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2013 Honours Convenors
## CRITICAL HONOURS DATES - 2013

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<tr>
<th>Month</th>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td><strong>January</strong></td>
<td>Fri 25</td>
<td>Last day for re-enrolment via ISIS of continuing ANU Honours students.</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td>7-13</td>
<td>Undergraduate enrolment sessions for new ANU students in Melville Hall (including commencing external honours students).</td>
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<td></td>
<td>11 - 15</td>
<td>Orientation Week</td>
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<tr>
<td><strong>Week 1</strong></td>
<td>Mon 18</td>
<td>Semester 1, 2013 begins.</td>
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<td></td>
<td>Mon 18</td>
<td>Melville Hall – Advisory Session for continuing students (9:30am – 12:30pm).</td>
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<tr>
<td></td>
<td>Wed 20</td>
<td>Melville Hall – Advisory Session for continuing students (9:30am – 12:30pm).</td>
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<tr>
<td><strong>March</strong></td>
<td>Fri 1</td>
<td>Last day for students to ADD a Semester 1 course without financial penalty.</td>
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<tr>
<td></td>
<td>Sun 31</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>
</tbody>
</table>
| | Sun 31 | • 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day to drop Semester 1 courses without incurring HECS/HELP or Domestic Tuition Fees/International Student Fees and be withdrawn non-effectively i.e. the course will NOT be on the student’s official transcript.  
• Last day to add a Semester 1 course with financial penalty ($50) (written approval from convenor and College required) |
| **May** | Mon 27 | Mid-year honours thesis DUE date |
| **June** | Fri 21 | Closing date for both internal and external Semester 2, 2013 (commencing) honours applications. |
| **July** | 11 - 12 | July Conferring Ceremonies |
| | Mon 22 | Semester 2, 2013 begins. |
| **August** | Fri 2 | Last day for students to ADD a Semester 2 course without financial penalty. |
| | Sat 31 | 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. |
| | Sat 31 | • 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.  
• Last day to add a Semester 2 course with Financial Penalty ($50) (written approval from convenor and College required) |
| **October** | Fri 25 | Closing date for both internal and external Semester 1, 2014 (commencing) honours applications. |
| | Mon 28 | COLLEGE WIDE HONOURS THESIS DUE DATE |
| **December** | 11 - 13 | December Conferring Ceremonies |
HONOURS CONVENORS: ROLE & RESPONSIBILITIES

This guide provides information about the honours program in the ANU College of Arts and Social Sciences. Convenors and supervisors wishing to acquaint themselves with College information given to new honours students should also see the ANU College of Arts and Social Sciences Honours Student Guide, available from the Student Office or at http://cass.anu.edu.au/current-students.

The Role

The responsibilities implicit in the role are applicable generally though the role itself may vary slightly from area to area. Broadly, it involves:

a) Providing information to undergraduate students interested in undertaking honours. This may include the organisation of program-specific induction sessions and answering external enquiries.

b) Overseeing the application process. It is the responsibility of the Honours Convenor to submit applications with the information necessary for the Delegated Authority in CASS to make a decision regarding Honours entry. Where an applicant does not meet the Honours minimum requirement, to note on the application form that ‘a case has been made’ is not sufficient.

c) Facilitating the provision of supervision for all students.

d) Overseeing and facilitating the programs of all honours students enrolled in your area’s programs, including the organisation of research training sessions where applicable.

e) Liaising with supervisors and monitoring and maintaining records of the progress of all honours students under your jurisdiction.

f) Providing advice to students on all matters relating to honours, including part-time status, program leave and extensions etc.

g) Monitoring supervisory arrangements and relations, and dealing with problems where they arise.

h) Ensuring supervisory staff are aware of their responsibilities and are familiar with all current documents, policies and procedures relating to honours.

i) Overseeing the examination process including the appointment of examiners, recording of individual students’ marks/grades and submitting final results to the School Office.

