CONTENTS

1. WELCOME 1
2. CRITICAL DATES 2017 2
3. FIRST THING’S FIRST 3
4. STRUCTURE OF THE PROGRAM 5
5. WHO’S WHO? 8
6. SUPERVISOR-STUDENT RELATIONSHIP 9
7. THESIS EXPECTATIONS 10
8. THESIS FORMAT 12
9. THESIS DUE DATE 13
10. SUBMITTING THE THESIS 13
11. TURNITIN 14
12. EXTENSION OF TIME TO COMPLETE WORK 14
13. PENALTIES FOR LATE SUBMISSION OF WORK 15
14. ETHICS APPROVAL 16
15. ASSESSMENT 16
16. INTELLECTUAL PROPERTY 18
17. ACADEMIC HONESTY 18
18. ANU DIGITAL COLLECTION 18
19. PROBLEMS? 19
APPENDIX A. CASS COURSEWORK THESIS MARKING GUIDE 20
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

Assoc/Prof Johanna Rendle-Short
Associate Dean (Student Experience)
## 2. CRITICAL DATES 2017

<table>
<thead>
<tr>
<th>Jan</th>
<th>Tue 31</th>
<th>Last day for re-enrolment via ISIS of continuing ANU Honours students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 13 - 17</td>
<td></td>
<td>Orientation week Undergraduate enrolment sessions for new ANU students in Melville Hall (including commencing external honours and master’s (Advanced) students)</td>
</tr>
<tr>
<td>Wed 15</td>
<td></td>
<td>Honours induction day</td>
</tr>
<tr>
<td>Mon 20</td>
<td></td>
<td>Master’s (Advanced) induction day</td>
</tr>
<tr>
<td>Mon 20</td>
<td></td>
<td>Semester 1, 2017 begins</td>
</tr>
<tr>
<td>March Fri 31</td>
<td>CENSUS DATE</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 Mon 22</td>
<td></td>
<td>MID YEAR COLLEGE WIDE THESIS DUE DATE</td>
</tr>
<tr>
<td>Wed 31</td>
<td></td>
<td>Closing date for both internal and external Semester 2, 2017 (commencing) honours applications. Closing date for program transfers to enter into Masters’ (Advanced) programs for Semester 2, 2017</td>
</tr>
<tr>
<td>July 12 - 14</td>
<td></td>
<td>July conferring ceremonies</td>
</tr>
<tr>
<td>17 – 21</td>
<td></td>
<td>Orientation week Undergraduate enrolment sessions for new ANU students in the CASS Student and Education Office (including commencing external honours and Master’s (Advanced) students)</td>
</tr>
<tr>
<td>Mon 24</td>
<td></td>
<td>Semester 2, 2017 begins</td>
</tr>
<tr>
<td>August Thurs 31</td>
<td>CENSUS DATE</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 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● 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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Adding a Semester 2 course with financial penalty ($50) (written approval from Convenor and College required)</td>
</tr>
<tr>
<td>Oct Mon 31</td>
<td></td>
<td>Closing date for both internal and external Semester 1, 2017 (commencing) honours applications. Closing date for program transfers to enter into Masters’ (Advanced) programs for Semester 1, 2017</td>
</tr>
<tr>
<td>Mon 23</td>
<td></td>
<td>COLLEGE WIDE THESIS DUE DATE</td>
</tr>
<tr>
<td>Dec 12 - 15</td>
<td></td>
<td>December conferring ceremonies</td>
</tr>
</tbody>
</table>
3. FIRST THING’S FIRST

**HONOURS**

**Not taking up your offer of Honours**

Students **must commence their Honours year within two years** from when they complete the requirements of their Bachelor degree. If circumstances prevent you from commencing your honours study as you intended, you are able to either defer or withdraw from your honours program.

**Deferral of your Honours**

Students are expected to take up their place in the semester they apply. If for whatever reason 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. Only under special circumstances would you be allowed to defer twice.

To defer your Honours place, you will need to refer to [this online form](#).

**Withdrawing from Honours**

If you start your Honours year but are unable to continue for some reason, 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, remembering that you only have **two years** to apply for Honours from the completion of your undergraduate degree.

If you find out that you are unable to continue Honours and it is after the HECS Census date, you should talk to your Supervisor, Honours Convenor or contact the Associate Dean (Student Experience) to discuss options.

To withdraw from your Honours program, you will need to [submit this form](#).

---

**MASTERS (ADVANCED)**

**Deferring commencement of Master’s (Advanced) Program**

You must commence your program in the session for which you have accepted an offer. If circumstances prevent you from commencing your study as you intended, you are able to withdraw from your program no later than the semester Census Date without the enrolment appearing on your academic transcript. When you are ready to return to study, you will need to reapply for admission. You will need to provide another confirmation from your Supervisor agreeing to supervise your project.

You should not graduate with (take out/confer) your coursework Master’s program as the Master’s (Advanced) program is ‘transfer only’ which means you cannot apply to enter into it directly. It also means you cannot graduate with both the coursework Master’s program and the Master’s (Advanced) program.
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).

The maximum leave available for Honours 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.

Enrolment for part-time honours consists of up to a maximum of 12 units per semester.

To apply for part-time honours, the student must complete and submit this form.

The maximum leave available for Master’s (Advanced) is 1 semester, for both full time and part-time students, unless there are exceptional circumstances. Students will require the support of their Supervisor in order to confirm that they will be available to supervise following the leave period.

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) 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 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 are encouraged to consult with the Associate Dean (Student Experience) as soon as possible.

All students are required to submit an application for Program Leave, you need to complete the Honour’s and Master’s Program Leave and Deferral online form available on the CASS Current Students website (see below for the link). You are required to provide the following documentation which you’ll need to upload into the application:

- A statement explaining why you are applying for program leave. You include this in the online form.
- Written approval from your Supervisor. This can be an email.
- Written approval from your program Convenor. This can also be an email.
- Documentation supporting your application.

Applications that do not have these three components will not be considered.

If you are an International Student, and you wish to apply for Program Leave, you must also fill out the online ‘Application for Program Leave’ form before the semester Census Date. It should be accompanied by a letter, setting out in detail your case for Program Leave. Information and the form can be found here.

To apply for program leave, all students must complete and submit this form.

International students should also fill out this online form.

PART-TIME STUDY

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.

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), or Master’s (Advanced) program (two semesters instead of one), as set out in the Coursework awards rules (2016).

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). Acceptable grounds are as for Program Leave. Whether you take program leave or go part time will depend on your circumstances and possible supervision.
4. STRUCTURE OF THE PROGRAM

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 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 1). 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 programs may differ to the above structure:

1. Honours specialisations within the Bachelor of Arts that are owned and taught by other ANU Colleges:
   a. Applied Economics
   b. Asia-Pacific Studies
   c. Mathematics
   d. Psychology

2. The Bachelor of Arts Honours specialisation in Population Health, which is co-taught with the Research School of Population Heath;

3. The Bachelor of Environmental Studies honours program, which is owned and taught by the Fenner School of Environment and Society in the College of Medicine, Biology and the Environment. Interested students should contact the Fenner School for further information.

If you are doing Honours within one of the above programs, you should contact the relevant honours Convenor concerning its structure or consult the programs and courses page for each program. Your thesis due dates are likely to be different to those outlined in this document.
Table 1: Further information on each Honours program can be found at:

<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 Art History and Curatorship (Honours)</td>
</tr>
<tr>
<td>Bachelor of Arts (Honours)</td>
</tr>
<tr>
<td>Bachelor of Classical Studies (Honours)</td>
</tr>
<tr>
<td>Bachelor of Criminology (Honours)</td>
</tr>
<tr>
<td>Bachelor of Design Arts (Honours)</td>
</tr>
<tr>
<td>Bachelor of Development Studies (Honours)</td>
</tr>
<tr>
<td>Bachelor of European Studies (Honours)</td>
</tr>
<tr>
<td>Bachelor of International Relations (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. 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 do 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 them 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.
MASTERS (ADVANCED)

Administratively, the Master’s (Advanced) is a separate postgraduate program, taken after completion of 72 units in the corresponding coursework only Master’s program. Most Masters’ (Advanced) programs may be commenced at the start of first Semester or second Semester. Students apply for a degree transfer from the coursework only Master’s into the Master’s (Advanced) program.

