

Honours Procedure

Policy Supported:	<i>Honours Policy</i>		
Audience:	Staff, Students		
Contact Officer:	Secretary to Educational Policy Review Committee	Phone:	See Campus Directory

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Objectives:

1. To provide guidance on the implementation of the *Honours Policy*.

Implementation Steps:

1. Admission to Honours

- 1.1. Applications for admission to Honours may be submitted online or through the Student Centre. Decisions on admission are made by the Dean Research, on the advice of the Honours Sub-Committee Chair and subject to availability of places. Successful applicants will receive an offer to enrol in Honours and be directed to contact their supervisor(s) and Honours Chair to determine their Honours Program and specified unit set for enrolment. As soon as the student has met the conditions of offer, and the Student Centre has received both the offer acceptance and an approved unit set, the student will be enrolled. Enrolment must be completed within one month of offer of place.
- 1.2. Each Honours student shall, on admission, be provided with a Discipline or course handbook on Honours, plus a copy of the *Honours Policy* (unless it is included in that handbook). The written advice should include any policy on assessment of theses; the word limit for theses; the scope and nature of the production or research work, the due date for submission of theses; guidelines on style; any guidelines for activities such as laboratory, field or production work; information on availability of maintenance funds and procedures for using such funds; information on availability of library and information technology resources; after-hours access to buildings; the name and contact details of the Chair of the Honours Sub-Committee; and advice to contact the Chair of the Honours Sub-Committee if they are having supervision problems.
- 1.3. The Discipline is responsible for organising an induction session at the beginning of each semester for all new Honours students.

2. Honours Program

- 2.1. Each Honours student has an individual and distinctive Honours project and specified program of coursework approved by the Dean Research following recommendation by the appropriate Honours Sub-Committee. An Honours Program is defined as a specified program of coursework, and an individual dissertation topic with a specified supervisor(s).
- 2.2. Any significant change to the approved Honours Program requires the approval of the student, supervisor(s), Honours Sub-Committee chair and the Dean Research.

3. Honours Sub-Committee

- 3.1. Having set up an Honours Sub-Committee, Colleges must prepare guidelines for those staff who provide support and assistance to effectively service Honours Programs and students within the College. This may necessitate setting up distinct roles and functions for each individual Discipline.

4. Assessment

- 4.1. The Honours Sub-Committee is responsible for maintaining the equivalence of standards in assessment across students, and years for that discipline.
- 4.2. Coursework components (including individualised components) must meet the requirements of the *Assessment Policy*, including those concerning methods of assessment and written notification of assessment methods to students.
- 4.3. Each Honours student must submit a digital copy of the thesis and any accompanying production component for examination, using the format shown in section 6. The thesis is to be marked by two examiners (neither of which is the thesis supervisor), who, upon recommendation from the supervisor, will be appointed by the Honours Sub-Committee.
- 4.4. When appointing examiners, the Discipline should make clear its expectation of when the thesis will be provided to the examiner and the number of weeks within which the examiner should provide a written report. Each examiner is to provide a detailed written report including a recommended mark for the thesis to the Honours Sub-Committee.
- 4.5. Each Discipline should provide students with written advice on the factors to be used in examining theses. Where appropriate, students should also be advised of qualities expected of an Honours thesis, and what weighting is attached to each factor. The thesis examiners should also be provided with this information, along with information on the proportion of the Honours year given to the thesis (i.e. the proportion of 24 credit points). Where there is a significant disagreement in the final mark recommended by the two examiners, then the following procedures will be followed:
 - 4.5.1. Where the discrepancy is up to and including 9 marks or across two grades, the Chair will contact the examiners and seek agreement on a mark.
 - 4.5.2. Where no agreement can be reached or where the discrepancy is across three grades a third examiner will be appointed, suggested by the supervisor and approved by the Honours Sub-Committee Chair. The third examiner should be provided with the other examiners' reports. The role of the third examiner is to provide an adjudication of the two previous examinations and their recommended class of mark for the thesis component and to provide a third recommended class of mark. The Honours Sub-Committee will then use all three examiners reports in reaching a final judgment of the student's Honours final outcome.
 - 4.5.3. The supervisor will be informed of the final Honours mark and grade.
- 4.6. At the end of each semester, Honours students are able to access results in each Honours component completed that semester on the student information system.
- 4.7. In recommending an overall class of Honours, the Honours Sub-Committee takes into account the examiners' reports on the thesis and the grades obtained in any coursework included in the approved Honours Program. It is recommended that the final mark be informed by a numerical average of all components of the Honours course.