And, as is appropriate to each area, providing occasions which allow students to exchange ideas, identify each other as colleagues and familiarise themselves with each other’s research interests and projects. To this end, it is recommended that Convenors get together with the Honours students in their area as a group at least once each semester.

Supervision

All students in the honours year must have at least one supervisor, and that supervisor must be an ANU staff member. Where single honours students have more than one thesis supervisor, one must be nominated as the primary supervisor. In many cases students will arrange supervision for themselves, although Convenors should ensure that they are kept informed during this process. However, in those cases where a student is having difficulty finding a supervisor, it is the responsibility of the Honours Convenor (in consultation with the student) to arrange supervision. Supervision needs to be organised as early as possible, preferably before the start of the honours year, and certainly by the first week of the student’s first semester in the program.

A student who encounters difficulties with supervision is expected, in the first instance, to attempt to discuss the situation him or herself with the supervisor. If the problem remains, the Honours Convenor should then attempt to resolve the situation, including (in very extreme cases) changing the supervisor. If difficulties continue, the Convenor can refer the matter to the Head of School.

It is your responsibility to ensure that students whose supervisors take more than two weeks leave are provided with alternate supervision that arrangements for online or other consultation satisfactory to both supervisor and student are in place.

Please be aware that except in very unusual circumstances, supervisor absence is not considered grounds for an extension.

Academic Progress

It is recommended that Convenors liaise closely with Supervisors to ensure students are on track. Where there is concern about a student’s progress it is important that this is discussed in person with the student early and written advice may need to be given.

Record Keeping

Coursework marks for the honours year are not entered in the student system. Convenors should ensure that a copy of the coursework marks for each individual student – and notes on progress/problems – are kept in a secure central location; this will most
appropriately be the Convenor’s local administrative area. This will ensure access to student results and records is possible by other staff (if required in an appeal process) if Convenors change or go on leave.

Honours Information for Students
There are a number of places where information about Honours is conveyed to students:

Study@ website
Convenors should ensure that information on Study@ is current and reflects on-the-ground practice. Be aware that changes to weightings or program composition may need to go through the CASS Education Committee and University Education Committee before being posted on Study@.

College Honours Student Guide
This Guide sets out College information, policy and deadlines and Convenors should make sure everyhonours student has a copy. It can be downloaded from http://cass.anu.edu.au/current-students.

Program and Course Outlines
Convenors are responsible for ensuring every Honours student in their area has a copy of a College ‘Honours Program Outline template’ customised for each program so as to detail all of its components. This Outline contains a thesis assessment rubric detailing general assessment criteria for theses and areas may add to this as necessary or leave as is. Program Outline templates can be downloaded as Word documents from the Staff Intranet: http://cass.anu.edu.au/education/course-outlines.

Following usual College practice, honours students should be given a Course Outline (following the College ‘Course Outline’ template) for each coursework course they attend.

Area-Specific Information
Many areas give out additional printed information to students, we request that this document not be referred to as a ‘Guide’ or ‘Outline’, so there is no confusion with the centrally-produced documents.

COURSEWORK ASSESSMENT

Assessment
As with other undergraduate courses, coursework courses must be assessed in the semester during which they are held. Students should subsequently receive an indication of their level of achievement in these courses.

Extensions of time to complete 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 should 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 should 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 ASSESSMENT

Submission of Thesis and equivalent work (e.g. studio work, music recital)
The due date for thesis and equivalent work is Monday 28 October 2013. It is the responsibility of the Honours Convenor to provide written, advance notification of due dates for the thesis and equivalent work to all students enrolled in his or her program.

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 27 May 2013.

All Honours theses must be submitted to ANU College of Arts & Social Sciences Student Office by 5pm on the due date. Different honours programs require submission of different numbers of copies; it is the responsibility of the Honours Convenor to inform students in advance about how many copies of the thesis they need to submit. All copies are submitted to College Student Office by the due date above.

Honours 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.

