HONOURS PROGRAM

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

Information Guide

For 2014 Supervisors
# TABLE OF CONTENTS

- **INTRODUCTION** ................................................................. 3
- **PROGRAM SCHEDULE** ......................................................... 4
- **CONTACT DETAILS** ............................................................. 5
- **COURSEWORK** .................................................................. 6
  - BUSS4021
  - BUSS4024
  - BUSS4018
- **HONOURS THESIS** .............................................................. 18
  - Choice of topic ................................................................. 18
  - Supervision arrangements ................................................ 19
  - Research Proposal ............................................................ 20
  - Ethics approval ............................................................... 20
  - Referencing ..................................................................... 21
  - Presentation and formatting ............................................. 22
  - Submission ....................................................................... 23
  - Thesis assessment ........................................................... 23
- **OVERALL ASSESSMENT AND GRADING** ................................. 24
- **PUBLISHING FROM THE THESIS** .......................................... 25
- **IMPORTANT ACADEMIC INFORMATION** ............................... 25
- **APPENDIX I** .................................................................... 27
- **APPENDIX II** ................................................................... 31
- **APPENDIX III** .................................................................. 32
- **APPENDIX IV** ................................................................... 38
INTRODUCTION

To qualify for the Honours program the student has to have completed an undergraduate degree with a GPA of 5 or above. The Honours Program provides the opportunity for advanced study in Business, Commerce and Management. An Honours qualification is the standard requirement for entry into postgraduate research in Australian universities.

Honours study is 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'. Students are expected to be highly proactive and self-directed, and able to assess and address areas of weakness in their knowledge and understanding.

The Honours 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.
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
High performance in an undergraduate degree in a business relevant discipline.

CONTENT
The program consists of coursework (18 units) and research components (18 units) totalling 36 units.

<table>
<thead>
<tr>
<th>Program Codes DHBS/DHCM/DHMG</th>
<th>Units</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Period 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Methods in Business H</td>
<td>4.5</td>
<td>BUSS 4022</td>
</tr>
<tr>
<td>Contemporary Issues in Business H</td>
<td>4.5</td>
<td>BUSS 4021</td>
</tr>
<tr>
<td>Directed Readings in Business H</td>
<td>4.5</td>
<td>BUSS 4024</td>
</tr>
<tr>
<td>Critical Literature Review for Business H</td>
<td>4.5</td>
<td>BUSS 4018</td>
</tr>
<tr>
<td>Study Period 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Honours Thesis H1</td>
<td>9.0</td>
<td>BUSS 4019</td>
</tr>
<tr>
<td>Business Honours Thesis H2</td>
<td>9.0</td>
<td>BUSS 4020</td>
</tr>
</tbody>
</table>

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 H
   - BUSS 4021 Contemporary Issues in Business H

   **Year 1 – Study Period 5**
   - BUSS 4024 Directed Readings in Business H
   - BUSS 4018 Critical Literature Review for Business H

   **Year 2 – Study Period 2**
   - BUSS 4019 Business Honours Thesis H1

   **Year 2 – Study Period 5**
   - BUSS 4020 Business Honours Thesis H2

2. This program is available in three areas:
   - Business
   - Commerce
   - Management

   Students may enrol in the appropriate option, depending on the School to which they belong. The program of study for each option is identical.

3. Students will have an *Incomplete* grade recorded against Business Honours Thesis courses until assessment of the thesis is completed. Following examination the grade for each of the courses Business and Honours Thesis H1 and H2 will be adjusted to reflect the mark awarded to the thesis as a whole.
CONTACT DETAILS

As the supervisor you will be first point-of-contact for academic guidance.

For any other questions you or the student have, please contact the relevant School Honours Coordinator or Program Director, or the Project Officer: Research for administrative enquiries.

Course Coordinators

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSS 4022</td>
<td>Research Methods in Business H</td>
<td>Brianne Hastie</td>
</tr>
<tr>
<td>BUSS 4021</td>
<td>Contemporary Issues in Business H</td>
<td>School Honours Coordinator</td>
</tr>
<tr>
<td>BUSS 4024</td>
<td>Directed Readings in Business H</td>
<td>School Honours Coordinator</td>
</tr>
<tr>
<td>BUSS 4018</td>
<td>Critical Literature Review for Business H</td>
<td>School Honours Coordinator</td>
</tr>
<tr>
<td>BUSS 4019</td>
<td>Business Honours Thesis H1</td>
<td>Honours Program Director</td>
</tr>
<tr>
<td>BUSS 4020</td>
<td>Business Honours Thesis H2</td>
<td>Honours Program Director</td>
</tr>
</tbody>
</table>

Academic Staff Contact Details

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director</td>
<td>Brianne Hastie</td>
<td><a href="mailto:brianne.hastie@unisa.edu.au">brianne.hastie@unisa.edu.au</a></td>
<td>DP2-37</td>
<td>8302 0289</td>
</tr>
<tr>
<td>Commerce Honours Coordinator</td>
<td>Wei Qian</td>
<td><a href="mailto:wei.qian@unisa.edu.au">wei.qian@unisa.edu.au</a></td>
<td>WL4-59</td>
<td>8302 0455</td>
</tr>
<tr>
<td>Management Honours Coordinator</td>
<td>Jane Burdett</td>
<td><a href="mailto:jane.burdett@unisa.edu.au">jane.burdett@unisa.edu.au</a></td>
<td>EM4-19</td>
<td>8302 0530</td>
</tr>
<tr>
<td>Marketing Honours Coordinator</td>
<td>Karen Nelson-Field</td>
<td><a href="mailto:karen.nelson-field@unisa.edu.au">karen.nelson-field@unisa.edu.au</a></td>
<td>Y4-03</td>
<td>8302 0825</td>
</tr>
<tr>
<td>Course Coordinator BUSS4022</td>
<td>Brianne Hastie</td>
<td><a href="mailto:brianne.hastie@unisa.edu.au">brianne.hastie@unisa.edu.au</a></td>
<td>DP2-37</td>
<td>8302 0289</td>
</tr>
</tbody>
</table>

Administrative Staff Contact Details

<table>
<thead>
<tr>
<th>Role</th>
<th>Email</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Officer: Research</td>
<td><a href="mailto:honoursenquiriesbusiness@unisa.edu.au">honoursenquiriesbusiness@unisa.edu.au</a></td>
<td>DP2-43</td>
<td>8302 0417</td>
</tr>
</tbody>
</table>
COURSEWORK
Students must undertake three pieces of coursework:

Research Methods in Business H (BUSS 4022)
This course is designed to develop students’ knowledge and application of scholarly research methods and associated data analysis that is relevant to research in business and the wider social sciences. [Separate Course Information Book provided in class.]

Contemporary Issues in Business H (BUSS 4021)
The aim of the course is to familiarise students with modern, intellectually demanding contemporary issues in their discipline area.

Directed Readings in Business H (BUSS 4024)
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.

Critical Literature Review for Business H (BUSS 4018)
The aim of the course is to develop the research capacity of students and to extend their specialist knowledge in an agreed area of business theory or practice.

In general, assessment in all courses seeks to promote students' understanding and critical engagement with the academic research process, and not designed primarily to assess knowledge of factual material.
BUSS 4022 Research Methods in Business H

Prerequisite(s)/ Assumed knowledge
Enrolment in the DHMG or DHCM or DHBS Honours program.

