



Australian
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Honours & Master (Advanced) 2024

ANU College of Arts & Social Sciences

The Australian National University
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1. Welcome

Deciding to do an Honours or a Master (Advanced) program is a major step in your academic career. Defining and managing your own research project is a rare opportunity to attain deep knowledge about a subject, and to develop significant research skills. For many students, research conducted for a thesis will be the culmination of undergraduate or graduate coursework studies prior to entering or returning to full-time employment. For others, it will be the start of an ongoing career as a researcher in academia or industry. Whatever your motivation, as one of the world's great research universities, the Australian National University is an ideal place to engage in Honours or Masters-level research.



Associate Professor Lucy Neave

The CASS Honours and Masters (Advanced) programs afford you the ability to work with a Supervisor who is an expert in their field, and who can guide you in shaping your topic, as well as the process of inquiry. Honours and Masters programs also require you to engage as an active member of a research community through seminars, workshops, and presentation of work to colleagues, and of course the preparation of a research thesis.

The CASS Honours and Masters (Advanced) programs provide a scaffold for you to develop the social, professional and intellectual skills required to devise and deliver your research project. We trust that this guide will assist you in navigating your journey through your program.

College Master website: <https://cass.anu.edu.au/current-students/graduate-coursework>

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



Associate Professor Lucy Neave
Associate Dean (Education)

2. Critical dates 2024

2024 CASS Honours and Master (Advanced) thesis due dates

Semester 1: 5pm AEST on Monday 20th May 2024

Semester 2: 5pm AEST on Monday 21st October 2024

**Exceptions:

1. For music performance students, the program notes are due at this deadline; the recitals will be scheduled by the Program Convener. The scheduling of the recitals subject to the availability of examiners.
2. Students in the following Honours specialisations within the Bachelor of Arts (Honours), that are owned and taught by other ANU Colleges, will need to consult their College/program convener about their due date:

- Asia-Pacific Studies
- Economics
- Mathematics
- Psychology
- Security Studies

2024 University calendar

[The University calendar](#) is where you can find important dates of the academic year including: census dates, deadlines to enrol and withdraw and examination period.

3. Structure of the program

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

The sequence of courses that you need to undertake to complete your degree are listed under the 'Study' tab of your program's page on the [Programs and Courses website](#)

Master Advanced Students are encouraged to try and plan the year of study out before you commence. To assist you with this please see the plan for your program and year on the [CASS Current Students website](#).

For Honours students, most programs follow 24 units of coursework and 24 units of thesis. There are some exceptions, for example Asian Studies, but if you have any questions the CASS Student Office is available for assistance (page 7-8).

The thesis (24 Units)

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

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

4. Your thesis community

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.

Fellow students

You are a member of the cohort studying for an Honours or a Master (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.

Supervisor

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. The Australian National University

If for some reason your Supervisory arrangement needs changing, a new [Thesis Supervisor Confirmation form](#) must be completed and sent to the CASS Student Office via students.cass@anu.edu.au.

Conveners

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

In addition, Honours and Master (Advanced) Conveners are responsible for arranging examination procedures for theses, organising submission procedures for pieces of work equivalent to the thesis (e.g. studio work, portfolios, music recitals), overseeing information in WATTLE for their discipline, monitoring Turnitin text matching of theses, and keeping all Supervisors in the program informed concerning policies and procedures within CASS and the School/Centre. For a list of Conveners see: <https://cass.anu.edu.au/current-students/convenors>

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

Administrators

Each area has an administration team who is your first point of contact for room enquiries, timetabling issues, seminars, thesis submission and adding you to area email lists.

School or Centre contacts can be found at: <https://cass.anu.edu.au/research/schools-centres>

CASS Student Office

The Student Office administers students and degrees at the program level.

Student Advisors are the first point of contact for many matters including:

- Permission codes for thesis courses
- Process and procedure for deferment or leave
- Degree planning
- Extension of thesis requests
- Credit for prior learning
- Modifications to your study
- Any unforeseen circumstances that have negatively impacted your studies

The CASS Student Office is located on the Ground Floor, Beryl Rawson Building 13. For information visit: <https://cass.anu.edu.au/current-students/student-office>

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T: 6125 2898

E: students.cass@anu.edu.au

Opening hours: Monday to Friday 10:00am to 4:00pm

Programs and Courses

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

Associate Dean (Education)

The AD(E) oversees, and is the delegated authority for, the CASS Honours, Master and Master (Advanced) programs.

Associate Dean (Student Experience & Integrity)

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 Convener 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 and Integrity).

The AD(SEI) provides support and assistance for students regarding:

- Early intervention
- Advice on academic probation and show cause
- Advice on academic progress problems
- Access to ANU support services

Appointments with the CASS Associate Dean (Student Experience & Integrity) are available by emailing assocdeanst.cass@anu.edu.au

Academic Skills

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

Visit the website: <https://www.anu.edu.au/students/academic-skills>

ANU Counselling Centre

The ANU Counselling Centre is a free, confidential, and non-diagnostic counselling service available to all currently enrolled ANU students. Counsellors are experts in tertiary student mental health, raising from awareness raising and early intervention to help for more serious concerns such as depression or anxiety. No referral or Mental Health Treatment Plan from a GP is required to attend appointments.

Visit the ANU Counselling Centre: <https://www.anu.edu.au/students/health-safety-wellbeing/getting-help-at-anu/anu-counselling>

Student Safety and Wellbeing

The Student Safety and Wellbeing team provides free and confidential support to students experiencing a range of issues that can impact on their university experience and academic engagement.

Case Managers have backgrounds in health, social work, counselling and human services. They work from person-centred and trauma-informed practice frameworks. This means that you will be treated with dignity and respect and will receive a transparent and confidential service that will empower you to make choices and connect with others.

Visit Student Safety and Wellbeing: <https://www.anu.edu.au/students/contacts/student-safety-and-wellbeing>

ANU Wellbeing and Support Line

This 24/7 crisis support line is an ANU specific support service operated by Lifeline and is available to all ANU students to find immediate relief from emotional distress, explore coping strategies for the current crisis, and focus on specific next steps for the caller to take.

Phone: 1300 050 327 (voice calls only)

Text: 0488 884 170

Accessibility

Accessibility supports students within the ANU community whose participation in academic studies is impacted by physical and learning disabilities, mental health conditions, chronic medical conditions, and short-term illnesses/conditions. They also support carers and elite athletes.

Accessibility aims to raise awareness and understanding of disability through training and advice given on:

- general disability awareness
- disability standards

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- disability disclosure
- inclusive education practices
- physical access issues
- education access plans; and
- special exam arrangements

Visit the Accessibility website: <https://www.anu.edu.au/students/contacts/accessibility>

Tjabal Indigenous High Education Centre

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

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

The Centre offers:

- Academic support and advice
- Pastoral care and personal support
- Access to quality free tuition
- Advice on internships and scholarships
- Access to ANU services, such as health centre, careers and academic skills and learning
- Outreach programs to prospective ANU students
- Study spaces

Visit the Tjabal Centre website: <https://www.anu.edu.au/students/contacts/tjabal-indigenous-higher-education-centre>

5. Convener/Supervisor-student relationship and responsibilities

Convener-student

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

The Program Convener will assist you with advice and guidance to help you to achieve your personal academic goals within your program whilst satisfying the prescribed program requirements. Such academic advice covers topics such as advice on the best courses to choose in your program.

They are expected to stay informed of policies and procedures within CASS and the School/Centre with relation to the program.

Supervisor-student

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

This relationship with your Supervisor involves obligations on the part of both parties. Your Supervisor will assist you with advice, guidance and criticism and help you to achieve your personal academic goals.

The Supervisor is there to help you choose and design the research project, guide the research in a practical and productive way, and advise you on writing a thesis appropriate to the discipline in which you are studying. It is important that you are receptive to your Supervisor's advice, so that you can be guided as to what is an appropriate thesis within your discipline. You must take responsibility for the final results of your work.

Students and Supervisors are expected to meet regularly (a minimum of 12 hours contact). 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. A template for these meetings is provided in [APPENDIX B](#) to assist in recording meetings.

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 regularly 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

You are expected to enrol into courses that are on offer and that will contribute towards satisfying your program's requirements. You are also expected to stay informed of enrolment processes and important dates. You will find this information on the [CASS Current Students website](#):

- At the time of application, to approach the Convener 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.
- You are responsible for discussing any changes in your study load with your convener, including conversion to part time study.
- You are responsible for making sure that you are enrolled correctly in your or coursework and thesis units.
- Take responsibility for progress overall and seek advice early if problems arise.
- Fulfil all the requirements of the Program and thesis course.
- Where necessary, as early as possible, prepare an ethics submission (see section 10).
- 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.

6. Thesis expectations

The following guidelines are to assist students unfamiliar with what may be expected of a thesis. It is highly recommended that you 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 (MPhil) or Doctoral (PhD) theses, or articles submitted to academic peer review 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 demonstrate 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, clearly, and concisely. Jargon should be avoided, and terms should be clearly defined .
 - 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.

Please refer to [Programs and Courses](#) for information specific to the Thesis code you are enrolled in.

Learning outcomes

The specific learning outcomes can be found in Programs and Courses 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 length of the thesis is a maximum of 20,000 words exclusive of front matter (e.g. acknowledgements, the abstract, and table of contents), 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 performances to a total of approximately 90 minutes duration (90%) and program notes accompanying the performances (10%).
- Music Composition, Arranging, and Sound Design: A portfolio of works (90%), and program notes accompanying the portfolio (10%)
- Music Composition: A portfolio of works (90%), and program notes accompanying the portfolio (10%)
- Music Composition for Film and Video Games: A portfolio of works (90%), and

program notes accompanying the portfolio (10%)

- Design: A substantial body of design work presenting the outcomes of the Honours research project. (100%)
- Visual Arts: A substantial body of visual artwork, drawing upon innovative studio and contextual investigation. (100%)

Recycling of material

Information regarding recycling of material can also be found in [Programs and Courses](#) and [Academic Integrity: Best Practice Principles for Learners](#).

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.

If each of the following two conditions are met, students may include in their thesis material that has been submitted for assessment in other 4000- or 8000 level courses (but NOT 1000-3000 or 5000-9000 level-courses) that are available in the honours or Master (Advanced) program for which they are enrolled:

1. The 4000-level or 8000-level course from which material is being recycled states that material submitted in that course may be incorporated into the assessment for THES41XX or THES81XX Thesis; AND
2. The acknowledgments 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.

Workload

Information regarding expected workload can be found in [Programs and Courses](#) under the individual thesis code in the 'study' tab. The expected workload is a total of 520 hours, including a minimum of 12 hours contact with the Supervisor during the program. 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. A template for these meetings is provided in APPENDIX B to assist in recording meetings.

7. Thesis format

The Honours or Master 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. You may find it useful to view sample theses in your own discipline on the [ANU digital thesis collection](#), to get a sense of thesis formats. Generally, there are several common features essential to good writing and presentation.

Here are the standard elements that most theses include:

1. 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.

An example of a title page:

"Thesis Title"

Bachelor of Arts, Honours in Anthropology
The Australian National University

Joe Blogs
May, 2024

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.

2. 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.
3. A signed statement relating to Human Research Ethics – if required. Include the protocol number. If not required state that the thesis did not require human research ethics approval.
4. Table of contents / figures / tables / plates
5. Acknowledgements
6. Abstract
7. Chapters
8. Bibliography/References. The system of referencing can vary in the College, so you must check with your Supervisor.

9. Appendices – if required

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

8. Submitting a thesis

All theses are submitted online through WATTLE.

Students must make sure they are enrolled in the wattle site according to the THES course they are enrolled in. Failure to do so may result in hold ups in the marking process when they submit their thesis. You will need to submit your thesis in either word or PDF format via Turnitin to check for text matching.

Music students will have the opportunity to submit multiple multimedia files or documents in the music specialisation section of Wattle.

Students enrolled in 2023 who have an extension will be added to the 2023 Turnitin Submission portal for submission.

If you are, for some reason, not able to upload your thesis, you should contact the CASS Education Team at education.cass@anu.edu.au

Turnitin portal

Your Turnitin version must be identical to any hardcopy version (if you are required to submit a hard copy). If your discipline requires a hard copy, they will inform you four weeks in advance, including where the hard copy should be submitted.

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 format should be A4 size, with the text double spaced.
- Pages should be numbered consecutively.
- Margins:
 - Left hand 40mm
 - Right hand 35mm
 - Top 30mm
 - Bottom 30mm
- Check with your Program Convener 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.

The thesis must include citations and a reference list (please discuss the referencing style with your Supervisor), acknowledgements, and statement of originality.

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If you only have one file submit under the “Turnitin Submission 2024” link.

If you have multiple files submit under the “Complete thesis-submit multiple files” link.

Turnitin only allows 100MBs of file size, therefore if your document is larger than this you may seek guidance on how to compress file size, and you may exclude images.

The document can be submitted in either word or PDF format (please check what your convenor prefers).

Program Conveners 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.

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

If you have any questions regarding the upload of your thesis submission on Wattle, please contact education.cass@anu.edu.au

9. Extensions

Coursework extensions

Extensions for coursework (for example: essays or assignments) are granted at the discretion of the course convener. Your course outline will tell you if extensions are available on your assessment item. An extension will be granted only in the event of unforeseen circumstances having prevented timely submission of work.

All extension requests **except thesis extensions** are initiated by students using the [Assessment Extension Request Form, or, if requesting an extension for an assignment that is greater than 20% and for a period longer than 10 working days, the Extenuating Circumstances Application form.](#)

To understand details of how extensions are assessed in the College of Arts and Social Sciences please visit the [CASS late submissions and extensions](#) page.

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

Thesis extensions

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

Students seeking a thesis extension must fill out the online [“Honours and Masters Thesis extension” form](#)

Circumstances beyond your control may include:

- Medical reasons. Minor bouts of illness (e.g. colds, minor flu) will only be considered grounds for an extension if they occurred in the final eight weeks before the due date.
- Family / personal reasons. 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.
- Unforeseen difficulties beyond your control when carrying out the work. E.g. as a result of delayed laboratory data analysis or abnormally restricted studio access.
- A significant unforeseen escalation in your paid work hours.

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.

10. 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 at: human.ethics.officer@anu.edu.au

11. Assessment

You can find out about the assessment of your thesis at [Programs and Courses](#) under the Thesis code you are enrolled.

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

1. The grade for your thesis. This is like the grades for the coursework courses throughout

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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](#).

2. 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 $\Sigma (\text{mark} \times \text{units}) / \Sigma \text{units}$, giving NCN and WN a nominal mark of zero. Although marks for the individual components (courses, thesis) may be moderated, the final classification is not moderated.

This mark then informs the following exit classification levels.

Honours exit classification levels:

Honours 1 (H1)	80 per cent +
Honours 2A (H2A)	70 per cent – 79 per cent
Honours 2B (H2B)	60 per cent – 69 per cent
Honours 3 (H3)	50 per cent – 59 per cent

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

Your final Master (Advanced) classification:

This is your classification level. It takes into consideration all the completed coursework in your Master program, and the grade for the Thesis (see previous point). This exit level is calculated automatically using the formula $\Sigma (\text{mark} \times \text{units}) / \Sigma \text{units}$, giving NCN and WN a nominal mark of zero.

Although marks for the individual components (courses, thesis) may be moderated, the final classification is not moderated.

This mark then informs the classification level: classified *Awarded with Commendation* or *Awarded*. The Delegated Authority may classify the performance of a student with *Commendation* only if the student has achieved a weighted average mark of 80% or higher. (See the [Coursework Awards Rule 2020](#) further Info).

12. University research repository

The [ANU Open Access Policy](#) has a commitment to the dissemination of research findings through the [University Research Repository](#).

For further information regarding the submission of theses to Open research visit the [ANU guideline document](#)

13. Appendix A. CASS Coursework Thesis Marking Guide

The Learning Outcomes for the thesis are as follows:

Instructions to Examiners:

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.

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

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

GUIDE FOR AWARDING A PERCENTAGE MARK

GRADE	PERCENTAGE VALUE	INTERPRETATION
High Distinction	90% - 100%	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.
	80% - 89%	Work of excellent 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.
Distinction	70% - 79%	High quality work 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.
Credit	60% - 69%	Work of sound 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.
Pass	50% - 59%	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.
Fail	<50%	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.

14. Appendix B. CASS Supervisory Meeting Template

Date:

Candidate Name:

Supervisor(s)
Present:

Discussed:

Agreed:

To do for next meeting:

Date of Next Meeting: