2012 HONOURS STUDENT GUIDE

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**CRITICAL HONOURS DATES - 2012**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Details</th>
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<tbody>
<tr>
<td>January</td>
<td>Fri 27</td>
<td>Last day for re-enrolment via ISIS of continuing ANU Honours students</td>
</tr>
<tr>
<td>February</td>
<td>9 – 15</td>
<td>Undergraduate enrolment sessions for new ANU students in Melville Hall (including commencing external honours students)</td>
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<tr>
<td></td>
<td>13 - 17</td>
<td>Orientation Week</td>
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<tr>
<td>Week 1</td>
<td>Mon 20</td>
<td>Semester 1, 2012 begins</td>
</tr>
<tr>
<td></td>
<td>Mon 20</td>
<td>Melville Hall – Advisory Session for continuing students (9:30am – 12:30pm)</td>
</tr>
<tr>
<td></td>
<td>Wed 22</td>
<td>Melville Hall – Advisory Session for continuing students (9:30am – 12:30pm)</td>
</tr>
<tr>
<td>March</td>
<td>Fri 2</td>
<td>Last day for students to ADD a Semester 1 course without financial penalty</td>
</tr>
<tr>
<td></td>
<td>Fri 30</td>
<td>Last day for commencing honours 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>Fri 30</td>
<td>• Course Census date – last day to drop Semester 1 courses without incurring HECS/HELP or Domestic Tuition Fees/International Student Fees and be withdrawn non-effectively i.e. the course will NOT be on the student’s official transcript.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>
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<tr>
<td></td>
<td></td>
<td>• Last day to add a Semester 1 course with financial penalty ($50) (written approval from convenor and College required)</td>
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<tr>
<td>May</td>
<td>Mon 28</td>
<td>Mid-year honours thesis DUE date</td>
</tr>
<tr>
<td>June</td>
<td>Fri 22</td>
<td>Closing date for both internal and external Semester 2, 2012 (commencing) honours applications.</td>
</tr>
<tr>
<td>July</td>
<td>12 - 13</td>
<td>July Conferring Ceremonies</td>
</tr>
<tr>
<td></td>
<td>Mon 23</td>
<td>Semester 2, 2012 begins</td>
</tr>
<tr>
<td>August</td>
<td>Fri 3</td>
<td>Last day for students to ADD a Semester 2 course without financial penalty</td>
</tr>
<tr>
<td></td>
<td>Fri 31</td>
<td>Last day for mid-year commencing honours students to change study intensity (i.e. from full-time to part-time) or apply to defer/withdraw their study for Semester 2</td>
</tr>
<tr>
<td></td>
<td>Fri 31</td>
<td>• Course Census date – last day to drop 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Last day to add a Semester 2 course with Financial Penalty ($50) (written approval from convenor and College required)</td>
</tr>
<tr>
<td>October</td>
<td>Fri 26</td>
<td>Closing date for both internal and external Semester 1, 2013 (commencing) honours applications</td>
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<tr>
<td></td>
<td>Mon 29</td>
<td>COLLEGE WIDE HONOURS THESIS DUE DATE</td>
</tr>
<tr>
<td>December</td>
<td>12 - 14</td>
<td>December Conferring Ceremonies</td>
</tr>
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</table>
1. WELCOME

The transition from an undergraduate to a graduate degree is comparable in scale to the one from high school or college to university. Your honours year is the main bridge across that gap. Honours thus serves as both the culmination or rounding-out of your undergraduate studies and a first taste of what to expect at the graduate level. For many students it means the last phase of university life before entry into full-time employment: the phase in which, perhaps, much of the disciplinary and interdisciplinary work done in the previous years begins to fall into some kind of overall shape. Students are generally given much more autonomy and responsibility for their own intellectual development during this year than previously, for example in the preparation for classes and development of ideas. At the same time they are being made better acquainted with some of the central features of academic life: seminars, workshops, presentation of work to colleagues, and of course the preparation of longer research essays or theses. To enable you to develop these social, professional and intellectual skills the College has certain formal and informal expectations about the arrangements for your Honours year (or years, if part-time).

We trust that this guide will assist you in developing the essential skills and will help to maximise your experience this year.


2. DEFINITIONS

Thesis

The research for and the writing of the thesis/sub-thesis is perhaps the single most distinctive feature of any honours program. 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). College 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 an honours 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 form. These are skills that will be invaluable in any career.

The thesis shows what you can do as researcher, thinker and writer. It can prove that you are capable of doing more research for a doctorate or other graduate degree, or it can be shown to a potential employer, along with supervisors’ references, as a demonstration of your abilities.

Honours coursework

Dependent on which Honours program you are undertaking your coursework component can comprise either two or three courses. These can be offered in variety of sequences, most 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 courses is available from your Honours Convenor.

You do not enrol in honours courses as they only form part of your whole honours program. Rather you enrol into a ‘block’ Honours code for each semester you are undertaking your Honours, i.e. two semesters for a full-time load or four semesters for part-time.

Seminars

It is not always understood that seminars and lectures are fundamentally different. A lecture usually aims to provide a comprehensive overview or analysis of a topic, and to be as complete as possible. In contrast, a seminar is presented as the introduction to a discussion. Feedback from the audience is normally expected. A successful seminar will open up topics for discussion, rather than provide the audience with a neatly presented package with no loose ends.

Some Honours programs require you either to participate in an Honours seminar or to conduct a seminar session. For clarification please seek advice from your Honours Convenor.

3. WHO’S WHO?

A number of people will assist to facilitate your studies and we recommend that you take the time to identify your honours ‘community’; get to know the lines of communication and who you can turn to for guidance when you need it.

- Other Honours students – you are a member of the cohort studying for honours. You may already know some of them; others you will come to know during the year. Each is different, as are their chosen topics. Your
colleagues are among your most important resources at honours level, sharing the highs and lows of the year. In addition, they will often become part of your future social and professional networks.

- **Honours 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.

- **Honours Convenors** - are responsible for administering matters relating to all honours students. These include maintaining records of each student’s coursework and grades, advising students on College rules and policy, and arranging examination procedures for theses. For a list of Convenors see the attachment in this handbook.

- **Administrators** – each School has a designated Honours Administrator who is your first point of contact. Any matters of a general nature should be referred to the following staff:
  - School of Archaeology and Anthropology - Christine Dwyer
  - School of Art - Sally Howes
  - School of Cultural Inquiry – Raewyn Arthur
  - School of Language Studies – Lynda Boyer
  - School of History, School of Philosophy – Akita Hodgson
  - School of Political Science, International Relations and Sociology – Helen Felton
  - School of Music – Vesma Bobets

- **Student Office** - the College Student Advisors are the first point of contact for matters relating to process and procedure for deferment; program leave; extension of thesis and enrolment. The College Student Office is located on the Ground Floor, Beryl Rawson Building 13. T: 6125 2898 E: students.cass@anu.edu.au

4. **PROBLEMS**

Students who encounter difficulties should first attempt to resolve them with their supervisor. If this does not produce satisfactory results, they should then consult the Honours Convenor and then, if the matter remains unresolved, the Head of School. Students experiencing difficulties are encouraged to make an appointment with their Head of School.

5. **SUPERVISOR-Student Relationship**

All students in the honours year have at least one supervisor. Students doing single honours will have a primary supervisor and some may have an associate supervisor, students doing combined honours will have a supervisor for each component.

This relationship 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 his/her 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. Where there are joint supervisors, they should arrange meetings with the student/s.

- Monitor student progress and advise the student when progress is unsatisfactory.

- Where necessary assist students in gaining ethics clearance.

**Responsibilities of the Student**

- At the time of application, to approach the Honours 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 to seek advice early if problems arise.

• Fulfill all the requirements of the Honours course.

• Where necessary prepare an ethics submission (see section below).

6. EXPECTATIONS OF THE HONOURS THESIS

The following guidelines are to assist students unfamiliar with what may be expected of an honours thesis. It is highly recommended that you look at previous years’ theses held in your School (they can be located by contacting the relevant Honours 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 the beginning of the semester of the student’s honours year.

• An honours thesis is treated as the work of an undergraduate student and not as the work of an experienced researcher. They are not judged by the same criteria as research Masters or Doctoral 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.

• Word limits: there are word count guidelines in operation within the ANU College of Arts and Social Sciences (see http://cass.anu.edu.au/current-students/rules-and-policies). Confine yourself within the limit, as excessive length may be penalised.

7. ORGANISATION OF THESIS

The honours year is an apprenticeship in the training of researchers, and the thesis represents your first major effort in independent research and writing.

Since honours 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.

Length

Within the College thesis length can vary depending on the weighting of the thesis in the overall program. You must check with your honours supervisor for confirmation of your word limit and, as specified above, be familiar with the College word count guidelines.

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.

Beware - a thesis can be penalised for undue length.

There are seven essential elements in a thesis:

• Title page
  The first page should set out the title of the thesis, state that it is submitted for the degree of Bachelor of Arts with Honours in xxxx (discipline, e.g. Ancient History, History) in the School of xxxx, The Australian National University, your name, and the month and year of submission.

• A signed statement that this is your own work
  For example, “Unless otherwise acknowledged in the text, this thesis represents the original research of the author” or alternatively “This thesis is my own work. All sources used have been acknowledged.”

• Table of contents / figures / tables / plates
8. HONOURS THESIS FORMAT

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

- The thesis should be printed, double-spaced on single sided A4 paper.
- The first page should indicate the title of the thesis, the candidate’s name, the month and year of submission. It should also carry a statement indicating that the thesis is submitted in partial fulfilment of the requirements for the degree of Honours in (Specialisation).
- Pages should be numbered consecutively.
- Margins: Left hand 40mm Right hand 35mm Top 30mm Bottom 30mm
- Duplication by any method that gives a clear, clean copy may be used.
- Usually a thesis is required to be bound in a hard cover. Please check with your Convenor for your discipline’s requirements. Some areas may require a copy of the thesis in digital format.
- Two or three copies of the thesis should be submitted. Check with your Honours Convenor. The School will retain one copy. The other/s will be at the disposal of the candidate on completion of examination.

9. HONOURS THESIS DUE DATE

In the majority of College honours programs the due date for thesis and equivalent works is Monday 29 October 2012. All honours theses must be submitted to the College Student Office by 5pm on the due date. Different honours programs require submission of different numbers of copies; your Honours Convenor will inform you in advance about how many copies of the thesis you need to submit. All copies are submitted to the College Student Office by the due date above.

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

For any other students due to complete their theses or equivalent work mid-year (e.g. mid-year entry students and some part-time students) the due date is Monday 28 May 2012.

10. EXTENSION OF TIME TO COMPLETE WORK

Coursework

An extension of time for submission of coursework is not automatic, but is granted at the discretion of the lecturer in charge of the course. An extension will be granted only in the event of unforeseen circumstances having prevented timely submission of 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. Requests for extensions of time to submit coursework should be supported by medical or other documentation validating the grounds for the extension.

Thesis and Equivalent Work
(e.g. studio work, music recital)

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 Progress). Students seeking an extension must fill out the ‘Application for Extension of Time to Submit Honours Thesis’ form (see Attachment or download from http://cass.anu.edu.au/current-students) and submit it to the College Student Office. The form needs to be signed by both supervisor and Honours Convenor. It should be accompanied by a letter from the student, setting out in detail his or her case for an extension.

Acceptable grounds for an extension of time on thesis and equivalent work submission may include that you have:
be 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 (e.g. illness or death of a family member or close friend, or the need to assume significant caring responsibilities) during the period of enrolment;

- 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;

- 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.

If you consider that you have a case for an extension of time in which to submit a thesis or equivalent work, on grounds that are not among those listed above, you should consult with the Associate Dean (Student Progress) as soon as possible.

11. PENALTIES FOR LATE SUBMISSION OF WORK

The ANU College of Arts and Social Sciences policy states that all written work worth more than ten per cent of the final result (whether coursework, thesis or other work) submitted after its designated submission date without an approved extension, will have marks deducted at the rate of two per cent per working day.

12. ASSESSMENT

Please be aware that assessment at Honours level is both formal and informal. That is, you will receive an indication of your level of achievement in coursework courses as you complete them and progress reports in the form of written or verbal feedback and dialogue on your thesis work during meetings with your supervisor. The final grade/honours classification covering both coursework and thesis, as determined at a final examiner’s meeting, is published on ISIS at the completion of the assessment period.

Students are entitled to a copy of the examiner’s reports after assessment has been made and formal notice of results given.

The Honours grading system is as follows:

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<thead>
<tr>
<th>Grade</th>
<th>Minimum Percentage</th>
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<tbody>
<tr>
<td>Honours 1</td>
<td>80 per cent +</td>
</tr>
<tr>
<td>Honours 2A</td>
<td>70 per cent – 79 per cent</td>
</tr>
<tr>
<td>Honours 2B</td>
<td>60 per cent – 69 per cent</td>
</tr>
<tr>
<td>Honours 3</td>
<td>50 per cent – 59 per cent</td>
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### 13. THE GRADE BANDS & THEIR MEANING

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE VALUE</th>
<th>INTERPRETATION</th>
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<tbody>
<tr>
<td>Honours 1</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>80% - 89%</td>
<td></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>Honours 2A</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>Honours 2B</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>Honours 3</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>
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14. 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 at the very latest by the end of your first semester. Be sure to discuss ethics issues and the timing of your application with your Supervisor when you first discuss your project.

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

15. INTELLECTUAL PROPERTY

The ownership of intellectual property remains totally with the University. The following paragraph is taken from the University’s official policy on intellectual property.

“Whilst there is no employment relationship between the University and student, if intellectual property is developed by a student using University resources or facilities, or where a student is working as part of a team responsible for generating intellectual property, then the student would be in the same position as University staff members who develop intellectual property in the course of their employment. In the event that intellectual property was originated by a student independently or privately, then the University would not consider assisting the student to protect or develop the property unless the rights were assigned to the University. This general rule also applies to visitors undertaking research at the University.

The College does not have the discretion to vary this rule.

16. STUDENT ACADEMIC INTEGRITY

The ANU College of Arts and Social Sciences is concerned to establish the principle that university students should develop the ability to think independently and to express themselves clearly and cogently in their own words. This principle is expressed in the College’s chapter of the Undergraduate Handbook:

“Students enrolled in the College are expected to be able to express themselves and to sustain an argument in their own words. They 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 on the ANU’s ‘Academic Honesty and Plagiarism’ page at: http://academichonesty.anu.edu.au/”.

All students must familiarise themselves with this material.

The Academic Skills and Study Centre is also available to help students who need assistance with academic writing.

17. ADMINISTRATIVE PROCEDURES

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. Most students enter honours directly on completion of their pass degree, or within a year of that event.

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.

Honours programs must be commenced within five (5) years of completion of the Bachelor degree pass.
Deferment of commencement of Honours program

If circumstances prevent you from commencing your honours study as you intended, students are able to withdraw from their honours program no later than the semester Census Date, without their enrolment appearing on your academic transcript. Students should then apply for deferment for either one or two semesters but there can be no more than two years break. To defer, students must submit an ‘Application for Leave’ form with the written approval of the Honours Convener to the College Student Office. Students commencing study after a period of leave must advise the College Student Office in writing (email) of their intention to enrol.

Part-Time Honours

A student who is enrolled part-time is understood as working half time at his or her studies; he or she is therefore given twice as much time as a full-time student to complete the Honours program (four semesters instead of two).

Part-time enrolment in honours is not an automatic option, but is granted at the discretion of the Assistant Dean (Student Progress). This is true whether the student is newly entering the honours program, or has already commenced studies and wants to convert from full-time to part-time status. Students who wish to enrol part-time must fill out the ‘Application for Approval to Undertake Honours on a Part-Time Basis’ form (download from [http://cass.anu.edu.au/current-students](http://cass.anu.edu.au/current-students)) and submit it to the College Student Office before the semester Census Date. The form needs to be signed by both your supervisor and Honours Convener. It should be accompanied by a letter, setting out in detail your case for part-time status.

Acceptable grounds for part-time enrolment may include that the student:
- is undertaking full-time (minimum 35 hours/week) paid work;
- has significant other responsibilities (e.g. caring for a seriously ill parent, spouse or child);
- has a significant ongoing health problem or disability that prevents full-time work at his or her studies.

Non-acceptable grounds for part-time enrolment include that the student:
- is undertaking part-time paid work;
- that the student wants to take more time over his or her Honours studies.

In all cases, supporting documents (e.g. medical certificates or a statement from an employer confirming ongoing full-time employment) must be lodged along with the application.

Students who consider that they have a case for part-time enrolment on grounds that are not among those listed above should be encouraged to consult with the Associate Dean (Student Progress) as soon as possible.

Program Leave

Once a student has commenced his or her honours program, Program Leave is permitted only under exceptional circumstances and is granted at the discretion of the Associate Dean (Student Progress). The maximum leave available is one year. If granted Program Leave, full-time students must complete their Honours year within two years of enrolment and part-time students within three years of enrolment.

To apply for Program Leave you must fill out an ‘Application for Leave’ form and lodge it at the College Student Office before the semester Census Date. The form needs to be signed by the Honours Convener. It should be accompanied by a letter, setting out in detail your case for Program Leave.

Acceptable grounds for Program Leave may include that the student:
- has developed a serious health problem that makes it difficult for him or her 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) 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 his or her horizons;
- has a short-term illness (in this case you are advised to apply for an extension).

In all cases, supporting documentation must be lodged along with the application.

Students who consider that they have a case for Program Leave on grounds that are not among those listed above should be encouraged to consult with the Associate Dean (Student Progress) as soon as possible.
Re-enrolment

Part-time and mid-year entry students will be required to re-enrol into the following academic year. This re-enrolment cannot be completed via ISIS without contacting the College Student Office first, as a permission code must be linked to your Student ID number. This student-specific permission code will open the system and make it possible to enrol via ISIS.
# 18. HONOURS CONVENORS 2012

## SCHOOL OF ARCHAEOLOGY & ANTHROPOLOGY

<table>
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<tr>
<th>Field</th>
<th>Name</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>Dr Simone Dennis</td>
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<td>6125 4085</td>
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<td>6125 3498</td>
</tr>
<tr>
<td>Biological Anthropology</td>
<td>Dr Alison Behie</td>
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</tr>
<tr>
<td>Combined Biological Anthropology and Archaeology</td>
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<tr>
<td>Development Studies</td>
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</tr>
<tr>
<td>Population Health</td>
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<tr>
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## SCHOOL OF ART

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<tr>
<td>Art</td>
<td>Dr Patsy Hely</td>
<td><a href="mailto:patsy.hely@anu.edu.au">patsy.hely@anu.edu.au</a></td>
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## SCHOOL OF CULTURAL INQUIRY

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<tr>
<td>Ancient History/Classics/Greek/Latin</td>
<td>Dr Peter Londey</td>
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<tr>
<td>Art History</td>
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<tr>
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<tr>
<td>Drama</td>
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<tr>
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</tr>
<tr>
<td>Film Studies</td>
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<tr>
<td>Gender, Sexuality &amp; Culture</td>
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## SCHOOL OF LANGUAGE STUDIES

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<td>Location: 3rd Floor, Baldessin Precinct Building (#110)</td>
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</table>
## Applied Linguistics

Professor Jane Simpson  jane.simpson@anu.edu.au

<table>
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<tr>
<th>Language</th>
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<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>French</td>
<td>S1: Dr Peter Brown</td>
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</tr>
<tr>
<td></td>
<td>S2: Dr Chantal Crozet</td>
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</tr>
<tr>
<td>German</td>
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</tr>
<tr>
<td></td>
<td>S2: Ms Gabriele Schmidt</td>
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</tr>
<tr>
<td>Italian</td>
<td>Dr Piera Carroli</td>
<td><a href="mailto:piera.carroli@anu.edu.au">piera.carroli@anu.edu.au</a></td>
</tr>
<tr>
<td>Linguistics</td>
<td>Professor Jane Simpson</td>
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<tr>
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</table>

## SCHOOL OF MUSIC

Location: Childers Street (#100)

Administrator: Ms Vesma Bobets  T: 02 6125 5754,  E: vesma.bobets@anu.edu.au

Music  
Dr Ruth Lee Martin  ruth.martin@anu.edu.au  6125 5777

## SCHOOL OF HISTORY, SCHOOL OF PHILOSOPHY

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Administrator: Mrs Akita Hodgson  T: 02 6125 6542,  E: akita.hodgson@anu.edu.au

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## SCHOOL OF POLITICAL SCIENCE, INTERNATIONAL RELATIONS & SOCIOLOGY

Location: Ground Floor, Haydon-Allen Building (#22)

School Administrator: Mrs Helen Felton  T: 02 6125 4521,  F: 02 6125 2222  E: helen.felton@anu.edu.au

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International Relations and Political Science  
Dr John Hart, Advisor  j.hart@anu.edu.au  6125 4469

Sociology  
Dr Rachel Bloul  rachel.bloul@anu.edu.au  6125 5178

## FENNER SCHOOL OF ENVIRONMENT & SOCIETY – ANU COLLEGE OF MEDICINE, BIOLOGY & ENVIRONMENT

Location: Forestry Building (#48)

Administrator: Ms Christine McLeod  T: 02 6125 6950,  E: honours.student.fses@anu.edu.au
<table>
<thead>
<tr>
<th>Department</th>
<th>Convenor</th>
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<tbody>
<tr>
<td>Fenner School Honours</td>
<td>Dr Sara Beavis</td>
<td><a href="mailto:sara.beavis@anu.edu.au">sara.beavis@anu.edu.au</a></td>
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<tr>
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<tr>
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<td>6125 4533</td>
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<tr>
<td>Geography</td>
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<tr>
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<td>6125 4533</td>
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**SCHOOL OF PSYCHOLOGY – ANU COLLEGE OF MEDICINE, BIOLOGY & ENVIRONMENT**

Location: Psychology Building (#48)
Administrator: Jenny Eastmead  T: 02 6125 5530,  F: 02 6125 8495,  E: jenny.eastmead@anu.edu.au

<table>
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<tr>
<th>Department</th>
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<tbody>
<tr>
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<td>Dr Mark Edwards</td>
<td><a href="mailto:mark.edwards@anu.edu.au">mark.edwards@anu.edu.au</a></td>
<td>6125 5530</td>
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