Examiners
Convenors liaise with supervisors in the engagement of internal/external examiners. Please note that staff should not act as examiners for students they have supervised. It is the Convenor’s responsibility to ensure that all examiners receive a copy of the ‘Honours Program Outline’ and are aware of the assessment criteria set out in that document.
**Extension of time to submit thesis or equivalent work**

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 [http://cass.anu.edu.au/current-students](http://cass.anu.edu.au/current-students)) and submit it to 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 may include that the student has:
- been ill while working on the thesis. Minor bouts of illness (e.g. colds, minor flu) will only be considered grounds for 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 his or her 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).

**Non-acceptable grounds** for extensions of time on thesis or equivalent work include that the student:
- has arranged a personal event, such as a wedding or a holiday, during his or her program of study.
- is not a native speaker of English.
- could do a better job if he or she 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.

**Penalties for late submission**

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**.

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**Finalising honours results**

The final overall grade allocated to each student is determined at an examiners’ meeting organised by the Convenor. At that meeting, the results received for each of his or her different Honours components will be put together and discussed in order to arrive at an overall mark/grade. Each student receives a single mark and grade for his or her entire Honours program. Students are not given formal marks/grades for individual courses or for the thesis or equivalent work, although they should be given informal results and feedback on each piece of work submitted.

The Honours grading system is as follows:

- **Honours 1**: 80 per cent +
- **Honours 2A**: 70 per cent – 79 per cent
- **Honours 2B**: 60 per cent – 69 per cent
- **Honours 3**: 50 per cent – 59 per cent

It is the responsibility of the Honours Convenor to finalise all honours results within his or her program, and to lodge them with their School Office by the due date for undergraduate examination results.

**Appeals**

If you are contacted by a student who wants to appeal their Honours grade, please refer them to the College Appeals process information at: [http://cass.anu.edu.au/students/rules/appeals.php](http://cass.anu.edu.au/students/rules/appeals.php).

Should an appeal process ensue, it is your responsibility to furnish all available documentation of student results and notes on progress.

Only in exceptional circumstances will applications be considered after the due date.

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

Students who consider that they 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, should be encouraged to consult with the Associate Dean (Student Progress) as soon as possible.
The grade bands and their meaning

The chart below interprets for students the value of particular grades/classifications. Please note the interpretations do not constitute assessment criteria. Thesis assessment criteria are detailed in the Honours Program Outline template available on the staff intranet: http://cass.anu.edu.au/education/course-outlines. Assessment criteria for coursework assessment should be specified in the Course Outline for each course.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE VALUE</th>
<th>INTERPRETATION</th>
</tr>
</thead>
<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></td>
<td>80% - 89%</td>
<td>Work of exceptional quality showing clear understanding of subject matter and appreciation of issues; well formulated; arguments sustained; relevant literature referenced; marked evidence of creative ability and originality; high level of intellectual work. The thesis suggests excellent potential for future research work.</td>
</tr>
<tr>
<td>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>
</tr>
</tbody>
</table>
ETHICS, INTELLECTUAL PROPERTY & STUDENT ACADEMIC INTEGRITY

Please see the ANU College of Arts and Social Sciences Honours Student Guide at: http://cass.anu.edu.au/current-students.

Students requiring ethics clearance should be advised to begin the process as soon as they commence their program.

ADMINISTRATIVE PROCESSES & PROCEDURES

General Entry requirements

ANU students
Completion of the requirements of a Bachelor pass degree in an Arts area including:

Single Honours
Completion of ten courses (at least 60 units) as specified by the discipline, normally with a distinction average (70%) in the later year (2000 - 3000 level) courses. Further entry requirements may be specified by individual disciplines.

Combined Honours
Completion of eight courses (at least 48 units) as specified by each discipline, normally with a distinction average (70%) in the later year (2000 - 3000 level) courses. Further entry requirements may be specified by individual disciplines.

If students are currently enrolled in a combined degree at ANU (e.g. Bachelor of Arts/Bachelor of Laws, Bachelor of Arts/Bachelor of Science), you should remember that only 16 courses (96 units) exist in the structure of the degree within which to complete the Bachelor of Arts (Honours) admission requirements. Students undertaking combined degrees may undertake a single honours year or combined honours.

Students from other Universities
If they have (or expect to complete) a Bachelor of Arts pass degree at another university, students should first contact the Honours Convenor for advice on area requirements and supervision prior to submitting their application.

Applications will be assessed on a case-by-case basis. External applicants should have completed a comparable number of courses, at a comparable grade level, as is required by internal ANU applicants. Documentary evidence sought from students should include an academic transcript and copies of handbook entries for each course completed and a key to grade bands.

The honours admission requirements vary from program to program. It is the responsibility of the Honours Convenor to ensure that applicants for entry to his or her honours program meet the relevant admission criteria.

Under exceptional circumstances, variations to the standard admission criteria may be approved by the Associate Dean (Student Progress). See ‘The Honours Admission Process’ below.

The honours admission process
The honours admission process involves two separate steps.

Step 1

• Internal Applicants
Internal honours applicants (i.e. applicants who have completed their ANU pass degree less than six months before their honours commencement date) must fill out the College ‘Application for Admission to Honours’ form online by 21 June 2013 for mid-2013 entry, or by 25 October 2013 for 2014 entry. The Convenor of the honours program that the student is seeking to enter will receive an email of the application where the student will verify that they have or have not made contact with the Convenor. In the event that the applicant stated that they have notified the convenor but the convenor is not aware that the student is applying for admission to the program, the convenor will need to make contact with the Student Office advising of this.

• External Applicants:
External honours applicants (i.e. applicants whose ANU pass degree was completed six months or more before their honours commencement date, or students whose pass degree is from another university) must fill out two forms: the ‘Application for Admission to Honours’ online form and the ‘Application for Undergraduate Admission’ form. The ‘Application to Honours’ form should be submitted to the ANU Admissions Office. Both forms must be completed by 21 June 2013 for mid-2013 entry, or by 25 October 2013 for 2014 entry. The Convenor of the honours program that the student is seeking to enter will receive an email of the application where the student will verify that they have or have not made contact with the Convenor. In the event that the applicant stated that they have notified the convenor but the convenor is not aware that the student is applying for admission to the program, the convenor will need to make contact with the Student Office advising of this. If the student is applying from outside Canberra, and is unable to obtain the Convenor’s signature, some evidence that the Convenor is aware of the application (e.g. transcripts of email correspondence) should be included with the application.

Step 2

All applications for admission to his or her honours program will be forwarded to the Convenor for:

• Internal students from the College Student Office by 5 July 2013 for mid-2013 entry, or by 8 December 2013 for 2014 entry.

• External students from the Admissions Office, once the College Student Office has confirmed that the required documents (i.e. transcripts) are attached.

On receipt of the applications, it is the responsibility of the Honours Convenor to fill out the relevant section of the ‘Application for Admission to Honours’ form for all applicants. In filling out the relevant section of each form, it is the responsibility of the Convenor to:
a) check and confirm that the specific Honours entry criteria set by the program have been met;

b) confirm that the program will be able to provide supervision to the student;

c) make a recommendation regarding entry to the program.

Note that the Honours Convenor is able only to make a recommendation regarding admission; it is the Associate Dean (Student Progress) who makes the final decision as to whether or not the student will be accepted into the program.

The Convenor should return all completed applications to the College Student Officer for:

- internal students by 12 July 2013 for mid-2013, or by 15 December 2013 for 2014 entry.
- external students as soon as possible after receipt.

If the applicant does not fulfill all the admission criteria as laid down by the College and the program, the Convenor may nevertheless recommend that the student be accepted into the program. In this case the Convenor will need to make a substantial argument to the Associate Dean (Student Progress) as to why certain aspects of the admission criteria should be varied. Please note that to write on the application form that ‘a case has been made’ is not sufficient.

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

### Combined honours

There are some combined Honours programs in the College that have pre-set syllabi and their own dedicated convenors (e.g. the combined honours program in Archaeology and Biological Anthropology). Students wishing to enter these programs do so through the same process as for single honours admission. However, the great majority of combined honours programs are not of this type and instead involve the creation of a personalised program of study straddling two distinct honours programs. The process whereby students enter this second type of combined honours program is outlined in the remainder of this section.

Students interested in pursuing this second type of combined honours should be advised to consult with the Convenors of the two relevant programs well before they reach the third year of their pass degree, in order to ensure, firstly, that such a combined program of study is possible and, secondly, that they fulfill the admission requirements for each of the honours programs that they wish to combine.

Having first ensured that the joint program of study is possible and that he or she meets the admission requirements for each of the two relevant honours programs, the applicant should arrange a joint meeting with the Convenors of the two honours programs before he or she submits an application for admission to Honours. At this meeting the detail of the joint program of study should be worked out. The two Convenors should ensure during this meeting that there is approximately a 50/50 split between the programs in the amount of overall assessable work required (the total overall workload should not exceed that for single honours students). Once the details of the combined program of study have been agreed on, the two Convenors should ensure that the details are set out in writing, and signed by both Convenors and by the applicant.

Students wishing to undertake combined honours undergo the same admission application process as all other students. However, in the case of students applying for the second type of combined honours, the Honours Convenors of both programs should sign the ‘Application for Admission to Honours’ form, and a program of study – preferably the written agreement reached by the three parties – should be lodged with the application. This program of study must be approved by the Associate Dean (Student Progress) before the student can be accepted into the honours program.

### Deferment of program commencement

If circumstances prevent a student from commencing his or her program in the semester after the offer has been made, the student is able to defer program commencement. In the case of a student who has not yet enrolled, he or she needs to write to (or email) College Student Office to the effect that they want to defer the commencement of their program for a specified period of time. A maximum of one year’s deferment is allowable in the first instance.

A student who has already enrolled in his or her first semester of honours is able to defer, as long as he or she withdraws from the program no later than the semester Census Date (this means that the enrolment will not appear on the student’s academic transcript). The student should then apply to defer, as outlined above.

Students commencing study after a period of deferment must advise the College Student Office in advance, in writing (or email), of their intention to enrol so that student-specific permission codes can be created to enable them to enrol online via ISIS.

### Part-time honours

A student who is enrolled part-time is understood as working half time at his or her studies; they are 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 Associate 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 and submit it to College Student Office before the semester census date. 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 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;
• 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 fulltime 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 (Honours) 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 2 years of enrolment and part-time students within 3 years of enrolment.

To apply for program leave students must fill out an ‘Application for Program Leave’ form and lodge it at College Student Office before the semester census date. The form needs to be signed by the Honours Convenor. It should be accompanied by a letter from the student, setting out in detail his or her 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;
• 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 they should be 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.

THESES: EXPECTATIONS, FORMAT, ORGANISATION
The following ‘Expectations of the honours thesis’, ‘Organisation of the thesis’, and ‘Honours thesis format’ are excerpts from the College Honours student guide.

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 area (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.

• Honours theses are treated as the work of undergraduate students and not as the work of experienced researchers. 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 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.

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, Australian National University, your name, and the 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**

- **Abstract – if required**

- **Chapters**

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

- **Appendices**

**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 and 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.)
- 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.
- Some areas may require a copy of the thesis in digital format.

**APPLICATION FORMS & CONTACTS**

**Application forms**

Honours Convenors can download the following forms from [http://cass.anu.edu.au/current-students](http://cass.anu.edu.au/current-students):

- Application for extension of time to submit thesis
- Application to undertake honours on a part-time basis

**Contacts**

For most administrative queries, Honours Convenors should contact the Student Advisors in the College Student Office:

Phone: 6125 2898
Email: students.cass@anu.edu.au
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