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

Deadline to apply to transfer in Semester 1 – end of October.
Deadline to apply to transfer in Semester 2 – end of May.

The Master’s (Advanced) program is normally completed within one semester which will test your organisational skills, ensure equity among candidates and facilitate the organisation of assessment and determination of results for the whole cohort.

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.

All College of Arts and Social Sciences Masters’ (Advanced) programs have:

- At least 12 units of specified coursework designed to develop the research skills needed to write a thesis. *(In order to get into your Master’s (Advanced) program you will have completed this in your coursework-only Master’s before transferring)*
- 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 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 THES8100, THES8102, THES8103, or THES8105; the correct code for each discipline is specified in the list of required courses for each discipline on the Programs and Courses link for each discipline.

The correct code for each program is specified in the list of required courses for each program.

### Table 2: Further information on each Master’s (Advanced) program can be found at:

<table>
<thead>
<tr>
<th>Master of Anthropology (Advanced)</th>
<th>Master of Anthropology and Participatory Development (Advanced)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Archaeological Science (Advanced)</td>
<td>Master of Anthropology and Participatory Development (Advanced) - Online</td>
</tr>
<tr>
<td>Master of Arts (Advanced)</td>
<td>Master of Art History and Curatorial Studies (Advanced)</td>
</tr>
<tr>
<td>Master of Classical Studies (Advanced)</td>
<td>Master of Biological Anthropology (Advanced)</td>
</tr>
<tr>
<td>Master of Demography (Advanced)</td>
<td>Master of Culture Health and Medicine (Advanced)</td>
</tr>
<tr>
<td>Master of Design (Advanced)</td>
<td>Master of Digital Humanities and Public Culture (Advanced)</td>
</tr>
<tr>
<td>Master of Digital Arts (Advanced)</td>
<td>Master of Globalisation (Advanced)</td>
</tr>
<tr>
<td>Master of General and Applied Linguistics (Advanced)</td>
<td>Master of Liberal Arts (Advanced)</td>
</tr>
<tr>
<td>Master of History (Advanced)</td>
<td>Master of Islam in the Modern World (Advanced)</td>
</tr>
<tr>
<td>Master of Museum and Heritage Studies (Advanced)</td>
<td>Master of Middle Eastern and Central Asian Studies (Advanced)</td>
</tr>
<tr>
<td>Master of Social Research (Advanced)</td>
<td>Master of Music (Advanced)</td>
</tr>
<tr>
<td>Master of Translation (Advanced)</td>
<td>Master of Studies (Advanced)</td>
</tr>
<tr>
<td></td>
<td>Master of Visual Arts (Advanced)</td>
</tr>
</tbody>
</table>
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 show that you are capable of doing 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, Design Art and Design, 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, Arranging, and Sound Design a portfolio of works and program notes accompanying the portfolio, constitute the thesis.

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

5. WHO’S WHO?

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 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.

Convenors - are responsible for administering matters relating to all students in their particular program. Their role includes advising on ANU rules and College guidelines, 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.

Administrators - each School has an administrator who is your first point of contact for 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.
6. SUPERVISOR-STUDENT RELATIONSHIP

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 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.
- 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 below).

• 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.

7. 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 3: Information regarding the Thesis requirements. Please refer to these links 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, 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, Arts specialising in English, Art History and Curatorial</td>
</tr>
</tbody>
</table>
LEARNING OUTCOMES

The specific learning outcomes can be found via the links to the thesis codes in Table 3. 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 via the links to the thesis codes in Table 3.

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, 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 via the links to the thesis codes in Table 3.

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/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 via the links to the thesis codes in Table 3. 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.

8. 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.” e.g.:

  "Underwater Basket Weaving in Melanesia"
  Bachelor of Arts, Honours in Anthropology
  The Australian National University
  Mr Joe Blogs
  May, 2017

  This thesis is submitted in partial fulfilment of the requirements for the degree of Honours in Anthropology 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

- **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 layout should be A4 size, with the text double–spaced.
- Pages should be numbered consecutively.
- Margins:
  - Left hand 40mm
  - Right hand 35mm
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.

9. THESIS DUE DATE

If you are completing your thesis in Semester 1 2017, your due date is 5 pm (AET) on **Monday 22 May 2017**

If you are completing your thesis in Semester 2 2017, your due date is 5 pm (AET) on **Monday 23 October 2017**

**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 will need to consult their College/program convenor about their due date:
   - Honours specialisations within the Bachelor of Arts that are owned and taught by other ANU Colleges:
     - Applied Economics
     - Asia-Pacific Studies
     - Mathematics
     - Psychology
   - The Bachelor of Arts Honours specialisation in Population Health, which is co-taught with the Research School of Population Heath;
   - The Bachelor of Environmental Studies honours program, which is owned and taught by the Fenner School of Environment and Society in the College of Medicine, Biology and the Environment.

10. SUBMITTING THE 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.

For the Turnitin submission, the maximum size is 20MB.

For the .pdf submission, the maximum size is 2GB. The portal will be set up so that students can (if necessary) submit all the parts of their thesis in 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.

11. 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.

When submitting your work through Turnitin, you only need to submit your main document. You do not have to include images, appendices, bibliography etc. in your Turnitin submission.

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

12. 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 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.

THESIS EXTENSIONS

Under special circumstances, students may apply for an extension of time to submit their thesis. For Master’s (Advanced) students, this would be an extension greater than the four weeks automatic extension (see below), for Honours students this is any extension to submit the 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).

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.

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 (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;
• 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.

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 Experience) as soon as possible.

To apply for an extension, please [complete this online form](http://www.anu.edu.au/study/apply/special-consideration)

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.

**FOUR WEEKS THESIS EXTENSION – MASTER’S (ADVANCED) STUDENTS ONLY**

If you enrolled in your Master’s (Advanced) program in 2017, you may apply for an extension of up to four weeks. 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).

This recognises that currently Master’s (Advanced) theses must be completed over 12 weeks, where Honours theses may be completed over 24 weeks (full time, longer for part time).

---

**13. PENALTIES FOR LATE SUBMISSION OF WORK**

Theses 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 theses 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 assignment 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
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 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

15. 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 (see flowchart below).

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**

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

**Table 4: Honours exit classification levels**

<table>
<thead>
<tr>
<th>Honours 1 (H1)</th>
<th>80 per cent +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours 2A (H2A)</td>
<td>70 per cent – 79 per cent</td>
</tr>
<tr>
<td>Honours 2B (H2B)</td>
<td>60 per cent – 69 per cent</td>
</tr>
<tr>
<td>Honours 3 (H3)</td>
<td>50 per cent – 59 per cent</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 Masters (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 Σ (mark x units) / Σ 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 Rule 2015, 52(10) for more details)

**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 Σ (mark x units) / Σ units, giving NCN and WN a nominal mark of zero. Although marks for the
16. 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

17. 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.

18. ANU DIGITAL COLLECTION

The ANU’s 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 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.
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.
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><strong>POSE (LO 1)</strong></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><strong>INVESTIGATE (LO 2)</strong></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><strong>COMMUNICATE (LO 3)</strong></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>
<tr>
<td>GRADE</td>
<td>PERCENTAGE VALUE</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>High Distinction</td>
<td>90% - 100%</td>
</tr>
<tr>
<td></td>
<td>80% - 89%</td>
</tr>
<tr>
<td>Distinction</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>Credit</td>
<td>60% - 69%</td>
</tr>
<tr>
<td>Pass</td>
<td>50% - 59%</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt;50%</td>
</tr>
</tbody>
</table>