weekly, but not less than fortnightly – to discuss work in progress and to advise on the direction of the work. They should comment critically on any drafts of the thesis (including aspects of referencing, bibliographic work and proofreading). They should provide regular advice and timely feedback necessary to the production of a thesis of merit.

Supervisors must alert the student and the Honours Coordinator(s) of any situation, which indicates that the student might not meet the given deadlines for the thesis or any other assessment task, or appears incapable of attaining appropriate standards.
A5.4 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).

A6. Key Dates
See appendix 7 for details.

A7. Course Requirements
The subjects required for the 4th year of the International Bachelor of Science (Honours) are stipulated below.

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject name</th>
<th>Session</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCIE403</td>
<td>International Bachelor of Science Honours Project</td>
<td>Annual; Spring/Autumn</td>
<td>36</td>
</tr>
<tr>
<td>SCIE404</td>
<td>Research Frontiers in Science</td>
<td>Autumn</td>
<td>6</td>
</tr>
<tr>
<td>One subject</td>
<td>subject towards major, minors or from the general</td>
<td>Autumn/Spring</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>schedule</td>
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All students enrolled in the International Bachelor of Science (Honours) are encouraged to follow the above final year program. Where this isn’t possible due to subject selection, students are permitted to complete the course as it was outlined in the year in which they enrolled. For students commencing this degree prior to 2014 the following may be approved by the Subject Coordinator.

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject name</th>
<th>Session</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCIE401</td>
<td>International Bachelor of Science Honours Project</td>
<td>Annual</td>
<td>24</td>
</tr>
<tr>
<td>SCIE402</td>
<td>Research Frontiers in Science</td>
<td>Autumn</td>
<td>12</td>
</tr>
<tr>
<td>Additional</td>
<td>subject towards major, minors or from the general</td>
<td>Autumn/Spring</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>schedule</td>
<td></td>
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</tbody>
</table>
Students should refer to the Subject Outline for SCIE404 for details of subject requirements. This document focuses on the requirements of SCIE403 and SCIE401 and the methods used to calculate the overall Honours grade.

A7.1 Generic Skills for Research
Generic skills for research is a series of seminars and workshops covering the following:

- Workplace Health and Safety (WHS) induction
- Library techniques - literature searching, electronic document delivery, databases, Endnote reference database (see below), etc

Generic skills are not formally assessed, but the workshops are compulsory for all honours students. Work in the Chemistry School is not permitted without the relevant WHS induction, and in the cases of the library workshop, these are essential skills for any researcher and part of your training. The payoff comes through better management and presentation of your projects, better performance in your research, and a better end assessment of your research thesis and seminars. Detailed timetables for these courses and workshops will be distributed separately.

Endnote
There is a self-paced option of visiting the Library’s EndNote guide, downloading the EndNote software and working through the workbook – the EndNote guide is available at http://uow.libguides.com/endnote. You can also ask for further assistance by visiting the Library’s Service Pod, booking a 30-min appointment or requesting a Research Consultation with a Librarian to explore research-specific needs. This can be done via: http://www.library.uow.edu.au/ask/UOW026599.html.

A7.2 Research Project
Honours students work within an established research group on individual research projects under the supervision of members of staff. Assessment is based on:

- A 2-4 page summary outlining the proposed research project submitted approximately a month after commencement. It is intended to clarify the proposed research activities of each student. This report is a compulsory submission with a satisfactory/unsatisfactory assessment.
- A full literature review and introduction to the project (ca. 15 pages) submitted during the first session of enrolment. This review will be read by at least the supervisor and the honours assessment panel and feedback provided. This report is a compulsory submission with a satisfactory/unsatisfactory assessment. This review would normally then form the basis of the introductory chapter of the final thesis.
- Two seminars
  - a literature review and project introduction seminar at the end of the first session (5% of marks; 15 minutes talk plus 5 minute questions); and
  - a final research results seminar at the completion of the project (5% of marks; 15 minutes talk plus 5 minute questions).
- A substantial thesis describing the research work (90% of marks).

A8. Ethics Application Requirements
Before conducting or commencing any research investigation that requires the use of humans or other vertebrate animals or their parts, staff and students of the University are required to submit a research ethics application to either the Animal Research Ethics Committee or the Human Research Ethics Committee and obtain approval, to ensure that all statutory requirements are met.

Any questions or requests for further information should be directed to the Ethics Officer, Phone 4221 3386 – Research Services Office.


A9. Workplace Health and Safety Requirements

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

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

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

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

A9.1 Induction

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

Specific areas within the Schools may also require a local area induction and/or specific training. Some of these may be covered by modules on Moodle (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, use of hydrogen; laser lab; numerous other lab equipment items.

Your supervisor should help arrange the appropriate training.

A9.2 Risk Assessment

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

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

A9.3 Safe Work Procedures (SWP’s)

All medium to high risk activities within a laboratory or undertaken in the field should have a documented safe work procedure, which takes the risks identified in the RA into account. If SWP’s do not already exist, these must be developed, taking the risks into account. It is the researcher’s (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.

A9.4 Field Work Safety

The University has developed Field Activity Guidelines and Procedures to assist in minimising the risks associated with the hazards involved in undertaking activities in the field. UOW SMAH Communication and Emergency procedures should also be consulted when completing a Fieldwork Risk Assessment.
The following documentation is to be completed in consultation with your supervisor prior to any field work activities:

- Fieldwork Risk Assessment Form (including Communication and Emergency where relevant)
- Fieldwork Participant Acknowledgement
- Volunteer Acknowledgement Form (for those with volunteer help from outside the University – all volunteers must be approved prior to participation).

The documents must be approved by your Supervisors and then be submitted to the School Office to be archived. A copy should also be kept by the student for their and any accompanying volunteer’s reference. Necessary protective clothing (PPCE) and relevant training must also be considered prior to field trips.

Fieldwork first aid kits and emergency equipment (such as EPIRBs) are available from your School’s field staff.

A9.5 Incident Reporting
Always report an incident whether or not it is the first time it has occurred and regardless of whether you, or property, were injured or not. Hazard and Incident Reports are completed online using SafetyNet.

A9.6 Personal Protective Clothing & Equipment (PPCE)
Lab coats, safety glasses and enclosed shoes (not sandals or thongs) are the minimum safety requirement at any time when working in all laboratories within the School. Footwear must be worn at all times whilst in the School. A minimum requirement in the field is generally sturdy shoes with ankle support, long pants and sleeves, hat, sunglasses and sunscreen. Any further PPCE determined in a field trip risk assessment must be worn during field work by all involved, including volunteers.

A9.7 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 website with the assistance of your supervisor:
http://staff.uow.edu.au/ohs/training/index.html

Please note that some training courses may compulsory for specific areas, especially if unsupervised, e.g. ‘Working with Hazardous Substances’ is required in most wet lab areas, and if working in the OSL lab ‘Radiation Safety’ is required.

A9.8 First Aid
If you, or someone you are with, requires first aid, either contact or ask a staff member to contact nominated First Aid Officers. You should make note of the First Aid officers closest to your work places. Please note that Security staff (ext 4900 or via SafeZone app) are first aid trained, and available 24/7.

A10. 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

A10.1 Disability support
All subjects taught within the Faculty of Science can accommodate students with disabilities within reasonable time frames. It is the responsibility of a student with a disability to register with the Disability Office in Student Services on campus as early as possible before the teaching session begins. Registration also gives you access to the Faculty’s Student Support Adviser (SSA) who can integrate you into your subjects.

Disability Liaison Officer (DLO) may be contacted on Phone 4221 4942.
A10.2 Student Support Adviser
For enquiries please contact:
Name: Michelle Collis
Location: 15.241
Telephone: 61 2 4221 5297
Email: mcollis@uow.edu.au

A10.3 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

A10.4 Learning Development

A11. Equipment, Study Space and Computer/Software Available to Honours Degree Students
The project proceeds under the direction of the chosen supervisor, who will normally be the primary source of research guidance. Equipment, laboratory and study space, IT and other research and office support is normally provided by the host research group and school, and not charged to the student. Partial thesis production costs must be borne by the student, as outlined below.

