This booklet will assist Bachelor of Commerce (Honours) students during their time within the Faculty of Business. 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:


SCHOOL HONOURS COORDINATORS

MANAGEMENT, OPERATIONS & MARKETING
DR PING KATTIYAPORNPOONG (acting)
BUILDING: 40.148
T: 02 4221 5973
E: pingk@uow.edu.au

ACCOUNTING, ECONOMICS & FINANCE
DR ALFREDO PALOYO
BUILDING: 40.206
T: 02 4221 3687
E: alfredo_paloyo@uow.edu.au

BUSINESS CENTRAL

Business Central is the focal point for the delivery of student services and will be your one-stop shop for information within the Faculty of Business.

Located in Building 40, Business Central is home to the following units:

- Head of Students Unit
- Student Services Team

Students can access online information by using the self-serve computers at Business Central.

Daily information is provided on a LCD screen, advising students of changes to lecture or tutorial times and locations, and providing other important student information.

DURING SESSION:
Monday–Friday
8.30 AM–7.00 PM

LOCATION: Building 40,
Level 1

EMAIL: business-
enquiries@uow.edu.au
Phone: 4221 4478
Fax: 4221 3257

WEB:
HTTP://BUSINESS.UOW.ED
U.AU/BUSINESSCENTRAL/I
DEX.HTML

SESSION BREAK:
Monday–Friday
9 AM–5 PM

WHAT INFORMATION CAN I GET AT BUSINESS CENTRAL?

- Staff contact details
- Subject details
- Assignment submission
- Administrative forms
- General information
BUSINESS CONTACTS

STUDENT ENQUIRIES IN BUILDING 40
Business Central 1st floor

HEAD OF STUDENTS UNIT
Location: Business Central
Phone: 02 4221 4478
Email: business-enquiries@uow.edu.au

STUDENT COMPUTER LABORATORIES
Location: Room 234, 2nd Floor
Phone: 02 4221 4033

STUDENT SUPPORT ADVISERS (SSA)
Location: Room 133, 1st floor
Phone: 02 4221 4714
Location: Room G06, Ground floor

TIMETABLE PROBLEMS:
School of Accounting, Economics and Finance
School Manager
Email: saef-enquiries@uow.edu.au

School of Management, Operations and Marketing
School Manager
Email: smom-enquiries@uow.edu.au

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1 THE BACHELOR OF COMMERCE (HONOURS) DEGREE

1.1 OVERVIEW OF HONOURS

The Bachelor of Commerce (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 complement 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 Commerce (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

On successful completion of this program Honours students should:

- Explain advanced theoretical and technical business knowledge
- Effectively communicate orally and in writing
- Research and critically analyse business and organisational issues in local, national and international contexts
- Demonstrate responsible judgement in decision making
- Use relevant technology for professional purposes
- Demonstrate independent learning

1.3 DURATION OF PROGRAM

The Bachelor of Commerce (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

Admission into the Honours program must be approved by the relevant Head of School and Head of Students. The normal entry requirements will be a Bachelor of Commerce Degree (or equivalent) from a recognised institution with a minimum grade average of 75. To qualify for admission a candidate must also satisfy the Rules for Bachelor Degrees Honours as set out in the UOW Course Handbook. Candidates are advised to consult with the Honours Coordinator within the relevant School regarding their eligibility for admission and any other School-specific requirements.
1.5 ADMISSION PROCESS

Admission to the Honours program is on a competitive basis and subject to the availability of supervisors. Students should meet with the School Honours Coordinator and potential supervisors before they apply for admission to Honours. This will help to ensure that all of the required information is submitted to the Academic unit for consideration.

To access the Bachelor of Commerce (Honours) website go to the Business Central webpage (http://business.uow.edu.au/UOW038507.html) and click on the ‘Student Resources’ link. Under ‘Undergraduate Resources’ you can find a link to ‘Honours Program’. Students can contact their School 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.

