MASTERS,
MASTERS (ADVANCED); AND
HONOURS
GUIDE
2018

ANU College of
Arts & Social
Sciences
1. WELCOME

Deciding to do an Honours or Master’s (Advanced) program is a major step in your academic career. It is at this point that you bridge the gap between coursework and research. Up until now you have been taking course after course, but now you get a first taste of what academics expect from a research student. Your research is the culmination, and rounding-out, of your undergraduate and graduate coursework studies. For many it may mean the last phase of university life before entry into full-time employment. For others it is the point at which you can enjoy a moment of satisfaction as you complete a program that is already contributing to your employment situation. It is at this point that much of the disciplinary and interdisciplinary work done in the previous years begins to fall into some kind of overall shape.

You are likely to experience much more autonomy and responsibility for your own intellectual development than previously, particularly in the development of ideas. At the same time you will become better acquainted with some of the central features of academic life: seminars, workshops, presentation of work to colleagues, and of course the preparation of a research thesis. To enable you to develop these social, professional and intellectual skills the College has certain formal and informal expectations about the arrangements for your program.

We trust that this guide will assist you to navigate your journey through your program.

College Master’s website: http://cass.anu.edu.au/current-students/graduate-coursework

College Honours website: http://cass.anu.edu.au/current-students/honours

Associate Professor Susanna Scarparo
Associate Dean (Student Experience)
## 2. CRITICAL DATES 2018

<table>
<thead>
<tr>
<th>January</th>
<th>Tue 31</th>
<th>Recommended re-enrol date for Semester 1 returning students</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>12 - 16</td>
<td><strong>ORIENTATION WEEK</strong></td>
</tr>
<tr>
<td></td>
<td>Fri 16</td>
<td>9.30am CASS Master’s induction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.30pm CASS Master’s (Advanced) induction</td>
</tr>
<tr>
<td></td>
<td>Mon 19</td>
<td>9.30am CASS Honours induction</td>
</tr>
<tr>
<td></td>
<td>Mon 19</td>
<td>Semester 1, 2018 begins</td>
</tr>
<tr>
<td></td>
<td>Mon 26</td>
<td>Deadline to add Semester 1 courses via ISIS</td>
</tr>
<tr>
<td>March</td>
<td>Wed 31</td>
<td>Closing date for program transfers to enter into Master’s and Master’s (Advanced) programs for Autumn session, 2018</td>
</tr>
<tr>
<td></td>
<td>Fri 9</td>
<td>Deadline to pay Semester 1 upfront student contributions and international/domestic tuition fees</td>
</tr>
<tr>
<td></td>
<td>Sat 31</td>
<td><strong>SEMMERSE 1 CENSUS DATE</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day for:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Commencing students to change study intensity (i.e. from full-time to part-time) or to apply to defer/withdraw their study for Semester 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dropping Semester 1 courses without incurring HECS/HELP or Domestic Tuition Fees/International Student Fees and be withdrawn non-effectively i.e. the course will NOT be on the student’s official transcript</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Adding a Semester 1 course with financial penalty ($50) (written approval from Convenor and College required)</td>
</tr>
<tr>
<td>May</td>
<td>Fri 4</td>
<td>Deadline to drop Semester 1 courses without failure (WD)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(These dates will be different for non-standard sessions (Summer, Autumn, Winter Spring) please confirm the date with the CASS Student and Education Office)</td>
</tr>
<tr>
<td></td>
<td>Mon 21</td>
<td><strong>MID YEAR COLLEGE WIDE THESIS DUE DATE</strong></td>
</tr>
<tr>
<td></td>
<td>Fri 25</td>
<td>Deadline to drop Semester 1 courses with failure (WN)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(These dates will be different for non-standard sessions (Summer, Autumn, Winter Spring) please confirm the date with the CASS Student and Education Office)</td>
</tr>
<tr>
<td></td>
<td>Wed 31</td>
<td>• Closing date for both internal and external Semester 2, 2018 (commencing) honours applications. (If you’ve missed this date, check with the CASS Student and Education Office to see if late applications will be accepted).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Closing date for program transfers to enter into Master’s and Master’s (Advanced) programs for Semester 2, 2018</td>
</tr>
<tr>
<td>June</td>
<td>Sat 30</td>
<td>Recommended re-enrol date for continuing students for Semester 2</td>
</tr>
<tr>
<td>July</td>
<td>11 - 13</td>
<td>July graduation ceremonies</td>
</tr>
<tr>
<td></td>
<td>16 – 20</td>
<td><strong>ORIENTATION WEEK</strong></td>
</tr>
<tr>
<td></td>
<td>Mon 23</td>
<td>Semester 2, 2018 begins</td>
</tr>
<tr>
<td></td>
<td>Mon 30</td>
<td>Deadline to add Semester 2 courses via ISIS</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Tue 31</td>
<td>Closing date for program transfers to enter into Master’s and Master’s (Advanced) programs for Spring Session, 2018</td>
<td></td>
</tr>
<tr>
<td>August Fr 10</td>
<td>Deadline to pay Semester 2 upfront student contributions and international/domestic tuition fees</td>
<td></td>
</tr>
</tbody>
</table>
| Fri 31     | **SEMESTER 2 CENSUS DATE**  
Last day for:  
- Commencing students to change study intensity (i.e. from full-time to part-time) or to apply to defer/withdraw their study for Semester 2  
- Dropping Semester 2 courses without incurring HECS/HELP or Domestic Tuition Fees/International Student Fees and be withdrawn non-effectively i.e. the course will NOT be on the student’s official transcript  
- Adding a Semester 2 course with financial penalty ($50) (written approval from Convenor and College required) |
| Oct Fr 5   | Deadline to drop Semester 2 courses without failure (WD)  
(These dates will be different for non-standard sessions (Summer, Autumn, Winter Spring) please confirm the date with the CASS Student and Education Office) |
| Mon 22     | **END YEAR COLLEGE WIDE THESIS DUE DATE**                                                                                                        |
| Fri 26     | Deadline to drop Semester 2 courses with failure (WN)  
(These dates will be different for non-standard sessions (Summer, Autumn, Winter Spring) please confirm the date with the CASS Student and Education Office) |
| Wed 31     | - Closing date for both internal and external Semester 1, 2019 (commencing) honours applications.  
(If you’ve missed this date, check with the CASS Student and Education Office to see if late applications will be accepted).  
- Closing date for program transfers to enter into Master’s (Advanced) programs for Semester 1, 2019 |
| Dec 11 - 14 | December graduation ceremonies                                                                                                                    |
# 3. DEFERRAL OR TRANSFER

## MASTER’S

### DEFERRAL OF MASTER’S PROGRAMS

You are expected to commence your program in the session listed on your offer. If you are unable to commence your study in the semester indicated on your offer you may apply to defer your offer for up to one year. You are advised to contact the CASS Student and Education Office graduate.students.cass@anu.edu.au to discuss your situation prior to deferring.

Please note: the maximum completion time for a Master’s (96 units) is 7 years as set out in the Coursework Awards Rules 2016 (No. 2).

More information on deferral can be found at:

- For domestic students: [http://www.anu.edu.au/study/accept-your-offer/postgraduate-domestic-defer-or-decline](http://www.anu.edu.au/study/accept-your-offer/postgraduate-domestic-defer-or-decline)

### TRANSFERRING INTO THE MASTER’S (ADVANCED) PROGRAM

If you are transferring from a Master’s to a Master’s (Advanced) program you should not graduate with (take out/confer) your coursework Master’s program.

If you want to transfer to the Master’s (Advanced), you’ll need to achieve a GPA of 6/7 across the coursework you completed in your Master’s (at least 48 units at ANU) and obtain the confirmation of an academic supervisor for your proposed thesis project.

Please be aware that any courses taken as part of the 24 units from completion of elective courses offered by ANU list will not count towards the Master’s (Advanced) should you decide to transfer. This is because the Master’s (Advanced) has no 24 units from completion of elective courses offered by ANU list; this is replaced by the 24 unit thesis. This may not be applicable to Master of Studies students should contact the GSS Student Advisor or the GSS Sub-Dean/Academic Advisor gss@anu.edu.au for advice.

Applications for degree transfers must be submitted by the relevant deadline, even if your final results are not available at the time.

**To Apply:**

Apply for a program transfer in ISIS via the Compass symbol > Navigator > ISIS folder > Degree Management > Apply for Degree Transfer.

Complete a Supervisor Confirmation Form, which you can access by emailing graduate.students.cass@anu.edu.au and return by mid-June/mid-November

For Semester 1 commencement you will need to apply to transfer by 31 October the previous year (or 31 May for Semester 2 commencement):

More information on transfers can be found at: [http://www.anu.edu.au/students/program-administration/program-management/transferring-between-degrees](http://www.anu.edu.au/students/program-administration/program-management/transferring-between-degrees)

## MASTER’S (ADVANCED) AND HONOURS

### DEFERRAL OF MASTER’S (ADVANCED) OR HONOURS PROGRAMS

Students are expected to take up their place in the semester for which they have applied and have approved supervision. If you need to defer that offer, you are only allowed to defer for a maximum of one year from the time of offer to the time of actual commencement.