A12. Grades of Honours in this Course
The grading system for SCIE403 and SCIE401 is as follows:
High Distinction 85%-100%
Distinction 75%-84%
Credit 65%-74%
Pass 50%-64%
Fail 0%-49%
Other grade types are available at: http://www.uow.edu.au/student/exams/legend/index.html

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 50–64
(Fail) 0–49

A13. Honours Method Used in this Course
The Honours grade will be calculated in accordance with Method 1 defined in the General Course Rules Section 8.

A14. Financial or Material Assistance Available
Chemistry will provide laser printing and limited photocopying facilities. Laser printing should be restricted to THREE complete drafts of the thesis. Binding of theses is the responsibility of students.
A15. Laboratory and research work
Some important general tips:
• work through the project management material, from the Honours web site
• work steadily throughout the year - the last few weeks will be hectic enough!
• do your literature survey and essay early, so that you have a good overview of your project and
  keep it in perspective
• review progress periodically with your supervisor
• set a rigid date to finish lab work, typically 4-6 weeks before submission date, to allow time to finish
  thesis and seminar
• start summarising your work and outlining your thesis early - before ending lab work. This allows
  you to identify need-to-be-done final experiments.

A16. Prizes, Scholarships and Grants
University Medal
Honours students who achieve a minimum of Honours Class I and have outstanding academic results
over the entirety of their undergraduate degree may be considered for the award of a University
Medal. Nominations for this award will not be made until the results for all potential medalists in the
particular year have been finalised.

Bert Halpern Prize in Honours (4th) Year Chemistry
Honours students who have achieved a minimum of Honours Class I may be considered for this
Prize. The Prize may be awarded annually to the Honours student obtaining the highest grade in
Chemistry honours for that year.

Campus Alumni Chapter Honours Year Book Prize
Each year the Campus Chapter of the University of Wollongong Alumni Association awards a prize of
a $300 book voucher, which can be exchanged for purchases at the UniCentre Shop. The prize is
awarded to a student enrolled in a one year Honours degree course who performs the best, as
determined by the relevant Faculty, in the three year pass degree upon which entry to the Honours
course was based.

A17. Grievance Procedures
Any grievance between students or between students and staff should be resolved as quickly as
possible. If you are comfortable in doing so, the best person to approach is the person with whom you
have the grievance. If you are not comfortable with this, or you feel it is not appropriate, you may
approach your supervisor, the Honours Coordinators, Head of School, Dean of the Faculty or the
Dean of Students. The University has a Policy on Grievance Resolution Procedures and these can be
accessed via the University Web pages at:

Academic Grievance Policy (Coursework and Honours

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

A18. Policy Advice
Students should refer to the Faculty of Science, Medicine and Health website for information on
policies, learning and support services and other general advice.
  a. Authorship Policy
  b. Code of Practice – Research
  c. Intellectual Property Policy
Section B: Assessment of Honours Project

B1. Types of Assessment Used to assess Honours Project

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Date for Submission</th>
<th>Weighting in Determining Final Mark</th>
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<tbody>
<tr>
<td>Project Proposal</td>
<td>See appendix 5</td>
<td>Satisfactory/unsatisfactory</td>
</tr>
<tr>
<td>Literature Review</td>
<td>See appendix 5</td>
<td>Satisfactory/unsatisfactory</td>
</tr>
<tr>
<td>Introductory seminar</td>
<td>See appendix 5</td>
<td>5%</td>
</tr>
<tr>
<td>Final Project Seminar</td>
<td>See appendix 5</td>
<td>5%</td>
</tr>
<tr>
<td>Research Thesis &amp; Oral Exam</td>
<td>See appendix 5</td>
<td>90%</td>
</tr>
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B2. Criteria for Assessment of Honours Project

Assessment 1: Project Proposal
- Date for Submission: See appendix 5
- Weighting: Satisfactory/unsatisfactory
- Details: A two to four page summary outlining the proposed research project submitted approximately one month after commencement. (This report is not formally assessed, but is a compulsory submission, intended to clarify the proposed research activities of each student). Please use current literature and referencing to support your document, and define your research aims. This should be prepared as a formal document.

