

HONOURS PROGRAM (DHBB)

BACHELOR OF BUSINESS (Honours)
BACHELOR OF MANAGEMENT (Honours)
BACHELOR OF COMMERCE (Honours)

Information Guide

For 2009 students

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INTRODUCTION

For students who have completed the ordinary degree, the Honours program provides opportunities for advanced study in core and elective areas in Business, Management and Commerce. It is intended to develop students' ability to undertake research in selected topics and, where appropriate, apply the results. The Honours program offers students a qualification which is the standard requirement for entry into postgraduate research at this and other universities.

Students approaching Honours need to be aware that the program is qualitatively different from the earlier undergraduate years. The earlier emphasis tends to be on breadth and relevance. The Honours year adds a concern for intellectual depth, and students will cope best with this if they find it enjoyable for its own sake. Students are expected to be highly proactive and self-directed, and to assess for themselves what areas of weakness there may be in their knowledge and understanding.

Notwithstanding this, every effort will be made to assist students who experience difficulty during the program. Students are encouraged to approach the HDR Coordinator, Course Coordinators and their thesis supervisors, or any other member of staff, at the first sign of any problems. Students tend to find the Honours year very demanding. It involves a new approach to academic work, starting to address unresolved questions and issues, moving away from 'what' 'where' and 'when' towards 'how' and 'why'.

The program is available at the City West campus. It is normally taken on a full-time basis over one year. In exceptional circumstances, it may be taken part-time over a maximum period of two years. However, students ought to note that often it is quite difficult to take the Honours program on a part-time basis.

ENTRY REQUIREMENTS

Students entering the program are selected on the basis of the merit they have demonstrated in the undergraduate Bachelor of Management program, Bachelor of Business program, Bachelor of Commerce program or equivalent. In assessing students' merit (at least 5.0 – credit average), particular weight is given to (a) core courses in business and management, (b) courses which have formed part of a major, and (c) courses taken in the later part of the program. In addition, admission will depend upon the availability of coursework and thesis supervision suitable for the student's expertise and interest.

All students will be assumed to have knowledge and experience equivalent to that provided in core courses of the Bachelor of Business, Bachelor of Management and Bachelor of Commerce programs, together with knowledge and experience in one or more of the discipline areas which provide major and minor sequences in that program.

Students who wish to enter the Honours program in 2009 are invited to submit a letter of application to the Honours Program Director by the 13th February 2009, to start in study period 2, or by the end of June 2009 to start in study period 5. The letter should indicate the area of study in which they would wish to concentrate their efforts. Applications also need to include a CV and academic transcript (web print-outs are acceptable). Selected applicants meeting the minimum entry requirements will be contacted to arrange a short interview and an offer would be made subject to this interview. Enrolment will be conditional on finding an appropriate supervisor and the determination of any final grades in their concluding courses for the ordinary degree.

PROGRAM SCHEDULE

Bachelor of Business/Management/Commerce (Honours)

AIM

To provide graduates, with opportunities for advanced study in various business and management discipline areas. This program is designed to develop graduates with the ability to undertake academic research and proceed to further academic work or a professional career in industry.

ENTRY REQUIREMENTS

A degree in business, management, accounting, economics or an equivalent qualification, with high performance in undergraduate studies, and evidence of likely attainment of a level of Honours that would allow entry into a PhD.

CONTENT

The program consists of coursework (13.5 units) and research component (22.5 units) totalling 36 units.

Program Code DHBB	Units	Area + Cat. No.
Study Period 2		
Research Methods in Business and Management H	4.5	BUSS 4022
Special Topics in Business and Management H	4.5	BUSS 4024
Developments and Debates in Business and Management H	4.5	BUSS 4021
Business and Management Honours Thesis H1	4.5	BUSS4018
Study Period 5		
Business and Management Honours Thesis H2	9.0	BUSS 4019
Business and Management Honours Thesis H3	9.0	BUSS 4020