If you defer, new supervisory arrangements will need to be approved.

**Honours students:** must commence their Honours year within two years of completing their Bachelor degree.

**Master’s (Advanced) students:** deferral cannot override the progression requirement in Master’s (Advanced) degrees:

*Students must have the written agreement of an identified supervisor in order to enrol in THES8100, THES8102, THES8103, THES8105, or THES8113 Thesis in a specified semester one calendar year in advance of the...*
start date of that semester. Students who do not have the written agreement of an identified supervisor one calendar year in advance, or whose agreed supervisor either subsequently leaves the university or is on leave from the university, will be transferred to the [non-advanced version of the degree].”

Master’s (Advanced) students who are unable to secure permission from their Supervisor for deferral:

- may continue into the program as originally offered;
  or
- will be transferred in to the non-advanced version of the program and defer the start of this program.

Please note: the maximum completion times are:

- 2 years for Honours; and
- 7 years for Master’s (Advanced)
as set out in the Coursework Awards Rules 2016 (No. 2).

To Apply:

Complete a Supervisor Confirmation Form, which you can access by emailing:
Master’s (Advanced): graduate.students.cass@anu.edu.au
Honours: ug.students.cass@anu.edu.au

Return the form to the above address before census date.
**MASTER’S AND MASTER’S (ADVANCED)**

Students commencing a 2-year Master’s program may be eligible for course credit in recognition of prior learning (e.g. a completed formal qualification) if that learning is considered to be cognate (related) to the program. This is to recognise that students coming into the program with background knowledge of the discipline may be excused from doing introductory courses. Each program has a specific list(s) that students may be excused from having to undertake. This will reduce the total number of units you need to take in order to complete your program.

Students with a Bachelor Degree or Graduate Certificate in a cognate discipline may be eligible for 24 units (1 semester) of credit.

Students with a Graduate Diploma or Honours in a cognate discipline may be eligible for 48 units (1 year) of credit. If your intention is to transfer into a Master’s (Advanced) program you should only accept 24 units of credit.

Master of Studies students should contact the GSS Student Advisor or the GSS Sub-Dean/Academic Advisor gss@anu.edu.au for credit advice.

**Credit assessment at admission**

Students (both domestic and international) who would like to be considered for credit should contact the CASS Student and Education Office at graduate.students.cass@anu.edu.au. Please indicate how much credit you are applying for (e.g. 24 or 48 units). There are limits on the maximum credit allowable in your program.

If you choose to accept the offer of credit, the total duration of your program will be reduced. Credit is only cancelled where there are exceptional academic reasons demonstrated to and approved by the Associate Dean.

**Applying for specified credit**

If you have completed courses at another university you may be eligible for credit towards specific courses in your program at ANU. To gain access to this credit you must demonstrate equivalency to specific courses in your program. Refer to the Get course credit or exemption page for details.

---

**HONOURS**

Generally no credit is available for Honours programs in CASS. If you would like to discuss this further please contact the CASS Student and Education Office ug.students.cass@anu.edu.au.

More information on credit can be found at:

It is critical that you are fully aware of and understand important deadlines for enrolment transactions as they will have significant academic and financial implications. For this reason you should ensure you check your student email account regularly as this is where the University will send any correspondence or reminders. Some key things to remember are listed below.

**HOW TO ENROL INTO COURSES**

Check out the informative videos on the [Enrol for the first time as a coursework student page](#) for instructions on how to find courses on the Programs and Courses website (P&C) and enrol via the ISIS system. Some courses may require permission codes to enrol from the offering area or Course Convenor.

**All (THE) Thesis courses require permission to enrol.**

Remember, if there is no ‘Term’ information showing on P&C for a course it means that course isn’t on offer that year and cannot be taken that year.

**CENSUS DATES**

Census dates are the basis of many university deadlines.

If you are enrolled in a course once the course census date passes, you will remain liable for the full tuition and associated fees for that course.

The following standard census dates apply at ANU:
- First Semester Census Date is March 31
- Second Semester Census Date is August 31

**NON-STANDARD SESSIONS**

Non-standard sessions (summer, autumn, winter and spring) are equal quarterly divisions of the academic year from 1 January to 31 December. Courses scheduled in non-standard sessions do not adhere to the session dates, and can be run at any time within that quarter. This means that some courses may be very short, intensive courses and others can be much longer. Each course in a non-standard session has a different census date. It is important to check non-standard session course dates in [Programs & Courses.](#)

**INTERNATIONAL STUDENTS**

If you are at the ANU on an International Student Visa to undertake studies, then you must take note of the following important points.

**Enrolling in Online courses**

Under the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018), international student visa holders are allowed to take only 33 per cent of their total program as online or distance courses. In any one study session, international student visa holders must be taking at least one unit that is

| Table 1: Dropping courses in a semester in 2018 |
|----------------|-----------------------------------------------|
| When a course is dropped | Result on transcript |
| On or before Census Date | Course removed from transcript |
| Semester 1: 31 March 2018 Semester 2: 31 August 2018 |
| On or before the end of the 10th week of semester | Financial penalty only WD (withdrawn without failure) |
| Semester 1: 4 May 2018 Semester 2: 5 Oct 2018 |
| On or before the last teaching date of semester | Both financial and academic penalty WN (withdrawn with failure) |
| Semester 1: 25 May 2018 Semester 2: 26 Oct 2018 |

| Table 2: Dropping courses in Summer, Autumn, Winter or Spring Session |
|----------------|-----------------------------------------------|
| When a course is dropped | Result on transcript |
| On or before Census Date | Course removed from transcript |
| On or before the last teaching day of the course | Financial penalty only WD (withdrawn without failure) |
| On or before the last teaching date of the session | Both financial and academic penalty WN (withdrawn with failure) |
not by distance or online learning, unless the international student is completing the last course of their program.

This does not affect in person (on campus) courses.

If the lecturer expects you to attend classes (lectures, seminars, workshops, or labs) and says so in the Course Outline, those courses are not online.

To ensure that you do not breach your visa conditions, we strongly recommend that you enrol into the ‘In Person’ (on campus) version of a course if it is offered in multiple delivery modes.
6. PROGRAM LEAVE

MASTER’S

DOMESTIC STUDENTS

Domestic students who have completed at least one course at ANU are not required to formally request program leave from their studies.

You are considered as being on program leave if you do not enrol, or drop all enrolled courses before the census date for that enrolment session. While on leave you will retain full access to ANU IT services including ANU email, ISIS, Alliance and Library services.

You will remain active in your program for a period of two years without course enrolment. Failure to re-enrol after this period will result in you being discontinued from your program.

Please note: the maximum completion time for a Master’s (96 units) is 7 years as set out in the Coursework Awards Rules 2016 (No. 2). This includes all program leave.

INTERNATIONAL STUDENTS

International students are required to request program leave by submitting an application form.

It is important that international students understand their obligations and restrictions when applying for program leave.

Applications for leave should be submitted prior to the commencement of the academic session and no later than the census date of the session concerned. Leave will normally be approved for no more than one year in the first instance.

To Apply:

International students apply for leave in ISIS via the Compass symbol > Navigator > ISIS folder > Degree Management > Manage My Degree and choose the appropriate eForm.

More information on leave for domestic students can be found at: http://www.anu.edu.au/students/program-administration/program-management/program-leave-domestic-coursework-student

MASTER’S (ADVANCED) AND HONOURS

Once a student has commenced his or her program, Program Leave is permitted only under exceptional circumstances and is granted at the discretion of the Associate Dean (Student Experience). All Honours and Master’s (Advanced) students must apply for leave.

Acceptable grounds for Program Leave may include that the student:

- has developed a serious health problem that makes it difficult for them to study;
- had an occurrence of major unforeseen misfortune (e.g. death or serious illness of an immediate family member, or the need to assume significant caring responsibilities for a family member) that is making it difficult for the student to study.

Non-acceptable grounds for Program Leave include that the student:

- wants to take a year off in order to broaden their horizons;
- has a short-term illness (you should apply for an extension).

In all cases, the Supporting Documentation Form must be lodged along with the application and new supervisory arrangements will need to be approved.

Master’s (Advanced) students: leave cannot override the progression requirement in Masters (Advanced) degrees:

“Students must have the written agreement of an identified supervisor in order to enrol in THES8100, THES8102, THES8103, THES8105, or THES8113 Thesis in a specified semester one calendar year in advance of the start date of that semester. Students who do not have the written agreement of an identified supervisor one calendar year in advance, or whose agreed supervisor either subsequently leaves the university or is on leave from the university, will be transferred to the [non-advanced version of the degree].”
Master's (Advanced) students who are unable to secure permission from their Supervisor for leave:

- may continue the program as originally offered; or
- will be transferred in to the non-advanced version of the program, where leave may be applied.

**All Master's (Advanced) and Honours students** are required to submit an application for Program Leave.

**Please note:** the maximum completion times including all periods of leave are:

- 2 years for Honours; and
- 7 years for Master's (Advanced)


---

**To Apply:**

**Download** the "Supporting Documentation form" here and give this form to your medical practitioner/counsellor who can:

1. fill out the form, which you then upload into the application; or
2. write their own letter outlining your issue (this letter must contain the information asked for in the Supporting Documentation form), which you then upload into the application form.