Assessment 2: Literature Review
- Date for Submission: See appendix 7
- Weighting: Satisfactory/unsatisfactory
- Details: Please see section A8.2 above

Assessment 3: Literature Review & Introductory Seminar
- Date for Submission: See appendix 5
- Weighting: 5%
- Details: Some tips on giving seminars:
  - give a concise overview of the project
  - background
  - results achieved
  - outcomes and conclusions
  - pitch your talk to an audience of “generic” chemists, not your supervisor and immediate lab companions (they know it all already anyway!).
  - don’t go into unnecessary detail.
  - be entertaining and tell a good story, don’t just recite the facts.
  - thumb rule - one overhead takes approximately 1.5 minutes on average. Therefore, for a 15 minute seminar, count on 8-12 overheads.
  - practice with your supervisor and research group beforehand. You will be surprised how much it improves the talk!
- Marking Criteria: Seminars are assessed for presentation and content by all academic staff present and the average mark is taken.

Assessment 4: Final Project Seminar
- Date for Submission: See appendix 5
- Weighting: 5%
- Marking Criteria: Seminars are assessed for presentation and content by all academic staff present and the average mark is taken.
### Assessment 5

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date for Submission</td>
<td>See appendix 5</td>
</tr>
<tr>
<td>Weighting</td>
<td>90%</td>
</tr>
</tbody>
</table>

**Oral Exam**

The oral exam is normally less than 30 minutes, chaired by Honours Coordinator and includes supervisor and assessment panel. Under normal circumstances, oral exams are held the day following the final seminars, and are the final assessment procedure for the student. The oral exam takes the following format:

- Initial discussion, examiners determine questioning procedures (5 mins).
- Student interview, questions (15 min). Student leaves.
- Examiners submit marks *blind* to chair.
- Marks tabled. Discussion.
- Examiners submit final marks and written assessments, revised if desired following discussion.

**Marking Criteria**

The thesis is assessed by the assessment panel. An oral exam by the panel, attended by the supervisor and chaired by the school honours coordinator, is held normally within 2 weeks of the submission date and after the final seminar.

The attached pro forma (Appendix 4) provides a template of factors to consider in assessing the thesis. This document should be completed, including written comments on the second page, signed and submitted to the Honours Coordinator during the oral exam.

The supervisor cannot contribute a formal mark to the research project assessment. As agreed by the Chemistry examiners' committee in 2003, the supervisor may submit a notional mark or comments on the student and the work during discussion following the oral exam, and/or during the meeting of the Chemistry Examination Committee.

---

**NOTE:** Failure to submit the project proposal or literature on time will result in a technical fail being awarded for the subject.

### B3. Late Submission

**B3.1 Policy Regarding Late Submission:**

Late submission of an assessment task without an approved extension of the deadline is not acceptable. If you are unable to submit an assessment due to extenuating circumstances (e.g. medical grounds or compassionate grounds), you can make an application of academic consideration. Not all circumstances qualify for academic consideration. For further details about applying for academic consideration visit the Student Central webpage: [http://www.uow.edu.au/student/central/academicconsideration/index.html](http://www.uow.edu.au/student/central/academicconsideration/index.html)

**B3.2 Penalties:**

The penalty for a thesis submitted late is 5% deduction from the final thesis mark per day or part day late. For all other assessments the late submission penalty is 10% of total value of piece of work 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 Guidelines for Honours Examiners:**
When assessing the thesis please note that the credit point value of the thesis. For SCIE403 this is 36cp (i.e. 75% of a standard Honours subject) and for SCIE401 this is 24cp (i.e. 50% of a Standard Honours subject). In this School, the thesis represents 90% of the final mark for the subject.