Students should then complete the ‘Undergraduate Application Form’ that is available from UniAdvice in Building 36 or Business Central. When completing the form, indicate ‘Bachelor of Commerce (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.

Honours application forms 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 Commerce Honours program must be approved by the Head of School 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 Commerce (Honours) degree is 711.

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

Students enrol in the following subjects:

**Honours in Accountancy**

ACCY401 Honours Research in Accounting 24 cp
COMM480 Commerce Research Proposal 6 cp

Plus three (3) 6 credit-point 400-level subjects from the Business calendar, with a minimum of 12 credit points from the Accountancy calendar, as advised by the research supervisors and approved by the Discipline Leader (Accounting).

**Honours in Finance**

FIN401 Honours Research in Finance 24 cp
COMM480 Commerce Research Proposal 6cp

Plus three (3) 6 credit-point 400-level subjects from the Commerce calendar, with a minimum of 12 credit points from the Finance calendar, as advised by the research supervisors and approved by the Discipline Leader (Finance).

**Honours in Economics**

ECON401 Honours Research in Economics 24 cp
ECON402 Economics Honours Coursework 18 cp
COMM480 Commerce Research Proposal 6 cp
Honours in Management/Supply Chain Management/
Human Resource Management/ International Business
MGNT401 Honours Research in Management 24 cp
MGNT402 Honours Coursework in Management A 6 cp
COMM480 Commerce Research Proposal 6 cp
MGNT403 Honours Coursework in Management B 6 cp
Honours in Marketing/ Public Relations
MARK401 Honours Research in Marketing 24 cp
MARK402 Honours Coursework in Marketing A 6cp
COMM480 Commerce Research Proposal 6 cp
MARK403 Honours Coursework in Marketing B 6 cp

Note: Students must pass all required subjects to be awarded the Bachelor of Commerce (Honours) degree.

2 HONOURS COURSEWORK
2.1 SUBJECTS
Students can access subject outlines via https://businessfaculty.uow.edu.au/outlines/.
These will identify the subject objectives, assessments, required readings, lecture program, tutorial program and so forth. Honours students are required to complete the coursework subjects as per the relevant subject outline.

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 MINIMUM ATTENDANCE REQUIREMENTS
The Faculty of Business expects all students to attend all lectures, tutorials, workshops and seminars as we strongly believe that students who attend lectures and tutorials usually learn more and perform better in assignments and examinations.

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 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 due date is shown in the Timetable (Section 3.3). 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 advised that 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 should assume 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 are available online via the Research Office website. 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.

The relevant contacts for ethics issues are below.

**Faculty Ethics Advisors**

**Dr Mark Rix**  
Room: 40.G11  
Phone: 4221 4740  
Email: mark_rix@uow.edu.au

**Human Research Ethics Committee**

**Eve Steinke, Research Ethics Manager**  
Research Services Office  
Phone: 4221 4457  
Email: eve_steinke@uow.edu.au  

### 3.3 THESIS TIMETABLE

The following timetable for completing the thesis is recommended. Part-time students typically complete their coursework during the first year then complete their thesis in the second year. Minor changes to the timetable (for full-time or part-time students) can be negotiated if required. Any such changes should be discussed with the Honours Coordinator and approved by the relevant Head of School in advance. Students are also required to meet with, and submit written work to, their supervisors on a regular basis throughout their candidature.

<table>
<thead>
<tr>
<th>Year of Enrolment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Students should meet with the Coordinator of the Honours program and their supervisors to review the relevant coursework requirements.</td>
</tr>
<tr>
<td>February</td>
<td>Students commencing on the date 27 February must review their coursework requirements with the Coordinator of the Honours program and their supervisors before the middle of January.</td>
</tr>
<tr>
<td><strong>Autumn Session (S1)</strong></td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>Confirmation of Thesis Topic: Students should have a preliminary title and 500 word outline of their thesis by this date.</td>
</tr>
</tbody>
</table>
| Week 8            | Typed report: Students prepare a report (Max. 5) that includes;  
A clear statement of the central theme and objectives of thesis.  
A summary of the literature review to date, and  
Any additional information that is relevant to completing the thesis.  
Copies of the typed report should be submitted to the supervisors and |
<table>
<thead>
<tr>
<th><strong>Spring Session (S2)</strong></th>
<th><strong>Economics:</strong> Submit three copies of the thesis and a signed Faculty of Business Assignment Cover Page to the School Manager.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 3</strong></td>
<td><em>This date applies to students who plan to graduate in December.</em> *<em>This date applies to students who do not wish to graduate in December. The exact date should be confirmed with your supervisor.</em></td>
</tr>
</tbody>
</table>

**Progress Report Meeting:** Students and supervisors should meet during Week 3 with the School Honours Coordinator, Head of School and any other persons as required to discuss the thesis progress.

At least three working days before the scheduled meeting, students should provide the School Honours Coordinator with:

1. A completed ‘Progress Report Form’. Supervisors should obtain a blank form via the Staff Intranet well in advance of the progress meeting.
2. A typed ‘Thesis Report’ (max. 5 pages) that includes;
   - A clear statement of the central theme and objectives of the thesis,
   - A brief summary of the literature review (including references),
   - The hypotheses (if applicable) and methodology that will be used,
   - A plan of the thesis chapter headings and sub-headings,
   - A statement regarding any empirical work already undertaken and/or data availability issues, and
   - Any additional information that is relevant to completing the thesis.

The School Honours Coordinator will distribute copies of the completed documents to the Head of School.

### 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 School 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 subheadings 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:


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 Head of School. If a temporary or permanent supervision change is required, supervisors should obtain an ‘Honours Supervisor Change’ form from the Business Staff Intranet via https://intranet.uow.edu.au/login.php?url=/portal/index.php. The completed form should then be submitted to the School Honours Coordinator and referred to the Head of School for approval. Students will receive written confirmation of the changes.

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 here: www.uow.edu.au/about/policy/UOW058721.html

Application times

Normally you should apply for academic consideration in advance or on the due/scheduled date of the assessment task. On rare occasions, students can apply no later than three working days after the due/scheduled date.

Instructions for applying for academic consideration can be found here: http://www.uow.edu.au/student/central/academicconsideration/index.html

Supporting documentation requirements

You must now provide original supporting documentation that indicates the exact dates of the event or circumstance and the impact on the assessment:

- Within three working days for applications made in advance or on the due/scheduled date, OR
- On the same day or next working day for applications made after the due/scheduled date.

The supporting documentation must be verified by designated staff at one of the following:

1. Student Central
2. UOW Sydney Business School
3. Shoalhaven Campus
4. Education Centres, or
5. Offshore partner institutions.

Details of the dates you were affected from/to are confirmed and the document is verified.

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 complete an Examiners’ Nomination form (available [here](#)) and submit it 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 published by the Academic Registrar’s Division.

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. The specific procedures for each School are as following.

School of Management, Operations & Marketing

Thesis examiners are appointed by Honours Supervisors and approved by the Head of School. The School shall provide the first two examiners with the thesis and procedures.

School of Accounting, Economics & Finance

The appointment of examiners is subject to the approval of the thesis supervisors in consultation with the Head of School. Honours Coordinators shall provide the first two examiners with the thesis and procedures.

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.

For all Schools, 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 or Head of School.

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 students by the Academic Registrar’s Division.

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 assessment tasks 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 Academic Registrar’s Division 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:

<table>
<thead>
<tr>
<th>Class</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class I</td>
<td>85% to 100%</td>
</tr>
<tr>
<td>Class II, Division 1</td>
<td>75% to less than 85%</td>
</tr>
<tr>
<td>Class II, Division 2</td>
<td>65% to less than 75%</td>
</tr>
<tr>
<td>Class III (where awarded)</td>
<td>50% to less than 65%</td>
</tr>
<tr>
<td>Honours not awarded</td>
<td>0% to less than 50%</td>
</tr>
</tbody>
</table>

Criteria and procedures:  

Nomination form:  

5.6 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 relevant School, 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.

6 FINANCIAL ASSISTANCE, RESOURCES AND SERVICES

6.1 SCHOLARSHIPS

Faculty Honours Scholarship (Annual)

The Faculty of Business is offering up to six (6) scholarships worth $3,000 each for students who will commence Honours in Business each year. These scholarships are open to full-time students ($3,000 for one year of study) and part-time students ($1,500 per year over two years of study). The scholarship criteria appears on page 28.

The application deadline is 31 January in any given year. Students are advised to discuss their application with their supervisors BEFORE they submit an application for the Faculty Honours Scholarship.

6.2 FACULTY STUDY SPACE

Honours students have access to the Study Space within the Faculty of Business. You will need to contact Business Central to coordinate access to this facility.
6.3 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.


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:


UOW Library Contact Details

Phone: (02) 4221 3548
Email: uow-library@uow.edu.au
Location: Ground Floor Service Point, Building 16

6.4 STUDENT SUPPORT ADVISERS (SSAS)

The Student Support Advisers (SSAs) provide liaison, information, support and referral to University of Wollongong students, as well as provision of programs supporting student equity and diversity both within faculties and across campus.

SSAs are part of the Student Support and Peer Learning team at UOW. If you have a non-academic issue that is affecting your study, then they may be able to help. Every faculty has a SSA who you can contact with your concerns or problems. SSAs are based at Wollongong Campus and can help students at all UOW campuses and education centres.

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

- Advice about who is the best person in your faculty or in the university to help with your problem
- 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)
- Understanding how things work in Australia e.g. renting accommodation and insurance problems
- Information about English language conversation groups and classes
- Assisting you to have your disability, illness or injury to be taken into account whilst you are studying
- Providing information and support when you need to find help for financial and legal matters
- Showing you where to find information about scholarships available at UOW
- Referring you to welfare support services or counselling services provided at the university or in the local community
- Providing information about where to get academic help for your studies
- Information about the grievance procedures at UOW and where to get support if you are lodging a grievance
- Information about procedures and policies that exist at UOW and some help in negotiating them
The Business Faculty SSA is:

- Ann-Maree Smith. Ann-Maree is located in Building 40 room 133 and can be contacted on 4221 4714 or ann-maree_smith@uow.edu.au

Further information may also be obtained by visiting the website below.


6.5 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:

- feeling stressed, anxious or depressed
- wanting to become more confident and assertive
- Family and relationship conflicts
- Grief and bereavement
- Alcohol and other drug problems
- Harassment
- Emotional stresses associated with study or work

To make an appointment to see one of the counsellors, students can phone 4221 3445 or call in to the Counselling Service office on Level 3, Building 11. The service is free and completely confidential. For further information visit the website below.


7 CODE OF PRACTICE – HONOURS

The Bachelor of Commerce (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 http://www.uow.edu.au/about/policy/UOW058661.html

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.

7.1 ROLE OF SUPERVISORS

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

- Advise the Head of the academic unit of any situation which might lead to a conflict of interest which could unduly advantage or disadvantage a student, e.g. if there is or has been a close personal relationship between a supervisor and an actual or potential student;
- advise students about their procedural and substantive rights and responsibilities contained in this Code;
- advise and assist students to comply with workplace health and safety and ethics requirements where relevant;
- support students in developing a proposal for their Honours project within a negotiated time frame;
- assist students to develop a plan for completing the Honours project within an appropriate time frame;
• maintain regular contact with students in order to monitor their progress;
• inform students about any planned absences during the candidature and arrangements for supervision during those absences;
• provide timely and helpful written feedback to students on any submissions and to assist them to develop solutions as problems are identified;
• advise students of inadequate progress or work below the standard generally required and to suggest appropriate action; and
• attend meetings of the academic unit Assessment Committee where students’ grades are determined.

