



# HANDBOOK

Bachelor of Science (Honours)

UniSA STEM

**2022**

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# Welcome

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Welcome to the Bachelor of Science (Honours) program at the University of South Australia. The “Honours” year provides you with the opportunity to undertake a research project that can either be an excellent steppingstone for future research or for the kind of research and/or development projects undertaken in industry and government organisations. Many academics view the Honours year as the change for students from an undergraduate student into a professional who can work independently and contribute to research programs and their chosen field. We hope that you will join in with the ‘academic life’ of the school/institute and mix with academic staff and other research students throughout the year - it’s surprising what you can learn over a cup of tea!

## Purpose of this handbook

The purpose of this handbook is to give you essential information about the Honours program. In it you will find such topics as: program objectives, details of assessment, our expectations, details of the role of supervisors, the support and facilities available to you from the School and the University.

### **This induction booklet includes:**

- information about the library, Learning and Teaching Unit and other support services
- guidance on locating University policies, procedures, guidelines, and relevant forms such as for ethical and safety approvals
- information about purchasing, access to laboratory space and equipment etc
- information about access to computing facilities

## General aims of the Program

Bachelor Honours Degree programs meet the Australian Qualification Framework Level 8 *Specification for Bachelor Honours Degrees*. UniSA Bachelor Honours degree programs provide advanced knowledge and skills for professional practice and/or highly skilled work, and a pathway to research and further learning. The Honours degree is a separate, stand-alone one-year program of advanced studies in research and professional practice, for students who demonstrate a high level of achievement on completion of their pass degree program. The two related parts to the program are: preparation for research (mostly course work in SP2), and a major research project (mostly in SP5). The structure of the program is shown in Table 1.

**Table 1**

The course structure of the Bachelor of Science (Honours) program (LHSC)

COURSE NAME	COURSE CODE	UNIT VALUE
<b>Study Period 2</b>		
Research Methods	INFT 4017	4.5
Honours Research Project 1	NASC 4005	4.5
Advanced Topics in Science 1	NASC 1010	9
<i>Or</i>		
Advanced Topics in Science 2N <i>and</i>	NASC 4006	4.5
Elective		4.5
<b>Study Period 5</b>		
Honours Research Project 2N	NASC 1011	18

The course 'Research Methods' will provide you with an advanced understanding of the nature of knowledge and its pursuit through research. As part of this course, you will prepare a literature review and develop a research proposal that will give a rationale and objectives for your project, and outline and justify your proposed methodology.

This is coupled with 'Advanced Topics in Science 1' which will endeavour to provide a statistical and/or scientific framework in which to consider your Research Proposal and the project you will be undertaking.

In 'Honours Research Project 1', you will prepare a seminar based upon the Literature Review and Research Proposal you have developed in your other courses. Honours Research Project 2N will see you write your "thesis" and give a presentation on your findings to your peers, academics and relevant industry representatives.

As there are a wide variety of research topics and people enter Honours with different undergraduate course experiences, we provide the option for students to take an Elective relevant to their research project if they desire. This should only be done in discussion with your supervisor and Program Director. If this path is taken, the student will also study 'Advanced Topics in Science 2N' which duplicates the first half of 'Advanced Topics in Science 1'.

## Honours Program Director

The **Honours Program Director** is responsible for the management of the Honours Program and will help you with general program matters, or difficulties that you and your supervisor may experience. Each course in the program has a course coordinator who will manage the day-to-day administration of that course and is the person to whom you should address enquiries or concerns about the course.

## Supervisors

Your **Principal Supervisor** (in some cases with your Co-supervisor) will oversee the development and conduct of your research project. The Principal Supervisor will be an experienced researcher with expertise in the area of your study.

You may also have an **Associate or Co-Supervisor**, who may not necessarily work for the University of South Australia but will provide valuable expertise.

It is our strong preference that all Honours projects have at least two supervisors as this provides additional breadth of expertise for the student to draw upon and provides the opportunity for assistance from multiple people if one or more of the Supervisors are away for a period of time.

## Other contacts

Although your supervisor(s) will be the prime contact for you, you should not forget the expertise and interests of other permanent and adjunct staff in UniSA STEM and Future Industries Institute. We encourage you to talk to appropriate people during all phases of your Honours year. It is also possible (and encouraged) that you may develop professional relationships with appropriate people outside the School, in government agencies, companies, or even other universities. Such contacts are helpful to you not only for increasing the value of your project but also for your own professional development.

# The Honours Program

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## ***Aim***

The aim of the Honours program is to allow students to develop the skills and understanding to undertake research in a specific field of science, perform as professionals in that field and provide eligibility for entry to research degree programs (Masters or Ph.D.).

## ***Objective***

On completion of the program, the graduate will be able to:

- Prepare a research proposal on a selected topic, followed by a more detailed thesis outline and a detailed literature review.
- Choose research methods and analytical techniques appropriate to particular research problems.
- Conduct a research project and present the results and conclusions in a seminar and thesis.
- Communicate the results in a written report (a thesis) and an oral presentation.

## ***Career alternatives with an Honours degree***

Students admitted into the Honours program are a select group who have very good undergraduate records (GPA of 5 or higher). Consequently, the Honours year is one when you should be able to develop a strong level of intellectual depth and independence. We expect you to demonstrate good understanding of your chosen research area and to develop your abilities of critical analysis and original thinking. One of the aims of the Honours year is to encourage and allow students to achieve a level appropriate for undertaking other higher degrees. In addition, this Program will train you in skills that will make you a highly desirable applicant in a number of other careers. Honours provides training in research skills, data collection, analysis and interpretation, and spoken and written communication, including a major report. You will also have led and completed a research project by the end of your degree. Rather than being a specialist, an Honours graduate is seen as someone who has demonstrated an ability to take on and manage a project in a specific area, but who will be flexible enough to move into other areas if the opportunity arises. This provides a natural advantage in terms of employability compared to a straight BSc graduate.

## ***Attendance***

The Honours program is full-time and, unless engaged in field work, we expect you to attend daily during normal office hours, making use of the accommodation and facilities supplied for you. It is a highly demanding full-time (and more if you want to do well) year of study, and unless necessary, we do not advise trying to undertake part-time work more than a few hours a week. We allow you to use the facilities at night and on weekends if necessary. Access to the building after normal working hours can be approved by your supervisor and arranged with administration staff at UniSA STEM in J Building or FII administration staff. In most cases this will not include access to laboratory space after-hours. If you have any plans for the break between semesters, you should discuss them with your supervisor because the “break” may be an important time for field work.

## The Research Project

### *Choosing a research project*

By now you should have a project in mind and discussed ideas for the project with your supervisor(s). We urge you to do this as soon as possible. It is important to have your supervisors help in designing a project that will provide enough scope for your intellectual development as a researcher, is appropriately funded, and is able to be completed realistically in one academic year. It is also very important that you develop a good working relationship with your supervisors. Therefore, make sure that you have chosen supervisors and project that you feel you can work with.

During Study Period 2, in the courses 'Research Methods' and 'Advanced Topics in Science 1', you will investigate and compile relevant literature, develop a formal proposal for your project (including the methodology that you will use), present your proposal to staff and fellow students, and commence data collection. The development of your research proposal should occur under the close scrutiny of your supervisor(s). As you read the published literature and work your way through the course 'Research Methods', you should be giving careful thought to a number of issues.

#### ***For example:***

What question am I asking (what am I trying to find out)? This is VITAL: you need a general question that is relevant to a wider audience, as well as a set of specific questions, preferably questions starting with "what" for each aspect of the project.

During the construction of the project, ask yourself:

- What methods will I use?
- What experimental design will I use?
- Is my experiment adequately replicated, controlled, randomised?
- How many samples will I need?
- What types of data am I likely to gather?
- How will I summarise and present the data?
- What type of data analysis will I use?

In your proposal, you should demonstrate that you have thought about these types of issues and justify the choices you have made.

The proposal must also contain a carefully considered research timetable. Realistically, the amount of research work you can do is limited, and is constrained by the academic year and associated deadlines. Note that, in addition, the proposal should contain a budget to determine whether your project is achievable. The research design for your project (methods section) and a proposal for your project will be developed during the Research Methods (INFT 4017).

We strongly encourage you to start the practical side of your project as soon as possible because it is not until you start doing the data collection that you will realise some of the pitfalls and obstacles that lie in wait for you. It is best to know about these earlier rather than later, so that you can make sure that your research proposal is realistic, and can be successfully completed on time. You should also consider a "pilot" data collection as part of your method.

## ***Conduct of the project and writing the thesis***

Because of seasonal constraints, you may agree to conduct field work in the summer preceding Study Period 2. The bulk of the thesis work will occur in Study Period 5 but may begin as early as the start of Study Period 2.

You should plan to complete your data collection by the end of September **at the latest**. This time frame will only give you a month for analysis, write-up (a lot of which should be done as you go), and seminar presentation. This is a relatively short period of time so you should make sure that you have limited other commitments during this time. Before submission, your thesis **must** go through several rounds of draft/supervisor review/re-draft and this is always a time-consuming process.

**The seminar will be scheduled for the middle of October (end of May 2023 for mid-year entrants),** by which time you should have analysed your data and be considering the conclusions. By presenting your project at this stage to staff and students, you will be able to get valuable feedback on your ideas before your **thesis is finalised in early November (mid-June 2023 for mid-year entrants).**

## ***Deadlines for the research project***

*(see Appendix 3)*

Note that the deadlines are very strict and that except in extenuating circumstances application for extension is not likely to be approved. However, if there are extenuating circumstances, please inform your supervisors and the Program Director as soon as possible and do not hesitate to seek an extension.

## ***Ethics approval and other permits***

If your research involves humans or other animals, you will need ethics approval from the appropriate committee. In the case of humans, the most likely example involves the administration of a questionnaire or interview survey to a research population, in which case ethics approval from the UniSA Human Research Ethics Committee (HREC) must be obtained. Observations, capture (incidental or deliberate), handling, killing and/or experimentation involving live non-human vertebrate and/or higher order invertebrate animals will require approval from the UniSA Animal Ethics Committee (AEC) for the project itself. AEC approval will also be required if your project involves dissection or examination of animal carcasses, tissues and/or body parts, whether obtained from a registered commercial business, from a personal collection, collected from the field or are part of the School's archive. In addition, each individual person involved with the project will need to attend an Animal Ethics/Welfare Training Course (usually in February or March). Guidelines and application forms can be obtained from the UniSA [Ethics and Integrity](#) webpage. Application assessment and approvals can take a considerable time, so plan ahead (at least 2 months) and don't leave applications until the last minute.

A Department of Environment, Water and Natural Resources (DEWNR) Scientific Permit or Ministerial Exemption may also be required, depending on your research and its location. To determine if a DEWNR Scientific Permit and/or a Ministerial Exemption are required please speak to your project supervisor or the UNISA STEM Environmental Technical Officer for further guidance. DEWNR's permits division can also be contacted for further advice [DEWNRResearchPermits@sa.gov.au](mailto:DEWNRResearchPermits@sa.gov.au).

*NB:* your supervisor will be the official applicant, so consult with him/her about applying! Also, your field records will be needed at the end of the project for the official reports required by the relevant ethics committees and DEWNR.

### ***Location of original data***

An important part of the research process is peer review and the ability of other researchers to scrutinise your data. Consequently, you should not throw your original data away just because you have finally finished your thesis. In fact, the Australian Vice-Chancellor's Committee has stated that Honours data should be kept for at least 5 years. Please leave the original data with your supervisor in a format that will be intelligible to others. In addition, discuss with your supervisor where to leave voucher specimens and field samples.

### ***Publication and intellectual property***

Publication is a very important part of the research process. If your research is not published, it will remain unknown. Furthermore, publication allows for peer review of your work. There is little doubt that a recognised publication will be of great assistance to you in obtaining employment, in gaining entry to a higher degree, and particularly for obtaining a scholarship for higher degrees. Therefore, we encourage you to publish the results of your research in an appropriate journal, in collaboration with your supervisor(s).

It is usual for publication to be done in conjunction with your supervisor(s), in which case you should have a very clear understanding of who has done, and is going to do, the majority of the work and as such will appear as first author on the paper. The accepted practice is that whoever writes the majority of the paper will be the first author. Conversely, if you decide to go off in non-research related employment following your Honours year, you may not wish to have a major role in writing up the results. In this case, your supervisor may make arrangements with you to write a paper with you as a second author. In any case, make sure that there is clear agreement between you and your supervisor about intellectual property from the project at an early stage. The University has a policy on [Intellectual Property](#), which is available on the UniSA website. If your project involves the generation of intellectual property that has some commercial sensitivity then it is normal practice that you would sign a Student Project Participation Agreement. This should be discussed with your supervisor at the start of the project.

It is important that you realise the project you will undertake belongs to both you and your supervisor(s). The supervisor(s) has/have had and will have a lot of input in the project; you will also benefit from their qualifications and experience. You, however, will be responsible for managing the project, in consultation with your supervisor(s). It is a very important role with great responsibility. Together you will maximise your chances of producing refereed publications from this Honours year. Refereed publications are vital elements of a good research CV; they also bring income to the University, which is essential to maintain a small program that may not otherwise be economically viable. Consequently, students are encouraged to publish a refereed paper as a result of their Honours year.

### ***Applying for grants***

Several small grants provided by organisations are available to students, depending on projects. Should you wish to apply for a grant, discuss it with your supervisor. The Program Director may also occasionally e-mail funding opportunities. You are encouraged to apply for the Playford Trust Honours Scholarships (<https://playfordtrust.com.au/project/playford-trust-honours-scholarships/>), but these close early (in January).

## Supervision

The Honours Program Director, Principal Supervisor, Co- or Associate Supervisor (see section 4 for definitions), and the student all have responsibility to ensure a satisfactory outcome for the Honours year. These responsibilities are described in [Code of Good Practice: Research in honours degree programs](#).

### **Honours Program Director responsibilities**

- Welcome new students and introduce them to members of staff as appropriate
- Provide students with a comprehensive induction booklet, which may be supplemented with an induction session.
- Advise students on the choice of honours research project, and selection of an appropriate principal supervisor
- Ensure that each student presents a detailed research proposal for review by academic staff involved in the program. The research proposal should clearly outline the scope and character of the proposed research in relation to the stated aims of the honours research component
- In consultation with the principal supervisor, ensure that each student undertakes an honours research project which falls within the allocated time and the proportion that the research component comprises within the program
- Monitor the progress of students enrolled in the program in conjunction with the principal supervisor
- Facilitate the resolution of conflicts between students and supervisors or other members of staff which have not been resolved at the local level
- In consultation with the principal supervisor, ensure adequate and appropriate external and/or industry representation at honours seminars and presentations
- Ensure that the necessary administrative arrangements for examination occur in a timely and efficient manner
- Seek comments from the principal supervisor before determining the final grade to be awarded
- Recommend the final grade to the relevant school board, in accordance with policy A-42: *Honours Degree Programs*.
- Ensure that any grievances that arise are dealt with in accordance with the University policy C-17: *Student Grievances Resolution*

Other tasks include: advertising the program to students in the undergraduate program, providing information to prospective students, liaising with external examiners, liaising with the School for budget and equipment, organising schedule and bookings, liaising with outside organisations interested in hosting Honours students for research projects, recording publications, writing the annual report for the University of South Australia.

### **Principal Supervisor and Associate Supervisor responsibilities**

The responsibilities of the principal supervisor are to:

- Discuss mutual expectations and obligations with the student at the commencement of candidature. This should include such matters as:
  - the mode and frequency of communication
  - any special needs of the student
  - the role of the associate supervisor(s)

*Where possible, associate supervisors should be included in these discussions*

- Establish and maintain regular contact with the student. This may involve requiring the student to prepare written work on a pre-arranged, regular and agreed basis.
- Ensure that the student is made aware of, and given instruction in:
  - requirements for conducting ethical research
  - securing intellectual property arrangements
  - procedures for the location and storage of original data
  - safety procedures appropriate to their field of study
- Discuss with the student as soon as practicable:
  - the assessment requirements where a student will be required to undertake other assessable activities directly related to the preparation of the honours research project
  - the nature of the examination process and the method of selecting potential examiners
- Assist the student to develop a detailed research proposal, giving due consideration to the student's research interests and ability
- Ensure that any ethics and compliance approvals are obtained and intellectual property arrangements secured before the research starts
- Provide guidance to the student on presentations and/or publications arising from the research
- Reach agreement with the student regarding the expectations in relation to authorship of any publication, presentation or research output that derives from the student's research efforts, taking into account the requirements of University policy *RES-12: Authorship*
- Participate in the review of the student's work and report on progress to the Honours Program Director.

If a Principal Supervisor is to be absent for more than 2 weeks, alternative arrangements should be agreed to by the supervisor, student, and Honours Program Director to make sure the student still has access to resources and information. If a Principal Supervisor will be absent for more than 4 weeks, nomination of a co-supervisor must be arranged.