- 4.8. Any student who is permitted to resubmit a thesis shall not be awarded a class of Honours higher than Second Class (Division B), and shall not be permitted to submit the thesis for a third time.
- 4.9. Upon completion of the examination process, the student and supervisor are provided with the examiners' reports in full, except for any attachment labelled as confidential (if such an attachment has been provided by any examiner). Following receipt of the examiners' reports, students will be required to make corrections as determined by the relevant Honours Sub-Committee (in consultation with the Honours supervisor) on the basis of corrections recommended by the examiners. The College must then lodge a digital copy of the thesis with the University Library (unless Honours are not awarded) and the supervisor. The supervisor(s) and Dean Research may stipulate that an embargo be placed on a thesis lodged in the Library, for a period of up to one year. An embargo means that no person may read the thesis lodged in the Library. It is usually imposed where the material in the thesis is sensitive or confidential. The one year period may be varied in accordance with the terms of corporate sponsorship and in other appropriate cases.

5. Enrolment and Enrolment Changes

- 5.1. Students wishing to withdraw from a component of a Bachelor Honours Award Course (or to postpone a component to another semester) should do so before the census date, as any changes after then will be recorded on their academic transcript, will increase their fee liability and will not entitle them to extra time to complete their Honours. Withdrawals and failures in Honours components are taken into account when arriving at the final class of Honours, but neither necessarily disqualifies the student from graduating with Honours.
- 5.2. Where a student withdraws from the entire Bachelor Honours Award Course before the commencement of the second semester of enrolment (or third semester, in the case of a part-time student), this is not treated as an attempt. Withdrawals after that time are regarded as an attempt. Students who withdraw from Honours do not receive any academic credit towards Honours for any coursework already completed; there is only a total 24 credit points credited when Honours is awarded.
- 5.3. If a student needs to suspend Honours enrolment, an application should be submitted through the Student Centre to Enrolments and Fees for processing. A suspension may be granted for a maximum period of two consecutive semesters. Students who suspend Honours for one or two semesters will need to change their study program. In some cases this may require changes to the components of the Honours Program, or of supervisor.
- 5.4. A student may apply to enroll in a joint Bachelor Honours Award Course, which shall combine two Bachelor Honours Award Courses but with a reduction in the total credit points requirement (which shall be at least 24 but no more than 48 credit points). If the two Bachelor Honours Award Courses are administered by two different Honours Sub-Committees, these Committees shall be responsible jointly for recommendations on the content of the Bachelor Honours Award Course, for the appointment of examiners, and for recommending the class of Honours. The College Boards in which the two Courses are based shall approve the total credit points value of the Course as well as its content.

6. Thesis Format Requirements

- 6.1. Honours theses must be typed in minimum 1.5 spacing with margins not less than 2 cm.

The format for the thesis must comply with the repository requirements as approved by the University Library.

- 6.2. It is suggested that a thesis include in the following order:
- 6.2.1. A title page: giving the title of the thesis in full, student's name and degrees.
 - 6.2.2. A statement of presentation in the form "This thesis is presented for the Bachelor Honours Award Course of ... of Murdoch University" and the year of submission, together with a declaration that it is the student's own account of his/her research.
 - 6.2.3. Copyright Acknowledgement Form.
 - 6.2.4. An abstract of approximately 300 words.
 - 6.2.5. A table of contents.
 - 6.2.6. General acknowledgements of any help given or work carried out by another person or organisation.
 - 6.2.7. Main text.
 - 6.2.8. Appendices, if any.
 - 6.2.9. Bibliography.
- 6.3. Where a production or performance component is submitted for examination, the specific role and responsibility of the student under examination must be clearly specified. A copy of the production/performance component must also be lodged in the University Library and must comply with the *Graduate Research Degrees with a Creative or Production-Based Guideline*.
- 6.4. After examination, the College will deposit one digital copy with the Director, Library and Knowledge Management Services (unless Honours are not awarded).

Performance Indicators:

There are no performance indicators.

Definitions:

The definition of these terms appears in the "Dictionary of Terms". Please refer to the "Dictionary of Terms" in Policy and Procedure Manager™ to ensure you are referring to the latest version.

"Census Date"

Related Documents:

[Assessment Policy 2016 August 01](#)

[Assessment Policy 2016 January 01](#)

[Graduate Research Degrees with a Creative or Production-Based Thesis Guideline](#)

[Theses: Copyright Matters](#)

References:

There are no references.

Approval and Implementation:

Approval Authority:	University Education Committee
Responsible Officer(s):	Secretary to Academic Council

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Approved by AC	12/03/2019		12/03/2022	AC/16/2019(ii)
Approved	24/11/2017		01/01/2017	UEC/36/2017(iii)
Rescinded LTC/45/2013	24/11/2017			UEC/36/2017(iv)
Administrative amendment by UniSec	27/07/2017			
Approved by LTC	28/11/2013	01/01/2014	01/01/2017	LTC/45/2013
Noted by AC	06/11/2013	01/01/2014		AC/187/2013(iii)
Approved by LTC	17/10/2013	01/01/2014		LTC/37/2013(iv)