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

<table>
<thead>
<tr>
<th>Graduate Qualities being developed though the course</th>
<th>GQ1</th>
<th>GQ2</th>
<th>GQ3</th>
<th>GQ4</th>
<th>GQ5</th>
<th>GQ6</th>
<th>GQ7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify alternative methodological approaches to empirical research in the social sciences.</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify alternative methods of research design and their various elements.</td>
<td></td>
<td></td>
<td></td>
<td>*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate alternative ways of collecting data.</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate skills in analysing quantitative and qualitative data.</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate skills in preparing a research proposal.</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explain the ethical and social responsibilities of researchers in conducting and disseminating knowledge.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Demonstrate skills in communicating, both orally and in writing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>

Course content
Introduction to social research; approaches to research; research designs and various dimensions of research; methods of data collection; methods of data analysis; ethics in conducting and disseminating research; preparation of research proposals.

Teaching and learning arrangements
The following learning and teaching arrangements will be used in this course:

SEMINARS
These will include a mix of teaching and learning activities: lecture-style instruction; small group activities (identifying issues; problem solving); whole class discussion (to provide a diversity of perspectives on the issues discussed in small groups); and presentation of students own research proposal (to receive constructive, formative feedback from other students and the lecturer on the major assessment piece).

COMPUTER WORKSHOP
These will elaborate on various quantitative and qualitative data analysis techniques introduced in the seminars, and will be compatible with the specific topics of the seminars. Students will complete practical activities using specific software (SPSS and NVivo) to analyse quantitative and qualitative data, respectively.

Unit value of course
4.5
ASSESSMENT

Assessment summary

<table>
<thead>
<tr>
<th>Form of assessment</th>
<th>Length</th>
<th>Weighting</th>
<th>Due date</th>
<th>Course objective being assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outline of research proposal</td>
<td>1500 words</td>
<td>15%</td>
<td>Week 6</td>
<td></td>
</tr>
<tr>
<td>Research proposal</td>
<td>3000 words</td>
<td>50%</td>
<td>Week 12</td>
<td></td>
</tr>
<tr>
<td>Examination</td>
<td>2 hours</td>
<td>35%</td>
<td>Examination period</td>
<td></td>
</tr>
</tbody>
</table>

Assessment details

The assessment for the course will consist of three tasks. The first assessment task involves creating an outline of your research proposal. The second task is an extension of this, as a longer and more detailed research proposal. The final assessment task is an examination of 2 hours, to be completed during the examination period. This is to ensure that students have broader knowledge of research methodology and methods than just their own project area.

Please see Course Outline for BUSS 4022 Research Methods in Business H for further details of assessment requirements.

Research proposals will be submitted through learnonline, via Gradebook.

Please also refer to Important Academic Information on page 25.
BUSS 4021 Contemporary Issues in Business H

Prerequisite(s)/ Assumed knowledge
Enrolment in the DHMG or DHCM or DHBS Honours program.

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

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Graduate Qualities being developed though the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critically evaluate key points and arguments in their discipline area.</td>
<td>*         *           *                  *</td>
</tr>
</tbody>
</table>

Course content
Contemporary issues, specific developments and debates in their discipline area.

Teaching and learning arrangements
The following learning and teaching arrangements will be used in this course:

RESEARCH SEMINARS
Students are normally required to attend eight to ten research seminars during the study period. These may be chosen from amongst any research seminars run within the Business School or elsewhere in UniSA or other universities. Research seminars involve presentation of the findings of a complete project or program of research, or work-in-progress seminars by active researchers. They are not presentations meant for members of the general public or 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 Business School, and you are encouraged to attend any seminars that you find interesting and accessible, not just during the study period in which you undertake this course but throughout your Honours tenure.

OR

LECTURE SERIES
Students may be required to attend a lecture series developed for their specific research discipline as agreed by the Honours Program Director.

Unit value of course
4.5
**ASSESSMENT**

**Assessment summary**

<table>
<thead>
<tr>
<th>Form of assessment</th>
<th>Length</th>
<th>Weighting</th>
<th>Due date*</th>
<th>Graduate Quality/Qualities being assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Offering 1: Research Seminars</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reflective Journal</td>
<td>500 words</td>
<td>20%</td>
<td>Week 4</td>
<td>2, 3, 4, 6</td>
</tr>
<tr>
<td>Essay</td>
<td>1500 words</td>
<td>30%</td>
<td>Week 9</td>
<td>2, 3, 4, 6</td>
</tr>
<tr>
<td>Essay</td>
<td>3000 words</td>
<td>50%</td>
<td>Study break</td>
<td>2, 3, 4, 6</td>
</tr>
<tr>
<td><strong>Offering 2: Lecture Series</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Contribution</td>
<td></td>
<td>20%</td>
<td></td>
<td>2, 3, 4, 6</td>
</tr>
<tr>
<td>Essay</td>
<td>1500 words</td>
<td>30%</td>
<td>Week 9</td>
<td>2, 3, 4, 6</td>
</tr>
<tr>
<td>Essay</td>
<td>3000 words</td>
<td>50%</td>
<td>Study break</td>
<td>2, 3, 4, 6</td>
</tr>
</tbody>
</table>

*May be subject to change depending on individual circumstances.

**Assessment details**

The assessment for the course will consist of three assignments. The first assessment task involves creating a plan for seminar attendance in consultation with the relevant School Honours Coordinator, including assessment due dates. The second assessment will provide a critical report on the content of a seminar, with some reference to additional literature. The major assignment should include in-depth analysis of the research issue, with reference to relevant literature.

All work should be referenced using a specific referencing style (e.g., Chicago, Harvard, APA), as most appropriate to the specific discipline area. All assignments must use the Assignment cover sheet (available from your Course homepage and in myUniSA).

Due dates for all assessments above are suggested, but may be negotiated with the relevant School Honours Coordinator, depending on the seminars available and of interest to the student.

**All assignments must be submitted through Turnitin prior to submission and should include a copy of the Turnitin report.**

**All assessment must be submitted prior to the start of the examination period for the Study Period in which the course is taken (however, exemptions may be granted for presentations).**

For 2014, this is **20 June** for Study Period 2, or **14 November** for Study Period 5.

The School Honours Coordinator is available for discussion and clarification as necessary.

Please also refer to **Important Academic Information** on page 25.
BUSS 4024 Directed Readings in Business H

Prerequisite(s)/ Assumed knowledge
Enrolment in the DHMG or DHCM or DHBS Honours program.

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

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Graduate Qualities being developed though the course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GQ1</strong></td>
<td><strong>GQ2</strong></td>
</tr>
<tr>
<td>Analyse critical issues in an area outside of their thesis topic.</td>
<td>*</td>
</tr>
<tr>
<td>Carry out a literature search in a narrowly defined aspect of one of the disciplines of the School.</td>
<td>*</td>
</tr>
<tr>
<td>Write an appropriately structured and argued academic report on the results of an investigation.</td>
<td>*</td>
</tr>
<tr>
<td>Demonstrate a sound knowledge of an advanced area of study.</td>
<td>*</td>
</tr>
</tbody>
</table>

Course content
Advanced study and investigation in an area of particular interest to the student within disciplines to be found in the Business School.

Teaching and learning arrangements
This course is taught through directed study, and involves one-on-one interaction with the student’s Honours supervisor or nominated academic staff member. 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 a more detailed agreement will have been reached between the staff member and the student on the assignments and assignment topics.

Unit value of course
4.5
ASSessment

Assessment summary

<table>
<thead>
<tr>
<th>Form of assessment</th>
<th>Length</th>
<th>Weighting</th>
<th>Due date*</th>
<th>Graduate Quality/Qualities being assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scoping of project</td>
<td>500 words</td>
<td>10%</td>
<td>Week 3</td>
<td>2, 3, 4, 6</td>
</tr>
<tr>
<td>Essay</td>
<td>2000 words</td>
<td>35%</td>
<td>Week 7</td>
<td>2, 3, 4, 6</td>
</tr>
<tr>
<td>Essay</td>
<td>3000 words</td>
<td>55%</td>
<td>Study break</td>
<td>2, 3, 4, 6</td>
</tr>
</tbody>
</table>

*May be subject to change depending on individual circumstances.