### ***Student responsibilities***

- Take initiative and responsibility for your learning and progress – many course and your research project are self-directed studies. Note that many resources are available, including your supervisor, course co-ordinators, Program Director, the library and the Student Engagement Unit. All have important contributions to offer that can assist your progress – but you may have to seek them out
- Play an informed part in planning the research so as to remain within the time allocated to the research component of the program
- Establish agreed methods of working and meeting with their supervisor(s)
- Discuss their needs and expectations with their supervisor(s) throughout their program
- Discuss any difficulties and problems being experienced with their supervisor(s) in a timely manner, and share responsibility in seeking solutions
- Inform the Program Director as soon as possible, if unsurmountable problems in the working relationship with your supervisor arise
- Maintain the progress of work in accordance with the stages and timelines agreed with their supervisor(s)
- Participate in reviews of progress
- Participate in scholarly opportunities offered by the division or school, which may include attendance at, and presentation to, research seminars

- Be familiar and comply with all requirements relating to ethical conduct, intellectual property, authorship, and the location and storage of data
- Adopt safe working practices at all times
- Abide by the University's policies for leave of absence, re-enrolment, extensions etc.
- Accept responsibility for preparing an honours research project for examination
- After examination of the honours research project, make any amendments required in a timely fashion
- At all times adhere to high standards of academic integrity and honesty as described in the University's *Assessment Policies and Procedures Manual*.

## Contents and format of the Thesis

Your thesis is the output on which the quality of your work will be judged. Writing a thesis is a large undertaking that requires a great deal of planning, concentration, and perseverance. It is important that you allow enough time for your supervisor(s) and others to provide feedback before you complete the final draft for submission. Detailed guidelines for the content and structure of the thesis will be available in the Learnonline site for the course Honours Research Project 2N.

The structure of the thesis may vary according to the subject area, the project and supervisor; therefore, make sure you have an agreement with your supervisor on the content and structure at an early stage. Some of the material prepared in Research Methods or Advanced Topics in Science will become part of the final thesis so it is also important to discuss this with your supervisor. It must be recognised that different projects may require different forms of write-up, and guidelines must have the flexibility to accommodate these differences. Supervisors should ensure that there is agreement with the student about format of the thesis and that the final thesis is structured in a fashion that presents the student's work in the most appropriate fashion.

It is clear that the supervisor has an important role in ensuring the quality of your thesis. However, their major role will focus on the content, and a lesser role will be to give guidance on writing style, editing, etc. Do not expect your supervisor to edit your thesis for you, or to rewrite it because the style needs improvement. Also, do not expect your supervisor to read and return drafts in 24-48 hours; critical reading is time-consuming and must be fitted in with other duties. Schedule your draft "rotation" carefully, in agreement with your supervisor. Ultimately, style, appropriate formatting, and editing are your responsibilities - remember to leave sufficient time to do them properly! Finally, be aware that the thesis you submit by the deadline is what you will be examined on - there will be no further opportunity to make changes (until after you have received a grade)!

By the due date and time, you will submit a digital version of your thesis through the 'Honours Research Project 2N' LearnOnline site – a bound hardcopy of your thesis may be required, if requested by one of the examiners. After the examination of your thesis there is generally no requirement to implement changes to your thesis suggested by the examiner. However, if your thesis is considered to be of special importance to UniSA (your supervisor would inform you of this) and will be deposited in the UniSA library, you should make the editorial changes requested by the examiners (not scientific content changes) and submit a revised digital version of your thesis to your supervisor and the Program Director.

## Assessment and Grade of Honours

### Study Period 2

Assessment of each of the courses will be detailed in the Course Outline for that course. You will be provided with a copy of the Course Outline in the first week of the course. It will also be available on the course website. Each of the courses contributes to the final grade of Honours, which is calculated using the grade point average (GPA) of all the courses. If you are thinking of undertaking a PhD after your honours degree, you should be working towards obtaining a H1 grade, which puts you in a very good position for obtaining a scholarship. Classes of Honours are awarded on the basis of the GPA as follows:

GRADE OF HONOURS	GPA RANGE
H1	6.5-7
H2A	5.5-6.49
H2B	4.75 - 5.49
H3	4 - 4.74
F	< 4

### Grievance procedures

For courses in Study Period 2, you should deal directly with your course coordinators in the first instance; the Program Director should only need to be involved if you cannot reach agreement. If you are dissatisfied with the supervision of your project, or if there is some conflict between you and your supervisor, you should approach the Program Director. The Program Director will attempt to determine both sides of the issue, and will act as a mediator to resolve the problem, possibly with the assistance of an Associate Head of School. If mediation does not work, it may be considered appropriate to arrange for you to have a new supervisor. If you are dissatisfied with your thesis and/or or final grade, you should discuss the assignment of marks with the Program Director in the first instance. See policies A-42.11 (Honours Programs) and C-17.3 (Student Grievances Resolution).

## Support and facilities

### *Finances*

UniSA STEM provides some support for your studies, with a maximum allocation of \$600 for expenses directly relevant to your project (i.e. this doesn't include equipment/clothing etc that you will keep after the project). Expenditure of this money must be approved by your supervisor, but can be used for legitimate expenses of your project mentioned in your budget as part of your proposal submitted or to attend an appropriate conference/workshop to present your research. We think attendance at a conference is important and thus encourage you to attend and present your work. Discuss this with your supervisor early in the year to ensure that if you choose to go to a conference, preparation is not done at the last minute. Funding may also be used to print the thesis if you wish.

You will be responsible for managing your budget and should keep a record of what you spend. It is imperative that you do not go over the budget. Before you make any equipment purchases check with the Technical Staff who will know whether we already have the equipment or who can make an approved purchase for you. Wherever possible do not make your own purchases. If you do obtain receipts for all purchases concerning your project and make copies. Make sure the receipts are proper invoices with the ABN of the business from which you purchased an item and include a full GST statement. Before you make or arrange any purchase, you must get approval from your supervisor.

In most instances there will be additional sources of funding for the project that will be supplied by your Supervisor or project partners. These funds will have additional constraints upon the manner in which they can be spent and will likely only be available to your supervisor to spend.

### *Facilities*

#### **Office Space**

You will be assigned a desk and storage space, preferably (if space is available) in the Honours student room (P2-28b). You will have access to computers and printers, and a small stationery supply will be available to all Honours students. Computers will have standard MS software installed. If you require specific software (e.g. SPSS, Arcmap, ENVI, MatLab) please let your supervisor know. If the software is not licensed by the University a cost will be incurred and this should be reflected in your budget. At the completion of your Honours year can you please remove papers from your desk and remove all relevant material from the computer you have been using.

#### **Equipment and Samples**

The School has a considerable collection of technical and camping equipment and a small collection of field guides and textbooks. You can borrow these items for use in your research project. However, you must give technical staff plenty of time to get your equipment together. It is important that you return all equipment in a clean and serviceable state when you have finished using it. If you collect samples as part of your project it is important that you clearly label them. Sample labelling and storage is different for different disciplines. Make sure you check with your supervisor that the method you propose to use is appropriate. For some projects it will be necessary to store the samples for a period after the research has finished. Again check with your supervisor. If your samples do not have to be stored, it is your responsibility to dispose of them appropriately when you complete your project.

## **Work Health and Safety (WHS)**

Your health, safety and welfare are important to us.

The Inductions and WHS requirements for each project will vary and are subject to the requirements of the host organisational unit within the University (e.g. FII or UniSA STEM). We will discuss these in the first few weeks of the project as you begin planning what your project will involve.

For more information about [WHS](#) please visit to the University's webpage.

## ***Appendix 1 – Important Information***

### *Guidelines*

Here is a copy of the [A-42: Bachelor Honours Degree programs](#) policy which outlines in detail the structures, procedures and assessment framework for Bachelor Honours Degree programs at UniSA. Within this policy there is specific information relating to the research component of the program such as:

- Assessment criteria
- Examination of an honours research project
- Re-examination of an honours research project
- Lodgement of the honours research project

### *Support Services*

Many support services are available to UniSA students across all campuses. Further information about these services can be found in your student portal. Here are a few links to the more frequently used resources:

[Library](#) – resource borrowing, study rooms, printing, laptop loan etc.

[Learning and Teaching Unit](#) – offer support in career services, counselling, disability and much more

[IT Help desk](#) – All IT issues, printing allowance, computer barns and pools

[Campus Central](#) – Can assist with myEnrolment, student finance, key dates, timetables, facilities etc.

### *Policies and Procedures*

The university has multiple policies and procedures in place, a list can be found [here](#).

Those that could relate to LHST students are:

[Code of conduct for students](#)

[Code of Good Practice: Research in Honours degree programs](#)

[Assessment Policies and Procedures Manual](#)

[OHS&W](#)

[Ethics and Integrity](#)

### *Computer Pools*

Many computer pools offer various software and hardware, monitor sizes and data projectors etc. across all UniSA campuses.

For further information on what is available, where and when please visit [Information Strategy and Technology Services](#)

## ***Appendix 2 – School Administrative Procedures***

All general school or institute-specific related enquiries can go through the UniSA STEM office or FII office in the first instance.

UniSA STEM  
Level 1, J Building (reception), Mawson Lakes campus  
(08) 8302 3007  
Email: [stem-enquiries@unisa.edu.au](mailto:stem-enquiries@unisa.edu.au)

Future Industries Institute  
Building X  
(08) 8302 3404  
Email: [FIIAdmin@unisa.edu.au](mailto:FIIAdmin@unisa.edu.au).

### *Purchasing*

Before making any purchases you will need to speak with your supervisor to ensure you have their approval and have an agreement for who will cover the costs for purchasing the item/s. Once those agreements are in place, you will need to take the written approval to the school office and see if they have any of the item/s you're after, and if not, if they are able to purchase them through the university's contacts for you. If the school is unable to purchase the items you are after, you will need to purchase them yourself with your own funds and then get reimbursed for the expense/s. You will need to complete a [FS03-Expenditure form](#) and submit it to the school office with the original tax invoice receipt and a copy of the transaction on your bank statement if you purchased it on a debit card. Getting reimbursed is not a fast process and can take anywhere from 4-6 weeks.

### *Access to laboratory space*

BEFORE you can use any labs you MUST have had a lab-specific induction session, completed the OHSW23 form, and completed the online compulsory courses available in your portal. You will need to speak with your supervisor, the laboratory manager and/or the technical staff manager to arrange this induction process.

### *Field Equipment*

#### ***Mawson Lakes Campus***

A "Camp Pool" is located in building P at Mawson Lakes and holds all the equipment available to staff and students for field trips and research. To borrow this equipment you need permission from your supervisor and then email [Robert.aebi@unisa.edu.au](mailto:Robert.aebi@unisa.edu.au) to make an appointment and discuss what equipment you require. GPS and surveying equipment is housed in H1-09 and can be booked with Chris Rust ([chris.rust@unisa.edu.au](mailto:chris.rust@unisa.edu.au)). Again please discuss with your supervisor, what equipment you might need and make early bookings as the equipment is used by other undergraduate, postgraduate and research students.

### ***Appendix 3 - Honours program schedule – Important Dates***

#### **Honours Program Schedule**

Study Period 2, 2022

<b>EVENT</b>	<b>TIME &amp; DATE</b>	<b>LOCATION</b>
<b>Orientation</b>	Week 1, Monday 28 <sup>th</sup> February, 11am	ML
<b>Classes begin</b>	Week 1, Monday 28 <sup>th</sup> February	ML
<b>Research Proposal Seminar</b>	Week 11, Friday 27 <sup>th</sup> May, 9am	ML

Study Period 5, 2022

<b>EVENT</b>	<b>TIME &amp; DATE</b>	<b>LOCATION</b>
<b>Research Seminar</b>	Week 11, Friday 21 <sup>st</sup> October, 9am	ML
<b>Thesis Due</b>	Week 13, Monday 31 <sup>st</sup> October	ML



### Bachelor of Environmental Science (Honours)

#### Guidelines for Thesis Examiners

##### Context

The Bachelor of Environmental Science (Honours) program in UniSA STEM of the University of South Australia extends over two semesters for full-time students. During the first semester the student undertakes three courses, one relating to the scientific method analysis (9 units), one about the philosophy of research (4.5 units) and a third during which a detailed proposal is presented (4.5 units). During the second semester, the student focusses completely on research, data analysis and thesis writing (18 units). The main product of the second semester is an honours thesis, which you have kindly agreed to review. Please note that students may submit their thesis in the classical research thesis format (consisting of background, review of literature, methodology, data chapter(s), discussion) or as a journal article for submission to an appropriate scientific journal (following the author's guidelines). Thesis submitted as journal articles only need to be preceded by a brief introduction explaining the layout of, and student contribution to, the paper and are generally at the draft stage prepared by the student before detailed editing by the co-authors.

##### Thesis Expectations

It is expected that the thesis is the result of research undertaken by the student and therefore the person's own work. While the thesis therefore is original, it is not essential that the thesis presents a comprehensive, novel contribution. Rather we expect the candidate to demonstrate: 1) thorough knowledge of the research process, 2) sound knowledge of relevant literature, and 3) appropriate skills in their area of research. We ask reviewers to consider that, in most cases, students would have only had 8 months to implement the project from beginning (conception and planning) to end (thesis submission) with various other coursework commitments. Therefore, there is considerably less time than in a Masters degree by research or PhD thesis.

##### Assigning Marks

Please enter your assessment in the examiner report form. The first column of this form outlines the mark allocation for different components and provides some questions that may help you evaluate each section. The marks for your assessment of the different components should be entered in the second column and this can be done either as a percentage or the total marks gained. For example, a mark of 80% for the 'Research Methods' section, which carries a total of 15 marks, may be entered as either '80%' or '12'.

Within the University of South Australia marks are awarded from a total of 100%. Below are general guidelines for assigning marks but please bear in mind that the thesis is the result of a 6 months honours project – it is not a PhD thesis or a paper to be assessed for a journal. As such we ask that your feedback be critical and constructive to assist the development of the candidate. The grading system:

- *High distinction* (85–100%): an exceptional piece of work in (almost) every regard, with respect to the degree.
- *Distinction* (75–84%): a good attempt exhibiting high quality work in most areas.
- *Credit* (65–74%): a sound attempt exhibiting high quality work in some areas
- *Pass level 1* (55–64%): a sound attempt.
- *Pass level 2* (50–54%): just passable.
- *Fail level 1* (40–49%): not passable - some areas requiring significant improvement.
- *Fail level 2* (below 40%): not passable - most areas requiring significant improvement.

The thesis is marked by you and another, independent assessors. If the two assessments differ considerably, the final mark will be assigned based on consultation between the relevant co-ordinator and supervisor at the University of South Australia. If necessary, a third review of the thesis may be commissioned.

We ask that you kindly complete the review of the thesis within 2 weeks. Prompt assessment will enable swift finalization of grades and allow the student to graduate with their cohort and further their career (job applications, further studies).

### **Special Considerations**

There are no special considerations for this student.

### **Contact**

For more information or queries, please contact the program director of our honours program:

Assoc. Prof. Gunnar Keppel

Email: [Gunnar.Keppel@unisa.edu.au](mailto:Gunnar.Keppel@unisa.edu.au)

Telephone: (08) 83025137 (work) or 04 06647898 (mobile)

## Appendix 5 – Honours Thesis assessment form

### HONOURS THESIS ASSESSMENT FORM

 University of South Australia		Examiner Report
<b>Student:</b> <b>Project Title:</b>		
Key criteria of this assignment	Component Mark / Grade	Comment
<b>Introduction and problem statement</b> <span style="float: right;"><b>10 marks</b></span> - <i>Is the nature and scope for the research adequately described?</i> - <i>Is the problem outlined? Is it researchable?</i> - <i>Is the reason for doing the work outlined?</i>		
<b>Research objectives</b> <span style="float: right;"><b>10 marks</b></span> - <i>Are the objectives clearly stated?</i> - <i>Do they follow clearly from the problem?</i>		
<b>Background/Review of Related Literature</b> <span style="float: right;"><b>10 marks</b></span> - <i>Is the literature related to the research project adequately identified and discussed?</i> - <i>Is there a discussion of the relatedness of the literature to the project?</i> - <i>Is there a summary of key issues and findings from the literature?</i> - <i>Is there discussion of the implications of these findings for the proposed research?</i>		
<b>Research Methods</b> <span style="float: right;"><b>15 marks</b></span> - <i>Is the description of the proposed approach clear and appropriate to achieve the stated objectives?</i> - <i>Are the methods described in sufficient detail to allow replication of the methodology?</i> - <i>Are alternative approaches discussed? (if applicable)</i>		
<b>Results and discussion of results</b> <span style="float: right;"><b>25 marks</b></span> - <i>Are the results clearly presented and explained?</i> - <i>Is it clear how the results relate to the research objectives?</i> - <i>Has the data been analysed appropriately?</i> - <i>Are the results logically and systematically analysed?</i> - <i>Are the major trends or findings outlined?</i> - <i>Are figures and tables clearly labelled and explained, allowing them to be understood without needing to refer to the text?</i>		

<p><b>Discussion and Conclusions</b> <span style="float: right;"><b>25 marks</b></span></p> <ul style="list-style-type: none"> <li>- <i>Does the student convey a deep understanding of the research project?</i></li> <li>- <i>Does the student develop a consistent and coherent argument for the interpretation of the results?</i></li> <li>- <i>Are deductions and speculations supported by appropriate literature?</i></li> <li>- <i>Are the implications of the results discussed?</i></li> <li>- <i>Does the discussion support all of the conclusions?</i></li> <li>- <i>Do the conclusions convey the significance of the findings?</i></li> <li>- <i>Do the conclusions respond to the stated objectives?</i></li> </ul>		
<p><b>Presentation</b> <span style="float: right;"><b>5 marks</b></span></p> <ul style="list-style-type: none"> <li>- <i>Is the report clearly written?</i></li> <li>- <i>Is there a logical sequence and clear structure to the report?</i></li> <li>- <i>Are the references relevant, accurately cited and listed following bibliographic convention?</i></li> <li>- <i>Are figures, charts and photographs used appropriately?</i></li> </ul>		
<p><b>Summary comment</b></p>		