

Honours Policy

Purpose:	This Policy brings together in a single document the framework governing the Bachelor Honours Award Course in the University.		
Audience:	Staff, Students		
Supporting Procedures:	<i>Honours Procedure</i>		
Contact Officer:	Secretary to Academic Council	Phone:	See Campus Directory

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Preamble:

This policy applies to Bachelor Honours Award Course students and their supervisors. A Bachelor Honours Award Course is a research training degree involving the equivalent of an additional year of full-time study (24 credit points) following a three-year Bachelor Award Course or may be embedded in the fourth year of a four-year Bachelor Award Course. A Bachelor Honours Award Course requires a research dissertation of at least 12 credit points.

Objectives:

1. To ensure consistency across the University in the management of courses and Honours students.

Policy:

1. Admission to Honours

- 1.1. To be admitted to Honours, the student must have completed the requirements of a Bachelor Award Course in a cognate discipline, at this or another university. A student is not permitted to commence Honours while completing the Bachelor Award Course (unless it is an embedded Honours Award Course).

- 1.1.1. A student is permitted only one attempt at a Bachelor Honours Award Course within a disciplinary area or group of closely related disciplines.

- 1.2. Admission to Honours is based on the following criteria:

- 1.2.1. Academic merit

Each College Board is free to vary its own minimum requirements for admission to Honours, subject to approval by the Academic Courses and Admissions Committee. Normally students who have obtained Distinctions or better in most units taken in the area of the proposed Honours Award Course are admitted to Honours.

- 1.2.2. Availability of supervision

An Academic staff member with relevant expertise must agree to supervise the student for the duration of the enrolment. It is preferable that more than one supervisor is appointed.

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 before the commencement of the first semester of the student's Honours enrolment. The structure of the Honours Program would require a minimum of a 3 credit point research training unit as part of the research component.
- 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. Resources for Honours Students

- 3.1. Colleges provide appropriate infrastructure and maintenance funds to support the Honours thesis project.

4. Honours Sub-Committee

- 4.1. For any year in which there are students taking Honours in that Discipline, the College Research Committee shall appoint an Honours Sub-Committee. The Sub-Committee shall consist of a Chair and at least two other academic members.

5. Assessment

- 5.1. 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.
- 5.2. Each Honours student must submit a digital copy of the thesis and any accompanying production component for examination, using the format approved by Academic Council. 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.
- 5.3. Each examiner is to provide a detailed written report including a recommended mark for the thesis to the Honours Sub-Committee.
- 5.4. There will be procedures followed in determining the final outcome. The Sub-Committee is responsible for maintaining the equivalence of standards in assessment across students, and years for that discipline.
- 5.5. The final outcome of a Bachelor Honours Award Course is First Class, Second Class (Division A), Second Class (Division B) or Third Class/Pass Honours. In addition, the final outcome may be that the Bachelor Honours Award Course is not awarded but the student is permitted to submit a revised thesis, or the Bachelor Honours Award Course is not awarded.
- 5.6. 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.

6. Enrolment and Enrolment Changes

- 6.1. For those Courses where Honours constitutes 24 credit points distinct from the requirements for a Bachelor Award Course, Honours shall be completed within two semesters on a full-time basis, four semesters on a part-time basis, or one semester enrolled full-time and two semesters enrolled part-time.
- 6.2. Any extension of an individual student's Honours Program can be granted only in exceptional circumstances; approval is by the Dean Research on the recommendation of the Honours Sub-Committee Chair.

Supporting Procedures:

The University Education Committee is authorised to approve all supporting procedures.

Supporting Guidelines:

There are no supporting guidelines.

Supporting Standards:

There are no supporting standards.

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.

"Bachelor Honours (Research)"

Related Documents:

There are no related documents.

References:

[*Assessment Policy 2016 August 01*](#)

[*Assessment Policy 2016 January 01*](#)

Australian Code for the Responsible Conduct of Research

[*Authorship Attribution Policy*](#)

[*Coursework Regulations: Effective from 1 January 2018*](#)

[*Honours Procedure*](#)

Approval and Implementation:

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

Revision History:

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