Assessment details

The assessment for the course will consist of three assignments. The exact content will be negotiated between the student and topic supervisor (thesis supervisor or nominee). These will most likely take the form of two essay topics, requiring in depth engagement with academic literature (both empirical research and theory) in an area of interest to both supervisor and student.

The first assessment will involve outlining assignment topics and due dates. Dates above are a guide only. 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 School Honours Coordinator. The assignments will be submitted to the topic supervisor who will mark them and keep the School Honours Coordinator informed of the grades and progress.

All work should be referenced using a specific referencing style (e.g., Chicago, Harvard, APA), as most appropriate to the specific discipline area.

All assignments must be submitted through Turnitin prior to submission and should include a copy of the Turnitin report.

All assessment must be submitted prior to the start of the examination period for the Study Period in which the course is taken (however, exemptions may be granted for presentations). For 2014, this is 20 June for Study Period 2, or 14 November for Study Period 5.

The School Honours Coordinator is available for discussion and clarification as necessary.

Some examples of previous essay topics include:

- Social exclusion theory: Subjective well being and social inclusion
- Deductive vs. Inductive approaches to research in management science. Summarize how to complete these in organizational sciences. This overview will include: Assumptions, approach differences, limitations to each style and any conclusions.
- Review judgments from antitrust cases for the past ten years in Australia and develop a model of optimal deterrence and punishment for breaches of the TPA.
- Review research from the major finance and economics journals from the last 15 years that deal with behavioural aspects of stock market investing. Your objective is to develop taxonomies from the readings (e.g., for the theoretical papers you would classify by behavioural aspect; for the empirical papers you would classify by both behavioural aspect and methodology/specific empirical method).
- Provide a critical review of the role and importance of establishing clear and enforceable property rights in facilitating efficient market-based outcomes in developing (especially transition) economies.

Please also refer to Important Academic Information on page 25.
**BUSS 4024 Directed Readings in Business H**  
**Assessment 2 and Assessment 3 General Feedback Form**

<table>
<thead>
<tr>
<th></th>
<th>Poor -------------------------------</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduce topic clearly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish relevance and importance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BODY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Argument clearly outlined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical analysis of the literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Well argued and support by evidence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ideas clearly linked and sequenced</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CONCLUSION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strong concise summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draws ideas together</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implications clear</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REFERENCING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate sources used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate in text referencing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate and consistent style in reference list</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMMUNICATION AND PRESENTATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language and terminology appropriate to discipline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clearly written</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OVERALL GRADE</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FEEDBACK:**
BUSS 4018 Critical Literature Review for Business H

Prerequisite(s)/ Assumed knowledge
Enrolment in the DHMG or DHCM or DHBS Honours program.

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

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Graduate Qualities being developed though the course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GQ1</td>
</tr>
<tr>
<td>Demonstrate the ability to define a research topic.</td>
<td></td>
</tr>
<tr>
<td>Critically evaluate and synthesize existing research in their thesis area.</td>
<td>*</td>
</tr>
<tr>
<td>Develop the literature review chapter for their dissertation.</td>
<td></td>
</tr>
</tbody>
</table>

Course content
Advanced study and investigation in the area of research for the Honours thesis.

Teaching and learning arrangements
This course is taught through directed study, and involves one-on-one interaction with the student’s Honours supervisor.

Unit value of course
4.5

Assessment
Assessment summary

<table>
<thead>
<tr>
<th>Form of assessment</th>
<th>Length</th>
<th>Weighting</th>
<th>Due date</th>
<th>Graduate Quality/Qualities being assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft structure of Literature Review</td>
<td>500 words</td>
<td>15%</td>
<td>Week 6*</td>
<td>3, 4, 6</td>
</tr>
<tr>
<td>Draft of Literature Review</td>
<td>5000 words</td>
<td>35%</td>
<td>Week 12*</td>
<td>3, 6</td>
</tr>
<tr>
<td>Presentation</td>
<td>20 minute presentation + 10 minutes Q&amp;A</td>
<td>50%</td>
<td>TBA</td>
<td>2, 3, 4, 6</td>
</tr>
</tbody>
</table>

*May be subject to change depending on individual circumstances.

Assessment details
The assessment for the course will consist of three assignments. The first two assessments will be written, while the third will be a presentation of the literature review content. This will provide the opportunity for the student to receive feedback from other academic staff members on their research.

Dates above are a guide only. Different dates may be agreed for different students, since there will be variation in the availability of different staff members over the study period. Generally, all students from the same School will present their work during the same session. This will be coordinated by the School Honours Coordinator.
The first two assignments will be submitted to the supervisor, who will mark them and keep the School Honours Coordinator informed of the grades and progress. The presentation will be assessed by a panel including the School Honours Coordinator and at least one other academic staff member.

All work should be referenced using a specific referencing style (e.g., Chicago, Harvard, APA), as most appropriate to the specific discipline area. All assignments must use the Assignment cover sheet (available from your Course homepage and in myUniSA).

**All written assignments must be submitted through Turnitin prior to submission and should include a copy of the Turnitin report.**

All assessment must be submitted prior to the start of the examination period for the Study Period in which the course is taken (however, exemptions may be granted for presentations). For 2014, this is **20 June** for Study Period 2, or **14 November** for Study Period 5.

The School Honours Coordinator is available for discussion and clarification as necessary.

Please also refer to **Important Academic Information** on page 25.
Oral presentation – Assessment criteria

Name of Student:  
Date: 

Topic of Presentation

**CONTENT – Structure / Ideas**

<table>
<thead>
<tr>
<th></th>
<th>Poor ----------- → Excellent</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTRODUCTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduced the topic clearly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish relevance and importance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BODY OF PRESENTATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of critical thinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main idea / thesis was communicated clearly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Backed up ideas with examples where necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ideas well linked / sequenced</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VISUAL AIDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear / well prepared</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevant to presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CONCLUSION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strong concise summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ideas drawn together</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LANGUAGE & DELIVERY**

<table>
<thead>
<tr>
<th></th>
<th>Poor ----------- → Excellent</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LANGUAGE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used language and terminology appropriate to discipline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explained specialist vocabulary where necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DELIVERY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spoken not read</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spoken at appropriate volume and speed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spoken fluently</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BODY LANGUAGE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Made eye contact with audience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used appropriate expressions and gestures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate dress code for discipline</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>QUESTION TIME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Questions well answered</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OVERALL GRADE OF PRESENTATION:**

*Note: all components are not weighted equally.*

Adapted from work of: Shem Macdonald, La Trobe University © 2007
Instructions for using Turnitin

Before submitting each of their assignments for examination for Contemporary Issues, Directed Readings and Critical Literature Review, and their final thesis, students will first upload them to Turnitin. This will produce an Originality Report, indicating where content in their work matches existing sources. Sometimes this will be acceptable matching (e.g., reference list, in text references, quotation), but sometimes it may indicate paraphrasing that is too close to, or actual quotation of, other work.

Students will be required to submit the originality report with each assessment piece. They have been reminded that it is in their interests to ensure that all matching is legitimate. If you are marking a piece of Honours’ student work please ensure that this report is attached. If you have any concerns relating to the results of the Similarity Report, please refer them to your School Honours Coordinator and/or Academic Integrity officer.

The following online workshop on plagiarism is a useful resource:

Academic Integrity

The University aims to foster and preserve the scholarly values of curiosity, experimentation, critical appraisal and integrity, and to foster these values in its students. Throughout their learning experience, students are encouraged to work collaboratively. However it is important that students understand the difference between collaboration and collusion. Students are expected to adhere to high standards of academic integrity and honesty at all times. Failure to do so may constitute academic misconduct.

For more information see:
- UniSA Academic Integrity website (http://w3.unisa.edu.au/ltu/integrity/default.asp)

Academic misconduct

Includes:

- Plagiarism.
- submitting substantially the same work for multiple assessments. This includes work submitted for a UniSA course or any other course at another educational provider. If a course coordinator specifically allows this practice, it will be clearly identified in the course outline.
- breaches of the examination procedures as set out in Section 6 of this APPM.
- presentation of data with respect to laboratory work, clinical placements, practicums, field trips or other work, that has been copied, falsified or in any other way obtained improperly.
- inclusion of material in individual work that has involved significant assistance from another person, where such assistance is not expressly permitted in the course outline.
- seeking or providing assistance to a student in the presentation of individual work, where such assistance is not expressly permitted in the course outline.
- falsification or misrepresentation of academic records, or any other document submitted in relation to an academic program, and
- any other actions that contravene the principles of academic integrity.

HONOURS THESIS

BUSS 4019 Business Honours Thesis H1
BUSS 4020 Business Honours Thesis H2

The Honours thesis comprises fifty percent of the Honours program. It aims to develop the research capacity of students and to extend their specialist knowledge in some area of business, commerce or management theory and research 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 (excluding appendices and reference list). Pay careful attention to the assessment criteria summarised in Appendix I.

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

The basic requirement for their 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 empirical evidence to support assertions.

The difference between the academic research in the thesis and the research the student may have done as an undergraduate is that the thesis will involve empirical research: collecting data to investigate a research question developed from a gap in existing literature with the aim of generalising from their findings to generate implications for theory and practice.

In summary then, the research should:
- **Add to understanding** of a particular phenomenon;
- **Be relevant** to the student’s academic discipline;
- Be motivated by some new perspective, insight or corroboration of evidence;
- **Contribute** theoretically, methodologically and/or practically to a body of knowledge in the student’s discipline.

**Choice of topic**

Students may struggle to choose a topic or area for research. When choosing a topic we encourage students to:
- Choose a topic that they care about
- Ensure that the issue is of interest to the wider discipline
- Look at the courses they enjoyed most as an undergraduate

The aim is to provide an answer to a research question that **extends what is already known** in the discipline by identifying a specific gap in the existing literature and designing a study to address this gap. The research does not need to ‘make a significant contribution to knowledge’ like a PhD. However, it should be **worthwhile**: modest, but theoretically or practically significant. Simply answering a question because it has not yet been asked or answered does not mean it is worthwhile doing.

Honours research projects could involve:
- Tests of full or partial theoretical models, including competing models;
- Continuing or extending previous research using new techniques or settings;
- Examining the effects of an intervention;
- Investigating how people perceive, talk about or represent an issue or topic;
- Theoretical ideas, or suggestions, that other authors have not fully worked out or clearly analysed;
- Attempting to solve a real world problem that lends itself to research and analysis.
Supervision arrangements

Based on the application interview and student preferences, the Program Director and relevant School Honours Coordinator, in conjunction with the Director: Research Education, will arrange appropriate supervision. This will take into consideration the interests of both student and supervisor and the supervisor’s availability given existing commitments. The student and supervisor have a joint responsibility for the effectiveness of the supervision process, along with oversight from the School Honours Coordinator and Program Director. Arrangements for supervision should be finalised as soon as possible and certainly no later than the second week of the program.

Working with your student

Supervisors should contribute to their discipline by actively engaging in current research and scholarship, and integrating their knowledge and understanding into their supervision practices. A fundamental characteristic of good supervision is that academic staff constantly reflect on their approaches to supervision.

Expectations of supervisor

- Meets with student regularly (usually weekly or fortnightly) one-on-one to offer comments, questions and advice about their work.
- Assists student to refine their research topic through discussion and by directing them to relevant theoretical and empirical resources (journal articles, books, etc.).
- Prepare by reading and providing detailed, constructive feedback on any relevant materials the student has supplied.
- Provide detailed, constructive feedback on written work within a reasonable timeframe – such as the research proposal, ethics application and other approvals, and draft summaries, sections and chapters.
- Assists student to integrate and respond to feedback from others on these various documents.
- Where relevant, recommends consultation with other staff members who have special expertise in particular areas.
- Ensures that the scope of the project is appropriate and able to be successfully completed within the Honours timeframe.
- Provide ongoing support in monitoring progress to ensure timely completion of the project, including research process and writing of thesis.
- Report on the independence of the students work at time of submission.
- Nominate an appropriate external examiner for thesis.

Expectations of student

- Meets regularly (usually weekly or fortnightly) one-on-one to report progress and receive comments, questions and advice from supervisor.
- Responds to supervisor’s advice through accessing suggested resources and individuals, and making changes to improve their research and thesis presentation.
- Prepares for meetings by thinking carefully about appropriate issues to raise and points to have clarified or commented on.
- Where necessary, provides supervisor with advance notice of issues to be raised or material to be discussed.
- Writes research proposals, ethics applications, draft summaries, sections and chapters and provides these to supervisor sufficiently far in advance to allow them to provide constructive feedback.
- Provides a complete draft of the thesis approximately one month before the due date. This is not a deadline which will be enforced, but failing to meet it may endanger their ability to meet the final deadline.
- Should be open to receive feedback from others about their work.
- Where relevant, students should suggest other staff that may be appropriate to consult.
- Should make regular contact with supervisor to allow accurate monitoring of progress to ensure timely completion of the project, including research process and writing of the thesis.
- Endeavours to produce independent work, in line with the University's policies on academic research.

As the supervisor you will be asked to report on the independence of the research work. This 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.

As mentioned above, it is possible that the student’s project may be arrived at and conducted in the context of a continuing research project, where they work closely with you on some aspect of your own research, while still making their own independent contribution. In that case, 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.

Additional information about the role of the supervisor and others in Honours is detailed in the University Policy on Honours Degrees (see Appendix III and: http://www.unisa.edu.au/policies/policies/academic/A42.asp), and particularly in the Code of Good Practice for research in Honours degrees or degrees with Honours (see Appendix IV and: http://www.unisa.edu.au/policies/codes/goodprac/research.asp).

**Research proposal**

Participation in BUSS 4022 Research Methods in Business H will acquaint students with a variety of empirical research methods. Their thesis will most likely involve an empirical element – data collected from primary and/or secondary sources in order to answer a research question.

Students will submit a Research Proposal of 3000 words as the major assessment piece for Research Methods. This will be the proposal for the research project for your thesis. Students should work with you, their supervisor, in developing it.

Students should prepare a time schedule and discuss this with you for confirmation. We all tend to underestimate the time required to document research and for other research procedures, such as 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.

**Ethics approval**

Once the proposal has been finalised, students must ensure that their proposed research meets the University’s ethical requirements. It is essential for students to be 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 NHMRC 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 the student discusses this with you to check.

In particular, all staff and students who wish to undertake a research project involving humans (including direct collection of data, accessing data from databases and/or collection of human tissues/samples etc.) must apply for ethics approval from the University of South Australia's Human Research Ethics Committee using the Online Human Research Ethics Application and Review System (online ethics system). The online ethics system is available at http://w3.unisa.edu.au/res/ethics/human/onlinesystem.asp

**Note that research involving human participants, medical records, or animal experimentation cannot commence until ethics approval has been granted.**
STEPS TO FOLLOW FOR ETHICS APPROVAL
(Outlined with more detail at: http://www.unisa.edu.au/res/ethics/default.asp.)