NOTES

1. Students studying this program part-time will normally study the program as follows:

Year 1 – Study Period 2

BUSS 4022 Research Methods in Business and Management H

BUSS 4021 Developments and Debates in Business and Management H

Year 1 – Study Period 5

BUSS 4024 Special Topics in Business and Management H

BUSS 4018 Business and Management Honours Thesis H1

Year 2 – Study Period 2

BUSS 4019 Business and Management Honours Thesis H2

Year 2 – Study Period 5

BUSS 4020 Business and Management Honours Thesis H3

2. This program is available in three options:
 - A Bachelor of Business (Honours)
 - B Bachelor of Management (Honours)
 - C Bachelor of Commerce (Honours)Students may enrol in the appropriate option. The program of study for each option is identical.
3. Students from overseas who have completed the equivalent of five full study periods of undergraduate work may be admitted to the Honours program as part of an official exchange arrangement. In the first study period, exchange students will take four coursework courses, including Research Methods in Business and Management H and three elective courses. Electives may include Special Topics in Business and Management H and Developments and Debates in Business and Management H, or may include up to three courses based on second or third year undergraduate electives, provided that the student performs at Honours level. This will normally require the student to have a thorough background in the course area and to complete assessment at a higher level than required of ordinary undergraduate students. In the second study period, exchange students will complete a thesis of between 10,000 and 15,000 words.
4. Students will have an *Incomplete* grade recorded against Business and Management Honours Thesis H1 and H2 until assessment of the thesis is completed, at which time the grade for each of the courses Business and Management Honours Thesis H1, H2 and H3 will be adjusted to reflect the mark and grade awarded to the thesis as a whole.

COURSEWORK

Students must undertake three pieces of coursework:

BUSS 4022 Research Methods in Business and Management H: this course deals with methodological issues which a student will have to confront in research. More details can be found on the course website.

BUSS 4021 Developments and Debates in Business and Management H: this course aims to familiarise students with modern, intellectually demanding, developments and debates in a variety of disciplines to be found in the Division of Business. More details can be found in **(Appendix 1)**.

BUSS 4024 Special Topics in Business and Management H: this course allows students to study a topic, which staff are researching or are familiar with, at an advanced level, by way of a supervised reading course. **(Appendix 2)**

In general, assessment in all courses seeks to promote students' understanding and critical evaluation of methodological and important theoretical issues, and is not designed primarily to assess knowledge of factual material.

HONOURS THESIS

The Honours thesis comprises five-eighths of the Honours program. It aims to develop the research capacity of students and to extend their specialist knowledge in some area of business and management theory or practice. Its content and form will depend on the topic area selected. The length will normally be between 13,000 words and 18,000 words. Pay careful attention to the assessment criteria summarised in **Appendix 3**.

The depth of work required for the thesis means that students will need extensive background in the relevant discipline area. Normally this means that the thesis topic will be in a discipline in which the student has completed a major in their undergraduate degree program.

The basic requirement of the thesis is to show how a phenomenon or issue can be understood or explained, a problem solved, a research question answered, or an idea developed, with sound argument and evidence to support assertions. Essentially a thesis is a reasoned argument supporting statements on some significant issue or problem. The first three years of the undergraduate degree do not usually require students to learn academic research procedures. In general, what has passed for a piece of research in your previous courses will not be good enough for the Honours thesis.

Choice of topic

The choice of a worthwhile research problem of manageable scope is the first critical issue. Asking the appropriate question is the most difficult part of any research project, and many research students find that they flounder for a time before they settle on a particular topic. Significant problems can be developed from:

- tests of theoretical models
- continuing or extending previous research using new techniques or settings
- theoretical ideas, or suggestions, which other authors have not fully worked out or clearly analysed
- some applied or real world problem which lends itself to development, research and analysis

A research project will typically have more than one potential outcome. With a good topic, any of the potential outcomes can result in an acceptable thesis.

Students are expected to present work-in-progress reports on their thesis work at seminars with other researchers in the Division. These seminars are intended to assist students with thesis preparation by providing them with an opportunity to marshal thoughts and arguments and to obtain constructive feedback from staff and other students.

Supervision arrangements

Around the time of (and prior to) enrolment, students will be given an idea about areas where staff members have interests and expertise in thesis supervision. Students should especially consider those supervisors listed in the honours supervisor register, as they have expressed a strong willingness to supervise honours students.

Based on the application interview and student preferences, the HDR Coordinator and Program Director will arrange appropriate thesis supervision. Students have a joint responsibility with their supervisors and the Program Director for the effectiveness of the supervision process.

Students are advised to consult with their thesis supervisors and other staff members in deciding upon a research project. It can be valuable to try out ideas with different staff members who may be able to refer to relevant material or suggest further lines of thought. It may also be worthwhile to become acquainted with other research projects which are currently in progress; it may be possible to find a topic which will fit in with one of those.

Arrangements for supervision should be finalised with the HDR Coordinator, Program Director and supervisor as soon as possible and certainly no later than the **second week of the program**. Bear in mind that particular staff members will sometimes not be available because of other commitments.