For each student the School will appoint an assessment panel of two academic staff. The assessment panel has several roles:
- An initial meeting with the student, supervisor and, if possible, the Honours Coordinator in week 1-2 of the commencing session to review the research project.
- Read the literature review and provide feedback at the end of first session. Optionally a project review meeting with supervisor will be held at this time.
- Assess the thesis and conduct the oral examination.

**B4.2 Method for Choosing Honours Examiners**
1. Honours examiners shall be chosen by the Supervisor in consultation with the head of the Academic Unit (who may delegate this function to the Honours Coordinator).
2. A Supervisor cannot examine an Honours Project with a weighting of 24cp or more that they have supervised.
3. To be suitable for the role, an honours examiner must be familiar with the expectations and requirements of an Honours Degree course. They must also:
   a. hold an AQF Level 9 qualification or higher, or equivalent; and
   b. be an active researcher or have a proven research record; or
   c. have previous successful experience in supervision or examination of Honours Degree students; or
   d. have some research experience and have substantial specialised knowledge in the subject matter of the Honours Project.

**B4.3 Procedure for Dealing with Discrepancies between Marks Awarded by Different Honours Examiners**
Where there is a discrepancy of more than ten percentage points between the marks determined by any two honours examiners, and the discrepancy cannot be resolved by discussion between the honours examiners, an additional marker shall be appointed by the head of the Academic Unit to assess the Honours Project. When this delays the assessment process, the Honours Degree student should be notified that further advice has been sought.

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

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

**B4.4 Method for determining Class of Honours**
The Honours grade will be calculated in accordance with Method 1 defined in the [General Course Rules Section 8](#).
B5. Scaling
No formal scaling is applied to assessments.

B6. Minimum Attendance Requirements
Students must present Seminars 1 and 2 as a minimum attendance requirement.

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

Note that there is a length limit of 60 pages for SCIE403 and 50 pages for SCIE401, including all text, diagrams and experimental details but excluding references. Large volumes of data, computer programs or other such detailed material may be added as an appendix only if the thesis stands alone without it, i.e. an appendix should contain only useful but supplementary material. Theses over the recommended length are viewed as unacceptable. Theses will only be accepted for submission when they conform to the length and format requirements. Late penalties will be applied if the submission of an acceptable thesis is after the submission date.

B8. System of Referencing to be Used in Honours Project
The Author-Date (Harvard) referencing system should, unless otherwise specified for a particular assessment (check Details of Assessment Tasks), be utilised. A summary of the Harvard system can be accessed on the Library website at: http://public01.library.uow.edu.au/refcite/style-guides/html/

Students should be familiar with the university's policy on academic integrity and plagiarism available at: http://www.uow.edu.au/about/policy/UOW058648.html

B9. Procedures, Criteria and possible Outcomes in the Handling of Requests for Student Academic Consideration
Any requests for academic consideration need to be submitted via SOLS to Student Central following the same procedure as for undergraduate subjects. The Assessment Committee will take into consideration whether or not a student was disadvantaged by illness (in which case medical certificates must have been submitted) or personal/extenuating circumstances (official letter of support/Statutory Declaration must have been submitted).

B10. Method for Submitting Written Materials for Assessment

All written assessments should be submitted electronically via the CHEM401 Moodle Site. Only the thesis is required in hard-copy. Hard copies of your thesis should be submitted at The Student Centre (students may know this centre as SMAH Central).

Assignments submitted to The Student Centre must have a SATS (Student Assignment Tracking System) coversheet attached to the front of the assignment. Instructions for generating a coversheet can be found on: [http://smah.uow.edu.au/current-students/UOW151958.html](http://smah.uow.edu.au/current-students/UOW151958.html). Please note the instructions on what to do if you are experiencing any difficulties generating or printing a SATS Coversheet.

For a thesis to be successfully submitted please note the following:

a. The coversheet must be signed and dated.
b. The assignment must have the correct coversheet i.e. the correct subject code and tutorial group (if applicable).
c. A legible barcode with all numbers and digits below e.g. UOW2012007656.
d. Your thesis must be submitted by 4:00pm on the due date.

If a thesis is submitted without any of the above we will contact you through your student email address and advise that you need to return to The Student Centre with the correct coversheet. Your thesis won’t be considered submitted until the correct coversheet is attached. This might mean that your thesis is submitted late.

Note that if your thesis is submitted in the after-hours slot at The Student Centre it will be scanned into SATS the following business day. A thesis submitted via post will be scanned into SATS on the day of delivery. Any thesis received without the correct coversheet attached will not be accepted by SATS. It is the student’s responsibility to ensure that the correct coversheet is submitted with their thesis.

Students may post their thesis to:

The Student Centre (41.152)
University of Wollongong
Wollongong NSW 2522

A thesis received by mail will be considered submitted on the date of postage. It is the student’s responsibility to ensure they have evidence of their submission date if it arrives at the office after the due date.

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

Your ELECTRONIC COPY should be provided as a single PDF document via e-mail to djolley@uow.edu.au. This has the same deadline as the hard copy. This version will be vetted by the software “turnitin” ([www.turnitin.com](http://www.turnitin.com)) as a means to assess plagiarism. Please note that we look out for plagiarism while marking as well. If you are concerned about this please talk to your supervisors early.

B10.2 Required Number of Copies of Written Materials

A single electronic copy (PDF) of the thesis of all material to be assessed (including maps, figures, appendices, specimen lists) must be sent to the School Specific Contact (Dianne Jolley). Three spiral bound copies of the thesis sound be submitted.

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

10.3 Arrangements for Acknowledging Submission of Written Materials

A receipt for submitted written materials will be issued at times of submission.
B11 Procedures for Returning Assessed Materials

Assessed material, assessors’ comments and marks can be collected from the designated person (the subject coordinator will advise who this person is). Students will be notified by their supervisor (or nominee) when the final honours grade has been determined. Copies of the thesis and examiners reports can be collected from this designated person.

A revised and finalised electronic copy of the thesis will be handed into the School for our records. An electronic copy must also be given to the Supervisor(s).
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. 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>
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<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
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<tr>
<td>1</td>
<td>20160111</td>
<td>Associate Professor Dianne Jolley – Subject Coordinator</td>
<td>Sonia Losinno – ADE Nominee</td>
<td>FINAL 2016 Autumn IntBSc Honours Guide – Chemistry</td>
</tr>
</tbody>
</table>
Appendix 1: Detailed instructions for thesis preparation

The thesis **must be less than 60 pages for SCIE403 or 50 pages for SCIE401** and 1.5 spaced 12 point typescript (Times Roman) on size A4 paper. Theses should be printed double sided. The page limit is counted from the start of the introduction through to the end of the conclusion (and so does not include references).

The margins on each page should not be less than 4 cm on the bound side, 2 cm on the unbound side, 3 cm at the top and 2 cm at the bottom.

The thesis should include the following sections:

(a) **Title Sheet**, format as follows:

```
TITLE OF THESIS
A thesis submitted in (partial) fulfilment of the requirements for the award of the degree of

INTERNATIONAL BACHELOR OF SCIENCE
with Honours

from

The University of Wollongong

by

(AUTHOR’S NAME, DEGREE(S) HELD)

Supervisor

FACULTY OF SCIENCE, MEDICINE & HEALTH
(NAME OF SUPPORTING SCHOOL)
(MONTH, YEAR)
```
(b) Table of Contents
(c) Abstract: A summary which states the results achieved, normally less than 200 words.
(d) Introduction (10-15 pages): which describes published work relevant to the thesis and forms the foundation of the thesis research.
(e) Experimental – Methods and Materials: Methods and procedures used, in sufficient detail for a trained scientist to repeat your work. Specific representative procedures should be given when appropriate, rather than repetitive individual descriptions.
(f) Results and Discussion: The main body of the thesis describing your work sub-divided into headings according to the custom of refereed publications in the actual area of your research program. Tabulation of experimental results or data is encouraged when this leads to more effective presentation or more economical use of space. Use appendices only for repetitive data or figures which are not needed to follow the main thrust of the description.
(g) Conclusions: a succinct 1-2 page summary of the outcomes of the project.
(h) Acknowledgments
(i) References: References and in-text citations should follow the normal practice in the journals you most commonly use – numbered or author-date citations are acceptable. Other formats acceptable in consultation with supervisor.
(j) Appendix (if required)

The table of contents and abstract pages may be numbered separately with small Roman numerals. The order of chapters may be varied to suit the requirements and customs of individual research areas.

Three spiral bound copies, your laboratory notebook(s) and one PDF copy of the thesis are to be submitted for assessment. The electronic copy will be submitted to the turn-it-in software to evaluate plagiarism.

One electronic copy of the final corrected thesis, one hard bound copy (for your supervisor if requested*) must be submitted no more than 3 weeks after the oral examination. Submission of the final thesis is a prerequisite for graduation.

*You should discuss the production of a hard bound copy with your supervisor, however this is no longer a requirement for the University.

Some tips on thesis writing:
- be clear and concise - you will normally find that you want to write more than the allowed page limit.
- don’t use jargon - imagine you are writing your thesis to a chemist in another sub-discipline (not to your supervisor or lab colleagues).
- you must balance two essential attributes of a good thesis
  1. to tell a good story which flows and has good logical structure
  2. to provide enough detail that a competent chemist could repeat your work by following your descriptions.
- use an appendix for large volumes of detailed data or description which are necessary for their detail but would detract from the flow of the thesis.
- pictures and tables can save pages of written description, (and are usually more entertaining!)

It may also be helpful to consult books on the subject of report writing. Some suggestions:
- A Guide to Scientific Writing by David Lindsay, 2nd Ed., Longmans 1995
Appendix 2: Detailed Instructions for the Literature Review

Structure

A literature review must have an introduction, body, and conclusion. Some very general tips are below, but try starting broad to provide a good overview to the topic, then become more specific with the text to steer the reader towards your specific research question. By the end of the review, you want the reader to feel educated about the research field, understand the context of your research question within that field, and feel that you have justified the need to undertake your research.

The **introduction** should include:

- the nature of the topic under discussion (the topic of your thesis)
- the parameters of the topic (what does it include and exclude)?
- the basis for your selection of the literature

The **body paragraphs** could include relevant paragraphs on:

- historical background, including classic articles;
- current mainstream versus alternative theoretical paradigms, including differing theoretical assumptions, differing experimental approaches, and other conflicts;
- possible approaches to the subject (experimental, theoretical, etc);
- definitions in use (define all acronyms – but avoid as many acronyms as possible);
- current research studies;
- recent discoveries about the topic;
- principal questions that are being asked;
- general conclusions that are being drawn;
- methodologies and methods in use;
- etc

The **conclusion** should include:

- A summary of major agreements and disagreements in the literature
- A summary of general conclusions that are being drawn.
- A summary of where your thesis sits in the literature (Could you answer the question – how will your proposed research outcomes contribute to this field of research?)

Referencing

This is discussed in more detail below. How many references should you use? That will depend on your field of research, and you should consult with your supervisor as to what is relevant here. If unsure, for a 20 page literature review, aim for 20-40 references, acknowledging the first articles in the field through to the cutting edge articles released in the last 12 months.
Appendix 3: Honours assessment proforma

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

85% - 100%: High Distinction
Suggested marking within this range:

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

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

75% - 84%: Distinction
Student will have shown a command of the theory and practice of the discipline. They will have demonstrated their ability to conduct work at an independent level and complete tasks in a timely manner, and have an adequate understanding of the background factual basis of the subject. Student shows some initiative but is more reliant on other people for ideas and techniques and project is dependent on supervisor's suggestions. The thesis has a high number of typo/formatting errors that can be easily corrected.

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

50% - 64%: Pass
The work is acceptable. The student has successfully completed the work, but at a standard barely meeting Honours criteria. The student's understanding of the topic is extremely limited and they have shown little or no independence of thought or performance.

<50%: Fail
The work is of unacceptable quality.
Appendix 4: Checklist Supervisors and Assessors

This section outlines Honours supervisors’ and assessors’ responsibilities towards their students, the School/university, and the assessment process. They should be read in conjunction with the sections above, and the timetable of relevant dates. Responsibilities are set out roughly in the order they will arise through the Honours year.

Research Project – getting started

- Determine suitable research project (normally well before start of year).
- Convene an initial meeting of the assessment panel and student. You can also ask the student to convene it.
- Set out year plan (see project management below).
- Ensure student makes good early progress on background literature review.

Generic skills

OH&S
- Ensure student attends OH&S induction.
- Ensure student completes written tasks (risk assessments).
- Confirm that above satisfactorily are completed to Hons Coordinator (Email).

Library Skills
- Ensure student attends library skills course (endnote and data base searching).
- Confirm attendance to Hons Coordinator.

Research project and thesis

- Provide guidance throughout the year on all aspects of the research project and thesis writing.
- Convene mid year meeting with assessment panel and student to discuss Literature review and project progress.
- Ensure the student makes steady progress and doesn’t get bogged down or lost in dead ends.
- Ensure a suitable time to stop lab work and start writing up.
- Provide a forum for practice and fine tuning of seminar presentations.
### Appendix 5: SCIE403/401 Timetable and Important Dates 2016

<table>
<thead>
<tr>
<th>Session-Week</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formal start</td>
<td>8th Feb</td>
<td>Meeting with co-ordinator. 9.30-11.30am Room 18.108.</td>
</tr>
<tr>
<td></td>
<td>Mon</td>
<td>(no lab work allowed until safety induction completed)</td>
</tr>
<tr>
<td>I-0 week</td>
<td>TBA</td>
<td>Library workshop (details below)</td>
</tr>
<tr>
<td></td>
<td>TBA</td>
<td>Faculty/OH&amp;S and Blg 18 induction (details below)</td>
</tr>
<tr>
<td>I-week 2</td>
<td>9th March</td>
<td>Project summaries due*</td>
</tr>
<tr>
<td>I-week 3</td>
<td>4th May</td>
<td>First assessment panel meeting (organised and chaired by student)</td>
</tr>
<tr>
<td>student)</td>
<td>3rd June</td>
<td>Literature review due *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introductory presentations, seminar day. Room 18.108.</td>
</tr>
</tbody>
</table>

Note: StuVac – Tuesday 7th June
(Honours students are expected to support fellow students by attending seminars)
CHEM218, CHEM340, CHEM900 and CHEM401/SCIE403 (mid year starters) final seminars and oral defence

| Session 2   |        |                                                                      |
|            |        |                                                                      |
| II-week 11 | 13th Oct | Thesis Submission*,#                                                |
| II-week 13 | 28th Oct | Seminars day. Venue to be confirmed.                                 |
| II-StuVac  | 31st Oct | Oral exams (Room 18.102A)                                           |

Note: StuVac – Tuesday 1st Nov
CHEM340, CHEM900 and CHEM401/SCIE403 (mid year starters) Introductory seminars
CHEM postgraduate conference proposed for Wednesday to Friday of session 2 StuVac

### Honours Generic skills details:

- SMAH Endnote workshop
- And Library databases
- OH&S & Building induction
- Working Safely in SMAH
- To be confirmed
- Location (To be confirmed)

*Chemistry Orientation will be straight after the Faculty induction

# The thesis should be submitted by 4pm.

* Electronic versions (as a single PDF document) should be submitted via Moodle (for plagiarism software submission “TurnItIn”). Please see the subject outline for details of submission late penalties.