Step 1
Determine whether the 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.

The online ethics system allows researchers to complete and submit human ethics applications electronically.
1. Applicants navigate their way through the application by answering a number of questions.
2. Questions appear based on the answers to previous questions.
3. Once the Application is completed, the Applicant submits the application for review.
4. Upon submission, the Ethics System assesses the risk associated with the project (based on the requirements of the National Statement on Ethical Conduct in Human Research, legislation, relevant codes and guidelines and University compliance requirements).
5. The Ethics System forwards the completed application to the required committee group for review.
6. The Committee Review Group reviews the application online and enters their decision.
7. The Ethics System notifies the applicant of the review outcome via email. The research activity must not commence until ethics approval is finalised.

The online ethics system is a dynamic system that enables applicants to communicate with the Ethics and Compliance Officer, the Principal Supervisor (for student applicants) and the Committee Review Group. The online ethics system records details of all human research ethics applications and the outcome of the review. Selected data is recorded in ResearchMaster for administrative and auditing purposes.

Entering information in an online Ethics Application can take 2-4 hours depending on the complexity of the research. Your student can work with you if they have any queries on how to answer questions in the application.

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

System-related queries
If you are unable to log into the system, please email research.information@unisa.edu.au. You will be informed via email once you have access to the system. For all other system faults, please contact the Compliance Officer (http://www.unisa.edu.au/res/contact.asp#ethics).

Referencing
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 essential to adopt a **standard bibliographic and referencing style**. Students should use the style most common in their discipline, which you may be able to advise on. Putting all 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/learn/manreferences.aspx). For help using the Library, refer to the following site: http://www.library.unisa.edu.au/help/.
Presentation and formatting

1. Theses should be typed with one-and-a-half line spacing on single-sided A4 paper. Three hardbound or soft cover heat/thermal bound copies should be submitted. Binding method should ensure that sheets cannot be removed or added without evidence of tampering; hence, spiral or comb binding will not be accepted. 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. A Statement of Authorship signed by the student should also be included in the opening pages. The Statement of Authorship reads as follows and is signed by the author:

   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 my knowledge it does not contain any materials previously published or written by another person except where due reference is made in the text.

3. References must be listed and cited correctly. Important functional material (e.g., experimental instructions, details of statistical analyses) should be included in appendices.

4. Three hardbound or heat/thermal bound copies of the thesis shall be lodged with the Business School Research Office.

5. An electronic copy of the thesis, in PDF format, should be emailed to the Project Officer: Research.


7. The School may reimburse expenses in the copying and binding of the three copies. Please advise students to contact the School Office for details of this.

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

For the printing and binding of the thesis, we recommend the following services:

- Document Services - a University based service who can assist with both the printing and binding of your thesis – http://www.unisa.edu.au/printing/
- William Harley and Son Bookbinders - this company does not print, they only bind and can usually offer a 24 hour service – http://www.wharley.com.au/

Additional sections

As well as those standard sections (covered in the Student Guide under General Structure), the thesis will usually contain the following sections:

**Title page:**

- Including a title that summarises the whole research project, and the name of the author and supervisor.
- Statement that:

   Research project submitted in partial fulfillment of the requirements of the Bachelor of [Business OR Commerce OR Management] (Honours) program at the University of South Australia.

and the month and year that the report was submitted.

**Statement of authorship (see above)**
Table of Contents, lists of Tables, Figures and Appendices:
1. Contents: major section headings within each chapter and their page numbers.
2. Followed by separate lists of Tables, Figures and Appendices (as relevant).
3. List each Table/Figure/Appendix number, title and page number.

Acknowledgements
Although inclusion of acknowledgements is not necessary, many students choose to dedicate a page to acknowledge people who have supported them during the completion of their research project. If they have received financial support from the University to complete their degree, this should be acknowledged here.

Appendices
- Additional, supporting information relevant to the research project but not essential enough to be included in the main body of the text should be placed here in separate Appendices.
- E.g., copies of instructions to participants, questionnaires, letters sent to participants, consent forms, additional but non-essential statistical analyses, such as screening tests.

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.

<table>
<thead>
<tr>
<th>Program Start</th>
<th>Enrolment</th>
<th>Thesis submission due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP2 2013</td>
<td>Part-time</td>
<td>17 November 2014</td>
</tr>
<tr>
<td>SP5 2013</td>
<td>Part-time</td>
<td>23 June 2015</td>
</tr>
<tr>
<td>SP2 2014</td>
<td>Full-time</td>
<td>17 November 2014</td>
</tr>
<tr>
<td>SP2 2014</td>
<td>Part-time</td>
<td>16 November 2015</td>
</tr>
<tr>
<td>SP5 2014</td>
<td>Part-time</td>
<td>20 June 2016</td>
</tr>
</tbody>
</table>

Completed theses should be lodged with the Business School Research Office by 3:00pm on the due date. 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 you as the supervisor no later than one month before the due date, to allow time for you to read and comment on the draft and for the student to do any necessary rewriting. Four weeks before thesis submission an abstract of up to 500 words should be sent to the Program Director to assist in organising the examiners.

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 I 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 projects using quantitative compared to qualitative data, or differ between disciplines.

The examiners can only assess a thesis based on what is included in the document. Students need to clearly articulate all relevant information to communicate their argument in a concise manner within the word limit, complying with discipline conventions.
OVERALL ASSESSMENT AND GRADING

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 Program Director; and (2) School Honours Coordinators or enough additional academics so that for each student being examined there are a minimum number of two independent persons (not members of the student’s School).

The Panel receives reports in regards to all students who are presenting themselves for the degree:
(a) From course coordinators in courses taken by the students;
(b) From all thesis examiners (see Appendix I for thesis assessment criteria); and
(c) Supervisor’s comments on the examiners’ reports.

On the basis of those reports, the Panel recommends one of the following overall results for each student:
(a) First Class Honours (80% and above);
(b) Second Class Honours, Division A (70-79%);
(c) Second Class Honours, Division B (60-69%);
(d) Third Class Honours (50-59%); or
(e) Fail (49% or less).

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

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

- **BUSS 4019/4020** Business Honours Thesis H1 & H2 50.0%
- **BUSS 4021** Contemporary Issues in Business H 12.5%
- **BUSS 4022** Research Methods in Business H 12.5%
- **BUSS 4024** Directed Readings in Business H 12.5%
- **BUSS 4018** Critical Literature Review for Business 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 THE THESIS

The University of South Australia encourages Honours students to publish from their theses. Although it has no impact on the examination process, a strong aspect of academic research is the willingness to communicate their work with the academic, professional, and general communities. This builds 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 endeavour to submit soon after examination. They are expected to seek advice from you regarding article submission.

In preparing a thesis for publication:

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

IMPORTANT ACADEMIC INFORMATION

IMPORTANT INFORMATION ABOUT ALL ASSESSMENT
All students must adhere to the University of South Australia’s policies about assessment: http://www.unisa.edu.au/policies/manual/default.asp.

In particular, students should be aware of academic integrity issues. The University and the Business School take instances of academic misconduct very seriously, including plagiarism (using the work of other without acknowledgement) and misrepresentation of research data and/or process.

