



**UNIVERSITY OF  
CANBERRA**  
AUSTRALIA'S CAPITAL UNIVERSITY

# **Faculty of Applied Science**

**Bachelor of Applied Science (Honours)  
[Course 223ZA]**

# **Guidelines for Candidates and Supervisors**

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Faculty Associate Dean (Education) 2/2/2009

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## Honours Curriculum

The purpose of the Honours course is to prepare students, who have completed an undergraduate degree, to gain entry to higher degrees by research (Masters, Doctorates) by strengthening their knowledge, frameworks and research skills in a particular discipline through independent but supervised research work. Although Honours is undergraduate level, the aim is to fully expose the student to a research culture, akin to being a postgraduate student and on the road to becoming a research scientist.

The structure of the course is based on an individual contract (more on this later) and hence enrolment is relatively simple with no elective choice. Students enrol each semester in either the unit *Research Honours in Applied Science: FT (4773)* for full-time candidates who undertake the degree over two consecutive semesters, or, *Research Honours in Applied Science: PT (4774)* for part-time candidates who undertake the degree over four consecutive semesters. These units can be used for both semester 1 and 2 commencements. Students who wish to start in the next semester after having been offered a place should obtain a letter of approval from the Course Convener before applying for a Leave of Absence at the Student Centre. Please note that these are one-semester units and it is necessary to re-enrol in the appropriate unit at the beginning of each semester, not just at the beginning of the first semester of the course.

The actual duration and curriculum of the course is defined by the **Honours Course Contract** (see later this document). The **full-time course** is continuous over a period of exactly **9.5 months** and the **part-time course** is continuous over **19 months**. In normal circumstances candidates commence in the first week of February, with supervisor agreement. This allows submission of the thesis to meet deadlines for decisions on Australian Postgraduate Awards (APA) at this and other universities where candidates may choose to apply. There is a mid-year intake of honours candidates to cater in particular for projects with a strong seasonal component or for projects that require fieldwork to be undertaken over a full summer.

The course is by research and directed study, with 75-80% of the workload directed towards the production of a thesis and directly related research activities. The remainder comprises directed activities and possibly some coursework as determined by the supervisor and candidate and then detailed in the Contract. The completed Contract must be provided to the Honours Convener for approval within two weeks of commencement. Each candidate's program is structured on an individual needs basis, taking into account the candidate's background and requirements, and the particular demands of the project work to be undertaken.

Successful completion of a research project and submission of a well-written thesis is the main output of the honours year. A thesis is a record of a substantial intellectual effort. It may be a contribution to the advancement of theoretical knowledge, or it may deal with the interplay of theory and practice in an effort to understand, and perhaps solve, a practical problem. The thesis must include argument in

justification of the methods used, the assumptions and hypotheses made and the conclusions reached. The argument is based on the scientific literature.

The usual format of a thesis project would follow recognised steps such as problem formulation, literature review, research design, data gathering and interpretation and synthesis of findings in relation to literature. Candidates are encouraged to publish the results of their honours project in one or more appropriate scientific journals.

As the outcome of basic research training, the thesis should contain evidence that the candidate's research has progressed through the following interlocked stages:

- definition of a problem, topic or theme and decision on research methods to be used;
- literature review and collection of relevant data using appropriate methods;
- analysis of information obtained and;
- development of conclusions in the light of results and the literature.

The first complete draft should be submitted to the supervisor for comment at least one month before the submission date, in order to facilitate constructive critical comment from the supervisor(s). At this stage, major amendments may still be needed.

The final thesis must be submitted to the Honours Convener by the date set in the contract. No extension of this date will be given except in the case of circumstances that are beyond the candidate's control. Should such circumstances arise, the candidate should present their case in writing as soon as possible to the Honours Convener, along with a statement of support from their supervisor.

### **Educational Aims**

The aims of the course are to:

- learn to conceive, plan and carry to completion a discrete piece of original research, in close association with a professional scientist in the field;
- critically review special topics of relevance to applied science in greater depth than would be possible at final year undergraduate level;
- gain exposure to an active research environment, to interact with research staff and to participate in discussion on current controversial issues in science.

### **Candidate Learning Outcomes**

In contributing to these broad aims, the course is designed to achieve the following specific learning outcomes:

- develop the ability to work independently, that is, able to take responsibility for substantial elements of the planning and implementation of an original piece of research and to take a leading role in exploring the implications of that research for the particular field of endeavour and in a broader context;
- develop a commitment to meticulous measurement and collection of data, and a commitment to the keeping of detailed and accurate records of both laboratory and field observations, and to being meticulous in the presentation of research findings in accordance with the traditions of scientific research;

- develop self-organisational skills (such as time management, goal and priority setting);
- gain detailed knowledge and deeper understanding in a particular field or profession through independent work;
- develop appropriate attitudes and efficient strategies for extending their abilities to analyse and solve problems beyond the scope of their immediate course, by using a wide range of available resource materials and their colleagues;
- critically evaluate information, testing it for consistency with existing frameworks of understanding, to frame research questions in their field of study and to organise and conduct a critical literature review and to apply an holistic approach to problem solving;
- develop a knowledge of the current major information resources available in their field of study and of the range of modern techniques for the storage and retrieval of information, and sound practical skills in the use of the modern technologies;
- develop an ability to express professional knowledge, understanding, ideas, argument and opinions with confidence and clarity; in both spoken and written form, with the effective use of communication aids. This will include an ability to communicate in a variety of forums, including those required in a scientific paper, a thesis, a seminar and a short oral presentation;
- develop interpersonal skills relating to small group processes and the ability to work in small teams to complete tasks based on mutual respect for the professional and personal abilities of others;
- develop a knowledge of and commitment to the principles of scientific ethics and a professional attitude to their work, being independent and objective in their research and in giving professional advice. Acknowledge their responsibilities to each of the public, their clients, colleagues and employers.

### **Generic Outcomes**

- to appreciate the relevance of their work in the broader context of society and the workplace;
- to present their findings in a form that can readily be understood and applied by an informed professional on the periphery of their immediate field of interest;
- to develop skills for marshalling support of individuals and granting agencies for a project of merit;
- to develop skills for interacting with other individuals and so be able to constructively contribute to a research team.

### **Assessment Requirements and Procedures**

Honours Degrees are graded as first class, second class or third class. The second class is divided into two levels. Grades are referred to as:

First Class Honours (abbrev. H1, achieved 85–100% on total assessment and on the thesis)

Second Class Honours - Division I (H2A, achieved 75–84% on total assessment)

Second Class Honours - Division II (H2B, achieved 65–74% on total assessment)

Third Class Honours (H3, achieved 50–64% on total assessment)

The thesis and the defined contract assignments are formally assessed for all candidates enrolled in the course. **The assessed copies of all assessable non-thesis assignments are to be submitted along with the thesis.**

**There is a fixed deadline for submission of the thesis**, which marks the end of candidature, as documented in the contract. For full-time candidates the deadline is **9.5 calendar months** from the commencement of candidature, regardless of intervening holidays. For part-time candidates the deadline will be **19 calendar months**, regardless of intervening holidays. The only exception to this will be the addition of one week for those full-time candidates whose candidature encompasses the Christmas period when the University is closed.

**Extensions** to this time will only be granted in exceptional circumstances, where the delay was determined to be **beyond the candidate's control**. The candidate can apply in writing to the Honours Convener as early as possible for an extension of time equal to the time unavoidably lost. The letter from the candidate must detail the reasons for (including supporting evidence such as a medical certificate), and justify the length of, the proposed extension. A letter from the candidate's supervisor expressing strong support for the extension must also be provided.

Candidates enrolled in this Honours program are not permitted to postpone or defer their studies without formal approval. Any candidate considering making an application for a deferment or postponement must consult with the Convener and submit an application in writing if necessary.

Sometimes a candidate will need to withdraw from the course for personal reasons. **A candidate can withdraw without fail if their progress through the course has been for less than 60% of the scheduled time.** The 60% time will be calculated in whole weeks or part thereof; e.g. for a full-time candidate the last date for withdrawal would be 25 weeks after their start date. Candidates who make application for withdrawal after this time will receive a fail result, except in exceptional circumstances, which should be notified to the Convener.

The assessment of the candidate within the program is based on an accumulation of all the marks awarded for the assessment items detailed in the Honours Course Contract as agreed to by the

candidate and supervisor. However, please note that the Honours course requires that a candidate must also obtain a minimum of 85% on the Honours thesis for First Class Honours to be awarded.

The thesis is to be the culmination of the candidate's involvement in a research project and should focus on a single piece of independent research. The **thesis comprises 75 or 80% of the assessment**. The remainder (25–20%) will be appropriate scholarly activity as negotiated between the candidate and supervisor. The candidate, with the supervisor, will draw up an agreement about the content and relative weighting of the assessment items using the document named the *Honours Course Contract*. **This document must be sent by the supervisor to the Convener of the Honours Program within two weeks of the candidate commencing.** Copies should also be held by the candidate and the supervisor.

The items required in the course contract are shown in the following table. All of these items will not contribute marks towards the final grade but should be completed at an appropriate time before the thesis submission, in order for the project and thesis writing to benefit. In general, the non-thesis marks (20-25%) will be specified in the contract for several of the core items, such as review, proposal, seminar and essay.

Honours component	Requirement
Literature review	Yes
Research proposal	Yes
Seminar on project results	Yes
Essay	Optional
Participation at journal/discussion club and lead a session	Yes
Participation in research seminars	Yes
Set coursework and reading	Optional
Thesis	Yes (75 or 80%)

The **penalty for late submission of any assessment item will be 1% per day of the total possible mark.**

For example if a thesis was submitted 5 days late it would accrue a penalty of 5 marks on its score out of 100. A literature review marked out of 10, which was 16 days late (including weekends), would accrue a penalty of 1.6 marks out of 10.

### Thesis assessment

The thesis is assessed by at least two independent examiners who may be internal or external to the University. Consideration is taken of the University grades shown below and interpreted within the context of applied science disciplines. As a guide, a well-prepared thesis may attract a mark consistent with First Class Honours where a substantial portion of the material presented is clearly of sufficient substance to warrant publication in a primary journal **and** where the candidate has demonstrated the intellectual and technical capacity to prepare such a publication. The University of Canberra sets out the following general criteria for honours grades for all such courses:

- *exceptional performance* (First Class Thesis): work of exceptional quality showing clear understanding of subject matter and appreciation of issues; well formulated; arguments sustained; figures and diagrams clear and relevant; appropriate literature referenced correctly; strong evidence of creative ability and originality; high level of intellectual work;
- *very high performance* (Second Class Division I Thesis): work of high quality showing a strong grasp of subject matter and appreciation of dominant issues, though not necessarily of the finer points; literature referenced correctly; evidence of creative ability and solid intellectual work;
- *good performance* (Second Class Division II Thesis): work of solid quality, showing competent understanding of subject matter and appreciation of the main issues, though possibly with some lapses and inadequacies and with clearly identifiable deficiencies in logic, presentation or originality; some evidence of creative ability; well prepared and presented;
- *adequate performance* (Third Class Thesis): adequate work, reasonable quality but showing a minimal understanding of the research area with noteworthy deficiencies in content or experimental rigour; little evidence of creative ability or original thought. Sufficient to merit only a bare pass;
- *less than adequate performance* (Fail Thesis: 0–49%): inadequate or insufficient work, poor quality showing a minimal understanding of the research area with many significant deficiencies in content or experimental rigour; no evidence of creative ability or original thought. Insufficient merit to gain a bare pass.

Once the outcomes of all assessment items for a candidate are known, the Honours Convener and primary supervisor meet as the Examination Panel for the candidate. The examination panel determines the final grade for Honours overall, consistent with the examiners' reports on the thesis and the agreed weightings among assessment items identified in the contract. In cases where there is contention, the examiners will be asked to be members of the panel, particularly where a candidate's final grade may be close to one of the borderlines between grades or the examiners marks differ widely. The task of the examination panel is to consider the assessments of the component parts of the Honours contract and to recommend a final overall grade, taking into account any relevant factors. Where there is no consensus about the final grade, the panel will refer to the Dean of Faculty for resolution.

A student who fails to meet the requirements for the Honours Degree is recorded as not having completed the course requirements. Any student grievance is resolved under current University Student Grievance Resolution Policy.

## **Roles and Responsibilities**

### **Candidates**

#### *The role of candidates*

The candidate has undertaken a cooperative venture along with the supervisor, but ultimately each candidate must take responsibility for his or her own successful completion of the program.

As a candidate you should:

- strive to become an independent learner and researcher;
- develop a professional approach to your research and to your relationships with colleagues;
- develop your critical faculties, both when reviewing literature and developing experimental protocols;
- develop your ability to effectively participate in discussion on current controversial issues in science.

#### *Statement on duties of candidates*

As a candidate you should:

- negotiate your mutual needs and expectations with your supervisor(s) early in the term of your enrolment;
- bring enthusiasm and energy to your topic of study;
- develop a professional working relationship in your research centre;
- think independently and take initiative;
- seek advice and comments on your work in progress from others;
- have regular meetings with your supervisor(s);
- be honest when reporting on your progress;
- make sufficient time for the experimentation, reading and debate associated with study for a research degree;
- share responsibilities for finding solutions to problems as they arise;
- self-evaluate your work before you submit it for assessment;
- ensure that the work you submit for assessment is your own best effort;
- submit all your assessment items on or before the due date;
- apply to the Honours Convener if circumstances beyond your control require an extension of time for submission of the thesis;
- submit three signed copies of the thesis (at least one hardbound) to the Honours Convener on or before your due date;
- have realistic expectations on the availability of supervisors for consultation and assistance, and
- treat others with respect, including their work and, when involved in field work off-campus, interact with the community in ways that enhance their own and the University's reputation.

If you believe your relationship with your supervisor is causing you problems or interfering with your academic progress, contact the Honours Convener for advice as soon as possible. If the problem cannot be resolved by discussion, then you can make application in writing for a change in your supervisory arrangements. These discussions with the Convener will be dealt with in strict confidence.

## **Supervisors**

### *The role of supervisors*

There will be one or more supervisors for each honours candidate. The primary supervisor must be a member of the staff of the Faculty of Applied Science or the Faculty of Health at the University of Canberra.

When approving supervisory appointments, the Convener will consider the staff member's fields of professional interest, workload, availability and willingness to undertake the role. A second supervisor may be appointed when such an appointment would materially assist the candidate in the research, if the primary supervisor is inexperienced, or if the candidate's work must be undertaken in a location difficult for sustained face-to-face contact with a University-based supervisor. Second supervisors may be appointed from academic or professional staff from the University of Canberra or other teaching institutions, or from appropriate staff from other organisations. Compatibility between candidate and supervisor will be one of the factors considered in the appointment of supervisors.

The supervisor's role varies according to the nature of the study, the stage reached and the skills and personalities of the supervisor and the candidate. The following aspects of the supervisory role are likely to be necessary in most projects and are what a candidate may reasonably expect:

- constructive scientific criticism and challenge in the chosen area of research;
- promotion of awareness of the latest research in the field;
- support and encouragement;
- introduction of the candidate to the scientific community working in their field through encouragement of conference attendance, and other networking activities;
- assistance in establishing a work schedule, and a flow of comment on progress;
- a commitment of adequate time to the candidate, usually more time will be required at the beginning of the project and in the lead-up to thesis submission;
- ensuring that confidentiality agreements are not entered into on behalf of the candidate, and that any agreements to which a candidate is party are unlikely to materially disadvantage the individual either during their candidature or in their future career; and

- help in clarifying the respective roles and responsibilities of supervisor and candidate, and in choice of approaches to resolving problems.

#### *Duties of supervisors*

The supervisor(s) will:

- plan with the candidate an appropriate program of study and agree upon the Honours Course Contract;
- supply the Honours Convener with a copy of the Honours Course Contract within two weeks of the candidate commencing the course;
- inform the Honours Convener of any changes in the Honours Course Contract as soon as possible after the change is agreed;
- inform the Honours Convener of the date of any change in the full-time/part-time status of the candidate;
- meet with the candidate at regular intervals to discuss and guide their work;
- report as needed on the candidate's progress;
- advise the candidate on the aims, scope and presentation of the thesis;
- read any written work thoroughly in advance of meetings and provide regular and timely feedback on the candidate's work;
- review the major sections of the thesis when they are available and comment critically on them and on the full final draft of the thesis;
- encourage the candidate to ensure that, having regard to the nature of the topic, the thesis presented is not unnecessarily long;
- in consultation with the candidate, make arrangements for the candidate to present a seminar in an appropriate forum, for example during the Research Corroboree;
- arrange for **independent** assessment of non-thesis components, whether assessable for marks or not;
- submit results of non-thesis assessment items to the Honours Convener one month prior to thesis submission where possible, and, for talks and posters presented at the Corroboree, within a week after presentation;
- recommend two **independent** examiners to the Honours Convener for approval one month prior to thesis submission;
- ensure that the candidate is included in the life of the research centre and the Faculty; and

- if the supervisory relationship breaks down, the Convener is notified and assisted to make other arrangements to the satisfaction of the candidate.

The submitted thesis should represent the candidate's work, assisted only by the general aid obtained by discussion with the supervisor as to the most satisfactory way of developing and presenting the material.

Each supervisor is encouraged to bring forward to the Convener any information considered necessary to ensure a fair assessment, including an opinion of the state of readiness of the thesis for examination or circumstances that may have influenced the candidate's performance.

Any supervisor absences longer than two weeks must be notified in writing to the Convener. Supervisors should not plan to be absent from campus for more than two months during the candidacy, and for no longer than one month at a time.

If by reason of absence, illness or other sufficient cause the person appointed as supervisor is unable to perform the duties of the office, then, on application by the supervisor, the Convener may at any time approve a change of supervisor.

If the candidate believes her/his relationship with her/his supervisor is interfering with academic progress the candidate may request a change in supervisory arrangements. The Convener will consider such applications confidentially.

Supervisors are reminded that it is not appropriate to contact thesis examiners prior to and during the examination of an Honours thesis, except when contacting examiners initially for their agreement to examine.

### **Honours Convener**

The Convener of the Applied Science (Honours) Course:

- coordinates course review and re-accreditation;
- ensures that administration of the honours course conforms to Faculty and University policies and guidelines;
- assesses all applications for places in the course and determines which qualify for an offer of a place;
- discusses with potential supervisors their willingness and agreement to supervise any applicant who has nominated them;

- is a member of the University Honours Scholarship selection panel;
- collects results of assessment for all items from supervisors of candidates;
- maintains records of candidate information with respect to the Honours Contract. This information should include the name(s) of the supervisor(s), title of the research topic, contact details, details of any extensions or changes of enrolment from full-time to part-time or *vice versa*, a list of the chosen assessment items and their relative weightings, results for each assessment item, the contact details of the thesis examiners, and the final grade;
- when contacted by candidates, counsels the candidate in matters of concern with supervisory relationship(s) and other matters pertaining to their progress in the Honours course;
- mediates discussions between candidate and supervisor when either reports a problem in the supervisory relationship;
- receives submitted theses from candidates;
- sends to the examiners a letter in which the duration (two weeks) of the examination process is noted and attaches a copy of the *Guidelines for Examiners* along with the thesis;
- supplies the primary supervisor with an anonymous copy of the text of examiners' reports;
- convenes an examiners panel with the supervisor(s), and possibly the examiners, in order to decide the final grade for the candidate;
- submits final grade to Student Administration and the thesis to the Library;
- acts as the primary point of reference for candidates and supervisors when they have a query about, or problem with, an aspect of the Honours program as it affects them;
- presents regular reports on the progress of enrolled candidates, offers, acceptances, and results of thesis examination.

## Faculty

The Faculty of Applied Science will supply to each candidate:

- an appropriate work space to pursue their experimental work;
- desk space with a lockable drawer or cupboard;
- access to computer facilities with appropriate software for the candidate to pursue their research;
- access to cost-recovered library services (via the supervisor);
- access to participation in the Research Corroboree;
- high quality of supervision through the support of high quality researchers and research centres.

## Guidelines for Honours Thesis Preparation

### General comments

Theses must reflect a high standard of scholarship, acknowledging in a consistent style all sources used by the candidate.

The thesis must be the candidate's own work, and include a statement by the candidate certifying their authorship of the thesis. No candidate may submit as the main content of a thesis published material as such, unless it has been recast in suitable form for inclusion in the thesis; nor work that has already been submitted for any degree, although any such work may be included as a minor portion of a thesis provided that the incorporation is expressly acknowledged. Publications and conference papers relevant to the field of research covered in the thesis may be included in a thesis as appendices, if of a reasonable length.

The thesis length shall be a maximum of 80 pages (30,000 words at 1.5 line spacing) excluding figures and legends, tables and captions, list of references and appendices. Within this limit, a candidate should seek guidance from the primary supervisor as to an appropriate length for their thesis given its content. A thesis of less than 20,000 words should be carefully considered as to whether it demonstrates the relevant aptitudes of the candidate.

The copyright of a thesis is deemed to be vested in the author. Candidates are advised to claim copyright to the thesis by adding the copyright mark and their name to the reverse side of the title page of their thesis before submission for examination.

When commencing to write the thesis it is most important to realize that the task involves not only presenting your work clearly and concisely, but also becoming familiar and competent with the technical demands of scientific publication. Read carefully and apply the thesis formatting guidelines.

**Three copies** of the thesis in bound form must be submitted to the Convener by the completion date for examination. At least **one of these copies must be in hardbound form**. Two copies are required for the examiners and one copy will be held by the Convener during the examination process, after which it will be placed in the University Library. Candidates shouldn't necessarily expect examiners' copies to be returned. The form "*Retention and Use of Thesis*", which is shown later in this document, must be **provided loose with the hardbound copy** of the thesis and signed by the author of the thesis. A candidate wishing to impose special conditions limiting access to or usage of the thesis should seek advice from their supervisor and may require the agreement of a relevant committee. Arranging and paying for binding of the thesis is the responsibility of the candidate.

An **electronic copy** of the thesis, data and results **must be provided to your primary supervisor** as an archive.

### **Formatting guidelines**

Theses are important documents and their format must reflect this through a high standard of editing and formatting, as if the material was being submitted for publication. Theses should be printed on International Standard Organisation (ISO) **A4 size paper**. If figures and tables do not fit readily on this sheet size, ISO B4 size may be used. Sheets of B4 size should be folded and bound so as to open out at the top and the right.

Normal text should be **one and a half line spaced** with the exceptions of quotations, footnotes and bibliographies, which may be single spaced. Candidates may determine the spacing appropriate to appendices.

Preferably, most text should be in a serif font such as **Times New Roman 12 point** with footnotes in 9 pt. font and **paragraphs aligned left**. Headings are best in a non-serif font such as Arial at sizes from 12 to 14 point, using bold and italics for the level 1 and 2 headers respectively.

Production of copies must be by a method giving a clear and permanent copy on high quality paper.

**Please note that colour** should be used **only where absolutely necessary** to show results, e.g. in a micrograph but never in a graph or table. GIS-based maps should be carefully assessed as to their utility and legibility. They must conform to standard mapping layout features (grid, scale, north, labelling, etc.).

Only **one side of the page** may be used, with the following margins: left 40 mm, top, right and bottom 20 mm.

All pages must be **numbered consecutively** throughout the thesis in the header and aligned to the right margin.

The **hardbound thesis is to be lettered on the spine** with the title (suitably abbreviated if necessary) followed by the initials of the candidate's given names followed by the surname in full and the year of submission of the thesis. The lettering should run lengthwise down the spine and be read from the top left.

The **text on the first page** (see template in Appendix 1) must include in this order: the full title of the thesis; the candidate's name and tertiary qualifications held (customary to indicate institution too); research centre affiliation and address; the statement "A thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Applied Science (Honours) at the University of Canberra"; and the month and year of submission.

The second page should contain an **abstract** of the work, usually of the order of 500 words. Keywords can be added here, as in a manuscript.

The wording contained in the form "*Certificate of Authorship*", which is shown on the next page, must be **bound into the thesis copies**, preferably as the third page and **signed by the author**. This statement must be signed by the candidate in all submitted copies.

There should be an **acknowledgement** of assistance and advice received. This is usually written on a separate page and follows the Certificate of Authorship. It should objectively state the intellectual and material support received to do the actual scientific work and not read like an Academy Award acceptance speech.

There should then be a table of contents, a list of tables and a list of figures before Chapter 1. After the final chapter goes the references cited. **All, and only, references cited must be listed**. The lists of figures and tables should be based on the legends and captions used with the figures and tables in the body of the thesis. If these are more than a line or two, they should be abbreviated in the lists.

Figures and tables must be placed on a separate page immediately after their first reference. Within this constraint they can be placed or grouped on separate pages that have no other normal text. Large amounts of white space should be avoided by backfilling normal text.

Advice on bibliographical standards may be given by the supervisor. It is essential that a thesis reflect accurate and consistent acknowledgement of sources. The style of presentation of the citations should be consistent with that used in the prominent journals in the field of study. Use of bibliographic software from the start is highly recommended.

**Simplicity and directness of writing style** is considered important, refer to e.g. Strunk, W. and White, E. B. (1999) *The Elements of Style*. Longman.

A **high standard of proof-reading and editing** for spelling, grammar, abbreviations, units, sentence structure, consistent referencing and formatting is to be aimed for and is a minimum requirement for getting first class Honours. Allow one week for this at the end and two days to print and collate after that.

## **Thesis page order**

The sections should be presented in the following order with each of these beginning on a new page.

**Title etc.**

**Abstract (is page number ii)**

**Certificate of authorship**

**Acknowledgements**

**Table of contents**

**List of tables**

**List of figures**

**Chapter 1 – Introduction (is page number 1)**

**Chapter 2 – Methods**

**Chapter 3 – Results**

**Chapter 4 – Discussion and conclusion**

**References**

**Appendices**

## **Layout of title and authorship pages**

See the Title and Authorship thesis pages and the separate Use of Thesis Statement on the honours website.

## Contacts

Course Convener	IAE: <a href="mailto:bernd.gruber@canberra.edu.au">bernd.gruber@canberra.edu.au</a>	62063804	3C27
	Biomedical Sciences: <a href="mailto:michelle.gahan@canberra.edu.au">michelle.gahan@canberra.edu.au</a>	62015358	3D52
	National Centre for Forensic Studies: <a href="mailto:chris.lennard@canberra.edu.au">chris.lennard@canberra.edu.au</a>	62012160	7D7
Faculty of Applied Science	<a href="mailto:Janet.Palmer-Allen@canberra.edu.au">Janet.Palmer-Allen@canberra.edu.au</a> <a href="mailto:Anita.Clarke@canberra.edu.au">Anita.Clarke@canberra.edu.au</a>	62012328 62068663	3C50 3C44
Ethics Committee	<a href="http://www.canberra.edu.au/research/ethics">http://www.canberra.edu.au/research/ethics</a>		
Statistical Consultation	<a href="http://www.canberra.edu.au/research/research-statistics">http://www.canberra.edu.au/research/research-statistics</a>		
Student Centre	<a href="http://www.canberra.edu.au/student-services/home">http://www.canberra.edu.au/student-services/home</a>		1B150
Academic Transcripts	<a href="http://www.canberra.edu.au/student-services/graduation/academic_transcript">http://www.canberra.edu.au/student-services/graduation/academic_transcript</a>		
Computing Helpdesk	<a href="mailto:servicedesk@canberra.edu.au">servicedesk@canberra.edu.au</a>		

## Bachelor of Applied Science (Honours) Course (223ZA) Contract 2011

This contract is to be lodged through your supervisor with the Honours Convener within two weeks of commencement. Dates should be given in full to avoid misunderstanding.

### 1 CANDIDATE DETAILS

NAME:

ID NUMBER:

TERM ADDRESS:

PHONE:

EMAIL:

PERMANENT ADDRESS:

PHONE:

### 2 PROJECT TITLE

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### 3 RESEARCH CENTRE

Indicate below the Research Centre to which you are attached.

<input type="checkbox"/> Institute for Applied Ecology
<input type="checkbox"/> Biomedical Sciences
<input type="checkbox"/> National Centre for Forensic Studies

### 4 COMMENCEMENT/COMPLETION DATE

Enter the start and completion dates for your honours program. Note that the full-time program is of 9.5 months (289 days) duration, part-time is of 19 months (578 days) duration.

<input type="text"/>	TO	<input type="text"/>
----------------------	----	----------------------

## 5 SUPERVISOR DETAILS

SUPERVISOR 1:

Phone:

Email:

SUPERVISOR 2:

Postal Address: (if off-campus):

Phone:

Email:

SUPERVISOR 3:

Postal Address:

Phone:

Email:

SUPERVISOR 4:

Postal Address:

Phone:

Email:

## 6 CURRICULUM COMPONENTS

### *6.1 Literature Review (required)*

The literature review should be on the topic chosen as the research topic, though would often encompass a wider context than the work finally reported in the thesis. The review should be critical and particular attention should be paid to current issues and conflicts of theory, practice and opinion. It need not be exhaustive and factual information not required to appreciate the current state of research related to the research topic should be omitted. The review should be completed before the course of the research is fully set. It is optionally assessable for marks.

