Honours Guide

SOC, International Unit (Human Geography major)

International Bachelor of Science (Honours)

School of Geography and Sustainable Communities

Undergraduate

2016
Section A – General

Key contacts

SGSC Honours Coordinator
Name: Dr Leah Gibbs
Location: Building 41, Room 252
Consultation times: By appointment
Telephone: 61 2 4298 1547
Email: leah@uow.edu.au

Int.BSc Honours Coordinator
Name: Prof. Marc in het Panhuis
Location: Building 41, Room 260C
Telephone: 4221 3155
Email: panhuis@uow.edu.au

Technical Officer
Name: Elyse Stanes
Location: Building 41, Room 207B
Consultation times: Mon-Wed, by appointment
Telephone: 61 2 4221 4253
Email: estanes@uow.edu.au

School of Geography & Sustainable Communities Administrative Officer
Name: Renée Agostino
Location: Building 41, Room 207A
Telephone: 4221 8016
Email: rfranco@uow.edu.au

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.

Applying for Honours
For International Bachelor of Science (Honours) students, entry to Honours is automatic, but students must still consult with the Honours Coordinators to arrange a supervisor and project.

Students should identify an area of research and consult with academic staff in order to identify a supervisor/s and determine a suitable Honours project. Entry into Honours within SGSC will not be approved unless a suitable supervisor and project have been nominated, as below.

Students must submit to the SGSC Honours Coordinator a brief project outline (up to one page), and the name and signature of the supervisor/s, indicating their agreement to supervise the student. This should usually be submitted by the end of the second week in December for Autumn session enrolment, and by the last working day in June for Spring session enrolment. It must be submitted prior to commencement of the Honours project.
Key dates

Students enrolled full-time from February 2016 (duration 35.5 weeks)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 8th February</td>
<td>Honours begins</td>
<td></td>
</tr>
<tr>
<td>Week of 14th March</td>
<td>Seminar 1</td>
<td>5 weeks after start date</td>
</tr>
<tr>
<td>Monday 21st March, 12 noon</td>
<td>Project Outline due</td>
<td>6 weeks after start date</td>
</tr>
<tr>
<td>Week of 11th April</td>
<td>Poster presentation</td>
<td>9 weeks after start date</td>
</tr>
<tr>
<td>Week of 8th August</td>
<td>Seminar 2</td>
<td>Approx. 9 weeks prior to thesis due date</td>
</tr>
<tr>
<td>Wednesday 12th October, 12 noon</td>
<td>Thesis due</td>
<td></td>
</tr>
<tr>
<td>Late November</td>
<td>School Assessment Committee meeting</td>
<td></td>
</tr>
</tbody>
</table>

Students enrolled full-time from July 2016 (duration 37.5 weeks)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 18th July</td>
<td>Honours begins</td>
<td></td>
</tr>
<tr>
<td>Week of 22nd August</td>
<td>Seminar 1</td>
<td>5 weeks after start date</td>
</tr>
<tr>
<td>Monday 29th August, 12 noon</td>
<td>Project Outline due</td>
<td>6 weeks after start date</td>
</tr>
<tr>
<td>To be advised</td>
<td>Poster presentation</td>
<td>Approx. 9 weeks after start date</td>
</tr>
<tr>
<td>Week of 30th January 2017</td>
<td>Seminar 2</td>
<td>Approx. 9 weeks prior to thesis due date</td>
</tr>
<tr>
<td>Wednesday 3rd April 2017, 12 noon</td>
<td>Thesis due</td>
<td></td>
</tr>
<tr>
<td>Late April 2017</td>
<td>School Assessment Committee meeting</td>
<td></td>
</tr>
</tbody>
</table>

Course Learning Outcomes

On successful completion of this course, students should be able to:

i. Evaluate and generate complex social science concepts and theories at an abstract level to understand the world, its people and places;

ii. Demonstrate mastery of key geographical approaches and conceptual frameworks, including the importance of space and place as dimensions of human activity across the geographical scales, from the body to the global, and to reflect critically on recent developments in human geography;

iii. Apply insights from social science in combination with geographical thinking to solve social problems with creativity and initiative;

iv. With a high level of personal autonomy and accountability, plan and implement a substantial research-based project, which demonstrates knowledge of research principles and methods applicable to human geography; and

v. With creativity and initiative justify and interpret theoretical propositions, methodologies, complex information, problems, concepts and theories, conclusions and recommendations to specialist and non-specialist audiences.
Roles and responsibilities
In accordance with the Code of Practice – Honours, responsibilities for the University, Academic Unit, supervisors and students can be found online. Responsibilities of supervisors and students are below.

Supervisors
The overriding responsibility of supervisors is to provide continuing support to students under their supervision in researching and producing an Honours project report to the best of the student’s ability. Specific other responsibilities are to:

i. 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 student;

ii. advise students about their procedural and substantive rights and responsibilities contained in this Code;

iii. advise and assist students to comply with workplace health and safety and ethics requirements where relevant;

iv. support students in developing a proposal for their Honours project within a negotiated time frame;

v. assist students to develop a plan for completing the Honours project within an appropriate time frame;

vi. maintain regular contact with students in order to monitor their progress;

vii. inform students about any planned absences during the candidature and arrangements for supervision during those absences;

viii. provide timely and helpful written feedback to students on any submissions and to assist them to develop solutions as problems are identified;

ix. advise students of inadequate progress or work below the standard generally required and to suggest appropriate action;

x. attend meetings of the academic unit Assessment Committee where students’ grades are determined;

xi. ensure the IP Intellectual Property Policy, Code of Practice – Research, Research Misconduct Policy and Authorship Policy, and the consequences for the candidate’s research of breaching these Policies and Code, are explained carefully to the student.

Students
Honours students have the primary responsibility for the timely completion of the Honours project and other assessment tasks. Specific responsibilities are to:

i. develop an Honours project proposal and plan for completing the project within a timeframe agreed to by the supervisor(s);

ii. maintain regular contact with the supervisor(s);

iii. discuss any proposed variation of enrolment or leave of absence with their supervisor(s) and Honours Coordinator/ head of academic unit;

iv. establish with the supervisor(s) the level of support required for successful completion of the program;

v. present required written material to the supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;

vi. undertake additional work towards their project identified as necessary by the supervisor(s);

vii. accept responsibility for the quality and originality of all submitted work;

viii. ensure all research is carried out in accordance with all statutory and other requirements relating to ethical, safe and responsible conduct of research;

ix. 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.
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></td>
<td>One subject towards major, minors or from the general schedule</td>
<td>Autumn; Spring</td>
<td>6</td>
</tr>
</tbody>
</table>

All students enrolled in the International Bachelor of Science (Honours) are encouraged to follow the above final year program. Where this is not 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></td>
<td>Additional subject towards major, minors or from the general schedule</td>
<td>Autumn; Spring</td>
<td>12</td>
</tr>
</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.

Resources
elearning: This course has a Moodle site. To access Moodle you must have a UOW user name and password, and be enrolled GEOG401 or variant (in this case, SCIE403 or 401).

Human Geography Laboratory: The HG Lab (Building 41, Room 207) is a specialist research facility in the School that provides access to a range of applications for geographical research. The Lab specialises in research design and data processing methods. It houses five computers and a range of specialist software for qualitative and quantitative research. For access to storage lockers please see Elyse Stanes, Technical Officer. Eating and drinking is not permitted in the Human Geography Lab. Honours students will have access to shared hot-desk space in the HGL.

Equipment: Honours students have access to field equipment, including audio recorders, digital cameras, video cameras and GPS trackers. All equipment must be pre-booked through Elyse Stanes, Technical Officer.

Financial assistance: The School of Geography and Sustainable Communities will provide financial assistance for approved Honours projects to a maximum of $300. Should further funding be required, this will be considered on a case-by-case basis by application to the Head of School with the support of the student’s supervisor. Students should keep a careful record of expenses. Expense claims are to be made through the GSC school office, using the appropriate form, which will be provided on the Moodle site.
Printing and copying: Honours students are permitted to print and make copies of important documents at the School’s expense. Copying will be regulated by PIN codes used on the School’s photocopiers. Printing and copying should be kept to a minimum for financial and environmental reasons. Where electronic versions of documents are available they should be used in preference to printed copies.