Please refer to: http://resource.unisa.edu.au/course/view.php?id=1572&topic=1

STUDENTS WITH DISABILITIES OR MEDICAL CONDITIONS
Students with disabilities may be entitled to a variation or modification to standard assessment arrangements. Information for students with disabilities is available at:

VARIATIONS TO ASSESSMENT TASKS
Students may request a variation to assessment methods, tasks and timelines based on medical, compassionate or religious observance grounds, or community services. Such variations must be requested within the first two weeks of the course (or equivalent for accelerated or intensive teaching). Alternative arrangements due to unexpected circumstances should be discussed with the Course Coordinator, School Honours Coordinator or Program Director as soon as possible. More information about variation to assessment may be found by consulting the relevant policy:

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 methods 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:
LTU: http://www.unisa.edu.au/ltu/students/default.asp
ACADEMIC READING, WRITING AND REFERENCING
Useful learning guides on academic, reading, writing and organising time are available from the Learning Connection website: http://www.unisa.edu.au/learningadvice/

HONOURS POLICY DETAILS
For the most up-to-date detail regarding Honours degrees at the University of South Australia please refer to Appendix III or: http://www.unisa.edu.au/policies/policies/academic/A42.asp
For the Code of Good Conduct in Honours Research refer to Appendix IV or: http://www.unisa.edu.au/policies/codes/goodprac/research.asp

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.
APPENDIX I

Guidelines for Honours Thesis Examiners

UniSA Business School

The Honours thesis constitutes half 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 length of the thesis will normally be between 13,000 words and 18,000 words.

The criteria for assessment and the assessment framework attached provide more information about grading.

Criteria for Assessment

The University of South Australia Honours Programs Policy No: A-42.10 lays out the following criteria for assessment of honours thesis:

An honours thesis will be assessed on the following criteria:

- The student's ability to articulate the nature and scope of the research study in accordance with the stated objectives of the research component
- The extent to which the honours thesis achieves the stated objectives of the research component
- The student's ability to demonstrate sufficiently the extent to which the field of study has been addressed within the literature
- The extent to which the student develops a consistent and coherent argument relevant to the field of study;
- The student's capacity to demonstrate an analysis in applying the approach used in conducting the research where appropriate and
- The quality of the presentation of the honours thesis, including where appropriate:
  - clarity of expression
  - the relevance and accuracy of citations, references, etc and
  - the accuracy and appropriateness of presentation of results.

- The student’s adherence to high standards of academic integrity and honesty as provided for in the University's Assessment Policies and Procedures Manual (http://www.unisa.edu.au/policies/manual/)
## Assessment Framework

<table>
<thead>
<tr>
<th>Coursework GPA</th>
<th>Thesis Grade</th>
<th>Standard of work</th>
<th>Honours grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 or higher</td>
<td>Distinction (D) or High Distinction (HD)</td>
<td>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.</td>
<td>First Class Honours (H1)</td>
</tr>
<tr>
<td>5 or higher</td>
<td>Credit (C)</td>
<td>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.</td>
<td>Second Class Honours 2A (H2A)</td>
</tr>
<tr>
<td>4.5 or higher</td>
<td>At least P1</td>
<td>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.</td>
<td>Second Class Honours 2B (H2B)</td>
</tr>
<tr>
<td>4 or higher</td>
<td>Pass level 2 (P2)</td>
<td>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.</td>
<td>Third Class Honours (H3)</td>
</tr>
<tr>
<td>&lt; 4</td>
<td></td>
<td></td>
<td>Fail (F)</td>
</tr>
</tbody>
</table>
Honours Thesis by:

Examiner’s Specific Comments
We would 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. Overall research topic (significance, suitability)

2. Consistent and coherent argument

3. Critical analysis and integration of the literature

4. Theoretical context (clarity, documentation)

5. Research design and method
6. Data analysis (appropriateness, presentation, explanation)

7. Integration of analysis with existing theoretical and empirical literature

8. Theoretical and practical implications

9. General presentation (grammar, style, format, etc.)

10. Other

Overall Mark out of 100:

Please indicate which factors from 1 to 10 have been most significant for you in arriving at your overall assessment and mark.

Examiner: Date:
APPENDIX II

Assessment Framework

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

<table>
<thead>
<tr>
<th>Honours Grade and Notation</th>
<th>Notional Mark</th>
<th>Standard of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours degrees and degrees with honours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Class Honours (H1)</td>
<td>80 – 100%</td>
<td>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.</td>
</tr>
<tr>
<td>Second Class Honours 2A (H2A)</td>
<td>70 -79%</td>
<td>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.</td>
</tr>
<tr>
<td>Second Class Honours 2B (H2B)</td>
<td>60 – 69%</td>
<td>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.</td>
</tr>
<tr>
<td>Honours Degrees only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Class Honours (H3)</td>
<td>50 -59%</td>
<td>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.</td>
</tr>
<tr>
<td>Fail (F)</td>
<td>&lt; 50%</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX III

Honours Policy

Definitions

The University of South Australia offers two models of honours programs as described below:

Honours Degree
The honours degree is a separate, stand-alone one-year program of advanced studies for students who demonstrate a high level of achievement on completion of their pass degree program.

Degrees with Honours
Degrees with honours are programs of four or more years in duration which include a minimum of one year of advanced studies for students who demonstrate a high level of achievement in the initial years of the program. Students who fail to meet the necessary grade point average for the honours stream continue with the pass degree.

Honours degree programs
Generic term used to refer to both types of program.

Policy

1. Program Structure

1.1 The undergraduate awards of the University will include honours degrees and degrees with honours.

1.2 All honours degrees and degrees with honours must include a research component leading to the production of an assessable outcome. The research component will be known as the 'honours research project'.

1.3 The honours research project will be a minimum of 12 of the 36 units in an honours degree and 9 of the 36 units in the final year of a degree with honours.

1.4 The honours research project will normally be a maximum of 1000 words per unit value up to a maximum of 18,000 words and may take the form of:

   a. a thesis, or
   b. one or more refereed (or equivalent) publications of equivalent merit to a thesis, or
   c. one or more artefacts and supporting exegesis.

1.5 The honours research project will provide students with the opportunity to understand and apply the research process and will:

   a. have clearly defined objectives that reflect national standards of good practice in the provision of an honours award
   b. be achievable within the time available
   c. be consistent with the University's policy and guidelines on ethics, and
   d. be supported by adequate facilities and infrastructure.
1.6 Honours degrees and degrees with honours must include provision for training in research methods and ethics. This may or may not be in the form of a separate course.

1.7 All courses included in honours degrees and degrees with honours must be graded.

1.8 A full-time candidate in an honours degree or degree with honours will normally complete the program in one academic year.

1.9 A part-time candidate in an honours degree or degree with honours will normally complete the program in a maximum of two academic years.

2. Admission

2.1 Honours degree

a. Candidates for admission to honours degrees will normally have a grade point average of 5 or above (credit level average) in an undergraduate program relevant to the intended field of honours.

2.2 Honours year of degrees with honours

a. Candidates for admission to the honours year of degrees with honours will normally have a grade point average of 5 or above (credit level average), be identified no later than the end of the penultimate year of the program, and be invited to enrol in the honours stream prior to the start of the final year of the program.

b. Where a student is transferring from another university into the final year of a degree with honours, admission will be in accordance with clause 2.2.a above.

2.3 Where a student has transferred from another university but has completed at least 18 units of the relevant pass degree at the University of South Australia, eligibility for entry to the honours degree or the honours year of a degree with honours will be calculated using the GPA of the UniSA courses only, and will not include courses for which credit has been granted.

2.4 Where a student has completed additional courses that would not be required for the award of a relevant single degree (either because they are enrolled in a double degree program, or are enrolled in more than one program), these courses will not be included in calculating a GPA to determine eligibility for:

a. entry to the relevant honours degree or degree with honours stream, or

b. awarding of the relevant degree with honours.

2.5 Where, in relation to clause 2.4, there is some discretion required in determining which courses should be included in meeting the requirements for the award of a single degree, the courses that would yield the highest possible GPA will be selected for the purposes of the calculation.

3. Supervision and the appointment of supervisors

3.1 Divisions / schools will appoint Honours Program Directors to monitor the supervision of students in the research component of their honours degree or the honours stream of degrees with honours, as outlined in the Code of Good Practice: Research in honours degree programs.

3.2 A principal supervisor and/or an associate supervisor where required, will be appointed for each student in an honours degree program.
3.3 The principal supervisor and the associate supervisor must have completed a research degree, or have completed a Masters degree with a research component, or have completed a Bachelor (Honours) degree and gained additional research experience.

3.4 The principal supervisor must have relevant knowledge, expertise and interest in the student’s research topic, access to adequate resources, and sufficient time to provide proper supervision, taking account of their total workload, including the supervision of other students.

3.5 The principal supervisor should be appointed as soon as a student commences enrolment in an honours degree program, to assist with the development of an appropriate research proposal.

3.6 Involvement in supervision by qualified non-academics (eg from industry) is encouraged. Where appropriate, these external contributors may be appointed as associate supervisors. Whatever the supervisory arrangements, the location of principal responsibility for supervision must be made clear and be monitored by the Honours Program Director.

3.7 If the principal supervisor is to be absent for four weeks or more, the school will appoint an associate supervisor before the start of the absence and following consultation with the student.

3.8 The administration of honours degree programs will be in accordance with the procedures set out in this policy.

4. Qualifying requirements

4.1 To qualify for an honours degree program a student must meet the requirements as outlined in Appendix A: Assessment Framework.

4.2 A student in an honours degree program may not be granted supplementary assessment in any coursework component of the program that has been failed, or may not repeat or take studies-in-lieu of any coursework component of the program that has been failed, except with the permission of the relevant division board.

4.3 Conceded and terminating passes are not available in honours degrees, or the honours component of a degree with honours.

4.4 A student may request that their honours research project be re-examined on evidence that:

   a. the examiner substantially misinterpreted the work, or
   b. the assessment requirements specified in accordance with University assessment procedures were not adhered to.

Procedures

5. Teaching and Supervision

5.1 In accordance with the requirements outlined in the University's Assessment Policies and Procedures Manual, students in an honours degree or the honours stream of a degree with honours must be informed in writing of the assessment requirements no later than one week prior to the commencement of honours studies. This must include the weighting of the coursework and research components in the program.

5.2 Students who are required to present research seminar(s) will have this assessed as part of the relevant component of the honours program.
5.3 Supervision of students within the research component will be conducted in accordance with the *Code of Good Practice: Research in honours degree programs*.

6. **Academic Progress**

6.1 The review and assessment of academic progress is the responsibility of the Honours Program Director in conjunction with the principal supervisor, in accordance with Code of Good Practice: Research in honours programs.

6.2 If the student is not making satisfactory progress, the Honours Program Director and the principal supervisor will consult with the student at the earliest possible opportunity to determine the most appropriate intervention.

6.3 Unsatisfactory progress in honours degree programs will be managed in accordance with the University's *Assessment Policies and Procedures Manual*.

7. **Academic Misconduct**

7.1 Academic Misconduct in honours degree programs will be managed in accordance with the University's *Assessment Policies and Procedures Manual*.

8. **Leave of Absence**

8.1 Leave of absence in honours degree programs will be managed in accordance with University policy *A-48 Enrolment*.

9. **Examination of an honours research project**

The following arrangements apply to all honours degree programs.

9.1 **Mode of examination**

9.1.1 The school / division will either:

a. appoint two examiners for all honours research projects, at least one of whom must be external to the University.

or

b. appoint two internal examiners, and arrange for a representative selection of honours research projects in the program to be externally moderated at the time of examination, in order to validate the standard of internal assessment.

9.2 **Appointment of examiners**

9.2.1 To ensure that the assessment process is free from any conflict of interest, the Honours Program Director, in conjunction with the Head of School or nominee, will nominate the examiners for the honours research project.

9.2.2 All examiners must have appropriate qualifications and experience to examine an honours research project.

9.2.3 Neither the principal nor any associate supervisor may be an examiner.
9.2.4 The Honours Program Director will forward to the examiner(s) a letter outlining the:

a. stated objectives of the honours research project
b. criteria for assessment
c. Assessment Framework (see Appendix A of this policy)
d. return date and contact person for any matters which may need clarification.

9.3 Criteria for assessment
An honours research project will be assessed on the following criteria:

9.3.1 the student's ability to articulate the nature and scope of the research in accordance with the stated objectives of the honours research project

9.3.2 the extent to which the honours research project achieves the stated objectives

9.3.3 the student's ability to demonstrate a critical appreciation of the literature relevant to the honours research project

9.3.4 the extent to which the student has developed a consistent and coherent argument relevant to the field of study

9.3.5 the student's capacity to demonstrate critical analysis in applying research approaches and, where appropriate, interpreting results

9.3.6 the quality of the presentation of the honours research project, including where appropriate:
   a. clarity of expression
   b. the relevance and accuracy of citations, references etc, and
   c. the accuracy and appropriateness of the presentation of results

9.3.7 the quality of artefacts, if any, including:
   a. the conceptual understanding of the relevant field
   b. the ideas and/or imagination demonstrated
   c. the technical competence
   d. the resolution of the artefacts
   e. the complexity and difficulty demonstrated

9.3.8 the student's adherence to high standards of academic integrity and honesty as outlined in the University's Assessment Policies and Procedures Manual.

9.4 Examiners' reports

a. Examiners are expected to return their reports within four weeks of receiving the honours research project for examination.

b. The principal supervisor will be given the opportunity to comment on the examiners' reports.

c. The examiners' reports will be provided to the student in order to foster the learning experience.
9.5 Specified amendments

a. In the case of specified amendments, the Honours Program Director will receive the revised honours research project with a statement from the principal supervisor confirming that all revisions and corrections have been made satisfactorily.

9.6 Resolving discrepancy

a. Where there is a discrepancy of more than one grade between two examiners’ recommendations, the Head of School or nominee will appoint a third examiner whose mark will stand, regardless of whether it is higher or lower. No further re-examination will be allowed.

b. The third examiner may be from within the University or external to the University, and must have expertise in the area of assessment.

c. The third examiner will not be provided with details of the student’s original assessment.

10. Determination of final grade

10.1 The relevant school/division will determine the final grade of honours, taking into account the examiners’ reports for the research component and the student’s performance in the coursework component.

10.2 The final grade will be determined using the standard University Grade Point Average formula (see the Assessment Policies and Procedures Manual) to combine the honours research project and honours coursework grades.

10.3 In determining the final grade, divisions should refer to Appendix A: Assessment Framework.

11. Request for re-examination of an honours research project

11.1 If the Head of School or nominee allows a request for an honours research project to be re-examined in accordance with clause 4.4 above, another examiner, external to the University, will be appointed. This examiner will not have access to the original examiners’ reports and will submit a report under the same conditions as the original examiners.

11.2 If the Head of School or nominee determines that the request does not meet the grounds for re-examination, the student may appeal to the divisional Pro Vice Chancellor. If the divisional Pro Vice Chancellor allows the appeal, an examiner will be appointed on the same terms as in clause 11.1 above.

12. Appealing the final honours grade

12.1 If the divisional Pro-Vice-Chancellor determines that the request for a re-examination does not meet the grounds for appeal, the student may lodge a formal appeal against their final honours grade with the Director: Student and Academic Services in accordance with the appeal procedures specified in the University’s Assessment Policies and Procedures Manual.

13. Lodgment of the honours research project

13.1 A bound copy of the honours research project, amended as necessary after review, will be lodged with the Honours Program Director, become the property of the University, and held within the relevant school. The bound copy must include an appropriate record of artefacts (eg photographs, video recording). Where the work cannot be easily replicated the Honours Program Director will advise on the appropriate medium for a record of the work to be lodged.
Code of Good Conduct in Honours Research

1. Introduction

The Code of Good Practice: Research in honours degree programs outlines the responsibilities of staff and students during the research component of an honours degree or degree with honours. The code covers both types of program except where otherwise stipulated. The code should be read in conjunction with policy A-42: Honours Degree Programs.

2. Responsibilities

The responsibility to ensure the effective management of research undertaken within honours degree programs is shared by:

a. Academic Board
b. Divisions (through Division Boards)
c. Schools (through the Head of School or nominee)
d. Honours Program Directors
e. Principal Supervisors
f. Students
g. The Director: Student and Academic Services, who is responsible for reviewing and promulgating this code.

2.1 Responsibilities of Academic Board

Academic Board is responsible for establishing a framework for managing honours degree programs. As a sub-committee of Academic Board, the Academic Policy and Program Review Committee (APPRC) will ensure that all honours degree programs have:

a. clearly-defined duties and responsibilities for the Honours Program Director (see clause 2.3 below)
b. clearly specified entry requirements that conform to national standards for entry into an honours degree program
c. clearly identified objectives for the research component
d. provisions which enable students to acquire the methodological skills necessary to complete the research within the allocated time
e. clearly specified qualifications and training which is required of supervisors, and the support available to them
f. an external moderation process to validate the standard of internal assessment.

2.2 Responsibilities of divisions and schools

It is the responsibility of the division board and schools within the division to ensure that:
a. the requirements of this code and other relevant policies and procedures are adhered to
b. the research component of an honours degree program:
   i. has clearly identified objectives,
   ii. is appropriate in scope and character for the degree, and
   iii. is feasible in terms of the time, facilities, equipment, source material and support staff available for the expected duration of the research
c. Honours Program Director(s) are appointed to coordinate and monitor the progress and welfare of students in all aspects of the program
d. adequate resources are provided to assist the Honours Program Directors in performing their duties, and proper recognition is given to the workload these duties entail
e. opportunities exist for interaction and the development of beneficial intellectual relationships between academic staff and students, and between students
f. all students are invited to participate in division or school activities such as seminars and conferences as appropriate.
g. all students are made aware of the University policy A-42: Honours Degree Programs and the University's Assessment Policies and Procedures Manual
h. appropriate supervision is provided and maintained throughout the research
   i. supervisors participate in supervision training activities provided by the University or division as appropriate,
   j. appropriate procedures are established to manage and monitor the examination of an honours research project, in accordance with policy A-42: Honours Degree Programs
k. appropriate procedures are in place to evaluate the quality of honours degree programs in accordance with policy A-35A Quality Assurance and Improvement: Programs, Courses and Teaching Arrangements
l. a database is established for reporting information about publications and conference presentations which result from the research conducted by the student and the supervisor during the program.

2.3 Responsibilities of the Honours Program Director

The Honours Program Director is responsible to the Head of School (or nominee) for overseeing all matters related to the honours degree program.

The responsibilities of an Honours Program Director are to:

a. welcome new students and introduce them to members of staff as appropriate
b. provide students with a comprehensive induction booklet, which may be supplemented with an induction session. The induction booklet should include:
   i. all relevant guidelines for the research component of the program, including a copy of policy A-42: Honours Degree Programs and this code
   ii. information about the library, Learning and Teaching Unit and other support services
   iii. guidance on locating University policies, procedures, guidelines, and relevant forms such as for ethical and safety approvals
   iv. information about school procedures for photocopying, telephone, fax, mail, purchasing, access to laboratory space and equipment etc
v. information about access to computing facilities
c. advise students on the choice of honours research project, and selection of an appropriate principal supervisor
d. ensure that each student presents a detailed research proposal for review by academic staff involved in the program. The research proposal should clearly outline the scope and character of the proposed research in relation to the stated aims of the honours research component
e. in consultation with the principal supervisor, ensure that each student undertakes an honours research project which falls within the allocated time and the proportion that the research component comprises within the program
f. monitor the progress of students enrolled in the program in conjunction with the principal supervisor
g. facilitate the resolution of conflicts between students and supervisors or other members of staff which have not been resolved at the local level
h. in consultation with the principal supervisor, ensure adequate and appropriate external and/or industry representation at honours seminars and presentations
i. ensure that the necessary administrative arrangements for examination occur in a timely and efficient manner
j. seek comments from the principal supervisor before determining the final grade to be awarded
k. recommend the final grade to the relevant school board, in accordance with policy A-42: Honours Degree Programs.
l. ensure that any grievances that arise are dealt with in accordance with the University policy C-17: Student Grievances Resolution

2.4 Responsibilities of the principal supervisor

Principal supervisors should contribute to their discipline by actively engaging in current research and scholarship, and integrating their knowledge and understanding into their supervision practices. A fundamental characteristic of good supervision is that academic staff constantly reflect on their approaches to supervision.

The responsibilities of the principal supervisor are to:

a. discuss mutual expectations and obligations with the student at the commencement of candidature. This should include such matters as:
   i. the mode and frequency of communication
   ii. any special needs of the student
   iii. the role of the associate supervisor(s)

(Where possible, associate supervisors should be included in these discussions).

b. establish and maintain regular contact with the student. This may involve requiring the student to prepare written work on a pre-arranged, regular and agreed basis.

c. ensure that the student is made aware of, and given instruction in:
   i. requirements for conducting ethical research
   ii. securing intellectual property arrangements
   iii. procedures for the location and storage of original data
iv. safety procedures appropriate to their field of study
d. discuss with the student as soon as practicable:
   i. the assessment requirements where a student will be required to undertake other assessable activities directly
      related to the preparation of the honours research project
   ii. the nature of the examination process and the method of selecting potential examiners
e. assist the student to develop a detailed research proposal, giving due consideration to the student’s research
    interests and ability
f. ensure that any ethics and safety approvals are obtained and intellectual property arrangements secured before
   the research starts
g. provide guidance to the student on presentations and/or publications arising from the research
h. reach agreement with the student regarding the expectations in relation to authorship of any publication,
   presentation or research output that derives from the student’s research efforts, taking into account the
   requirements of University policy RES-12: Authorship
i. participate in the review of the student’s work and report on progress to the Honours Program Director.

2.5 Responsibilities of the associate supervisor

It is the responsibility of the associate supervisor to:

a. where appropriate, provide special expertise in support of the student’s honours research project
b. maintain regular communication with the student
c. fill the role of the principal supervisor during brief absences.

2.6 Responsibilities of the student

It is the responsibility of the student to:

a. play an informed part in planning the research so as to remain within the time allocated to the research
   component of the program
b. establish agreed methods of working and meeting with their supervisor(s)
c. discuss their needs and expectations with their supervisor(s) throughout their program
d. discuss any difficulties and problems being experienced with their supervisor(s) in a timely manner, and share
   responsibility in seeking solutions
e. maintain the progress of work in accordance with the stages and timelines agreed with their supervisor(s)
f. participate in reviews of progress
g. participate in scholarly opportunities offered by the division or school, which may include attendance at, and
   presentation to, research seminars
h. be familiar and comply with all requirements relating to ethical conduct, intellectual property, authorship, and
   the location and storage of data
i. adopt safe working practices at all times
j. abide by the University's policies for leave of absence, re-enrolment, extensions etc
k. accept responsibility for preparing an honours research project for examination
l. after examination of the honours research project, make any amendments required in a timely fashion
m. at all times adhere to high standards of academic integrity and honesty as described in the University's Assessment Policies and Procedures Manual.