UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Bachelor of Business (Honours) Guide

FACULTY OF BUSINESS AND LAW
UOW Course Code: 3093

This booklet will assist Bachelor of Business (Honours) students during their course completion.

While every care has been taken to ensure that the information contained in this booklet is accurate at the time of printing, please cross-reference relevant information.

Important Note

The information provided in this booklet supplements but does not replace the information on rules and procedures published in the official UOW Course Handbook – http://www.uow.edu.au/handbook/index.html

UOW KEY DATES

Key dates for each academic session and year can be accessed at: http://www.uow.edu.au/student/dates/index.html

SCHOOL OF BUSINESS HONOURS COORDINATOR

Student is to consult with the honours coordinator if there are any question or issue with their honours enrolment.

Contact detail of current honours coordinator is listed at: https://www.uow.edu.au/business-law/current-students/undergraduate-advisers/#tab-61378

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UNIVERSITY
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1. The BACHELOR OF BUSINESS (HONOURS) DEGREE

1.1 OVERVIEW OF HONOURS

The Bachelor of Business (Honours) degree is a 48 credit point end-on program that students normally complete in their final year of undergraduate studies. It involves a 24 credit point research project that is supervised by up to two academics. It also involves 24 credit points of coursework subjects that support and compliment the research project. Overall, Honours provides students with a unique opportunity to work closely with experienced academics while being self-directed and independent. The program also allows students to delve into a field that is of particular interest to them by applying the skills and knowledge that they gained from their previous undergraduate coursework.

Performing well in the Honours year can provide students with a competitive edge in their chosen profession and a gateway to higher degree research programs if they wish to pursue a PhD in the future. In particular, students who obtain Class I Honours have a very good chance of obtaining a PhD Scholarship. The Bachelor of Business (Honours) degree is available in:

- Accountancy
- Economics
- Finance
- Human Resource Management
- International Business
- Management
- Marketing
- Supply Chain Management
- Double majors may be permitted subject to negotiation

1.2 COURSE LEARNING OUTCOMES

Students graduating from the Bachelor of Business (Honours) will be able to:

1. Demonstrate advanced theoretical and technical business knowledge.
2. Effectively communicate orally and in writing.
3. Research and critically analyse business and organisational issues in local, national and international contexts.
4. Demonstrate responsible judgement in decision making.
5. Use relevant technology for professional purposes.
6. Demonstrate independent learning.

1.3 DURATION OF PROGRAM

The Bachelor of Business (Honours) is a one-year full-time course. It can be completed on a part-time basis over two years, subject to the availability of supervisors. Candidates who wish to defer commencement may be required to submit a new application for consideration for the intended year of study.

1.4 REQUIREMENTS FOR ADMISSION TO HONOURS DEGREE

Admission into the Honours program is on a competitive basis. Students should hold a Bachelor's degree and they should have a minimum of a high credit average across the subjects in their chosen specialisation.

Applicants are also required to complete a 500 word outline of the proposed thesis topic. The outline should indicate the topic the applicant would like to research, as well as a justification of the significance of the research from a personal and/or intellectual point of view. Students considering an Honours degree are encouraged to talk to the Program Coordinator well in advance to seek approval for enrolment, discuss their program, and negotiate a thesis topic and supervisor.

1.5 MECHANISMS FOR APPLYING FOR ADMISSION

Admission to the Honours program is on a competitive basis. Students should hold a Bachelor's degree with a minimum of a high credit average across the subjects in their chosen specialisation/ Applicants are also required to complete a 500 word outline of the proposed thesis topic. The outline should indicate the topic the application would like to research, as well as a justification of the significance of the research from a personal and/or intellectual point of view. Students considering an honours degree are encouraged to talk to the Program Coordinator well in advance to seek approval for enrolment, discuss their program, and negotiate a thesis topic and supervisors.

To access the Bachelor of Business (Honours) webpage go to: https://www.uow.edu.au/business-law/current-students/business-honours-program/

Students can contact their Honours Coordinator for assistance to identify suitable supervisors and advice on the application procedures. Students must prepare a 500-word research proposal

for their Honours application and complete the 'Undergraduate Application Form' that is available online

When completing the form, indicate 'Bachelor of Business (Honours)' as the course preference and attach a copy of your current academic record. The 500-word Honours proposal should also be attached to the application.

Completed application with the required attachments should be submitted to no later than the 31st of December or the last working day in June for Spring session enrolment. (Note: Spring session enrolments are not always available.)

Applications will be considered by staff of the relevant discipline then forwarded to the relevant Head of Student for approval.

Students will be notified in writing of the outcome of their application.

Honours is an 'end-on' program.

1.6 LEAVE OF ABSENCE

Leave of Absence during the course of the Bachelor of Business Honours program must be approved by the School's Dean and cannot be guaranteed as an appropriate supervisor may not be available after such an absence.

1.7 COURSE AND SUBJECTS CODES

The course code for the Bachelor of Business (Honours) degree is 711.

Note: on enrolment, students should indicate the discipline in which they are undertaking their Honours degree.

1.7.1 HONOURS IN ACCOUNTANCY

Subject Title	Credit Points	Subject Description
ACCY401 Honours Research in Accounting	24	This subject is for students doing honours in the Accounting discipline. The research topic must be approved by the Honours Coordinator and the research supervisor.
BUS 480 Honours Research Proposal	6	The subject provides Business students undertaking honours with a background to the methodology and practice of developing research proposals. It will provide honours students with an introduction to discipline-independent research skills. The topics may include critical elements of research process; theoretical; methodological and substantive aspects of research; literature searching; review and critique; bibliography organisation; methods of analysing; critiquing; formulating arguments and writing and structuring dissertations.
ACCY410 Special Topics in Accounting A	6	The subject will enable all students doing honours in Accountancy in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, the Discipline Leader and Head of School.
ACCY411 Special Topics in Accounting	6	The subject will enable all students doing honours in Accountancy in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, the Discipline Leader and Head of School
ACCY412 Special Topics in Accounting C	6	The subject will enable all students doing honours in Accountancy in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, the Discipline Leader and Head of School.

1.7.2 HONOURS IN FINANCE

Subject Title	Credit Points	Subject Description
FIN401 Honours Research in Finance	24	This subject is for students doing honours in the Finance discipline. The research topic must be approved by the honours coordinator and the research supervisor.
BUS 480 Honours Research Proposal	6	The subject provides Business students undertaking honours with a background to the methodology and practice of developing research proposals. It will provide honours students with an introduction to discipline-independent research skills. The topics may include critical elements of research process; theoretical; methodological and substantive aspects of research; literature searching; review and critique; bibliography organisation; methods of analysing; critiquing; formulating arguments and writing and structuring dissertations.
FIN402 Special Topics in Finance A	6	The subject will enable all students doing honours in Finance in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, the Discipline Leader and Head of School.
FIN403 Special Topics in Finance B	6	The subject will enable all students doing honours in Finance in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, the Discipline Leader and Head of School
FIN404 Special Topics in Finance C	6	The subject will enable all students doing honours in Finance in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, the Discipline Leader and Head of School.

1.7.3 HONOURS IN ECONOMICS

Subject Title	Credit Points	Subject Description
ECON401 Honours Research in Economics	24	The subject represents the research component of the honours program in Economics. In the subject, students are engaged in research activities that would lead to the completion of the honours thesis. These are carried under the close supervision of academic staff members that are appointed by the Head of School. The research topic must be approved by the relevant Head of School.
ECON403 Special Topics in Economics A	6	The subject will enable all students doing advanced studies in Economics in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Discipline Leader, Head of Postgraduate Studies and Head of School.
ECON404 Special Topics in Economics B	6	The subject will enable all students doing advanced studies in Economics in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Discipline Leader, Head of Postgraduate Studies and Head of School.
ECON405 Special Topics in Economics C	6	The subject will enable all students doing honours in Economics in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, the Discipline Leader and Head of School.
BUS 480 Honours Research Proposal	6	The subject provides Business students undertaking honours with a background to the methodology and practice of developing research proposals. It will provide honours students with an introduction to discipline-independent research skills. The topics may include critical elements of research process; theoretical; methodological and substantive aspects of research; literature searching; review and critique; bibliography organisation; methods of analysing; critiquing; formulating arguments and writing and structuring dissertations.

1.7.4 HONOURS IN MANAGEMENT / HUMAN RESOURCE MANAGEMENT / INTERNATIONAL BUSINESS

Subject Title	Credit Points	Subject Description
MGNT401 Honours Research in Management	24	This subject is appropriate for students doing honours in the discipline of management or operations in the Faculty of Business and Law. The research topic must be approved by the Head of School and the Honours Coordinator.
MGNT403 Special Topics in Management A	6	The subject will enable all students doing honours in Management in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, Discipline Leader and Head of School.
MGNT404 Special Topics in Management B	6	The subject will enable all students doing honours in Management in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, the Discipline Leader and Head of School.
MGNT405 Special Topics in Management C	6	The subject will enable all students doing honours in Management in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, the Discipline Leader and Head of School.
BUS 480 Business Research Proposal	6	The subject provides Business students undertaking honours with a background to the methodology and practice of developing research proposals. It will provide honours students with an introduction to discipline-independent research skills. The topics may include critical elements of research process; theoretical; methodological and substantive aspects of research; literature searching; review and critique; bibliography organisation; methods of analysing; critiquing; formulating arguments and writing and structuring dissertations.

1.7.5 HONOURS IN MARKETING / PUBLIC RELATIONS

Subject Title	Credit Points	Subject Description
MARK401 Honours Research in Marketing	24	This subject is appropriate for students doing honours in the discipline of marketing in the Faculty of Business and Law. The research topic must be approved by the Head of School and the Honours Coordinator.
MARK403 Special Topics in Marketing A	6	The subject will enable all students doing honours in Marketing in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, Discipline Leader and Head of School.
MARK404 Special Topics in Marketing B	6	The subject will enable all students doing honours in Marketing in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, the Discipline Leader and Head of School.
MARK405 Special Topics in Marketing C	6	The subject will enable all students doing honours in Marketing in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, the Discipline Leader and Head of School.
BUS 480 Honours Research Proposal	6	This subject introduces Business Honours students to methodologies and practices in order to develop a research design and proposal within a specific context. It provides students with discipline-independent cognitive skills to review, analyse, consolidate and synthesise knowledge in order to identify and provide solutions to complex problems with intellectual independence. The topics include critical elements of the research process including: exploring and demonstrating theoretical, methodological and substantive aspects of research; searching, reviewing and critiquing the literature in the field; identifying data collection methods, analysing and critiquing data; formulating arguments and presenting a clear and coherent exposition of knowledge and ideas in the form of a research proposal.

1.7.6 HONOURS IN SUPPLY CHAIN MANAGEMENT

Subject Title	Credit Points	Subject Description
OPS400 Honours Research in Supply Chain Management	24	This subject is for students doing honours in Supply Chain Management in the Faculty of Business and Law. The research topic must be approved by the Head of School and the Honours Coordinator.
OPS401 Special Topics in Operations A	6	The subject will enable all students doing advanced studies in Operations in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Discipline Leader, Honours Coordinator and Head of School.
OPS402 Special Topics in Operations B	6	The subject will enable all students doing advanced studies in Operations in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Discipline Leader, Honours Coordinator and Head of School.
OPS403 Special Topics in Operations C	6	The subject will enable all students doing honours in Supply Chain Management in the Faculty of Business and Law to enrol in the same subject. Program of study is to be approved by the Honours Coordinator, the Discipline Leader and Head of School.
BUS 480 Honours Research Proposal	6	This subject introduces Business Honours students to methodologies and practices in order to develop a research design and proposal within a specific context. It provides students with discipline-independent cognitive skills to review, analyse, consolidate and synthesise knowledge in order to identify and provide solutions to complex problems with intellectual independence. The topics include critical elements of the research process including: exploring and demonstrating theoretical, methodological and substantive aspects of research; searching, reviewing and critiquing the literature in the field; identifying data collection methods, analysing and critiquing data; formulating arguments and presenting a clear and coherent exposition of knowledge and ideas in the form of a research proposal.

NOTE: STUDENTS MUST PASS ALL REQUIRED SUBJECTS TO BE AWARDED THE BACHELOR OF BUSINESS (HONOURS) DEGREE.

2 HONOURS COURSEWORK

2.1 SUBJECTS

Honours students are required to complete 24 cps of coursework subjects; with 18 cps of subject selection as approved by the Honours Coordinator and the Supervisor.

2.2 WORKSHOPS AND SEMINARS

In addition to completing the 24 credit points of formal coursework, Honours students may be required to attend various workshops and/or seminars as recommended by their supervisors.

2.3 ASSESSMENT

Students will be assessed in each of the individual coursework subjects as per the subject outlines for those subjects. The composite marks from the subjects will then be declared to the Faculty Assessment Committee who will, in turn, determine the overall Honours Coursework grade (see Section 5.1).

The requirements set out in clauses 8.2 - 8.19 apply to the assessment of an Honours Project with a weighting of 24 credit points or more. Honours Degree courses that include a project with a lesser weighting may also choose to adopt the procedures set out in this section.

Documented quality assurance processes must be in place in each academic unit to ensure the independent, transparent and impartial assessment on all Honours Projects.

2.4 ATTENDANCE REQUIREMENTS

Students are required to attend a minimum of 80% of tutorials for each subject they take.

Attendance that falls below the 80% requirement may require students to complete additional written work to pass the subject.

Failure to comply with the minimum attendance requirement may result in the awarding of a grade of Technical Fail (TF) in this subject.

Students may apply via the Academic Consideration System if their circumstances meet those listed in the Student Academic Consideration Policy available at: https://www.uow.edu.au/about/policy/UOW060110.

3 HONOURS RESEARCH

3.1 OVERVIEW

The 24 credit point Honours Research component involves producing a thesis that students submit at the end of their Honours year. A thesis is a written piece of work that reports on the original research that was undertaken by the student during the Honours program. It usually includes a statement of a research question, a literature review, a description of the research method and a report of the results. Students work closely with their supervisors when performing the research and writing their thesis, and they present regular progress reports during the year.

The length of the thesis may vary depending on things such as the topic and research method. The normal expectation though is that an Honours thesis in Business should be approximately 20,000 words. The work within the thesis must be the sole work of the student. A student may not submit as part of their thesis any work or material which has previously been submitted for a degree at another tertiary institution. Students and their supervisors are advised to read and consider the thesis marking criteria (Appendix 1) during the early stages of candidature.

The thesis must be typed and bound in an acceptable format (see Section 3.3). Three copies of the thesis and a signed Faculty of Business and Law Assignment Cover Page should be submitted to the School Manager. The purpose of including the cover page is to enable the Manager to acknowledge the receipt of the thesis.

The thesis is due by the end of week 11 in the Spring Semester. The date is purposely chosen to allow sufficient time to deliver copies of the thesis to the examiners and to allow them sufficient time to mark the thesis. It is not uncommon for students to underestimate the time required to proof read and make final corrections to the manuscript. There may also be delays in printing and copying the thesis and sending it to the binders. All of these activities take time and the potential for delays needs to be taken into account. Students are advisedthat the thesis due date will only be extended in exceptional circumstances and with academic consideration approval.

Copies of the thesis are then sent to, and independently marked by, two examiners. Supervisors do not mark a thesis that they supervised. The examiners' marks are weighted equally and an average of the two marks is calculated.

Notwithstanding section 8.4, each Academic Unit must externally benchmark the standard of honours projects in each Honours Degree course against comparable Australian universities at least once every three (3) years. External benchmarking may involve:

A. The use of honours examiners from another Australian university for the examination of a representative sample of Honours Projects; or
B. Review of a representative sample of Honours Projects by academics from at least one other Australian university as part of quality assurance of the standard of Honours Projects

3.2 ETHICS REQUIREMENTS

All research involving human subjects must first be approved by the University of Wollongong Human Research Ethics Committee. This is necessary to ensure that the research complies with Australian legal and statutory requirements. Students shouldassume that their research DOES require ethics approval. Students who believe that their project may be among the few exceptions that do not require approval should meet with one of the Faculty's Ethics Advisors or the University Research Office to discuss the ethical requirements of their Honours project.

Information about the Ethics Committee, ethical guidelines and applying for ethics approval and Faculty Ethics Advisor are available online via the Research Office website at

https://www.uow.edu.au/research-and-innovation/researcher-support/ethics/human-ethics/

Students must apply for and obtain approval to conduct their research from the Ethics Committee BEFORE they commence their research. The time taken to attain such approval may vary depending on the nature of the project so students are advised to submit their application well in advance.

3.3 THESIS SUBMISSION

Students hoping to graduate in December should submit their final thesis by the end of week 11 of the Spring Semester. Part-time students typically complete their coursework during the first year then complete their thesis in the second year. It is the student's responsibility to inform the Honours Coordinator and supervisors if he or she is unable to meet this deadline to receive appropriate advice. Students are also required to meet with, and submit written work to, their supervisors on a regular basis throughout their candidature.

3.4 FORMAT AND REFERENCING

The thesis must be in the English language and typed, double spaced on A4 paper (one side only) with wide margins (particularly for the gutter margin to allow for spiral binding). Size 12 font in an easily readable script such as Times New Roman is also required.

The specific chapters within a thesis may vary depending on conventions in the given Discipline and the type of project that was performed. Normally though, the overall contents of the thesis will have the following sequence:

- Title Page
- Dedication (optional)
- Signed certificate of originality
- Table of Contents
- List of Tables / Figures
- List of Appendices
- List of Abbreviations / Symbols (if applicable)
- Abstract
- Chapters
- Epilogue (if applicable)
- References / Bibliography
- Appendix
- Notes (if applicable)

Headings and sub-headings (first-level, second-level etc.) should be clearly distinguishable and designed to contribute to the flow and interpretability of the text. The font size and style that is used for each different heading level should be consistent throughout the thesis. For example, all first-level headings may be 16-point bold font, all second-level sub- headings 14-point bold and any third-level headings in 12 point bold italics.

Tables, figures and graphs should be numbered, labelled and inserted as soon as is feasible after the text in which they are discussed.

Any mathematical notation should be as simple as possible with important equations being identified by consecutive Arabic numbers (in parentheses) at the conclusion of the equation.

All citations within the text as well as the reference and/or bibliography lists should follow the Harvard referencing style.

Footnotes or endnotes (but not both) should be numbered in continuous sequence and follow the Note System convention. Explanatory footnotes should be included when necessary.

Students should consult with their supervisor or Honours Coordinator if in doubt about any aspects of thesis presentation and binding.

3.5 ACADEMIC INTEGRITY

Academic Integrity is the use of another person's work or ideas as if they were your own. The other person may be an author, artist, critic, lecturer or student. When it is desirable or necessary to use other people's material, students must take care to include appropriate references and attribution – do not pretend the ideas are your own. Take care not to plagiarise unintentionally. Penalties for plagiarism are severe: examples include 0% fail for the particular assessment task, fail grade for the subject, and expulsion from the University.

Students are strongly advised to refer to the following University of Wollongong website for access to the information and policies concerning Academic Integrity Policy:

https://www.uow.edu.au/about/governance/academic-integrity/

3.6 CHANGE OF RESEARCH TOPIC

Honours students will, at a minimum, have a preliminary title and 500 word outline of their thesis topic by Week 1 of Autumn session (see Section 3.3). In some instances it becomes advisable to make minor refinements to the title or topic. This can be a normal part of the research process, and the thesis supervisors will consider and approve any minor revisions.

However, students who wish to, or are advised to, make more than 'minor' changes to the topic that was confirmed by Week 1 must submit a written change of topic request to the Honours Coordinator no later than Week 4 of Autumn session. The request must be accompanied by a brief rationale for the change. The Coordinator will take into account the merit of the request, the qualifications of the student, the opinions of the supervisors and any changes in supervision that may be required as a result of changing the topic. The Coordinator will then develop a recommendation and refer the matter to the Head of School. The student will be advised in writing of the Head's response to the change of topic request.

3.7 CHANGE OF THESIS SUPERVISOR

The supervisors for a student are typically arranged at the time of applying for admission to the Honours program (see Section 1.5), or confirmed by Week 1 of Autumn session at the latest. In some instances though, a change in supervision may be necessary to ensure that adequate support is provided to students throughout the completion of their Honours program.

A temporary change in supervision may be required if one or both supervisors will be absent from campus for a period of two weeks or longer. Alternatively, a permanent change in supervision may be needed if unforeseen circumstances prevent one or more of the original supervisors from completing their supervision of the project.

Whether the change is temporary or permanent, students should be advised of any supervision changes that are required and the changes must be approved by the School. If a temporary or permanent supervision change is required, supervisors will consult with the relevant School Honours Coordinator.

3.8 ACADEMIC CONSIDERATION

Academic consideration is only granted in serious or extenuating circumstances, most of which are beyond your control and which significantly impair your ability to complete an assessment task on or by the due date or to progress academically in your subject. You can read the Academic Consideration policy including applying for academic consideration in the link below:

https://www.uow.edu.au/student/admin/academic-consideration/

If you cannot provide supporting documentation, you must seek advice from the Subject Coordinator before or at the same time as applying. In this case, you will need to submit a statutory declaration to support your application.

Keeping records

It is important that you keep the original supporting documentation for twelve months in the event it is requested by the faculty.

Once the documentation is verified, the academic consideration application is sent via e-mail to the Subject Coordinator. You can generally expect to get an email response within 5 working days after verification.

3.9 FACULTY POLICY PENALTIES

FOR LATE SUBMISSION OF THESIS

Students may apply for an extension for the submission of their research thesis by following the special consideration application procedures (Section 3.8).

If academic consideration is approved, the Honours Coordinator will specify a revised due date that is commensurate with the adversity that occurred. Research project theses that are submitted late will be treated as follows.

With academic consideration approval

Where academic consideration has been approved and the thesis is submitted by the revised due date, penalties will not be imposed. Students should be aware though that this is likely to delay the marking of their thesis and their graduation. With lengthy delays students may also need to enrol for an additional semester in order to submit their thesis.

Without academic consideration approval

Research project theses that are submitted late and without academic consideration approval will be deducted 10% of their overall thesis mark per 7 days of late submission.

4 THESIS EXAMINATION

4.1 ASSESSMENT CRITERIA

The examiner's report comprises three parts. Part A describes the broad expectations for the different ranges of marks. Part B presents specific evaluation criteria that the examiner will rate on a scale from 'excellent' to 'not satisfactory'. Part C asks examiners to provide 1-2 pages of comments and feedback. Having completed these sections of the report, examiners then award the thesis a mark out of 100.

4.2 SELECTION OF EXAMINERS

The assessment of an Honours thesis is undertaken by two examiners. At least one examiner will be internal to the School in which the thesis was completed and one examiner may be external – external to the School or the University. If the marks that are awarded by the two examiners differ by more than ten percentage points, an additional marker shall be appointed to assess the Honours project. Supervisors do not mark a thesis that they have supervised.

The process for selecting the thesis examiners involves the supervisors and the Honours Coordinator. Supervisors and students develop a list of at least four examiners, having regard to the known disciplinary bias of those suggested. Suitable examiners shall be familiar with the expectations of an Honours degree and they shall also:

- hold an AQF level 9 qualification or higher, or equivalent; and
- be an active researcher or have a proven research record; or
- have previous successful experience in supervision or examination of Honours Degree students; or
- Have some research experience and have substantial specialised knowledge in the subject matter of the Honours Project.

The final choice of examiners will be made from the list of potential examiners by the supervisor and Honours coordinator.

Supervisors informally contact the potential examiners to confirm their availability to meet the examination timeframe. Supervisors then request an Examiners' Nomination form from the Honours Coordinator to complete and submit it back to the Honours Coordinator at least two weeks prior to the student submitting their thesis.

Students should not be advised of the examiners that were selected from the list until after their results have been officially released.

4.3 APPOINTMENT OF EXAMINERS

Thesis examiners are appointed by the Honours Supervisors and are provided with a written brief regarding the marking procedures, including the need to mark the thesis independently. They are also provided with a copy of the student's thesis, a copy of the 'Thesis Examiners Report' to complete and the due date for returning their completed examination report.

4.4 ADDITIONAL MARKER

Where there is a discrepancy of more than ten percentage points between the marks determined by any two honours examiners, and the discrepancy cannot be resolved by discussion between the honours examiners, an additional marker shall be appointed by the Honours Coordinator to assess the Honours Project. When this delays the assessment process, the Honours Degree student should be notified that further advice has been sought.

The arithmetic average of the three marks will determine the students overall thesis mark.

For Management and Marketing Honours, an adjudicating (third) examiner is nominated the same time as when the examiners are nominated. The third examiner will be called upon only when there is a discrepancy equal to or greater than 10% marks between the two examiners.

The Honours Coordinator will provide the additional marker with a written brief regarding the marking procedure, a copy of the student's thesis, a copy of the examination report to complete and the due date for returning the completed examination report. Examiners are able to contact the Honours Coordinator at any time should they have any questions or concerns about the process or the thesis.

The additional marker shall also be given copies of the completed examiner reports that were submitted by the two original examiners. The additional marker shall be asked to consider the marks and comments from the initial examiners when they complete their own examiner's report.

As the need to appoint the additional marker will delay the assessment process, the relevant student should be notified of the situation.

4.5 CONTACT WITH EXAMINERS

Until the assessment of Honours work is complete and a report is submitted by an examiner, all communication between the examiner and the University regarding the Honours project shall be directed through the Honours Coordinator.

Students and supervisors should not contact an examiner concerning the assessment of Honours work until the reports of all examiners are returned and acted on by the School Assessment Committee (see Section 5.1).

Supervisors should be permitted to view the assessment reports and raise issues or points of clarification prior to the Academic Unit or Faculty Assessment Committee meeting.

The names of the honours examiners and copies of the honours examiners' reports will be made available to the student after the final mark has been declared.

4.6 RETURN OF MATERIALS TO STUDENTS

Students are able to obtain copies of the examiners' reports from the School's Manager AFTER the results have been officially released to student.

Examiners are not required to return their copy of the thesis. If, however, an examiner does return the copy of the thesis and would like the student to see any additional comments that were noted within, students are able to collect the thesis from the School's Manager.

The School will retain one copy of the student's thesis. Any additional copies of the thesis or other written materials will be retained for a period of one year only.

5 DETERMINATION OF GRADES

5.1 SCHOOL HONOURS ASSESSMENT COMMITTEES

The Academic Unit assessment Committee (where appropriate) is responsible for recommending the overall Honours mark for the subject in which the Honours Project forms the some or all of the required assessmenttasks to the Faculty Assessment Committee. In all cases, the Faculty Assessment Committee declares the final mark for the subject.

The committee members should include:

- The Head of School (Chair)
- The Discipline Honours Coordinator(s)
- The coursework Subject Coordinators (for appointed representatives)
- The Honours Thesis Supervisors

The School Assessment Committee then makes a recommendation to the Faculty Assessment Committee regarding the coursework and research grades, and the overall class of Honours to be awarded (see Section 5.4). If an Honours student submits final or revised work after the Faculty Assessment Committee has met then the Faculty Committee shall reconvene, wherever possible, in time to work in with the University's central results submission deadlines.

5.2 HONOURS COURSEWORK

Marks and grades for Honours Coursework subjects are declared individually, except for Economics, where a weighted average mark is determined and declared in the subject ECON402.

5.3 HONOURS RESEARCH

The thesis examiners' reports are provided to the School Assessment Committee for review. Supervisors are provided with copies in advance so that they may clarify any issues prior to the meeting if required. The Honours Research grade is then determined by calculating the average of the marks that were awarded by the two thesis examiners. The examiners' marks are weighted equally.

In instances where it was necessary to appoint an adjudicating examiner, the committee will review all three examination reports.

When determining the appropriate grade though, the committee will normally prioritise the mark and comments of the adjudicating examiner.

5.4 CLASS OF HONOURS

In addition to receiving a grade for the Honours Coursework and Honours Research, students are awarded a particular class of Honours. The class of Honours is determined by calculating the weighted average mark (WAM1) of the coursework and research projects of the Honours year. The different classes of Honours that are awarded are as follows:

- **Class I:** 85% to 100%
- **Class II, Division 1:** 75% to less than 85%
- **Class II, Division 2:** 65% to less than 75%
- **Class III (where awarded):** 50% to less than 65%
- **Honours not awarded:** 0% to less than 50%

6 HONOURS GRADE METHOD

The Honours grade will be calculated in accordance with Method 1. For further information refer to Coursework Rules.

Criteria and procedures:
https://documents.uow.edu.au/about/policy/UOW058661.html#P150_9785

6.1 UNIVERSITY MEDALS

Each year the University considers nominations for University Medal awards for outstanding academic performance in each Faculty. Students who achieve Honours Class I and demonstrate an outstanding overall academic performance will be eligible for consideration. The nominations are made by the Executive Dean of the Faculty and then considered by the University Medal Nominations Panel and Vice- Chancellor.

Further information about the University Medals and nomination process may found at the following sites.

Criteria and procedures:
https://documents.uow.edu.au/about/policy/UOW058722.html#P187_12089

6.2 CAMPUS ALUMNI CHAPTER HONOURS YEAR PRIZE

Each year the Campus Chapter of the University Alumni Association awards a prize of a $250 book voucher which can be exchanged for purchases at the UniCentre Shop. The prize is awarded to a student enrolled in a one year Honours degree course who performs best, as determined by the School of Business, in the three year pass degree upon which entry to the Honours course was based. Specific details on eligibility and criteria for this prize are available from the School Manager early in the academic year.

7 RESOURCES AND SERVICES

7.1 FACULTY STUDY SPACE

Honours students have access to the Study Space within the Faculty of Business and Law. You will need to contact the Faculty to coordinate access to this facility.

7.2 ADDITIONAL LIBRARY SERVICES

Most students will be familiar with the University Library's facilities and online databases before they commence their Honours year. What they may not be so familiar with though is the range of additional facilities and services that cater specifically to Honours students. These include various 'self-service' online tutorials and face-to-face workshops relating to research as well as useful links and 'how to' guides for researchers. Honours students are encouraged to visit the Library's website for Honours students via the link below for further information.

https://www.uow.edu.au/library/students/

The Research Consultation Service is also available to UOW Honours students. This is a 1 hour appointment with an information specialist. Students are able to book their Research Consultation via the link below:

https://uow.libwizard.com/f/consultation

UOW Library Contact Details Phone: (02)

4221 3548

Email: uow-library@uow.edu.au

Location: Ground Floor Service Point, Building 16

7.3 STUDENT SUPPORT COORDINATORS

Student Support Coordinators support University of Wollongong students, as well as provision of programs supporting student equity and diversity both within faculties and across campus.

Some of the things they might be able to help you with include:

7.3.1 Advice about who is the best person in your faculty or in the university to help with your problem

7.3.2 Assisting you in dealing with international student issues e.g. adjusting to life in Australia; visas; compliance issues; dealing with the Department of Immigration and Citizenship (DIaC)

7.3.3 Understanding how things work in Australia e.g. renting accommodation and insurance problems

7.3.4 Information about English language conversation groups and classes

7.3.5 Assisting you to have your disability, illness or injury to be taken into account whilst you are studying

7.3.6 Providing information and support when you need to find help for financial and legal matters

7.3.7 Showing you where to find information about scholarships available at UOW

7.3.8 Referring you to welfare support services or counselling services provided at the university or in the local community

7.3.9 Providing information about where to get academic help for your studies

7.3.10 Information about the grievance procedures at UOW and where to get support if you are lodging a grievance

7.3.11 Information about procedures and policies that exist at UOW and some help in negotiating them

Further information can be obtained by from visiting the website below.

https://www.uow.edu.au/student/support-services/coordinators/

7.4 UNIVERSITY COUNSELLING SERVICE

The University Counsellors offer free and confidential counselling to students who want to talk through and change areas of difficulty, conflict or crisis in their lives. The counsellors can deal with a wide range of personal difficulties such as:

7.4.1 feeling stressed, anxious or depressed
7.4.2 wanting to become more confident and assertive
7.4.3 Family and relationship conflicts
7.4.4 Grief and bereavement
7.4.5 Alcohol and other drug problems
7.4.6 Harassment
7.4.7 Emotional stresses associated with study or work

https://www.uow.edu.au/student/support-services/coordinators/

8. HONOURS POLICY – ROLES AND RESPONSIBILITIES

The Bachelor of Business (Honours) program and this handbook are governed by the University of Wollongong Code Of Practice – Honours. Students and supervisors are able to download a complete copy of the code from:

https://documents.uow.edu.au/about/policy/uow058661

The sections of the code to which students most often refer have been included below for easy reference. It is strongly recommended that students read these sections as early as possible.

8.1 ROLE OF UNIVERSITY

It is the responsibility of the University to:

a. take measures to protect the intellectual property (IP arising from the work of its students in accordance with the University's IP intellectual Property Policy;

b. where possible, ensure each student enrolling full time in and End On Honours Degree and who submits their Honours Project within the required timeframes, specified by the Faculty, is given the opportunity to complete all subjects in time for them to graduate with their cohort at the next possible graduation ceremony.

8.2 ROLE OF ACADEMIC UNIT

It is the responsibility of the Academic Unit to:

a. appoint an Honours Coordinator to oversee the progress of students enrolled in the Honours Degree or, in the case of embedded Honours, the Honours Projects within the Academic Unit;
b. ensure that each Honours Student meets the minimum requirements for admission to the Honours Degree and that each Honours Student is capable of undertaking the proposed Honours project and other requirements of the Honours Degree;
c. ensure that the curriculum for each Honours Degree satisfies the requirements for the Bachelor Honours Degree within the AQF;
d. ensure that each proposed Honours Project is of an appropriate standard for the award having regard to relevant discipline standards and that meets the requirements of the AQF
e. provide to each Honours Degree student (in the case of embedded Honours, no later than the beginning of the session in which the student undertakes an Honour Project) an Honours Guide or, where permitted, a subject outline that sets out all procedures and requirements pertaining to assessment including those listed in the checklist set out in Section A of appendix 2 in the Code of Practise – Honours document, in either physical or electron form;
f. foster a supportive environment for Honours Degree students;
g. ensure that reasonable resources are made available to Honours Degree students to support them in undertaking their Honours Project;
h. ensure that appropriate provision is made in academic workloads for supervision of Honours Projects;
i. ensure that each Honours Degree student undertaking an Honours Project has a Supervisor, and, where necessary, a co-supervisor;
j. ensure that procedures are in place to select the most appropriate Supervisor(s) for assisting the Honours Degree student to complete their Honours Project.
k. ensure that Supervisors of Honours Degree students are appropriate to undertake those responsibilities;
l. where an Honours Project is undertaken across two disciplines (inter-disciplinary, or joint honours), approve the program of study with the head of the other Academic Unit and negotiate the appointment of co- supervisors and subject requirements prior to enrolment;
m. ensure that there is no conflict of interest between the Supervisor(s) and Honours Degree Student;
n. ensure that quality supervision is provided throughout the student's candidature or, in the case of Embedded Honours, throughout the period during which the student is undertaking their Honours Project;
o. ensure that arrangements are made to provide for alternative supervision if a Supervisor is absent for more than two weeks; and
p. ensure that honours examiners have adequate time (generally three weeks) to report before the meeting of the relevant Assessment Committee.

The responsibilities of an Academic Unit are assumed by the Head of the Academic Unit but may be delegated to the Honours Coordinator where appropriate.

8.3 ROLE OF SUPERVISORS

1. To be eligible to exercise the responsibilities of a Supervisor, the academic staff member must:

a. hold a qualification at Level 9 of the AQF (Masters Degree) or higher (or a lesser qualification combined with experience equivalent to a level 9 AQF qualification) and

b. hold a continuing or fixed term academic position with the relevant Honours Degree course-owning Faculty

and,

a. either,

i. be currently active researcher,

ii. have a proven research records, or

iii. have previous successful experience in supervising Honours Degree students.

2. The role of co-supervisor may be held by an academic staff member, visiting or honorary academic having provided that the principal supervisor meets the requirements of section 12(1) of the Honours Policy.

3. The overriding responsibility of a supervisor is to provide continuing support to Honours Degree students under their supervision in researching and producing an Honours Project to the best of the student's ability.

8.4 SUPERVISORY RESPONSIBILITIES

The overriding responsibility of supervisors is to provide continuing support to Honours Degree students under their supervision in research and producing an Honours Project report to the best of the student's ability. Specific other responsibilities of the supervisor are to:

a. advise the head of the Academic Unit of any situation which might lead to a conflict of interest which could unduly advantage or disadvantage a student,

e.g. if there is or has been a close personal relationship between a Supervisor and an actual or potential Honours Degree student;

b. advise Honours Degree students about their procedural and substantive rights and responsibilities contained in the Honours Policy;

c. advise and assist Honours Degree students to comply with workplace health and safety and ethics requirement's where relevant;

d. make support available to Honours Degree students in developing a proposal for their Honours Project within a negotiated time frame;

e. assist Honours Degree students to develop a plan for completing the Honours Project within an appropriate time frame;

f. maintain regular contact (e.g. weekly) with Honours Degree students in order to monitor their progress;

g. inform Honours Degree students about any planned absences of two weeks or more during the period during which they are completing an Honours Project and arrangements for supervision during those absences;

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

i. advise Honours Degree students of inadequate progress or work below the standard generally required and to suggest appropriate corrective action;

j. submit marks and grades for Honours Projects for review, acceptance and publication in a timely manner;

k. be available to attend meetings of the Academic Unit Assessment Committee where Honours Degree students' grades are determined; and

l. ensure the following policies and the consequences for the candidate's Honours Project of breaching these Policies, are explained carefully to the student:

i. Academic Integrity Policy

ii. the Code of Practice – Research

iii. the Research Misconduct Policy

iv. the IP Intellectual Property Policy

v. the IP Student Assignment of Intellectual Property Policy

vi. The IP Student Assignment of Intellectual Property Guidelines

vii. the Authorship Policy

8.5 ROLE OF STUDENTS

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

a. develop an Honours Project proposal and plan for completing the project within a timeframe agreed to by the Supervisor(s) and; where possible, the Honours Coordinator;

b. complete the Honours Project in accordance with the approved proposal and within the approved timeframes;

c. maintain regular contact with the Supervisor(s);

d. discuss any proposed variation of enrolment or leave of absence with their supervisor(s) and Honours Coordinator/Head of Academic Unit;

e. establish with the Supervisor(s) the level of support required for successful completion of the Honours Project;

f. present required written material to the Supervisor(s) in sufficient time to allow for comments and discussion before scheduled meetings;

g. undertake additional work towards their Honours Project identified as necessary by the Supervisor(s);

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

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

j. ensure they read and understand relevant University policy documents includes;
   1. Academic Integrity Policy;
   2. Code of Practice – research;
   3. IP Intellectual Property Policy;
   4. IP Student assignment of Intellectual Property Policy;
   5. IP Student Assignment of Intellectual Property Guidelines;
   6. Research Misconduct Policy; and
   7. Authorship policy

8.6 COMPLAINTS REGARDING SUPERVISION

Where there are unresolved problems or disagreements between a student and supervisor during the candidature, students may follow the procedures in the Coursework Student Academic Complaints Policy.

Details can be referenced at: https://documents.uow.edu.au/about/policy/students/UOW189967.html

8.7 COMPLAINTS CONCERNING ASSESSMENT OUTCOMES

a. There is no provision for resubmission of an Honours project.

b. Students who have an issue or concern regarding assessment of their Honours project or other assessable work may follow the procedures in the Coursework Student Academic Complaints Policy.

c. Academic consideration is available to students whose work is affected by serious documented illness or misadventure. (Refer to Student Academic Consideration Policy.)

d. Inadequate supervision or other arrangements during the period of study will not be taken into consideration in reviewing the assessment of an Honours project, unless documented efforts have been made by the student to report these issues which have not been adequately addressed.

8.7 STUDENT COMPLAINT PROCESS

The Staff of the Faculty understand that from time to time you may have a complaint Concerning assessable work or any other type of decision or action of a staff member that you are unable to resolve with that person on an informal basis. In recognition of this situation, we have provided you with a process for determination of your complaint that takes into account our commitment to deal with such matters fairly and equitably. You must lodge any complaint within ten (10) working days of the release of the mark for the assessable work or the decision or action about which you are complaining.

If you wish to proceed with this process, you should complete the online Academic Complaint/Review of Grade Form: https://www.uow.edu.au/about/governance/complaints-management/

Further information on the University's policy for dealing with student complaints can be found at: https://documents.uow.edu.au/about/policy/students/UOW189967.html

8.8 WORKPLACE HEALTH AND SAFETY

The University of Wollongong is committed to ensuring the health, safety and welfare of the working environment for its staff and students and encourages all members of the University community to regard accident prevention and working safely as a collective and individual responsibility. In the first instance, students should consult with their supervisors to ensure that their research activities comply with all relevant legislation and standards.

Students are also advised to refer to the University website below for access to information and regulations concerning Health and Safety.

https://www.uow.edu.au/about/services/safe-at-work/

8.9 UNIVERSITY CODES OF PRACTICE AND POLICIES

Please reference https://documents.uow.edu.au/about/policy/students/index.html for latest UOW policy updates.

APPENDIX 1

HONOURS PROJECT GRADE DESCRIPTORS

High Distinction:

A High Distinction is awarded for performance that provides evidence of an outstanding level of attainment of the subject learning outcomes, demonstrating the attributes of a Distinction grade plus (as applicable) one or more of the following:

- consistent evidence of deep and critical understanding
- substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem- solving approaches
- critical evaluation of problems, their solutions and their implications for future investigation or research
- consideration of any shortcomings in methodology or integration of findings, drawing on relevant theories and previous research
- use of quantitative analysis of data as the basis for deep and thoughtful judgments, drawing insightful, carefully qualified conclusions from this work
- creativity in application as appropriate to the discipline
- eloquent and sophisticated communication of information and ideas in terms of the conventions of the discipline
- consistent application of appropriate skills, techniques and methods with outstanding levels of precision and accuracy
- all or almost all calculation based data is correct, very little or no data is incorrect

Distinction:

A Distinction grade is awarded for performance that provides evidence of a superior level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a Credit grade plus (as applicable) one or more of the following:

- evidence of integration and evaluation of critical ideas, principles, concepts and/or theories
- distinctive insight and ability in applying relevant skills, techniques, methods and/or concepts
- fluent and thorough communication of information and ideas in terms of the conventions of the discipline
- frequent application of appropriate skills, techniques and methods with superior levels of precision and accuracy
- most calculation based data is correct, little or no data is incorrect

Credit:

A Credit grade is awarded for performance that provides evidence of a high level of attainment of the relevant subject learning outcomes, demonstrating the attributes of a Pass grade plus (as applicable) one or more of the following:

- evidence of learning that goes beyond replication of content knowledge or skills
- demonstration of solid understanding of fundamental concepts in the field of study
- demonstration of the ability to apply these concepts in a variety of contexts
- use of convincing arguments with appropriate coherent and logical reasoning
- clear communication of information and ideas in terms of the conventions of the discipline
- regular application of appropriate skills, techniques and methods with high levels of precision and accuracy
- most calculation based data is correct, some data is incorrect
- data is frequently incorrect
- there are issues with adherence to academic integrity principles or practices

Pass:

A Pass grade (where awarded) is awarded for performance that provides evidence of a satisfactory level of attainment of the relevant subject learning outcomes, demonstrating (as applicable) one or more of the following:

- knowledge, understanding and application of fundamental concepts of the field of study
- use of routine arguments with acceptable reasoning
- adequate communication of information and ideas in terms of the conventions of the discipline
- ability to apply appropriate skills, techniques and methods with satisfactory levels of precision and accuracy
- a combination of correct and incorrect data is presented.

Fail:

A Fail grade is awarded where there is insufficient evidence of a satisfactory level of attainment of attainment of the relevant subject learning outcomes, on the basis of one or more of the following:

- the project or research goal of the relevant honours project is nullified by major problems in the conceptualisation or execution of the project
- the student is unable to present arguments with clarity or coherence
- the student is unable to apply appropriate skills, techniques and methods with a satisfactory level of precision and accuracy