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

• develop an Honours project proposal and plan for completing the project within a timeframe agreed to by the supervisor(s);
• maintain regular contact with the supervisor(s);
• discuss any proposed variation of enrolment or leave of absence with their supervisor(s) and Honours Coordinator/ head of academic unit;
• establish with the supervisor(s) the level of support required for successful completion of the degree;
• Present required written material to the supervisor(s) in sufficient time to allow for comments and discussions before scheduled meetings;
• undertake additional work towards their project identified as necessary by the supervisor(s); and
• accept responsibility for the quality and originality of all submitted work.

7.3 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.

7.4 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.

7.5 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 download the Coursework Student Academic Review/Complaint Form.

Further information on the University’s policy for dealing with student complaints can be found at: http://www.uow.edu.au/about/policy/UOW058653.html

7.6 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.

http://staff.uow.edu.au/ohs/

7.7 UNIVERSITY CODES OF PRACTICE AND POLICIES

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Name of scholarship</strong></td>
<td>Faculty of Business Honours Scholarships</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td><strong>Name of donor</strong></td>
<td>Faculty of Business</td>
</tr>
<tr>
<td><strong>Eligibility and criteria:</strong></td>
<td>Candidates must be eligible for and enrol in the BCom (Hons). Candidates must have completed a major in one of the Faculty of Business disciplines and other requirements for the Bachelor of Commerce (or equivalent degree). Candidates may enrol in either a single discipline or joint disciplines. The selection committee will take into account the following: a. overall academic record (WAM), b. record in 300 level subjects in the relevant discipline(s), c. research potential of the candidate, d. leadership potential of the candidate, e. the discipline(s) the candidate plans to pursue in their honours program; normally, and if there are candidates of sufficient merit, there will be three scholarships awarded to students planning to study in</td>
</tr>
</tbody>
</table>

### IP Intellectual Property Policy

### Human Research Ethics Policies

### Coursework Student Academic Complaints Policy

### Procedures for Investigating Grievances

### The Student Charter

### IP Student Assignment of Intellectual Property Policy

### IP Student Assignment of Intellectual Property Guidelines

### Research Misconduct Policy

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This information is reproduced here for your convenience. However, to ensure that you have the latest version, please check the website:

one of the two Schools; Accounting, Economics & Finance and Management, Operations & Marketing
f. an interview of the candidate may be required.

Scholarships will be awarded only if there are candidates of sufficient merit. Applications will be called for in mid-year if any of the six scholarships are unfilled.

<table>
<thead>
<tr>
<th><strong>Application:</strong></th>
<th>Candidates must submit an application to the Faculty Administration Officer, Faculty of Business by 31 January each year.</th>
</tr>
</thead>
</table>
| **Selection of recipient:** | The selection committee will consist of:
| | a. Head of Students, Faculty of Business
| | b. Heads of each of the following two Schools: Accounting, Economics & Finance and Management, Operations & Marketing, or their nominee. |
| **Value of prize/scholarship:** | There will be six scholarships each with a total value of $3000. For full-time students a payment of $1500 will be made after the Autumn HECS census date and another payment of $1500 will be made as soon as feasible after the Spring session HECS census date. For part-time students a payment of $750 will be made after the Autumn census date enrols and there will be subsequent payments of $750 as soon as feasible after the HECS census dates for the second, third and fourth sessions of enrolment. |
| **Tenure of scholarship:** | The scholarship will be for one year for full-time students and two years for part-time students. |
| **Method of award:** | Electronic Funds Transfer |
| **Conditions of scholarship:** | Students must make satisfactory progress each semester; this is defined as performance at the equivalent of Honours Class II(1) or higher. |
| **Frequency of award:** | Annual (biannual if any of the six scholarships are unfilled at mid-year) |
| **Presentation:** | Faculty of Business Award Night |