**Complete** a Supervisor Confirmation Form, which you can access by emailing:

Master's (Advanced): [graduate.students.cass@anu.edu.au](mailto:graduate.students.cass@anu.edu.au)
Honours: [ug.students.cass@anu.edu.au](mailto:ug.students.cass@anu.edu.au)

**Apply** for leave, in ISIS via the Compass symbol > Navigator > ISIS folder > Degree Management > Manage My Degree and choose the appropriate eForm.

You must upload your Supporting Documentation Form and Supervisor Confirmation Form into the Manage My Degree eForm to support your application.

More information on leave can be found at:

**For domestic students:**

**For International students:**
[http://www.anu.edu.au/students/program-administration/program-management/program-leave-international-coursework-student](http://www.anu.edu.au/students/program-administration/program-management/program-leave-international-coursework-student)
CHAPTER 7. PART-TIME STUDY

MASTER’S

DOMESTIC STUDENTS

Domestic students do not need to seek approval to enrol part-time, but simply enrol in less than a 100% load (24 units per semester).

The maximum completion time for a Master’s (96 units) is 7 years as set out in the Coursework Awards Rules 2016 (No. 2).

INTERNATIONAL STUDENT VISA HOLDERS

International student visa holders must maintain a 100% load (24 units per semester) otherwise they may be in breach of their visa conditions. International student visa holders may only reduce study load with permission in limited, exceptional circumstances, and will be required to substantiate the request with supporting documentation (e.g. medical/ counselling certificates).

To Apply:

International students apply for a reduced study load (going part-time) in ISIS via the Compass symbol > Navigator > ISIS folder > Degree Management > Manage My Degree and choose the appropriate eForm.

More information on reducing study load for international students can be found at: http://www.anu.edu.au/students/program-administration/program-management/reducing-your-study-load-as-an-international

MASTER’S (ADVANCED) AND HONOURS

DOMESTIC STUDENTS

Students wanting to enrol part-time must seek approval from their Supervisor and Program Convenor in order to determine whether supervision is available. For some programs the possibility of doing the Thesis part-time may not be an option.

Converting to part-time status part way through a student’s Thesis is permitted only under exceptional circumstances and is granted at the discretion of the Associate Dean (Student Experience). A new supervisory arrangements will need to be approved. Acceptable grounds are as for Program Leave. Whether you take program leave or go part-time will depend on your circumstances and possible supervision.

Master’s (Advanced) students: enrolling part-time cannot override the progression requirement in Masters (Advanced) degrees:

“Students must have the written agreement of an identified supervisor in order to enrol in THES810[X] Thesis in a specified semester one calendar year in advance of the start date of that semester. Students who do not have the written agreement of an identified supervisor one calendar year in advance, or whose agreed supervisor either subsequently leaves the university or is on leave from the university, will be transferred to the [non-advanced version of the degree].”

Master’s (Advanced) students who are unable to secure permission from their Supervisor for enrolling part-time:

- may continue the program as originally offered; or
- will be transferred in to the non-advanced version of the program and go part-time in this program.

The maximum completion times are:

- 2 years for Honours; and
- 7 years for Master’s (Advanced)

as set out in the Coursework Awards Rules 2016 (No. 2).

To Apply:

Complete a Supervisor Confirmation Form, which you can access by emailing:

Master’s (Advanced): graduate.students.cass@anu.edu.au
Honours: ug.students.cass@anu.edu.au

Return the form to the above address.

International students must also apply for a reduced study load (enrolling part-time) in ISIS via the Compass symbol > Navigator > ISIS folder > Degree Management > Manage My Degree and choose the appropriate eForm.

More information on reducing your study load for international students can be found at: http://www.anu.edu.au/students/program-administration/program-management/reducing-your-study-load-as-an-international
INTERNATIONAL STUDENT VISA HOLDERS

International student visa holders: you must maintain a 100% load (24 units per semester) otherwise you may be in breach of your visa conditions.
8. WITHDRAWAL

**MASTER’S**

If you start your program but are unable to continue, you must withdraw from the program no later than the semester census date. If you withdraw before the HECS census date, your enrolment will not appear on your academic transcript. When you are ready to return to study, you will need to reapply for admission.

**To Apply:**

Apply to withdraw in ISIS via the Compass symbol > Navigator > ISIS folder > Degree Management > Manage My Degree.

More information on withdrawing can be found at:

For domestic students:
[http://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-program-as-a-domestic-coursework](http://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-program-as-a-domestic-coursework)

For International students:
[http://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-program-as-an-international](http://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-program-as-an-international)

---

**MASTER’S (ADVANCED) AND HONOURS**

If you start your program but are unable to continue, you must withdraw from the program no later than the semester census date. If you withdraw before the HECS census date, your enrolment will not appear on your academic transcript. When you are ready to return to study, you will need to reapply for admission.

**Honours students:** must commence their Honours year within two years of completing their Bachelor degree.

If you find out that you are unable to continue and it is after the HECS census date, you should talk to your Supervisor, Program Convenor or contact the CASS Student and Education Office to discuss your options.

**To Apply:**

Apply to withdraw in ISIS via the Compass symbol > Navigator > ISIS folder > Degree Management > Manage My Degree.

More information on withdrawing can be found at:

For domestic students:
[http://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-program-as-a-domestic-coursework](http://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-program-as-a-domestic-coursework)

For International students:
[http://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-program-as-an-international](http://www.anu.edu.au/students/program-administration/program-management/withdraw-from-a-program-as-an-international)
You can enrol and withdraw from courses in ISIS (before the relevant closing dates). For further changes to your program, you should use the Manage My Degree section within ISIS. You can access this in ISIS via the Compass symbol > Navigator > ISIS folder > Degree Management > Manage my Degree.

Manage My Degree consists of a multi-function eForm and you can use it to apply for the following:

- **Late withdrawal**: For students who were unable to drop their enrolment before census date, due to unforeseen circumstances.

- **Reduced study load**: For international students who wish to reduce their study load below the required 100%.

- **Overloading**: For all students wishing to increase their study load beyond 24 units in a six month Study Period (1 January – 30 June and 1 July – 31 December). Permission will only be granted where the minimum criteria set out in the ANU policy have been met by the student. Those criteria include minimum grade averages attained by students in their prior courses. Students seeking to overload should carefully read the ANU policy at [Student Academic Load and Progression](http://www.anu.edu.au/students/program-administration/enrolment/overload-your-enrolment).

- **Third Attempt Course Enrolment**: For students wishing to enrol in a course that they will be attempting for the third time. All other courses should be added through ISIS before census date. If you are unable to add a course on ISIS for another reason, you should contact the offering area to request a permission code.

- **Program Withdrawal (voluntary discontinuation)**: For students wanting to permanently withdraw from their program.

- **Program Leave**: For International students, Honours students and Master’s (Advanced) students wishing to apply for leave from their program.

Please note that only one of these application types may be processed within a form. To apply for multiple processes, you must create a new form for each application.

**Exceptions**

In the following cases, you will be unable to use an eForm. Please read this link for the appropriate action to take:

[http://www.anu.edu.au/students/program-administration/program-management/manage-my-degree-mmd-eform-exemptions](http://www.anu.edu.au/students/program-administration/program-management/manage-my-degree-mmd-eform-exemptions)

- Apply to retake a course for the third time, where one of the previous attempts was in a previous degree.
- Overload where you met one or more of the overload requirements in a previous degree/s.
- Apply for late withdrawal from a degree you are no longer in.

For more information on eForms, this link will be of use:

[http://www.anu.edu.au/students/program-administration/program-management/student-administration-eforms](http://www.anu.edu.au/students/program-administration/program-management/student-administration-eforms)
10. EARLY EXIT

There are a couple of options available to students wanting to exit their qualification early.

The Graduate Certificate of Studies (CSTUD) can be used as an exit qualification for any postgraduate student who has completed 24 units of postgraduate study.

The Graduate Diploma of Studies (DSTUD) is an exit qualification only. It provides a flexible option for ANU students who require an early exit point from a single or double Master’s or single Master’s (Advanced) program. A maximum of 24 units of Transitional Coursework can be counted towards the Graduate Diploma.

For Master’s (advanced) students there may be an option to transfer to the non-advanced program.

If you are considering exiting your program early please talk to the CASS Student and Education Office.

11. STRUCTURE OF THE PROGRAM

MASTER’S

The most important thing to remember is that you must follow the rules of your program for the year that you started.

The sequence of courses that you need to undertake to complete your degree are listed under the ‘Study’ tab of your program’s page on the Programs and Courses website.

Table 3: Master’s programs. Further information on each Master’s program can be found in Programs and Courses.

<table>
<thead>
<tr>
<th>College of Arts and Social Sciences Master’s program links</th>
<th>College of Arts and Social Sciences Master’s program links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Anthropology</td>
<td>Master of Applied Anthropology and Participatory Development</td>
</tr>
<tr>
<td>Master of Applied Anthropology and Participatory Development - Online</td>
<td>Master of Archaeological and Evolutionary Science</td>
</tr>
<tr>
<td>Master of Art History and Curatorial Studies</td>
<td>Master of Arts - Arts Administration / Master of Museum and Heritage Studies</td>
</tr>
<tr>
<td>Master of Culture, Health and Medicine</td>
<td>Master of Demography</td>
</tr>
<tr>
<td>Master of Design</td>
<td>Master of Digital Arts</td>
</tr>
</tbody>
</table>

SPECIALISATIONS

Some CASS Master’s programs offer specialisations that allow you to gain concentrated academic theory, skills and experience in support of your current or future career and interests. On commencing a new Master’s program please consider which specialisation would suit you and email the CASS Student and Education Office at graduate.students.cass@anu.edu.au with your decision by the end of your first semester.

MASTER’S (ADVANCED)

All College of Arts and Social Sciences Master’s (Advanced) programs have:
- At least 12 units of coursework designed to develop the research skills needed to write a thesis.
• A 24-unit Thesis. All CASS Master’s (Advanced) theses have the same rules and are marked according to the same marking guide to ensure equity across disciplines. Students enrol in one of five different codes according to their discipline and mode of study; the sole purpose of these different codes is to map onto the correct Government reporting codes. The codes are THES8100, THES8102, THES8103, THES8113 (online) or THES8105; the correct code for each program is specified in the list of required courses for each program.

The sequence of courses that you need to take to complete your degree are listed under the ‘Study’ tab of your program’s page on the Programs and Courses website.

All direct entry CASS Master’s (Advanced) programs (see Table 4 for those that are entry by transfer only) include a progression requirement:

“Students must have the written agreement of an identified supervisor in order to enrol in THES8100, THES8102, THES8103, THES8105, or THES8113 Thesis in a specified semester one calendar year in advance of the start date of that semester. Students who do not have the written agreement of an identified supervisor one calendar year in advance, or whose agreed supervisor either subsequently leaves the university or is on leave from the university, will be transferred to the [non-advanced version of the degree].”

It is important that students identify and receive agreement of an identified supervisor to be able to continue in the program.

Table 4: Master’s (Advanced) programs. Further information on each Master’s (Advanced) program can be found in Programs and Courses.

<table>
<thead>
<tr>
<th>College of Arts and Social Sciences Master’s (Advanced) program links.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Master of Anthropology (Advanced)</strong></td>
</tr>
<tr>
<td><strong>Master of Anthropology and Participatory Development (Advanced) - Online</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master of Archaeological Science (Advanced)</th>
<th>Master of Art History and Curatorial Studies (Advanced)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only available to grandfathered students transferring from the disestablished Master of Archaeological Science</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master of Arts (Advanced)</th>
<th>Master of Biological Anthropology (Advanced)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only available to students enrolled pre 2018.</td>
<td></td>
</tr>
<tr>
<td>Only available to grandfathered students transferring from the disestablished Master of Biological Anthropology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master of Classical Studies (Advanced)</th>
<th>Master of Culture Health and Medicine (Advanced)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only available to grandfathered students transferring from the disestablished Master of Classical Studies</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master of Demography (Advanced)</th>
<th>Master of Design (Advanced)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only available to the disestablished Master of Demography</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master of Digital Arts (Advanced)</th>
<th>Master of Digital Humanities and Public Culture (Advanced)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Globalisation (Advanced)</td>
<td></td>
</tr>
<tr>
<td>Master of History (Advanced)</td>
<td>Master of Islam in the Modern World (Advanced)</td>
</tr>
<tr>
<td>Only available to grandfathered students transferring from the disestablished Master of History</td>
<td></td>
</tr>
<tr>
<td>Only available to the disestablished Master of Islamic Studies</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master of Liberal Arts (Advanced)</th>
<th>Master of Middle Eastern and Central Asian Studies (Advanced)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only available to grandfathered students transferring from the</td>
<td></td>
</tr>
<tr>
<td>Only available to the disestablished Master of Liberal Arts</td>
<td></td>
</tr>
</tbody>
</table>
dissolved Master of Liberal Arts.

Master of Museum and Heritage Studies (Advanced)  Master of Music (Advanced)

Master of Political Science (Advanced)

Administered by CAP contact MPLSC_admin@anu.edu.au for information regarding your program enrolment.

The Thesis course is administered by CASS. Contact graduate.students.cass@anu.edu.au

Master of Social Research (Advanced)  Master of Studies (Advanced)

Master of Translation (Advanced)  Master of Visual Arts (Advanced)

SPECIALISATIONS

Some CASS Master’s programs offer specialisations that allow you to gain concentrated academic theory, skills and experience in support of your current or future career and interests. On commencing a new Master program please consider which specialisation would suit you and email the CASS Student and Education Office at graduate.students.cass@anu.edu.au with your decision by the end of your first semester.

HONOURS

Administratively, honours is a separate undergraduate program, taken after completion of a pass degree. Most honours programs may be entered at the start of either semester, and most students enter honours directly on completion of their pass degree. Please note that you have strictly two years to apply for and commence Honours from the completion of your undergraduate degree.

The honours year has rigid deadlines to test your organisational skills, ensure equity among candidates and facilitate the organisation of assessment and determination of results for the class.

Please be aware that the University has set deadlines for enrolment variations and other processes. Make sure you are aware of the census dates for the year, and make sure that you are enrolled correctly for each semester.

Note: If you are a Bachelor of Philosophy student, this Honours guide applies only to the final 48 units of your program.

All ANU College of Arts and Social Sciences undergraduate degree programs have a linked honours program that has the same structure:

- 24 units of specified coursework designed to develop the research skills needed to write a thesis. Courses can be offered in a variety of sequences, either being undertaken in your first semester or spread over the year. These courses are primarily designed to facilitate the research for your thesis. Some programs offer a reading course in the literature of your field that is intended to create a much deeper understanding of the area of knowledge in which your thesis is set. Information about honours coursework is available on Programs and Courses through the page for your Honours program (Table 5). Students should also liaise with their Supervisor and/or Convenor as to the most appropriate coursework sequence to undertake.

- 24-unit Thesis; all CASS honours theses have the same rules and are marked according to the same marking guide to ensure equity across disciplines. Students enrol in one of four different codes according to their discipline; the sole purpose of these different codes is to map onto the correct Government reporting codes. The codes are THES4100, THES4102, THES4103, or THES4105; the correct code for each discipline is specified in the list of required courses for each program on Programs and Courses.

The following Honours Specialisations (in the Bachelor of Arts (Honours)) may differ to the above structure as they are owned and taught by other ANU Colleges:

a. Applied Economics
b. Asia-Pacific Studies
c. Mathematics
d. Psychology

If you are doing Honours within one of the above Specialisations, you should contact the relevant honours Convenor concerning its structure or consult the programs and courses page for each Specialisation. Your thesis due dates are likely to be different to those outlined in this document.
Table 5: Honours programs. Further information on each Honours program can be found in Programs and Courses.

<table>
<thead>
<tr>
<th>College of Arts and Social Sciences Honours program links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Archaeological Practice (Honours)</td>
</tr>
<tr>
<td>Bachelor of Latin American Studies (Honours)</td>
</tr>
<tr>
<td>Only available to students transferring from the Bachelor of Latin American Studies</td>
</tr>
<tr>
<td>Bachelor of Art History and Curatorship (Honours)</td>
</tr>
<tr>
<td>Bachelor of Middle Eastern and Central Asian Studies (Honours)</td>
</tr>
<tr>
<td>Bachelor of Arts (Honours)</td>
</tr>
<tr>
<td>Bachelor of Music (Honours)</td>
</tr>
<tr>
<td>Bachelor of Classical Studies (Honours)</td>
</tr>
<tr>
<td>Bachelor of Philosophy (Honours)</td>
</tr>
<tr>
<td>Bachelor of Criminology (Honours)</td>
</tr>
<tr>
<td>Bachelor of Philosophy (Honours) / Bachelor of Arts (Honours) [joint ANU/National University of Singapore program]</td>
</tr>
<tr>
<td>Bachelor of Design Arts (Honours)</td>
</tr>
<tr>
<td>Bachelor of Policy Studies (Honours)</td>
</tr>
<tr>
<td>Bachelor of Development Studies (Honours)</td>
</tr>
<tr>
<td>Bachelor of Political Science (Honours)</td>
</tr>
<tr>
<td>Bachelor of European Studies (Honours)</td>
</tr>
<tr>
<td>Bachelor of Politics, Philosophy and Economics (Honours)</td>
</tr>
<tr>
<td>Bachelor of International Relations (Honours)</td>
</tr>
<tr>
<td>Bachelor of Visual Arts (Honours)</td>
</tr>
<tr>
<td>Bachelor of Languages (Honours)</td>
</tr>
</tbody>
</table>

EXCHANGE DURING HONOURS

Students in the language disciplines may be able to go on Exchange during Honours. This allows them to complete some or all of the Honours coursework component abroad in their language of focus. At this point in time, Exchange is not available to any other disciplines apart from Language studies students.

COMBINED HONOURS

Doing Combined Honours may be possible depending on the availability of supervision across two or more disciplines. In order to do Combined Honours students enrol in a combined Honours program (48-units) across two or more Honours Specialisations, making sure that they meet the entry requirements for both Honours Specialisations at the required 70% average. Once the application into Combined Honours is approved by the Associate Dean (Student Experience), their Program will consist of:

- 24 units of 4000-level coursework from the Honours Specialisations being combined; and
- 24 units from the thesis code from the Primary Supervisor’s discipline (as set out on Programs and Courses).

Coursework component (24 units)

The coursework component must be approved in writing by the Associate Dean (Student Experience) to ensure that the selection of courses includes the required research training across both Specialisations. Normally this would mean that students do 12 units of coursework from one discipline and 12 units of coursework from the second discipline.

Thesis component (24 units)

In working out the structure of the 24 unit thesis, students must ensure that they have a designated Primary Supervisor in one of the Specialisations. The Primary Supervisor takes carriage of the overall process and is the liaison point for the Combined Honours program. Formatting for the thesis will follow the requirements of the discipline to which the Primary Supervisor belongs.

Because it is difficult to successfully complete Combined Honours, students will only be admitted into the Combined Program with approval of the Associate Dean (Student Experience) and with support from the discipline area and with a clear idea of the research project. Students should make an appointment with the Associate Dean (Student Experience) before they apply to do Combined Honours in order to discuss the Program and its requirements.

DOUBLE HONOURS

“Double Honours” is where students undertake two 48-unit Honours Programs. This means that it takes 2 years to complete. They do one year in one Honours Specialisation (enrolled in program code HARTS) and the second year in the second Specialisation (enrolled in program code HART2). They must meet the requirements for entry into both honours programs.
THE THESIS (24 UNITS)

The research for and the writing of the thesis is the single most distinctive feature of the Honours and Master’s (Advanced) programs. You decide on the topic you want to pursue: perhaps something that has struck you during earlier studies, or something you have felt unable to pursue before, but in any case a proposition or view of sufficient scale and scope to enable you to develop it at length, offering supporting evidence and addressing a substantial body of material (this might be a single text, an archive, a social, cultural or political phenomenon, and so on). Academic staff will help you identify an interesting and challenging research topic on which you will be able to get results or reach a conclusion of some kind in the limited time available. Preparation of a thesis develops your ability to locate and classify relevant information or data efficiently; to analyse complex issues or texts from a range of viewpoints; to provide precise and sustained argumentation; and to communicate effectively, orally and in written or other appropriate forms. These are skills that will be invaluable in any career, including further academic pursuits.

The thesis shows what you can do as researcher, thinker and writer. It can demonstrate that you are capable of undertaking further research for a doctorate or other graduate program, or it can be shown to a potential employer, along with Supervisors’ references, as a demonstration of your abilities.

In Visual Art, and Design Art, a body of studio research and an exegesis constitute the thesis.

In Music Performance one or two public recitals, to a total of approximately 90 minutes duration, and program notes accompanying the recital/s, constitute the thesis.

In Music Composition or Composition for Film and Video Games a portfolio of works and program notes accompanying the portfolio, constitute the thesis.
A number of people will assist to facilitate your studies and we recommend that you take the time to identify your thesis ‘community’; get to know the lines of communication and who you can turn to for guidance when you need it.

Other students - you are a member of the cohort studying for an Honours or a Master’s (Advanced). You may already know some of them; others you will come to know during the year. Your colleagues are among your most important resources at this level, sharing in the highs and lows of completing your thesis.

Supervisors - your Supervisor is the most important person for your research. You are working with them, seeking their advice and guidance, while also seeking to become independent in your work. See below for further information relating to the Supervisor-Student Relationship.

Program Convenors - are responsible for administering matters relating to all students in their particular program. Their role includes advising on ANU rules and College guidelines and keeping Course Convenors in the program informed of policies and procedures within CASS and the School/Centre.

In addition, Honours and Master’s (Advanced) Convenors are responsible for arranging examination procedures for theses, organising submission procedures for pieces of work equivalent to the thesis (e.g. studio work, portfolios, music recitals), overseeing information in WATTLE for their discipline, monitoring Turnitin text matching of theses, and keeping all Supervisors in the program informed concerning policies and procedures within CASS and the School/Centre. For a list of Convenors see: Honours Convenor or Master’s Convenor.

Course Conveners - are responsible for course queries and short extension or resubmission requests for assignments.

Administrators - each School has an administrator who is your first point of contact for course permission codes, room enquiries, seminars, thesis submission and adding you to School email lists. For a list of Administrators see Convenors webpages at: Honours Convenor or Master’s Convenor.

CASS Student and Education Office - the College Student Advisors are the first point of contact for matters relating to process and procedure for deferment; program leave; enrolment difficulties; and any extension of thesis requests. The College Student and Education Office is located on the Ground Floor, Beryl Rawson Building 13.

T: 6125 2898
E: ug.students.cass@anu.edu.au (Honours)
E: graduate.students.cass@anu.edu.au (Masters)

Associate Dean (Student Experience) – oversees the CASS Honours, Master’s and Master’s (Advanced) programs and provides support and assistance for students who have been advised to “show cause”.

T: 6125 6456
E: assocdeanst.cass@anu.edu.au

Click here to make a booking to see the Associate Dean (Student Experience)
You are expected to enrol into courses that are on offer and that will contribute towards satisfying your program’s requirements. You are also expected to stay informed of enrolment processes and important dates. You will find all of this important information on the CASS Current Students — website: [http://cass.anu.edu.au/students/current-students](http://cass.anu.edu.au/students/current-students)

**CONVENOR-STUDENT**

This relationship with your Program Convenor involves obligations for both parties.

The Program Convenor will assist you with advice and guidance to help you to achieve your personal academic goals within your program whilst satisfying the prescribed program requirements. Such academic advice covers topics such as advice on the best courses to choose in your program. They are expected to stay informed of policies and procedures within CASS and the School/Centre with relation to the program.

**SUPERVISOR-STUDENT**

All students doing a thesis have at least one Supervisor, although sometimes they may have an advisor as well. Students doing Combined Honours will have a Supervisor for each component, but there will be a Primary Supervisor delegated from the primary discipline.

This relationship with your Supervisor involves obligations on the part of both parties. Your Supervisor will assist you with advice, guidance and criticism and help you to achieve your personal academic goals. The Supervisor is there to help you choose and design the research project, guide the research in a practical and productive way, and advise you on writing the best thesis of which you are capable. At the same time, your Supervisor can only guide your efforts, and then only if you are receptive to their advice. You must take the responsibility for the final results of your work. So that you will know what to expect of your Supervisor and what your Supervisor will expect of you, the following indicates some of the responsibilities entailed in Student-Supervisor relations.

**RESPONSIBILITIES OF THE SUPERVISOR**

- Assist the student in selecting and defining the scope of a suitable thesis topic or problem; assist the student in devising a schedule for the year’s thesis work.
- Guide the student in the selection and application of appropriate data collection and analysis procedures and advise on the solution of any difficulties that arise.
- Advise on matters of thesis content, organisation and writing, including the timely provision of comments, written and oral, on drafts or portions of the thesis.
- Meet frequently with the student to discuss and evaluate each stage of the thesis project.
- Monitor student progress and advise the student when progress is unsatisfactory.
- Where necessary assist students in gaining ethics clearance.
- Read a final draft of the thesis, if submitted in a timely manner.
- Nominate appropriate examiners for the thesis.
- In consultation with the student, monitor text matching with the use of Turnitin.
- Stay informed concerning policies and procedures within CASS and the School/Centre with relation to the program.
- Provide final sign off on the thesis for submission.

**RESPONSIBILITIES OF THE STUDENT**

- At the time of application, to approach the Convenor and members of staff and ascertain their willingness to supervise a thesis on a mutually agreeable topic.
- Produce material in accordance with the schedule agreed on with the Supervisor.
- Consider advice seriously. If advice is not taken, the Supervisor should be informed and given the reasons for the decision.
- Consult regularly with the Supervisor. Students should prepare in advance for consultations, by determining the help they require and the areas in which advice would be useful.
- Take responsibility for their progress overall and seek advice early if problems arise.
- Fulfill all the requirements of the Program and thesis course.
- Where necessary prepare an ethics submission (see section 21).
• Submit a final draft of the thesis in a timely manner (discuss timing with your Supervisor). The final draft should be run through Turnitin so you and your Supervisor can monitor it for text matching.
14. THESIS EXPECTATIONS

The following guidelines are to assist students unfamiliar with what may be expected of a thesis. It is highly recommended that you look at previous years’ theses held in your School (they can be located by contacting the relevant Program Convenor) and you should discuss the following expectations with your Supervisor.

- A thesis topic should be selected by the student and accepted for supervision by a member of staff before enrolling into the thesis course.
- A thesis is treated as the work of a student and not as the work of an experienced researcher. They are not judged by the same criteria as research only Master’s (MPhil) or Doctoral (PhD) theses, or articles submitted to learned journals. They are seen as a student’s first real opportunity to develop a range of skills and the ability to analyse a body of knowledge and thus to demonstrate the potential to succeed at more advanced levels.
- You are expected to display familiarity with an area and competence in dealing with it, rather than being expected to make a “significant” contribution to the field.
- You should demonstrate the ability to find and assess information and particularly to assess the relevance of arguments and methods for your specific problem. This involves a grasp of relevant and accessible literature.
- Information should be presented logically and lucidly. Pretentiousness and jargon should be avoided, and comprehension should be clearly demonstrated where jargon must be used.
- A high level of literacy is a reasonable expectation and you are required to present carefully proof-read, clean copies of theses for examiners to read.

Table 6: Thesis course codes. Please refer to Programs and Courses for information specific to the Thesis code you are enrolled in:

<table>
<thead>
<tr>
<th>Thesis code</th>
<th>Disciplines</th>
</tr>
</thead>
<tbody>
<tr>
<td>THES4100</td>
<td>The Honours thesis course for all other Honour’s disciplines not covered by the list below, or by their own course requirements.</td>
</tr>
<tr>
<td>THES4103</td>
<td>The Honours thesis course for Anthropology, Biological Anthropology, Contemporary Europe, Criminology, Development Studies, Digital Humanities, Environmental Studies, Gender, Sexuality and Culture, Latin American Studies, Middle Eastern and Central Asian Studies, Policy Studies, Political Science, Politics and International Relations, Sociology.</td>
</tr>
<tr>
<td>THES8100</td>
<td>The Master’s (Advanced) thesis course for all CASS-administered disciplines not covered by THES8102, 8103, or 8105.</td>
</tr>
<tr>
<td>THES8102</td>
<td>The thesis course for the following Master’s (Advanced) programs: Archaeological Science, Art History and Curatorial Studies, General and Applied Linguistics, History, Liberal Arts.</td>
</tr>
<tr>
<td>THES8105</td>
<td>The thesis course for the following Master’s (Advanced) programs: Classical Studies, Design, Digital Arts, Music, Translation, Visual Arts.</td>
</tr>
</tbody>
</table>
LEARNING OUTCOMES

The specific learning outcomes can be found in Programs and Courses via the links to the thesis codes in Table 6. But, generally, upon successful completion of a thesis, students will have the knowledge and skills to:

1. pose a significant research question relating to their discipline;
2. investigate this question creatively, critically, ethically, and independently, including through sophisticated use of appropriate theory and methodology as appropriate to the discipline, and place these investigations in the context of the relevant intellectual tradition; and
3. communicate their research and its findings through an appropriate medium.

WORD LIMIT

The word limits can also be found can be found in Programs and Courses via the links to the thesis codes in Table 6.

The length of the thesis is a maximum of 20,000 words exclusive of footnotes, tables, figures, maps, bibliography, and appendices. There is a penalty of 10% for exceeding this word limit. Exceptions are:

- **Music Performance**: one or two public recitals, to a total of approximately 90 mins duration (90%), and program notes accompanying the recital/s (10%)
- **Music Composition and Music Composition, Arranging and Sound Design**: A portfolio of works (90%), and program notes accompanying the portfolio (10%)
- **Design Arts and Visual Arts**: Create and install/exhibit a coherent, imaginative, focused and speculative body of artworks by integrating studio and contextual investigation/research (100%).

In some disciplines it is common to write a thesis of a shorter length (e.g. language studies written in the target language).

It is a good idea to discuss with your Supervisor the length of your thesis as writing proceeds, seeking their advice on likely outcomes and ways and means of managing the length.

RECYCLING OF MATERIAL

Information regarding recycling of material can also be found in Programs and Courses via the links to the thesis codes in Table 6.

Recycling is the submission for assessment of work which, wholly or in large part, has been previously presented by the same student for another assessment, either at the Australian National University or elsewhere. ([http://drss.anu.edu.au/asqo/breaches.php](http://drss.anu.edu.au/asqo/breaches.php); [http://drss.anu.edu.au/asqo/academic-integrity.php](http://drss.anu.edu.au/asqo/academic-integrity.php))

If each of the following two conditions is met, students may include in their thesis material that has been submitted for assessment in other 4000 or 8000-level courses that are available in the honours or Master’s (Advanced) plan for which they are enrolled:

I. the course from which material is being recycled states that material submitted in that course may be incorporated into the assessment for THES410X or THES810X Thesis; AND

II. the acknowledgements or introduction of the thesis clearly identifies the title of the assessment/s and name of the course/s from which material is being recycled, and an indication of the extent of the recycling.

Different disciplines have different expectations regarding recycling; for example, recycling is not permitted in history.

WORKLOAD

Information regarding expected workload from students can be found in Programs and Courses via the links to the thesis codes in Table 6. The expected workload is a total of 520 hours, including a minimum of 12 hours contact with the Supervisor. It is the joint responsibility of the student and Supervisor to arrange times for face-to-face contact. The Supervisor is normally only available for email or face-to-face consultation during teaching weeks of each semester.
15. THESIS FORMAT

The Honours or Master’s thesis is an apprenticeship in the training of researchers, and the thesis may represent your first major effort in independent research and writing. Since thesis projects differ in type and content, there is no standard format for writing common to all theses. Nevertheless, there are several common features essential to all good writing and presentation.

There are nine essential elements in a thesis:

- **Title page**
  The first page should indicate the title of the thesis, the degree (and Honours Specialisation, if in the Bachelor of Arts) being completed, the University, the candidate’s name and the month and year of submission. It should state: “This thesis is submitted in partial fulfilment of the requirements for the degree of XXXXX in the College of Arts and Social Sciences.”

- **The second page**
  The second page should state: “I hereby declare that, except where it is otherwise acknowledged in the text, this thesis represents my own original work.” The second page should also state: “All versions of the submitted thesis (regardless of submission type) are identical.” This is where you can also put in a statement about recycling of material.

- **A signed statement relating to Human Research Ethics**
  – If required include the protocol number. If not required state that the thesis did not require human research ethics approval.

- **Table of contents / figures / tables / plates**

- **Acknowledgements**

- **Abstract**

- **Chapters**

- **Bibliography/References**
  The system of referencing can vary in the College, so you must check with your Supervisor.

- **Appendices** – if required

Please talk with your Supervisor or Convenor if you are unsure of what any of these elements are.

The following guidelines have been adopted by the ANU College of Arts and Social Sciences for the presentation of theses, and you are advised to follow them where possible:

- The paper should be A4 size, with the text double – spaced.
- Pages should be numbered consecutively.
- Margins:
  - Left hand 40mm
  - Right hand 35mm
  - Top 30mm
  - Bottom 30mm

Where your discipline or School requires hard copy to be submitted, the following also applies:

- Check with your Program Convenor as to whether a hard copy is required, and if so, how many.
- Any method of duplication may be used that gives a clear, clean copy.
16. THESIS DUE DATE

If you are completing your thesis in Semester 1 2018, your due date is 5 pm (AET) on Monday 21 May 2018**

If you are completing your thesis in Semester 2 2018, your due date is 5 pm (AET) on Monday 22 October 2018**

**Exceptions:

1. For music performance students, the program notes are due at this deadline; the recitals will be scheduled by the Program Convenor. The scheduling of the recitals is subject to the availability of examiners.

2. Students in the following Honours specialisations within the Bachelor of Arts (Honours), that are owned and taught by other ANU Colleges, will need to consult their College/program convenor about their due date:
   - Applied Economics
   - Asia-Pacific Studies
   - Mathematics
   - Psychology

17. SUBMITTING A THESIS

All theses are submitted online through WATTLE.

You will need to submit two versions of your thesis:

- a word document for Turnitin to check for text matching
- a pdf version for the examiner.

The two portals for submission will be available on WATTLE.

**Turnitin Portal:**

Your Turnitin version must be identical to the pdf version and to the hardcopy version (if you are required to submit a hard copy). It must include references/bibliography, acknowledgements, and statement of originality.

Turnitin only allows 40MBs of file size, therefore if your document is larger than this you may exclude images.

If you have been granted an extension, please submit the extension approval form as a separate file through the pdf portal (not through the turntin portal).

**PDF Portal:**

Submit your full thesis in pdf format. If you have been granted an extension, please submit it as a separate file through the pdf portal.

The maximum size of the pdf portal is 2GB. If your file is larger than 2GB, you can submit parts of your thesis as multiple files.

Some disciplines also require a hard copy. If your discipline requires an additional hard copy, they will inform you four weeks in advance, including where the hard copy should be submitted.

All versions (word, pdf and hard copies) have to be submitted by 5pm AET on the due date. This means you should plan to submit all versions in advance and not leave it till the last moment.

Program Convenors are responsible for organising submission procedures for pieces of work equivalent to the thesis (e.g. studio work, portfolios, music recitals), and for giving students written information about these in advance of the due date.

Programme notes for Music students are submitted online through WATTLE. The portal for submission will be available on WATTLE in the Music topic below the general thesis information.

If you are, for some reason, not able to upload your thesis, you should contact the Education Design Office on 02 6125 7444 or eds.cass@anu.edu.au
18. TURNITIN

The ANU uses Turnitin to enhance student citation and referencing techniques, and to assess assignment submissions as a component of the University's approach to managing Academic Integrity. All coursework and theses will be submitted through Turnitin. You need to ensure you have an acceptable similarity index, if in doubt, you should check your thesis for text-matching prior to your final submission. You should discuss how to paraphrase and how to use quoted material with your Supervisor.

If you want to opt out from Turnitin, you need to approach your Program Convenor and explain why you do not want to use Turnitin at least four weeks before submission date. If opting out, you will be required to provide hard copies of all referenced documents.

For additional information regarding Turnitin please visit the ANU Online website

19. EXTENSION OF TIME TO COMPLETE WORK

COURSEWORK EXTENSION

Extensions for coursework (for example: essays or assignments) are granted at the discretion of the course convenor. An extension will be granted only in the event of unforeseen circumstances having prevented timely submission of work. Applications for extensions should be lodged in writing as early as possible with the course convenor, and must be lodged before the due date of the work for which the extension is requested. Only in exceptional circumstances will applications be considered after the due date. Requests for extensions of time to submit coursework should be supported by medical or other documentation validating the grounds for the extension.

To understand details of how extensions are assessed in the College of Arts and Social Sciences see: http://cass.anu.edu.au/current-students/coursework-policy-and-guidelines/late-submissions-and-extensions

If your course is owned by another College, please refer to the Course Convenor for more details about how extensions are processed.

THESIS EXTENSIONS

Under special circumstances, students may apply for an extension of time to submit their thesis or equivalent work (music notes, portfolio etc.).

An extension of time for submission of thesis and equivalent work is granted only under exceptional circumstances at the discretion of the Associate Dean (Student Experience).

Acceptable grounds for an extension of time on thesis and equivalent work submission may include that you have:

- been ill while working on your thesis. Minor bouts of illness (e.g. colds, minor flu) will only be considered grounds for an extension if suffered in the final eight weeks before the due date;
- suffered unforeseen misfortune during the period of enrolment (e.g. illness or death of a family member or close friend, or the need to assume significant caring responsibilities);
- through no fault of your own, experienced unforeseen difficulties in carrying out the work (e.g. as a result of tardy analysis of data by laboratories or abnormally restricted studio access);
- had a significant unforeseen escalation in your paid work hours.

Non-acceptable grounds for an extension of time on thesis or equivalent work submission may include that you:

- have arranged a personal event, such as a wedding or a holiday, during your program of study;
- that you are not a native speaker of English;
- loss of data (all data should be backed up);
- that you could do a better job if you had extra time in which to complete the work.

Applications for extensions should be lodged as early as possible, and must be lodged before the due date of the work for which the extension is requested. Only in exceptional circumstances will applications be considered after the due date.
In all cases, supporting documentation must be lodged along with the application.

A thesis extension may result in the thesis not being completed, and a result finalised, in time to graduate at the July ceremony (for students submitting mid-year) or the December ceremony (for students submitting end of year).

To apply:

Students seeking an extension must fill out the online “Honours and Masters Thesis extension” form. Further information about extensions can be found on that form.

Please note that as an alternative to requesting an extension, students may be eligible to apply for Special Consideration. You should consult with your supervisor or the Associate Dean (Student Experience) as to which option is most appropriate in your case, remembering that ‘double dipping’ is not permitted.

http://www.anu.edu.au/study/apply/special-consideration

PRE 2018 TRANSFER MASTER’S (ADVANCED) STUDENTS ONLY

If you transferred in your Master’s (Advanced) program before 2018 (when admission to Master’s (Advanced) was by transfer only), you may apply for an extension of up to four weeks from your Program Convenor.

This recognises that students in these programs could only complete their thesis over 12 weeks, where Honours students and 2018 and later Master’s (Advanced) students may complete a thesis over 24 weeks (full time, longer for part-time).

To apply:

Students should email the Program Convenor (with a copy to the Supervisor) to request the extension. The extension will be automatically granted if you acknowledge and agree that the thesis may not be completed, and a result finalised, in time for you to graduate at the July ceremony (for students submitting mid-year) or the December ceremony (for students submitting end of year).

20. PENALTIES FOR LATE SUBMISSION OF WORK

All pieces of assessment (including a Thesis) submitted after the submission date without an approved extension (as outlined above) will have marks deducted at the rate of five per cent (5%) of the maximum available marks per working day or part thereof. Late submission of assessments (including the Thesis) are not accepted 10 working days after the due date (see: Student Assessment (Coursework) Policy and Procedure).

e.g.: The thesis is marked out of 100, a student achieves 90/100, but submits one day late.

5% of 100 = 5, therefore the student receives 85/100

e.g.: The assessment item is marked out of 30, a student achieves 25/30, but submits one day late.

5% of 30 = 1.5, therefore the student receives 23.5/30
21. ETHICS APPROVAL

Any research involving human subjects (including surveys and interviews) requires review by the University’s Human Research Ethics Committee to comply with the national guidelines, the National Health and Medical Research Council’s (NHMRC) National Statement on Ethical Conduct in Research Involving Humans (1999).

All ethics applications are made online and advice sought from the ANU Ethics Office, prior to the development of your ethics protocol.

You should factor in the process of gaining approval for your project early in the development of your research project and consider the lead-time in the development of a timetable for your research. As a guideline, an ethics application should have been approved prior to you commencing your thesis semester. Be sure to discuss ethics issues and the timing of your application with your Supervisor when you first discuss your project.

Please contact the Human Ethics Manager within the ANU Ethics Office for information.
T: 02 6125 3427
E: human.ethics.officer@anu.edu.au

22. ASSESSMENT

COURSEWORK

You will receive a mark and grade for each coursework course, just as for courses in your pass degree.

THESIS

1. Schools/Centres are responsible for the examination procedure.

2. The thesis will initially be examined by at least two examiners; neither examiner should be the Supervisor or a staff member who has given extensive advice. At least one examiner must have a high level of expertise in the research methodology used. Schools may decide whether or not any of the examiners should be external. Examiners will use the CASS Coursework Thesis Marking Guide (Appendix A) to assign each thesis to a grade and mark. In addition, examiners will be requested to write a detailed report as feedback and guidance for the student.

3. The identity of an examiner will not be disclosed to the student unless the examiner gives written permission for this to happen.

4. Direct contact between the student and/or supervisor with any examiner of the student’s thesis about the thesis and its examination at any time between the appointment of the examiner and the finalisation of the mark is prohibited. The relevant Honours or Masters Convenor may, at the request of an examiner, provide further information about the thesis or, in the case of joint work, the student’s contribution to the thesis. In cases where the Convenor is also the Supervisor, the Head of School or nominee will manage the examination process.

5. After the two examiners have examined the thesis, they are required to discuss marks (obligatory). However if they are not able to agree on a single mark, they will submit their separate marks.

6. Once the two examiners’ reports have been received, all Honours and Masters Programs must hold an examiners meeting prior to submission of Thesis results to the Student Office to determine the final Honours or Masters result.

7. The composition of members of examiners meetings should be at the discretion of each discipline/program in consultation with the relevant Head of School.

8. If examiners agree on a mark, then this mark would be accepted unless after consideration at the examiners’ meeting it is agreed that a different mark would be justified. A written case for the different mark, based on the same grounds as outlined in the Special Consideration Guideline and the Student Assessment (Coursework) Policy, is made to the delegate (Head of School).

• A student may, of course, apply for Special Consideration (centrally), and the written case should also account for any student Special Consideration application.
• NB: A student Special Consideration application will not be admissible if the student was already granted an extension on the same grounds (no ‘double dipping’).

9. If examiners don’t agree on a mark, then:

I. if the marks are more than 10 marks apart, the thesis is sent to a third examiner. In determining the final thesis mark all three examiners’ marks and reports must be taken into consideration (as in the Research Awards Rules for PhDs).

II. if the marks are less than 10 marks apart, they are weighed up in discussion between the Honours Convenor and Delegated Authority (usually Head of School), who will then make a written submission to the School’s examiners meeting. The process must be based exclusively on academic judgement and an explanation given, rather than a simple administrative average.

For 8 and 9 it is noted that:

• In determining the final result, the examiners’ meeting cannot change coursework results and they cannot change the weightings of coursework and theses.

**FINAL MARK AND GRADE FOR HONOURS AND MASTER’S (ADVANCED)**

At the end of your program, in addition to the grades you receive for your coursework components, you will receive two other grades:

The grade for your thesis. This is like the grades for the coursework courses throughout your program. It will take the form of a normal assessment grade (such as HD, D, C, or P etc.) and will be in accordance with percentage mark you receive as the final mark from your Thesis markers. It will be the grade for the final Thesis course code. For example, if you were to get a final mark for your thesis from the thesis markers of 81% you would receive an HD for your Thesis. The grade for your thesis will appear as usual on your results notification through ISIS. Further details about the thesis grading system can be found in Appendix A.

Your final Honours grade. This is also called your Honours exit classification level. It takes into consideration all the completed coursework in your Honours program, and the grade for the Thesis (see previous point). This exit level is calculated automatically using the formula \( \frac{\sum (\text{mark} \times \text{units})}{\sum \text{units}} \), giving NCN and WN a nominal mark of zero. Although marks for the individual components (courses, thesis) may be moderated, the final classification is not moderated.