Support services
Student Support Adviser (SSA): Information about the School of Geography and Sustainable Communities Student Support Advisor can be found here: http://www.uow.edu.au/student/services/SSA/contact/index.html

Library Services: The Main Library (Building 16) and Curriculum Resources Centre (Building 22) are located at the Wollongong Campus. UOW Libraries at other locations are listed on the Library website.
Specific library services for Honours students can be found here: http://www.library.uow.edu.au/services/UOW026551.html
The Social Sciences outreach librarian can be contacted here: http://www.library.uow.edu.au/contact/UOW026563.html

Ethics
Before commencing any research involving humans, staff and students of the University are required to submit a research ethics application to the Human Research Ethics Committee (HREC) and obtain approval. The HREC URL can be found in Section C of this Guide – University Policy. Honours students should work through the ethics application form with their supervisor/s. Further questions can be directed to the Ethics Officer, Research Services Office on 4221 3386.

Workplace Health & Safety
It is a requirement of the University that all staff and students follow Work, Health and Safety (WH&S) regulations and procedures. The University’s WH&S Policy can be found in Section C – University Policy. Frequently used documents will be available through the Moodle site.

Occupational Health and Safety: For some students it may be relevant to undertake OH&S training before commencing fieldwork. This should be discussed between a student and their supervisor/s. A list of courses and dates can be found at the PODS website.

Risk Assessment: All field work should be assessed for risk. For any medium to high risk activities, including fieldwork, a documented risk assessment is required and must be completed with input from your supervisor prior to the commencement of the fieldwork (or other work). Risk Assessment forms should be submitted to the School Office.

Fieldwork Communication Plan: When working in the field it is essential to have an effective communication plan in place. The Fieldwork Communication Plan must be developed in conjunction with your supervisor prior to fieldwork and submitted with the Risk Assessment form.

Grievance procedures
See policy online, as listed in Section C.

Intellectual property and authorship
See policy online, as listed in Section C.
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%


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%

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: [http://www.uow.edu.au/about/policy/UOW058680.html#P495_42565](http://www.uow.edu.au/about/policy/UOW058680.html#P495_42565)

Prizes
University Medal: Honours students who achieve a First Class grade and have outstanding academic results over their entire 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 medallists in the particular year have been finalised.
## Section B – Assessment of Honours Project

### Details of Assessment Tasks

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Format</th>
<th>Due date</th>
<th>Weighting</th>
<th>Pass mark</th>
<th>Length</th>
<th>Details</th>
<th>Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1</td>
<td>Seminar 1</td>
<td>Presentation</td>
<td>See Key Dates (page 2)</td>
<td>N/A</td>
<td>5 minutes + 5 minutes questions from the audience</td>
<td>Seminars involve oral presentation supplemented with visual material (Powerpoint slides or similar). Seminar 1 should include a summary of: research question; literature reviewed; methodology; and other material deemed relevant by the student and their supervisor.</td>
<td>Details of time and venue will be circulated at least two weeks prior to the seminar.</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Project Outline</td>
<td>Report</td>
<td>See Key Dates (page 2)</td>
<td>N/A</td>
<td>10 pages, 1.5 line spacing</td>
<td>This task should be completed using the Honours Project Outline template, available on the eLearning site.</td>
<td>Submit an electronic version of your assignment to the School of Geography and Sustainable Communities Administrative Officer.</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>Poster presentation</td>
<td>Poster</td>
<td>See Key Dates (page 2)</td>
<td>N/A</td>
<td>A1 poster + informal presentation and questions from conference participants</td>
<td>The poster presentation is part of the Faculty of Social Sciences Honours Conference. Human Geography Honours students will present their research to date alongside students studying in other Schools within the Faculty. The assessment task will take the form of an A1 size poster, and informal presentation, including responding to questions from participants. The poster presentation should focus on research design, including research questions, framework, and methodology. Further details of the event and a poster template will be provided in due course.</td>
<td>Details of time and venue will be circulated at least two weeks prior to the Conference.</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Seminar 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format</td>
<td>Presentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due date</td>
<td>See Key Dates (page 2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weighting</td>
<td>No marks are awarded for this task</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass mark</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length</td>
<td>15 minutes + 5 minutes questions from the audience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Seminars involve oral presentation supplemented with visual material (Powerpoint slides or similar). Seminar 2 should include a summary of: research question; literature reviewed; methodology; research findings and analysis; work to be completed; and other material as deemed relevant by the student and their supervisor.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission</td>
<td>Details of time and venue will be circulated at least two weeks prior to the seminar.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Assessment 5 | Thesis |
| Format | Thesis |
| Due date | See Key Dates (page 2) |
| Weighting | 100% |
| Pass mark | 50% |
| Length | No more than 20,000 words |
| Details | The thesis documents your research project, including (but not necessarily limited to) your research question, methodology, literature review, analysis and conclusions. |
| Submission | Submit an electronic version of your thesis to the School of Geography and Sustainable Communities Administrative Officer. |
Submission of written work
Specific submission instructions are included in the assessment details section of this outline. Receipts will be issued on submission of written assessment tasks and students are advised to retain these receipts until they have received the final mark for that assessment task.

The thesis must include:

i. A title page, containing thesis title, author’s name and the following statement (or relevant alternative): ‘A thesis submitted in part fulfilment of the requirement of the Honours Degree of Bachelor of Science in the School of Geography and Sustainable Communities 2016’.

ii. A page containing the following statement: ‘The information in this thesis is entirely the result of investigations conducted by the author, unless otherwise acknowledged, and has not been submitted in part, or otherwise, for any other degree or qualification’. This statement must be signed and dated in writing by the student (the signature page can then be scanned and incorporated into the electronic thesis file).

iii. A copyright page, if required.

iv. An abstract, succinctly stating findings (this should normally not exceed one page).

v. A table of contents listing chapter headings, appendices, figures and page numbers.

vi. Acknowledgements.

vii. The main body of the thesis.

viii. A list of cited references written out in full and following the Harvard referencing system.

ix. Appendices (if applicable), such as tables of data, questionnaires, other field data.

The text must be presented using 1.5 line spacing, on A4 size pages, with at least 25mm margins. Tables may be presented using single spacing. Plain fonts – such as Times, Geneva, Helvetica, Cambria, Calibri – should be used.

An electronic copy will be kept by the School, and also in the University of Wollongong open access digital archive in the University Library.

Late Submission
Late submission of an assessment task without an approved extension of the deadline is not acceptable. Marks will be deducted for late submission of the thesis at the rate of 5% of the total possible marks per day or part thereof. For the purposes of this policy a weekend is regarded as two days.

If a thesis is submitted late the timetable for assessment and processing of marks may be compromised. Students should be aware that in these cases graduation may be delayed.

Extensions
An extension of time to submit assessment tasks can only be granted by the Subject Coordinator, following the academic consideration policy. Students seeking an extension must submit an application for academic consideration, with appropriate documentation, prior to the deadline for submission of the assessment task.

Academic consideration
Students should apply for academic consideration through Student Online Services (SOLS). Applications are governed by the University’s Student Academic Consideration Policy: http://www.uow.edu.au/about/policy/UOW058721.html Applications for academic consideration will be handled by the Honours Co-ordinator.
Minimum Requirements
To receive a clear pass in this course a total mark of 50% or more must be achieved. In addition, students must meet all of the minimum performance requirements as listed below.

Minimum Academic Performance: Students must attempt all assessment tasks, including tasks for which a mark is not awarded.

Minimum Participation: Student participation in supervisory meetings and Honours seminars is compulsory. Meetings will be arranged between each student and their supervisor/s. Absences will require a medical certificate or other suitable documentation, which must be submitted for academic consideration via SOLS as early as practical. Participation in the AUSCCER (Australian Centre for Cultural Environmental Research) seminar series is strongly encouraged.

SGSC students are invited to attend the Honours seminar series held by the School of Psychology (Faculty of Social Sciences). The Honours Coordinator will circulate information about the seminar series as it becomes available.

Length, style and format of thesis
The thesis should normally be 15,000-20,000 words, and should be no more than 20,000 words.

Theses must be submitted electronically, and should normally comprise a single file. Two bound hard copies should also be submitted for examiners.

System of referencing
The Harvard referencing system is used in the Faculty of Social Sciences – this is also known as the author-date system. Failure to reference adequately and fully is to ignore scholarly rules and run the risk of plagiarism. Please consult the UOW library website for further information: http://www.library.uow.edu.au/resourcesbytopic/UOW026621.html

Plagiarism: The University’s policy on acknowledgement practice and plagiarism provides detailed information about how to acknowledge the work of others: http://www.uow.edu.au/about/policy/UOW058648.html
Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University’s policy on plagiarism as set out in the University Handbook under the University’s Policy Directory and in the Faculty of Social Sciences’ Undergraduate and Postgraduate handbooks. Plagiarism has led to expulsion from the University.

Return of assessed work
After the official release of results by the University, the examiners’ reports are made available to students. It is expected that the supervisor will be available for consultation with the student to discuss the report and marking process after release of final grades.

Scaling
Scaling may occur in this course. Marks awarded may be subject to scaling at the end of the session by the Unit Assessment Committee and/or the Faculty Assessment Committee (FAC). Marks will only be scaled to ensure fairness/parity of marking across groups of students. Scaling will not affect any individual student’s rank order within their cohort. For more information refer to Assessment Guidelines – Scaling http://www.uow.edu.au/about/policy/UOW058609.html
Criteria for assessing the Honours project
A First Class Honours thesis contains significant original results derived from a successful research project. Presentation, interpretation and discussion of significance are completed to an excellent standard. The research is placed in the context of relevant international literature. Writing and diagrammatic presentation are completed to a very high to excellent standard.

A Second Class, Division 1 Honours thesis contains significant original results derived from a successful research project. Presentation, interpretation and discussion of significance are completed to a high to very high standard. The research is placed in the context of relevant international literature. Writing and diagrammatic presentation are completed to a high to very high standard.

A Second Class, Division 2 Honours thesis contains significant original results derived from a successful research project. Presentation is completed to a high standard. Interpretation, discussion of significance and contextualisation within the relevant literature are completed to a moderate standard; these may be areas of deficiency. Writing and diagrammatic presentation are completed to a moderate to high standard.

A Third Class Honours thesis contains some significant original results derived from a successful research project. Presentation is completed to a moderate standard. Interpretation, discussion of significance and contextualisation within the relevant literature are clearly deficient. Writing and diagrammatic presentation are completed to a poor to moderate standard.

A Fail grade is rarely given at the Honours level and reflects a lack of accomplishment on the part of the student with respect to their research project. A failed thesis would be deficient in terms of data, presentation, interpretation and contextualisation.

Guidelines for Honours examiners
See Attachment A.

Method for choosing examiners
Honours examiners shall be chosen by the Supervisor in consultation with the head of Academic Unit, who may delegate this function to the Honours Coordinator. Supervisors should nominate four possible examiners (internal or external to the School), and provide a list to the Honours Coordinator. In the case of external examiners, it is the Supervisor’s responsibility to ensure an examiner’s availability before submitting the list of possible examiners to the Honours Coordinator.

In considering examiners, account should be taken of the examiners’ understanding and position on the project topic, the methodology employed, and their expertise in the field. Examiners should be familiar with the expectations and requirements of an Honours degree. They should also:

i. hold an AQF Level 9 qualification, or equivalent; and
ii. be an active researcher or have a proven research record; or
iii. have previous successful experience supervising or examining Honours Degree students; or
iv. have some research experience and substantial specialised knowledge in the subject matter of the Honours Project.

Examiners are asked to remember that the thesis represents the first attempt at a major research project for the student, not that of an already established researcher.
Grading procedure

The examination process is explained in the Code of Practice – Honours (see Section C – University Policy). In addition, the following applies.

Theses are normally assessed by two examiners. Examiners are asked to provide a percentage mark for the thesis, recommend a class of Honours, and write a short report on the thesis to provide context for their mark. The School Assessment Committee determines the final mark. Where possible, examiners’ reports are to be made available to members of the Assessment Committee before the meeting. The Honours Coordinator will present the examiners’ marks.

The mark for a thesis is normally the average of two examiners’ marks. Where there is a discrepancy of more than 10% of the total available mark an additional examiner is required to examine the thesis. This should occur prior to the Assessment Committee meeting if possible. The additional examiner is ‘blind’; i.e. is not provided with previous examiners’ reports or marks. The Assessment Committee can then decide to either: (i) take an average of the three marks; or (ii) disregard the mark of one examiner, where this mark is more than 10 percentage points above or below the average of the marks of the other two examiners.

The Honours Project Outline is assessed by two academic members of the School. The assessors record either satisfactory or unsatisfactory, and comments are given to the student. This assessment may be taken into consideration in the case of a borderline final mark for the thesis.

The final mark for the thesis is decided by a majority vote of the members of the Assessment Committee present at the time of the vote. The Committee will at this time take into account Academic Consideration submissions or personal circumstances (where a letter or Statutory Declaration has been submitted). The resolution, vote and reason for any change of mark are to be minuted. After this process any late penalty is applied to the final mark for the thesis, if necessary. A mark within one mark of a higher grade may be changed upwards to the base mark of the higher grade on a simple majority vote of the Assessment Committee.

After the meeting the final mark is entered into the Student Management Package by the Honours Coordinator or Head of School or their nominee and processed along with the marks of other subjects.

Quality assurance process

Each year the Honours Coordinator oversees that the ranges of recommended thesis marks do not differ significantly across individual Honours examiners. Furthermore, consistent with the UOW Code of Practice – Teaching and Assessment, SGSC externally benchmarks the standard of Honours projects against comparable Australian universities at least once every three years. External benchmarking may involve:

i. use of Honours examiners from another Australian university for the examination of a representative sample of Honours projects; or

ii. review of a representative sample of Honours projects by academics from at least one other Australian university as part of quality assurance of the standard of Honours Projects.
Section C – University Policy

In addition to the materials provided in this Guide, students may refer to the following University policies.

a. The Student Charter  

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

International Bachelor of Science (Honours)
Human Geography major
School of Geography and Sustainable Communities

The International Bachelor of Science (Honours) program
The thesis you have agreed to examine has been submitted in accordance with the requirements of the award of Honours degree, through the School of Geography and Sustainable Communities, University of Wollongong. In assessing this thesis, we ask that examiners keep in mind that the International Bachelor of Science (Honours) is a scholarly program that aims to develop students as members of a research community. Students should demonstrate research competency, and their argument should be strongly founded in theoretical work. It is expected that the level of academic scholarship and sophistication will be situated between the final year of an undergraduate degree and a postgraduate degree.

This Honours project has been undertaken as the fourth year of a degree program. The thesis component of this Honours program is a 36 credit point subject. This means that the Honours project represents 75% of a year’s work for a student. The Honours thesis should be no more than 20,000 words in length.

Assessment of the thesis
We ask that you provide a numerical mark for the thesis, and a written report commenting on the merits of the thesis and offering constructive critique to provide context for your mark.

Criteria for assessing the thesis are set out below. 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%

As you assess this work, please keep in mind that this thesis will normally be a student’s first attempt at a major research project, not that of an already established researcher.

Please submit your report and mark to the School of Geography and Sustainable Communities Administrative Officer. Your report will be used by the School Assessment Committee to determine the final mark and grade for the student. Examiners’ reports (but not individual marks) will be made available to students after the final mark has been determined by the Assessment Committee. With this in mind, we ask that you frame your report as a constructive review of the student’s work.
Criteria for assessing the Honours project
A First Class Honours thesis contains significant original results derived from a successful research project. Presentation, interpretation and discussion of significance are completed to an excellent standard. The research is placed in the context of relevant international literature. Writing and diagrammatic presentation are completed to a very high to excellent standard.

A Second Class, Division 1 Honours thesis contains significant original results derived from a successful research project. Presentation, interpretation and discussion of significance are completed to a high to very high standard. The research is placed in the context of relevant international literature. Writing and diagrammatic presentation are completed to a high to very high standard.

A Second Class, Division 2 Honours thesis contains significant original results derived from a successful research project. Presentation is completed to a high standard. Interpretation, discussion of significance and contextualisation within the relevant literature are completed to a moderate standard; these may be areas of deficiency. Writing and diagrammatic presentation are completed to a moderate to high standard.

A Third Class Honours thesis contains some significant original results derived from a successful research project. Presentation is completed to a moderate standard. Interpretation, discussion of significance and contextualisation within the relevant literature are clearly deficient. Writing and diagrammatic presentation are completed to a poor to moderate standard.

A Fail grade is rarely given at the Honours level and reflects a lack of accomplishment on the part of the student with respect to their research project. A failed thesis would be deficient in terms of data, presentation, interpretation and contextualisation.