Ideally, the student and the supervisor will get along well together, both intellectually and personally. They will meet regularly on a one-to-one basis for the student to report progress and receive

comments, questions and advice from the supervisor. Students should prepare for those meetings by thinking carefully about appropriate issues to raise and points to have clarified or commented on. Sometimes it will be appropriate for the student to give the supervisor advance notice of issues to be raised or material to be discussed, to allow the supervisor to prepare also. The thesis is the student's and it is with the student that the main bulk of any preparation must lie. On the other hand, as work progresses, the student will write draft summaries, sections and chapters, and ought to expect reasonably detailed comments and constructive criticism, provided that the material is made available to the supervisor sufficiently far in advance. A complete draft of the thesis ought to be provided to the supervisor approximately **one month before the due date**. This is not a deadline which will be enforced, but failing to meet it may endanger the student's ability to meet the final deadline. The supervisor is expected to read the complete final draft carefully and meet with the student to provide detailed feedback within ten days of receiving the draft.

To some extent, although not so much as with Masters and Doctoral work, supervisors may recommend consultation with other staff members who have special expertise in particular areas. Students are welcome to suggest other staff whom it may be appropriate to consult.

Supervisors may be asked to report on the independence of your research work. The requirement that the thesis be a piece of independent work does not imply that the student has to do everything in isolation. A successful student is one who can effectively use available resources as appropriate and necessary. 'Resources' include any knowledge or skills that staff may have. But there are different ways of using staff. It is one thing for students to come to staff for help in exploring ideas the students already have; another to come to staff for the latter to be a source of ideas.

As mentioned above, it is possible that a student's project may be arrived at, and conducted in the context of, a continuing research project in the School or Division, where the student may work closely with the supervisor on some aspect of the supervisor's own research, while making his or her own independent contribution. In that case, clearly, the thesis is evaluated only by reference to the student's own work. If necessary, it must be indicated in the thesis what is and is not the student's own work. In any situation, the incorporation without acknowledgment of any work not done by the author is regarded as serious misconduct.

The University policy on Honours Degrees can be found at:
<http://www.unisa.edu.au/policies/policies/academic/A42.asp>

The Code of Good Practice for research in Honours degrees, or degrees with Honours, can be found at: <http://www.unisa.edu.au/policies/codes/goodprac/research.asp>

Content

An Honours thesis is not expected to be 'a significant original contribution to knowledge', as PhDs are, but neither should it be merely a summary of work done by others. In an Honours thesis, we look for coverage of relevant literature, a convincing account, with good structure, and the provision of evidence of independent enquiry or thought, reasonable judgment, and a sound presentation. The thesis will normally include a critical literature review and a clear statement of the thesis topic. It is worthwhile to say a little more about each of these.

One role of the literature review is to give your work a theoretical context. It is important to realise that just arriving at a simple description of a phenomenon is insufficient. In the business world it may be quite acceptable to be given a problem to solve and to produce a report that does that expediently. For example, a real problem may be to estimate the number of personal computers in use in China (or South Australia, for that matter). Doing a study to ascertain the answer is a perfectly legitimate piece of business 'research'. This would not, however, be adequate for a piece of academic research. Students cannot just solve a practical problem unless it can be shown that the solution has more general applicability. Of course, a practical problem may well be the inspiration for the research work.

Bear in mind that in some journals there are papers on 'research' which are not soundly based or which just report survey results. The mere fact that something is published in a journal - even a refereed academic journal - does not mean that it ought to be accepted uncritically or automatically accepted as a model for other work.

The literature review goes together with a clear statement of the thesis topic. Only the discussion of the literature will make clear the point of the project. In all cases, there ought to be a clear statement of what the aim of the thesis is and how it is to be addressed, with a clear linkage to relevant theory. In the most common case, where the thesis involves an empirical research project, specific research hypotheses, questions or issues ought to be stated, their derivation made clear and research method explained.

Something similar holds for theses where empirical work is not a major component. Such theses rely on clear and novel analysis of ideas and theories drawn from literature in the subject area. The analysis and interpretation must be clear and defensible, never just a matter of individual opinion, and a student's mastery of technique ought to demonstrate an ability to cope with other issues or projects also.

One important aspect to bear in mind is that the student must be able to justify the use of chosen methods against the alternatives. Thus the student must be able to defend aspects of the approach such as the data or evidence collection approach and pattern of analysis even though these methods may have been suggested for consideration by a supervisor or other adviser. The student is not merely completing this one project but demonstrating an ability to go on to other projects, and that includes an understanding of different methods and approaches and what determines their suitability. **This stresses the view of a thesis as research training and professional development, rather than simply an end in itself. A purpose for doing the thesis is to become skilled at research procedures and methodology.**

The final parts of the thesis ought to show that the student is able to assess the significance of results correctly (e.g. either confirming or refuting hypotheses), and show awareness of the limitations of the work. The discussion should also show the implications of the findings for the relevant theories in the research area. Finally, the discussion should contain a statement of future research issues.

Method and procedure

It is intended that students' participation in the course BUSS 4022 Research Methods in Business and Management H should acquaint them with a variety of empirical research methods. It is anticipated that most theses will involve an empirical element (Some may draw their empirical content from other published material such as journal articles. In those cases the merits of the thesis will rest largely on the students' capacity for theoretical analysis and original thought, qualities which all theses will require to some degree).

On the last day of the examination week students will be expected to submit a **Research Proposal** of around 500 words in length to the Program Director for the course BUSS 4018 Business and Management Honours Thesis H1. This would essentially be the proposal of the research project for their thesis.

It is vital for the student to prepare a time schedule and discuss this with the supervisor for confirmation. We all tend to underestimate the time required to document research and for other research procedures, such as gaining ethics approval. It is important to be realistic. The best estimates are usually made by breaking down the activities into small tasks and combining these estimates e.g. by using a Gantt chart.

As soon as work commences, students are faced with the task of coding and filing information. Irrespective of the method of filing used, it is immediately essential to adopt a **standard bibliographic and reference style**. Putting all bibliographic references in a standard format will ensure that all reference information is obtained, and that it will not be necessary to rearrange

component parts of references when drafts are written. Assistance is available in obtaining and using up-to-date bibliographic software (see the Library website <http://www.library.unisa.edu.au/infoskills/manreferences.asp>).

For help using the Library, refer to the following site: <http://www.library.unisa.edu.au/help/>

Ethics approval

Once the proposal has been finalised, the student must endeavour to ensure that their proposed research meets the University's ethical requirements. It is essential for students to become aware of the possible ethical implications of their research. This University procedure not only ensures that research undertaken toward the Honours thesis is conducted according to the NHRMC National Statement on Ethical conduct in Human research and Australian Code for the Responsible Conduct of Research but also aims to instil an ongoing awareness of ethical obligations when conducting any future research. Not all projects will require ethics approval; however, it is important that students speak with their supervisor to check.

Projects at the Honours level are considered by the Division Ethics Committee (DEC) where they *do not* meet the criteria for review by University wide Human Research Ethics Committee (HREC), as outlined on the Human Research Ethics Guidelines and Forms page of the Research Services website, located at <http://www.unisa.edu.au/res/ethics/default.asp> . Students should become familiar with this page early in their candidature and allow sufficient time in their schedule for preparation, submission, and responding to feedback before approval is granted to begin research. Note that **research involving human participants, medical records, or animal experimentation cannot commence until ethics approval has been granted**. The DEC meets monthly and students should allow two weeks after the meeting to receive notification of their protocol assessment. Further time may be necessary to submit any amendments required.

A schedule of DEC meetings can be found on the Honours website.

<http://www.unisa.edu.au/res/commit/divhumres.asp>

<http://www.unisa.edu.au/businesshonours/resources/default.asp>

STEPS TO FOLLOW

(Outlined with more detail at: <http://www.unisa.edu.au/res/ethics/default.asp>)

Step 1

Determine whether your research project requires ethics approval. Any research requiring contact with human subjects (for example through interview, questionnaires, clinical trials) requires approval, as does research involving access to medical records or other records which are identifiable, *and* contain intimate personal information, *and* are not publicly available.

Step 2

Complete the ethics coversheet which records contact details and the title of your project. This section also includes your (and your supervisor's) signature indicating that the application is complete and the research will be undertaken in an ethical way. For student projects the student should be listed as the researcher.

Step 3

Complete the ethics checklist. If you require ethics approval from another organisation in addition to the University of South Australia, you may submit your application in that organisation's format. However you should still complete the coversheet and the checklist and include them in your submission to DEC or the USAHREC.

Step 4

Complete the proforma which provides the Ethics Committee with more detail about your project and particularly your interaction with research subjects. Guidelines on completion of this section of the ethics application, as well as guidelines for preparing your information sheet, can be downloaded with the Ethics Protocol Proforma from: <http://www.unisa.edu.au/res/ethics/human.asp>.

Students should complete this section in consultation with their supervisor.

Step 5

Protocols that meet requirements for review by the *Divisional Ethics Committee (DEC)* should be submitted to the Executive Officer of the DEC. Five copies should be stapled in the top left hand corner and may be double-sided. For information on submission and meeting dates please refer to <http://www.unisa.edu.au/res/commit/divhumres.asp>

Protocols that meet the requirements for review at the *University wide Human Research Ethics (USAHREC)*, as outlined at <http://www.unisa.edu.au/res/commit/ethics.asp#usahrec>, should be submitted to the Executive Officer of the USAHREC as per the submission guidelines at <http://www.unisa.edu.au/res/commit/uhumres.asp>

Once Ethics approval has been granted, data collection may begin.

Presentation and submission

The due date for the submission of the Honours thesis is the **first Monday of the University Examination Period at the end of the study period when the thesis is to be completed.**

Completed theses should be lodged with the Administration Officer: Research by 3:00pm. Theses received after the due date will normally receive a progressive mark penalty at the rate of 5% of the mark each day. As noted above, students are advised to make a complete draft version available to the supervisor no later than **one month before the due date**, to allow time for the supervisor to read and comment on the draft and for the student to do any necessary rewriting. **Four weeks** before the thesis submission an abstract of up to 1,000 words should be sent to the Program Director to assist in organising the examiners.

Final presentation:

1. Theses should be typed with one-and-a-half line spacing on single-sided A4 paper. Three hardbound copies should be submitted, printed or copied on to A4 paper. Each copy should begin with a title page setting out the student's name, the title of the thesis and the date of submission.
2. References must be listed and cited correctly. Important functional material (e.g. experimental instructions, details of statistical analyses) should be included in appendices. The definitive reference on many matters is the *AGPS Style Manual*.
3. A signed declaration should be made in the beginning pages, stating '*I declare that this thesis does not incorporate without acknowledgment any material previously submitted for a degree or diploma in any University and that to the best of knowledge it does not contain any materials previously published or written by another person except where due reference is made in the text*'.
4. The thesis should be hardbound
5. Three hardbound copies of the thesis shall be lodged with the Administrative Officer: Research.
6. An electronic copy of the thesis, in PDF format, should be emailed to the Administrative Officer: Research.
7. Refer to the School Office for printing assistance. The School will reimburse expenses in the copying and binding of the three copies. Please contact your School Office for details of this.
8. Author's consent should be provided for the thesis to be available for photocopying.
9. The author will be asked to give consent to (1) and (2). **Appendix 4** is the standard 'author's consent' form that should be used. This notice should be submitted with the final thesis copies.

Further details of requirements are available from the program website or the Administrative Officer: Research.

Points to remember

Bear in mind the following four points about resources, capabilities, interest and style.

Firstly, Honours research is constrained by the time and the resources available. Think seriously before attempting projects which require much cooperation from respondent organisations or groups. The ideal empirical topic combines an original idea and some available, or reasonably accessible, data or evidence. Other approaches require access to relevant literature and sources.

There are a number of expenses associated with carrying out research and preparing a thesis. Some of those are ameliorated by the School's provision of computer facilities to Honours students. Other assistance may be made available to students to assist with photocopying and possibly in some other areas. However, a research topic should be chosen with an eye to minimise any costs that may be incurred.

Secondly, the topic should match the capabilities of the student. A student who has strong capabilities in the behavioural sciences, but low numerical ability and/or inclination, should hesitate before choosing a topic involving complex numerical analyses, even though it might otherwise be a good topic. Likewise, a student with strong mathematical abilities and very little interest or experience of interpreting behavioural phenomena should not choose a topic which depends for its success upon that sort of expertise.

Thirdly, the topic should match the interests of the student. **The importance of personal interest in a topic cannot be stressed enough.** To complete your research requires a great deal of effort and commitment. If you are not driven by a personal desire to 'find out' you will struggle and not enjoy your task.

Finally, in regards to writing style, **the logic of your argument needs to be apparent to a relatively uninformed reader.** It is easy to carry information in your own mind which makes it clear to you what the structure of your argument is, but which leaves it quite obscure to other readers. Be sure that you put yourself in the position of likely readers. What will be assessed is what is written, not your unexpressed thought.

Thesis assessment

Each student's Honours thesis is assessed by two examiners, at least one of whom is a staff member of another university. **Appendix 3** contains the guidelines provided to examiners. Pay careful attention to these, as they provide useful benchmarks for students and supervisors in determining the appropriate framework and content of the thesis.

The weight attached to different criteria may vary from case-to-case as appropriate. For example, some items may primarily be relevant to empirical projects, not to others.

OVERALL ASSESSMENT AND GRADING

Each year the Honours Assessment Panel is convened to determine final grades. This panel includes no fewer than three staff members and at least one staff member from each School in which any student is doing a thesis. The panel comprises: (1) the HDR Coordinator (2) the Program Director (3) School Course Coordinators or enough additional academics so that for each student being examined there are a minimum number of two independent persons.

The Panel receives reports in regards to all students who are presenting themselves for the degree: (a) from examiners in coursework taken by the students, (b) from all thesis examiners (see section on thesis and Appendix 1 for thesis assessment criteria) and (c) supervisors comments on the examiners report. On the basis of those reports, the Panel recommends one of the following overall results for each student: First Class Honours; Second Class Honours, Division A; Second Class Honours, Division B; Third Class Honours; or Fail.

The Assessment Framework provides the criteria for recommendations in regards to grades based on the standards accepted by the University (**Appendix 5**).

Marks corresponding to these grades are: *First Class, 80% and above; Second Class Division A, 70-79%; Second Class Division B, 60 -69%, Third Class, 50 -59%.*

Weight will be given to each student's pieces of work along the following lines:

BUSS 4018/19/20	Business and Management Honours Thesis	62.5%
BUSS 4021	Developments and Debates in Business and Management H	12.5%
BUSS 4022	Research Methods in Business and Management H	12.5%
BUSS 4024	Special Topic in Business and Management H	12.5%

Note, however, that the overall mark will not necessarily be a simple arithmetic determination. In arriving at an overall grade the Panel may take account of all relevant issues, including such factors as late submission of work, the need for moderation of marks, in particular pieces of coursework, reasons given by thesis examiners for the marks they decide on, comments by supervisors, and so on. The panel is not bound to attach equal weight to each piece of coursework.

PUBLISHING FROM YOUR THESIS

The University of South Australia would like to encourage Honours students to consider publishing from their thesis. Although it has no impact on the examination process, a strong aspect of academic research is the willingness to communicate your work with the academic, professional, and general community. This helps to build a more comprehensive knowledge base that others may draw on when conducting their own research, and also helps the student build a professional profile and become familiar with an academic career. After all the work preparing the thesis, the satisfaction of recognition by a journal is really the icing on the cake.

Students considering publishing from their final thesis should submit within three months of the examination. Advice should be sought from your supervisor within two weeks after the examination process.

In preparing a thesis for publication:

- The Division and School should appear on the front page as the student's professional address (If employment has been relevant to the publication an additional address may be listed also).
- The first-named author should be the student
- The supervisor's name may appear as a minor author where the supervisor(s) have had the opportunity to review and make meaningful comment on the publication, and this meets the terms of the journal's author statement.

CONTACTS AND REFERENCE INFORMATION

Your supervisor should always be your first point-of-contact for academic guidance. For any other questions about the program please contact the Administrative Officer: Research or School Course Coordinators or the Program Director.

Course Coordinator:

Dr Gerry Treuren
EM 5-19
Ph: 8302 0640
Email: gerry.treuren@unisa.edu.au

Course Coordinator:

Dr Tony Cavoli
WL 3-56
Ph: 8302 0831
Email: tony.cavoli@unisa.edu.au

Course Coordinator:

Associate Professor Jenni Romaniuk
Y 4-34
Ph: 8302 0706
Email: jenni.romaniuk@unisa.edu.au

HDR Coordinator:

Dr Marguerite Kolar
WL 5-49
Ph: 8302 0430
Email: marguerite.kolar@unisa.edu.au

Program Director: (currently sick)

Dr Manjit Monga
EM 3-26
Ph: 8302 0425
Email: manjit.monga@unisa.edu.au

Administrative Officer: Research

Ms Shannon O'Malley
DP 2-43
Ph: 8302 0417
Email: shannon.o'malley@unisa.edu.au

IMPORTANT ACADEMIC INFORMATION

Research assistance

The Learning and Teaching Unit (LTU) offers advice and workshops for Postgraduate Research Students that Honours students may find useful for their academic and professional development. In particular, advice on methodology and how to approach a thesis will assist in the design of the data collection and how to plan the stages of thesis preparation. Students are advised to visit this site upon commencement of the program:

<http://www.unisa.edu.au/ltu/students/default.asp>

Academic reading, writing and referencing

Useful learning guides on academic, reading, writing and organising your time is available from the Learning Connection website: <http://www.unisa.edu.au/ltu>

Policy details

For the most up-to-date detail, refer to the University of South Australia's *Assessment policies and procedures manual*, 'Academic misconduct' (9) which can be found at:

<http://www.unisa.edu.au/policies/manual/default.asp#2009>

The library

The library offers a range of services specifically for research students at <http://www.library.unisa.edu.au/research/>. Honours students may find this site particularly useful as it details research tools and practices used by postgraduate research students. There is also information on access and training for the Endnote bibliographical software, which students will find useful.

Students enrolled in the Honours program may be allocated funds for interlibrary loans. The amount varies between Schools, for further details please see <http://www.library.unisa.edu.au/ill/default.asp>

APPENDIX 1

Developments and Debates in Business and Management (BUSS 4021)

Value of course: 4.5 units

Course objective:

This course aims to familiarise students with modern, intellectually demanding and current developments and debates in a variety of the disciplines to be found in the Division of Business.

What is involved?

You are expected to attend eight to ten research seminars during the course of the study period. These may be chosen from amongst any research seminars run within the Division or elsewhere in UniSA or the other universities in Adelaide. By 'research seminars' we mean seminars which involve presentation of the findings of a complete project or program of research, or work-in-progress seminars by active researchers, but not usually presentations that are meant for members of the general public or which are primarily for administrative purposes, or to discuss teaching. The purpose of your attendance is to expose you to examples of current research work in a variety of areas relevant to the activities of the Division, and you are encouraged to attend any seminars that you find interesting and accessible, so long as they report reasonably well-defined research.

Assessment:

The assessment for the course will consist of four assignments. Three will each be of 1,000 words and will constitute a critical summary of the content of one of the research seminars, including methodology and discussion with any added comments that you wish to make. Each of these will count for 20%. The fourth, of 2,000 words, will report on the content of another seminar, and should include some more in-depth analysis of the research issue, with reference to relevant literature. This will count for 40%.

It will be expected that you will not exceed the word limits for each of the assignments.

In the normal course of events, at least two of the 1,000 word assignments must be submitted by the end of Week 8 of the study period, and all the remaining assignments by the end of the first week of the university examination period at the end of the study period.

Times will be arranged for you to meet with the Program Director two or three times during the study period to discuss the seminars, assignments and any queries or concerns you may have.

Course Coordinators:

Management – Dr Gerry Treuren

Commerce – Dr Tony Cavoli

Marketing – Ms Svetlana Bogomolova/Associate Professor Jenni Romaniuk

July 2009

APPENDIX 2

Special Topics in Business and Management H (BUSS 4024)

Value of course: 4.5 units

Course objective:

The aim of the course is to acquaint students with a body of literature on a topic in their general area of interest and expertise, but which does not overlap in detail with their thesis work.

What is involved?

This course is designed to allow students to study a topic which staff are researching, or familiar with, at an advanced level, by way of a supervised reading course. It allows them to explore ideas about the literature with a staff member who has expertise in the general area. There is no presumption that the staff member is an expert in the area, but it is expected that the staff member has the experience and skill to engage with the material at a high level. It is possible that that material is new to the staff member, who will use the topic as an opportunity to explore the material in collaboration with the student, or it is possible that the staff member is already acquainted with the material and will simply guide the student's reading.

By around the second week of study period, the staff member and student will have agreed on the following:

- (1) A general theme for the reading, which will have some overall unity
- (2) A program of six or seven meetings, averaging two to three hours, to occur over the course of the study period at mutually agreeable times (the function of the meetings is to allow informed discussion and exchange between the student and the staff member, about the items read and the ideas they contain).
- (3) A list of materials to be read for at least the first half of the course, understanding that decision on later items may be affected by discussion of the earlier items.
- (4) Two dates, by which more detailed agreement, will have been reached between the staff member and the student on the assignments and assignment topics.

Assessment:

The assessment includes two assignments.

The first assignment will be of around 2,000 words, will be submitted around the seventh week of study period, and will primarily consist of a summary of material read thus far, while the second assignment will be of around 3,000 words, submitted around the time of the university examination period at the end of the study period, and be a more focused critical examination of an issue emerging from the literature being read. The assignments will be submitted to the supervisors who will mark them and keep the Program Director informed of the grades and progress.

It is not expected that the precise assignment topics will be determined until after some meetings have occurred, but the student will be given dates by which the assignment topic will be agreed; these dates will be no later than three weeks in advance of the due dates. Different dates may be agreed for different students, since there will be variation in the availability of different staff members over the study period.

Once agreement has been reached on those points, it will be recorded and a copy provided to the Program Director. The Program Director is available for discussion and clarification as necessary.

APPENDIX 3



University of South Australia

DIVISION OF BUSINESS

The Honours Thesis: Guidelines for Examiners

The Honours thesis constitutes five-eighths of the student's full time year of work. That Honours year constitutes something like an apprenticeship for aspiring researchers. In their briefing papers, students have been advised of the basic requirements of an Honours thesis as follows:

- To show how a phenomenon or issue can be understood or explained, a problem solved, research questions answered, or an idea developed.
- A sound argument with relevant supporting evidence should be presented to support assertions made. Essentially a thesis is a reasoned argument supporting statements made by the student on some significant issues or problem; and
- Comprehensive coverage of relevant literature, a convincing account, with good structure, and evidence of independent enquiry or thought, reasonable judgment, and sound presentation.

It may be worthwhile to compare what is expected with what is expected from a Master's or PhD thesis. Firstly, in terms of quantity of work, significantly less is expected from the Honours thesis than for a (research) Master's thesis. At this university a (research) Master's thesis is expected to make 'a contribution to knowledge and/or the application of knowledge', and PhD thesis is expected to make 'a significant original contribution to knowledge and/or the application of knowledge'. Neither is expected of an Honours thesis, even though some degree of novelty or flair is expected. The grading criteria below outline that in more detail.

Honours Thesis Grading Criteria

80-100% First Class Honours

Demonstrates most outstanding examples of scholarship. Indicates good research and that the candidate has potential to complete a doctorate in any good university. The thesis should be sound in construction and in analysis. It ought to show some degree of originality as well as a sound grasp of the theoretical and empirical material dealt with. There should be a well-conceived question or theme and the empirical or theoretical work accurately deployed to answer it.

70-79% Second Class Honours, Division A

Reflects a high level of scholarship. Indicates sound research of a lower standard than First Class Honours. Many candidates at this level may proceed to postgraduate research work, although they may have difficulty in some more demanding programs. Here also, the thesis ought to be sound in construction and in analysis, but some lapses in understanding or skill may be offset by originality in conception or analysis; on the other hand, failure to show any signs of originality may be offset by a very clear grasp and organisation of theory and empirical material.

60-69% Second Class Honours, Division B

Reflects substantial application and scholarship. This reflects conscientious effort and generally good work, but without significant depth. The candidate is unlikely to do good postgraduate research, but possesses a sound understanding of material in the discipline.

50-59% Third Class Honours

Reflects a basic performance level. The candidate would not be accepted into a postgraduate research program. The thesis not only fails to show research potential, but also a failure to understand some material.

Less than 50% Fail

Shows an unacceptably low level of work or understanding. A rare result.

Examiner's Report

Honours Thesis by

Examiner's Specific Comments

We should be grateful for any brief comment you may wish to make under each of the headings below (some of them will be more relevant in some cases than in others, depending on the nature and topic of the thesis). Please feel free either to provide legible handwritten comments on this form or to provide separate typed comments under the same headings.

1 General presentation (grammar, style, format, etc)

2 Overall research topic (significance, suitability)

3 Theoretical context (clarity, documentation)

4 Use of primary source material (method, integration with theory, assessment and analysis)

5 Use of secondary source material (documentation, integration, assessment and analysis)

6. Conclusions (significance, support)

7. Other

8. MARK OUT OF 100

Overall assessment

Please indicate which factors from 1 to 7 have been most significant for you in arriving at your overall assessment and mark.

Examiner (Date)

APPENDIX 4



UNIVERSITY OF SOUTH AUSTRALIA

Author's Consent Form

Honours Program Thesis

Student ID Number		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family Name				First Names					
Email Address:									

I refer to my thesis/project titled:

submitted for the Honours Degree in:

and dated: _____

I, _____, consent to the copy of the above work lodged with the University Library being made available to the general public for:

1. Loan
2. Photocopying

Signature: _____

Please print name: _____

Date: _____

AUTHORS PLEASE NOTE:

If you do not wish to give consent for the thesis to be made available for loan immediately you should make a written request to your Divisional Research Management Committee (DRMC). The DRMC may then make a recommendation to the University's Research Degrees Committee (RDC).

If RDC approves a restriction on circulation or copying, the thesis will in any case become available for loan two years after the thesis has been deposited with Research Services, or such longer period as may be approved by RDC.

APPENDIX 5

Assessment Framework

(Discretion to be used is assessing final grade, when there is a significant disparity between the grade of the coursework component of the program and the thesis.

Honours Grade and Notation	Notional Mark	Standard of work	Grade Point Average
Honours degrees and degrees with honours			
First Class Honours (H1)	80 – 100%	Work of exceptional quality showing clear understanding of subject matter and appreciation of issues; well formulated; arguments sustained; figures and diagrams where relevant; appropriate literature referenced; strong evidence of creative ability and originality; high level of intellectual work.	≥ 6.5 - 7
Second Class Honours 2A (H2A)	70 -79%	Work of high quality showing strong grasp of subject matter and appreciation of dominant issues though not necessarily of the finer points; arguments clearly developed; relevant literature referenced; evidence of creative ability and solid intellectual work.	5.5 – 6.49
Second Class Honours 2B (H2B)	60 – 69%	Work of solid quality showing competent understanding of subject matter and appreciation of main issues though possibly with some lapses and inadequacies and with clearly identifiable deficiencies in logic, presentation or originality; some evidence of creative ability; well prepared and presented.	4.75 – 5.49
Honours Degrees only			
Third Class Honours (H3)	50 - 59%	Adequate report, reasonable quality but showing a minimal understanding of the research area with major deficiencies in content or experimental rigour; little evidence of creative ability or original thought. Sufficient to merit only a bare pass mark.	4 – 4.75
Fail (F)	< 50%		< 4