This mark then informs the following exit classification levels (See Table 7)

<table>
<thead>
<tr>
<th>Table 7: Honours exit classification levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours 1 (H1)</td>
</tr>
<tr>
<td>Honours 2A (H2A)</td>
</tr>
<tr>
<td>Honours 2B (H2B)</td>
</tr>
<tr>
<td>Honours 3 (H3)</td>
</tr>
</tbody>
</table>

This exit classification will show on the testamur (graduation certificate) and at the top of your transcript (in the qualification title).

Your final Master’s (Advanced) classification. This is your classification level. It takes into consideration all the completed coursework in your Master’s program, and the grade for the Thesis (see previous point). This exit level is calculated automatically using the formula \( \frac{\sum (\text{mark} \times \text{units})}{\sum \text{units}} \), giving NCN and WN a nominal mark of zero. Although marks for the individual components (courses, thesis) may be moderated, the final classification is not moderated.

This mark then informs the classification level: classified Awarded with Commendation or Awarded. The Delegated Authority may classify the performance of a student with Commendation only if the student has achieved a weighted average mark of 80% or higher. (See Coursework Awards Rules 2016 (No. 2) for more details)
23. INTELLECTUAL PROPERTY

All students need to be aware of ANU policies surrounding intellectual property. You should carefully read through the following key documents:

- Procedure: Student Intellectual Property
- Policy: Intellectual Property
- Procedure: IP Protection, Commercialisation and Sharing of Income

24. ACADEMIC HONESTY

Students enrolled in the College are expected to be able to express themselves and to sustain an argument in their own words. You may not submit written work containing improperly acknowledged transcription or excessive quotation of the work of others. The University considers academic dishonesty a most serious academic offence and severe penalties may be imposed on anyone found guilty of it. The University’s policy and other important information and advice can be found here. You must familiarise yourself with this material.

Academic honesty embodies the principle that a student’s work is original and authentic and completed only with the assistance allowed according to ANU rules, policies and guidelines.

In particular, the words, ideas, scholarship and intellectual property of others used in the work must be appropriately acknowledged.

Breaches of academic integrity include plagiarism, collusion, the fabrication or deliberate misrepresentation of data, and failure to adhere to the rules regarding examinations in such a way as to gain unfair academic advantage. Breaches of academic integrity may result in exclusion from the university.

The Academic Skills and Study Centre is available to help should you need assistance with academic writing.

25. ANU DIGITAL COLLECTION

The ANU Open Access Policy has a commitment to the dissemination of research findings through ANU Digital Collections.

Any student can submit their thesis to the Collection following the instructions on the Digital Collections website.

Any Master’s (Advanced) student, particularly those who receive a Distinction or High Distinction, are encouraged to submit their thesis to the Collection.

Honours students who receive a mark of First Class must deposit their thesis to ANU Digital Collections within 1 year of graduating the award.
26. PROBLEMS?

If you encounter difficulties throughout your Program, you should first attempt to resolve them with your Supervisor. If this does not produce a reasonable outcome, you should then consult your Convenor and then, if the matter remains unresolved, the Head of School. Students experiencing ongoing difficulties are encouraged to make an appointment with the Associate Dean (Student Experience) through this link. Any problems that arise need to be addressed at the time, rather than retrospectively after the completion of the semester.

27. USEFUL REFERENCES AND CONTACTS

CASS STUDENT AND EDUCATION OFFICE

The College Student Office administers students and degrees at the program level. This includes advice regarding program completion, admissions and enrolment matters. For course level administration, including permission codes and timetabling issues, please contact the relevant School or Centre.

Contact details
- T: 02 6125 2898
- E: ug.students.cass@anu.edu.au (Honours)
- E: graduate.students.cass@anu.edu.au (Masters)

Opening hours
- Monday to Thursday: 9:00am to 5:00pm
- Friday: 9:00am to 3:00pm

ACADEMIC SKILLS AND LEARNING CENTRE

The Academic Skills and Learning Centre works with all ANU students on the development of the academic language and learning strategies necessary to achieve their academic potential. Students can make an appointment for a free, confidential tutorial with a learning adviser. Students can also attend short courses and workshops that run throughout the semester. Our specialist programs cover strategies for academic writing, research and reading; effective tutorial/seminar participation and presentation; examination preparation; and undergraduate mathematical and statistical methods.

Visit the ASLC website

ACCESS AND INCLUSION

Access and Inclusion is an educative hub on practices inclusive of disability within the Australian National University community.

They assist students who have a disability, medical condition or who are recognised primary carers of a person with a disability to participate fully in their program of study by providing advice, supports and adjustments that minimise the impact of disability in education.

Access and Inclusion aims to:
- Raise awareness and understanding of disability issues with all students and staff.
- Enable students with disability to participate fully in University life.
- Be at the forefront of disability services provision in higher education by using evidence-based practice that leverages the University’s strength as one of Australia’s leading universities.

Visit the A&I website

PROGRAMS AND COURSES

Programs and Courses is the University’s online handbook. This is the website that sets out the rules for every ANU program. It also includes a catalogue of courses on offer.

Visit Programs and Courses
TJABAL INDIGENOUS HIGHER EDUCATION CENTRE

The Centre provides a meeting place for Aboriginal and Torres Strait Islander students studying at the Australian National University in Canberra.

'Tjabal' means large assembly of groups from widely separated areas. Here you will find Indigenous students and staff strongly committed to improving education outcomes that benefit Australian Indigenous communities.

The Centre offers:

- academic support and advice
- pastoral care and personal support
- access to quality free tuition
- advice on internships and scholarships
- access to ANU services, such as health centre, careers and academic skills and learning
- outreach programs to prospective ANU students
- study spaces, a computer laboratory and lockers
- bikes for cross-campus use.

Visit the Tjabal Centre website
The Learning Outcomes for the thesis are as follows:

Upon successful completion of this course, students will have the knowledge and skills to:

1. pose a significant research question relating to their discipline;
2. investigate this question creatively, critically, ethically, and independently, including through sophisticated use of appropriate theory and methodology as appropriate to the discipline, and place these investigations in the context of the relevant intellectual tradition; and
3. communicate their research and its findings through an appropriate medium.

Instructions to Examiners

In marking and writing your examiners report, please consider the following elements. When finalising your mark, use the grading system (below).

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Elements to consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSE (LO 1)</td>
<td>1. Is there a clear Research Question/Problem/Argument?</td>
</tr>
<tr>
<td></td>
<td>2. Does the investigation critically engage with the relevant intellectual tradition by drawing on appropriate literature/sources?</td>
</tr>
<tr>
<td>INVESTIGATE (LO 2)</td>
<td>3. Is a clear research design employed?</td>
</tr>
<tr>
<td></td>
<td>4. Is there an appropriate use of relevant theory and methodology?</td>
</tr>
<tr>
<td></td>
<td>5. Is evidence/data/material collected and used effectively?</td>
</tr>
<tr>
<td>COMMUNICATE (LO 3)</td>
<td>6. Are the research outcomes and analysis/interpretation persuasive, and based on appropriate methods?</td>
</tr>
<tr>
<td></td>
<td>7. For written work is there clear use of language including expression and grammar?</td>
</tr>
<tr>
<td></td>
<td>8. Is the presentation appropriate for the requirements of the discipline(s) (including citation system)?</td>
</tr>
<tr>
<td></td>
<td>9. Has the candidate shown evidence of creative ability and/or originality?</td>
</tr>
</tbody>
</table>
## GUIDE FOR AWARDING A PERCENTAGE MARK

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE VALUE</th>
<th>INTERPRETATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>90% - 100%</td>
<td>Work of exceptional quality demonstrating a high level of originality, and making a fundamental contribution to the field. There is very little the student could have done additionally or alternatively. The thesis suggests outstanding potential for future research work.</td>
</tr>
<tr>
<td></td>
<td>80% - 89%</td>
<td>Work of exceptional quality showing clear understanding of subject matter and appreciation of issues; well formulated; arguments sustained; relevant literature referenced; marked evidence of creative ability and originality; high level of intellectual work. The thesis suggests excellent potential for future research work.</td>
</tr>
<tr>
<td>Distinction</td>
<td>70% - 79%</td>
<td>Work of good quality showing strong grasp of subject matter and appreciation of dominant issues though not necessarily of the finer points; arguments clearly developed; relevant literature referenced; evidence of creative ability; solid intellectual work. The thesis suggests good potential for future research work.</td>
</tr>
<tr>
<td>Credit</td>
<td>60% - 69%</td>
<td>Work of solid quality showing competent understanding of subject matter and appreciation of main issues though possibly with some lapses and inadequacies; arguments clearly developed and supported by references though possibly with minor red herrings and loose ends; some evidence of creative ability; well prepared and presented. The thesis suggests limited potential for future research work.</td>
</tr>
<tr>
<td>Pass</td>
<td>50% - 59%</td>
<td>Range from a bare pass to a safe pass. Adequate, but lacking breadth and depth. Work generally has gaps. Frequently work of this grade takes a simple factual approach and does not attempt to interpret the findings. At the lower end, indicates a need for considerable effort to achieve improvement. The thesis suggests little potential for future research work.</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt;50%</td>
<td>Unsatisfactory. This grade characterises work that shows a lack of understanding of the topic. Inadequate in degree of relevance and/or completeness. The thesis does not suggest any potential for future research work.</td>
</tr>
</tbody>
</table>