Candidates are encouraged to present and discuss the paper(s) most important in setting the directions of their research at a journal club session.

Review Topic:

Proposed date of submission:

Assessment Value: \_\_\_\_ %

*6.2 Set Reading (optional)*

The candidate may be required to critically read the items specified here, which are selected to broaden perspectives and may not be central to the thesis topic. The candidate should be prepared to present and discuss one or more of these at a journal club session or with supervisors.

### 6.3 Research Proposal (required)

The research proposal is to be completed **not later than two months** after commencement of honours. It would normally be developed following the literature review. It is optionally assessable for marks depending on the level of input from the supervisor.

Proposed date of submission:

Assessment Value: \_\_\_\_ %

### 6.4 Essay or equivalent substantial written work (optional)

The essay is to be on a topic agreed between candidate and supervisor(s) but which is **not** directly related to the thesis topic. The essay may be assessable for marks, with emphasis in assessment placed on the ability to develop cogent argument.

Proposed title:

Proposed length (words):

Proposed date of submission:

Assessment Value: \_\_\_\_ %

### 6.5 Seminar (required)

Honours candidates are required to present an open seminar on their work. It should be delivered after results of the research are known, but before the work is fully committed to paper, to enable feedback from staff and candidates to be incorporated into the thesis. It is optionally assessable for marks.

Proposed date:

Proposed forum for presentation:

Assessment Value: \_\_\_\_ %

### *6.6 Participation (required)*

Honours candidates are expected to participate in the regular activities of their research centre, including participation at regular seminars and journal club sessions or other such activities routinely organised. There should be clear evidence of prior preparation where applicable (circulated material having been read) and genuine attempts to participate.

Candidates are also strongly encouraged to participate in conferences, attend seminars off-campus, and be prepared to deliver and discuss a précis of the conference or seminar at a journal club session. Participation at conferences either through spoken papers or posters is strongly encouraged and financial support to do so may be provided by research centres.

### 6.7 Other Requirements (optional)

In designing the course to meet specific needs of projects and candidates, additional work may be set such as completion of specific modules within formal coursework subjects, preparation of posters, etc.

Coursework:		Value: ____ %
		Value: ____ %
Poster(s):		Value: ____ %
		Value: ____ %
Other:		Value: ____ %
		Value: ____ %

### 6.8 Thesis (required)

Honours candidates are required to undertake a research project and prepare a thesis of up to 80 pages (1.5 spaced, excluding figures, tables and appendices). This will form the major assessment for the course and be worth **75 or 80% of total marks**.

Date of submission (= completion date):	
	Assessment Value: ____ %

*[Check that the total assessment value is 100%.]*

## 7 WORK COMMITMENTS

Please detail below all employment or other formal commitments the candidate has coincident with her/his period of candidature. As a guide, more than eight hours per week is likely to compromise the honours work.

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## 8 CERTIFICATION BY THE CANDIDATE

I have read the document *Bachelor of Applied Science (Honours): Guidelines for Candidates and Supervisors* and I understand the following key requirements.

- I am required to prepare a full research proposal within two months of commencement and that no support for the project will be forthcoming until that proposal has been accepted.
- If the project involves a) human experimentation, including use of questionnaires; b) vertebrate animal experimentation; c) preparation or use of recombinant nucleic acids constructed *in vitro* from sources that do not ordinarily recombine genetic information; or d) the use of ionising radiation, **then I am also required to apply for approval to proceed from the appropriate ethics committee.**

Signature:

Date:

## 9 CERTIFICATION BY THE SUPERVISOR(S)

I/We are willing to supervise the above candidate under the conditions outlined above and have discussed with the candidate what he/she can and cannot expect from us in terms of supervision, subject to the University's guidelines on candidate supervision.

I/We have read the document *Bachelor of Applied Science (Honours): Guidelines for Candidates and Supervisors*.

Signature:

Date:

Signature:

Date:

Signature:

Date:

Signature:

Date: