

**DEAKIN UNIVERSITY**

Faculty of Arts and Education



**HONOURS**

**A Guide to Honours Programs**

The Guide to Honours Programs is available from the **Arts and Education Student Experience Office** on your campus, or via the Faculty of Arts and Education Honours website.

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# Contents

<b>1. Introduction</b>	<b>5</b>
1. Introduction	5
<b>2. The purpose of Honours</b>	<b>5</b>
<b>3. Admission into an Honours program</b>	<b>5</b>
3.1. Eligibility for admission	5
3.2 Responsibility for admission and selection	6
3.3 The application process	6
3.4 Fees	6
<b>4. Enrolment</b>	<b>6</b>
4.1 Initial course and enrolment advice	6
4.2 Changes to enrolment	7
4.3 Intermission	7
4.4 Re-enrolment	7
<b>5. Contacts</b>	<b>8</b>
5.1 School Honours Coordinators	8
<b>6. Honours programs</b>	<b>8</b>
6.1 Duration of enrolment	8
6.2 Bachelor of Arts (Honours)	8
<b>7. Coursework</b>	<b>9</b>
<b>8. Theses</b>	<b>9</b>
8.1 Thesis	9
8.2. Theses containing a creative component	9
<b>9. Supervisor / student relationship</b>	<b>9</b>
9.1 Responsibilities of the Supervisor	10
9.2 Responsibilities of the student	10
9.3 Resolving difficulties	11
<b>10. Student progress</b>	<b>11</b>
<b>11. The Library</b>	<b>11</b>
<b>12. Planning your thesis</b>	<b>12</b>
12.1 Choosing a topic	12
12.2 Writing your thesis	12
12.3 Ethical clearance	13
12.4 Further reading on thesis writing	13
<b>13. Presentation and due date of your thesis</b>	<b>13</b>
13.1 Presentation	13
13.2 Due Date	13
13.3 Late submission of a thesis	14
<b>14. Cheating, plagiarism and collusion</b>	<b>14</b>
14.1 Plagiarism	14

14.2	Collusion	14
14.3	Acknowledgement of sources	14
14.4	Unauthorised collaboration	14
14.5	Penalties	14
<b>15.</b>	<b>Assessment of your thesis</b>	<b>15</b>
15.1	Assessment of your thesis	15
15.2	Moderation of Honours theses	15
15.3	Grading	16
<b>16.</b>	<b>Appeals and grievances</b>	<b>16</b>
<b>17.</b>	<b>Continuing to higher degree studies</b>	<b>16</b>
<b>18.</b>	<b>Applying for higher degree by research</b>	<b>17</b>
18.1	Entry requirements	17
18.2	Proposal	17
18.3	Contact details	18

## 1. Introduction

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Honours is an intellectually rewarding and personally fulfilling experience. Intellectually, you will undertake study at a higher level than in your undergraduate degree both in your honours units and when you carry out research for your thesis or dissertation. The dissertation allows you to focus on an area of particular interest and provides the opportunity to make a contribution to knowledge and wider debates in your discipline. Personally, the skills acquired during this period will enhance your future career prospects in a broad range of occupations in the public and private sectors, giving you an edge compared with the straight undergraduate pass degree.

## 2. The purpose of Honours

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The purpose of an Honours-level award is to provide students who have achieved an appropriate level of distinction in their undergraduate studies with further training in the analytical skills required for their chosen discipline. An Honours degree is intended to develop your skills of analysis, synthesis, and your capacity to marshal ideas and arguments. These general skills are also associated with qualities of flexibility, adaptability and creativity.

In more specific terms, the skills developed in Honours include the ability to:

- carry out original research from a variety of sources (e.g. archival, printed, oral);
- think critically and logically about the nature of the research material;
- construct a reasoned argument on the basis of that evidence;
- demonstrate clearly a command of the appropriate language, methodology, and structure or media of the discipline;
- write clearly with a command of language, concepts and theory relevant to the subject in question;
- demonstrate advanced levels of knowledge in specific areas of the chosen discipline.

## 3. Admission into an Honours program

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### 3.1. Eligibility for admission

In order to be considered for admission to an Honours course, applicants must have completed the requirements of the corresponding undergraduate degree course, such as the Bachelor of Arts or the Bachelor of Contemporary Arts, at Deakin or another university and achieved appropriate results in their undergraduate major. Normally a candidate for Honours will have at least a mid-credit average or equivalent over the entire undergraduate course to be eligible for admission.

The Faculty normally expects consistent results at the grade of Distinction or High Distinction (or equivalent) in the major field of study which the student wishes to pursue at Honours level, but may consider applications from students with good Credit results. The major referred to must be in a discipline offered at the Honours level in Deakin University's Faculty of Arts and Education.

In determining admission the following will be taken into account:

- academic standards in the student's undergraduate degree;
- any previous research experience and/or published works by the student;
- employment experience where relevant;
- the availability of supervision;
- academic (or professional) references.

### 3.2 Responsibility for admission and selection

Admission and selection are the responsibility of the Faculty's Honours Selection Committee, after consultation with the School Honours Coordinator.

### 3.3 The application process

Deakin University offers Honours programs in the off-campus study mode and on campus, at the Geelong campus at Waurin Ponds and the Melbourne campus at Burwood. However not all disciplines are offered in the off-campus mode nor at both campuses so it is important to check with the Faculty's Honours Enrolment Advisor before submitting your application.

Applications for the Honours programs are made directly to Deakin University.

**Applications for Trimester 1 open in August and normally close at the end of October.**

**Applications for Trimester 2 open in April and normally close in mid June.**

To request information please contact Customer Service on:

Geelong	+61 3 522 72333
Melbourne	+61 3 924 46333
Warrnambool	+61 3 556 33333
Email:	<a href="mailto:enquire@deakin.edu.au">enquire@deakin.edu.au</a>

To apply you will need to log on to the following website  
[http://applicantportal.deakin.edu.au/connect\\_PROD/webconnect](http://applicantportal.deakin.edu.au/connect_PROD/webconnect)

### 3.4 Fees

The Honours program is available as a HECS-based course. For further information regarding fees, please visit the fees website at: <http://www.deakin.edu.au/fees>.

## 4. Enrolment

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**For Honours administration enquiries please contact the Honours Enrolment Advisor**

Location Student Experience Office - Waurin Ponds –Building ic - Level 2  
Tel: (03) 522 72202  
Fax: (03) 522 73380  
E-mail: [lesley.fox@deakin.edu.au](mailto:lesley.fox@deakin.edu.au)

### 4.1 Initial course and enrolment advice

It is strongly recommended that you discuss your enrolment and any subsequent re-enrolment with the relevant Honours Coordinator for your discipline as listed in Section 5. It is a requirement of the University that course advice is sought each year.

## 4.2 Changes to enrolment

Once accepted into an Honours program students are responsible for variations to their enrolment, which is normally done online through **StudentConnect**. However, it is **essential** that you consult both your School Honours Coordinator and supervisor if you wish to vary your enrolment. This may occur, for example, if you change from full-time to part-time study, or if you withdraw from one of your units, perhaps due to work or other personal commitments (intending to re-enrol at some subsequent point).

Please note the decision to offer you a place in an Honours program is based in part on our capacity to supervise effectively your thesis work. If you vary your enrolment this may well have a bearing upon this situation. It is very important therefore that you talk with relevant staff about any such decision. Please keep in mind that if you intermit your Honours studies, we are unable to guarantee that your supervisor will be available on your return.

## 4.3 Intermission

Intermission refers to the suspension of studies for an academic calendar year or Trimester, while keeping open a place in the course. Intermission is normally only granted for a maximum period of 12 months during enrolment in a course.

Students who wish to intermit their studies for financial, health or other reasons should discuss the request with the Honours Enrolment Advisor. Students should apply formally in writing, to the Honours Enrolment Advisor for such requests. The deadlines as published by the University apply.

It is recommended that students do not defer the commencement of their Honours program, once they have been offered a place. Prospective students should apply for the Honours program in the year in which they wish to begin the program

## 4.4 Re-enrolment

All students are required to re-enrol for the following academic year. (You will be sent a notice during Trimester 2 of any given year asking you to enrol for the following year).

A late fee of \$200 will apply to student's that do not meet the re-enrolment deadline.

All students are required to re-enrol online via StudentConnect during the allocated dates at:

[www.deakin.edu.au/studentconnect](http://www.deakin.edu.au/studentconnect).

### Helpful tips for successful re enrolment

1. Take note of your allocated dates for online re-enrolment.
2. Contact the Honours Enrolment Advisor, your Discipline Coordinator or School Honours Coordinator for course and unit advice, well in advance of the closing date for your re-enrolment.
3. Log onto StudentConnect at [www.deakin.edu.au/studentconnect](http://www.deakin.edu.au/studentconnect) using your Deakin username and password (you can obtain your password from [www.deakin.edu.au/password](http://www.deakin.edu.au/password)).
4. Access the **Re-enrolment** link by clicking on it with your mouse.
5. Follow the online re-enrolment steps, keeping your enrolment plan handy, select your units using the unit search facility, noting unit mode and Trimester of offer. Select units for both Trimesters.
7. You must ensure you receive a Receipt Number once you have completed your final re-enrolment step. **Remember no receipt number equals no saved re-enrolment!**

## 5. Contacts

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### 5.1 School Honours Coordinators

For a comprehensive list of the honours co-ordinators please go to the following link  
<http://www.deakin.edu.au/arts-ed/courses/honours/studyareas.php>

## 6. Honours programs

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### 6.1 Duration of enrolment

Honours programs offered within the Faculty of Arts and Education can be undertaken full time over one year or part time up to a maximum of three years.

#### Full time

Full-time students are normally expected to complete the Honours program in one year by undertaking thesis research concurrently with the coursework/reading requirements.

#### Part time

Part-time students normally take two years. For such students, the coursework or reading components are usually taken first. It is advisable to make a start on the thesis research during the first year. It may be possible for students in employment, or with equivalent demands on their time, to spread the course over a three-year period. Those interested in this option should discuss their circumstances with the appropriate Honours Coordinator.

### 6.2 Bachelor of Arts (Honours)

An Honours program is seen as the critical link between undergraduate coursework programs and postgraduate research work in a particular discipline.

#### Program structure

Honours programs consists of four credit points of coursework plus four credit points of research work on a 14,000 - 16,000 word dissertation. That is, Honours students will study four credit points of coursework units and write a thesis based upon independent research.

The BA (Hons) consists of eight (8) credit points:

- Coursework worth four (4) credit points; and
- Thesis worth four (4) credit points.

The precise mix of units in a given Trimester will depend on whether you enrol full time (one year) or part time (over two years) and whether you commence at the start of the year or mid-year. Please discuss your plans in this regard with the Honours coordinator.

The Honours Coordinator ensures that students have their own thesis research supervisor. The supervisor advises the student on the research and preparation of the thesis. The Honours Coordinator will also ensure that the coursework units undertaken by students are consistent with the undergraduate major achieved by those students.

## 7. Coursework

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The coursework for the Honours program can be completed by doing four credit points of study made up of either:

- (a) units based on study guides and assessed at Honours level, provided the student has not completed these units previously; or
- (b) units made up of reading programs under the direction of a member of the relevant School; or
- (c) a combination of approved units.

## 8. Theses

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### 8.1 Thesis

A thesis, sometimes also known as a dissertation, is a document of original research, normally based on:

- (a) the use of primary material (such as records of government decision making, newspapers or field observation);
- (b) re-examination or re-analysis of previous studies; or
- (c) theoretical discussion of analytical issues relevant to the study of the discipline.

The thesis length may be determined by the School and may vary depending on the discipline and the approach taken, but should be in the range of 14,000 to 16,000 words except in those disciplines where creative works form a significant part of the assessment (see section 8.2 below).

A thesis is written under the supervision of a member of staff whose responsibilities are to advise the student as to the form and content of the dissertation. For further details in this regard see section 9 below.

### 8.2. Theses containing a creative component

In some disciplines, students will produce creative work (e.g. painting, poetry, short fiction, film) which will constitute the major component of the research. However, this creative component must be accompanied by a scholarly written component (an exegesis) which should be in the range of 6,000 to 8,000 words.

The exegesis should demonstrate the student's analytical understanding of the discipline and sets the creative work within a disciplinary and developmental framework. Creative works **must not** have been submitted for credit in other units, courses or awards.

## 9. Supervisor / student relationship

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One supervisor will be appointed for each Honours student. Supervisors will be appointed by the relevant Honours Coordinator in consultation with staff members. While we will attempt to allocate supervisors on the basis of stated preference, it may not be possible in all cases, due to the need to distribute supervisory responsibilities across staff members, and having regard for other work and study commitments among staff.

Like all teaching tasks, supervision can be approached in a variety of ways depending on the personalities of the supervisor and the student, the nature of the discipline and the nature of the research being undertaken. Nevertheless there are common guidelines and responsibilities that apply to supervision.

## 9.1 Responsibilities of the Supervisor

Your supervisor is your personal adviser and critic. A supervisor should:

- provide instruction;
- provide assistance (e.g. help you to define your topic, locate relevant sources, recommend appropriate reading);
- monitor your progress;
- be a sounding board for ideas and plans; and,
- review and provide constructive feedback on the drafts of your thesis or exegesis and creative work.

The relationship between you and your supervisor can be very rewarding. However, it requires mutual trust and respect. You should feel confident that you can work with the staff member concerned. Also, be aware that this supervisor-student relationship involves obligations and expectations on *both sides*.

Success of the supervision process will be enhanced if there are regular and frequent meetings and discussions between you and your supervisor. The best way you can bring this about is to organise a regular timetable agreed with your supervisor. Also, informal discussions of your work or problems encountered during the study period often turn out to be very important and beneficial.

If you experience difficulties relating to supervision such as problems in establishing contact or lengthy delays in receiving feedback on drafts then you should contact your School Honours Coordinator for assistance.

### Guidance on research

All students should consult their supervisors for advice about the research methods appropriate to their topics. Supervisors will provide advice on preparing research proposals, literature reviews, ethics clearance where necessary, use of the internet and on-line accessing services use of library facilities, styles of writing, maintaining and collating bibliographies, etcetera.

The methodology required to carry out research for a thesis may vary from discipline to discipline and from topic to topic. As indicated, it is one of the responsibilities of the Supervisor to give initial advice on how to locate sources and approach to the topic.

An essential part of any thesis is the review of the literature relevant to the topic. This should be carried out as early as possible. Although you might start with general questions in mind it is important to refine these questions as a result of your research. It is therefore advisable to write a preliminary outline argument at an early stage for comment by your Supervisor.

## 9.2 Responsibilities of the student

It is very important that you maintain regular contact with your supervisor. Remember, when you submit your completed thesis your supervisor is asked to sign a certificate recommending (or not) the thesis for examination. Clearly a supervisor can only endorse a thesis for examination where he or she has been closely involved with the development of the thesis. You cannot work in relative isolation (as you might on an undergraduate essay for example) and then expect your supervisor to endorse your thesis.

Honours is potentially very rewarding, but it is also quite demanding which in turn places a premium on your organizational skills and motivation. It is important to begin work on your thesis research very early on once you have been offered a place in the program. If you are enrolling on a calendar year basis it is expected that you will work at refining your ideas and research during the summer period (i.e. well before the formal start of Trimester!). And if your research involves human subjects you should be working on getting the necessary application for ethics clearance ready during this time (see section 12.3 below).

Students submitting a thesis will normally be required to give an oral presentation of their research at a School Honours Seminar, although this may vary from School to School. Your supervisor will confirm the arrangements for your particular disciplinary area. The presentation is an important opportunity to field advice and constructive criticism from academics other than your own supervisor. It is usually held in May.

### 9.3 Resolving difficulties

If you feel dissatisfied with the support and guidance being provided (or not being provided) to you by your supervisor, contact your discipline Honours Coordinator or the School Honours Coordinator in the first instance, or if need be the Faculty Honours Coordinator (see also section 17). Often these matters can be resolved quickly and can avoid even simple misunderstandings growing into real problems.

In the event that problems arise which seem rather intractable then we can consider alternative supervision arrangements. However, such cases are rare and generally early intervention and discussion mean that differences or difficulties can be resolved without such action.

## 10. Student progress

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The progress of each student should be closely monitored by the Supervisor. This progress should be reported to the Discipline Honours Coordinator and if need be, the School Honours Coordinator.

The School Honours Coordinator may, in consultation with Faculty Honours Committee, request the Academic Progress Committee to review the progress of a student at any time if s/he considers the student's progress to be unsatisfactory.

## 11. The Library

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### Library skills

The ability to effectively locate, evaluate and use information is a key research skill. Library staff can help you build upon your experience and knowledge to develop your research skills. Learn how to make effective use of the services and resources available to you through the University Library.

As an Honours student you can borrow and renew an additional number of Library items. You are also entitled to use the interlibrary loan service to request items not available from the University Library. Full details of these services are available on the Library website <http://www.deakin.edu.au/library/>.

Liaison Librarians are assigned to every School on each campus. They can provide training and advice, particularly about online resources relevant to your research. They are always happy to offer their expert assistance and are available to work with you individually. Check the Library website for names and contact details.

For those studying off campus, material can be delivered to you by the Library's Off-campus Service. Full details are available in the Off-campus Library Service Guide [http://www.deakin.edu.au/library/services/students\\_off/delivery\\_service.php](http://www.deakin.edu.au/library/services/students_off/delivery_service.php).

## 12. Planning your thesis

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### 12.1 Choosing a topic

When choosing a topic for your Honours project, you should consider the following four factors:

- The topic should be of particular interest to you. It is much easier to remain motivated when you are enthusiastic about a subject matter.
- Source materials for the topic must be readily available and should not be so extensive that analysing them is beyond the scope of a dissertation of this length and timeframe.
- The topic must be in an area in which there are academic staff available who can supervise the work.
- There must be sufficient time to complete the work. The thesis is the equivalent of a full-time work load for one Trimester (although most students spread the work over a longer period).

You will need to develop your topic through discussions with your supervisor.

The first step in choosing a topic for an honours thesis is to assess the feasibility of the proposed project by asking questions such as:

- **What has been published on the subject already?**  
A literature search in the library will help.
- **What special skills might be required to complete the research?**  
For example, does it require familiarity with a language in which you are not fluent?
- **What is the availability of sources?**  
Honours students are not normally expected to travel interstate – and especially not overseas – although this can be included in the research plan if the opportunity arises. Honours students do, however, have some access to inter-library loans for the thesis component of their work, and so are able to consult materials available for loan from other university libraries).

### 12.2 Writing your thesis

Your supervisor will be able to assist you with advice on how best to approach the task of writing your thesis.

Two key points should be remembered:

- You need to work out a structure or plan for the dissertation as well as for each chapter before you begin writing. Each chapter should have an introduction, a middle with empirical material and/or an argument, and a conclusion. Each chapter should be approximately 3000 to 5000 words long. The crucial thing is to design these chapters so that they build an overall case and that the dissertation is structured as a coherent whole.
- You need to give yourself time to revise. It is better to start writing early as this enables you to get some feedback from your supervisor (who will read chapters individually). You will also find that writing helps you to refine your ideas and to see where there are gaps in your reading and research. Make sure that you set yourself a timetable for writing and that you allow time for your supervisor to read and return your drafts in time for the final dissertation to be prepared for submission.

## 12.3 Ethical clearance

### Do I need ethical clearance?

If, you plan to carry out any research involving human participants, you *must* obtain ethical clearance from the Deakin University Human Research Ethics Committee (DU-HREC). Human research activity includes surveys, interviews, exercises, experiments, close observation, depiction, use of identifiable personal records, etc, as well as soliciting for such participation. This applies also to such research activity within the creative arts.

Note that if you proceed with interviews without securing the necessary Ethics Committee clearance you will not be allowed to use the material in your thesis.

### How do I obtain ethical clearance?

Please refer to the following website <http://www.deakin.edu.au/arts-ed/research/ethics/index.php>

## 12.4 Further reading on thesis writing

There are several helpful books. None contains the final word on research and thesis writing, but they are useful. We will add to the list below as new publications come to our attention.

Anderson, J. and Poole, M. 1994, *Thesis and Assignment Writing*, 2nd ed., John Wiley & sons, Brisbane.

Berry, D. and Martin, G. 1971, *A Guide to Writing Research Papers*, McGraw Hill, New York.

Clancy, J. and Ballard, B. 1986, *Essay Writing for Students*, Langman, Cheshire. Melbourne.

Hubbell, G. S. 1962, *Writing Term Papers and Reports*, Barnes & Noble, New York.

Mulkerne, D. 1988, *The Perfect Term Paper*, Doubleday, New York.

When you look at these and similar books, pay particular attention to the sections that discuss the choice and design of a research question, and the planning and organisation of a long piece of writing. The very practical sections (for example, on keeping detailed records of your citations and the sources of quotations) are more mundane, but they can save you days of last-minute running around.

## 13. Presentation and due date of your thesis

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### 13.1 Presentation

The thesis must be presented in a prescribed manner. Please refer to the Faculty of Arts and Education booklet, *Rules on the Presentation and Submission of a Thesis*, which is available from your Honours Coordinator or via the Faculty of Arts and Education Student Support Office on your campus.

### 13.2 Due Date

The thesis and other relevant work must be submitted for examination to the School Administrative Officer by the third week of October for those students completing their thesis in Trimester 2 (late June in the case of students who have made arrangements to submit mid-year). The exact due date will be promulgated by the Faculty and communicated via School Honours Coordinators early in the year.

### 13.3 Late submission of a thesis

Theses are subject to the same expectations as other forms of assessment when it come to adherence to due dates. It is essential that all students are treated equitably so if for some reason you require extra time to complete your thesis you *must* contact your Honours Coordinator or School Honours Convenor beforehand to discuss the matter. Extensions can only be granted in the case of exceptional circumstances.

## 14. Cheating, plagiarism and collusion

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Plagiarism and collusion are academic offences. They are forms of cheating, and severe penalties are associated with them, including cancellation of marks for a specific assignment, for a specific unit or even exclusion from the course. The University's definitions of plagiarism and collusion are as follows:

### 14.1 Plagiarism

*Plagiarism* occurs when a student passes off as the student's own work, or copies without acknowledgment of its authorship, the work of any other person.

### 14.2 Collusion

*Collusion* occurs when a student obtains the agreement of another person for a fraudulent purpose with the intent of obtaining an advantage in submitting an assignment or other work.

### 14.3 Acknowledgement of sources

Whenever you refer to another person's research or ideas (either by directly quoting or by paraphrasing them) you **MUST** acknowledge your source. If you are ever in doubt about how to properly cite a reference, consult your supervisor or in the case of coursework your Unit Chair.

The University's [policy on plagiarism and collusion](#) is available at the Guide. [Regulation 4.1 \(1\) Student Discipline](#) also contains important information regarding academic misconduct, including plagiarism and collusion.

### 14.4 Unauthorised collaboration

Unauthorised collaboration is a related form of cheating. It involves working with others with the intention of deceiving your markers about who actually completed the work.

If you have any doubt as to what constitutes authorised or unauthorised collaboration, consult with your consult your supervisor or in the case of coursework your Unit Chair.

### 14.5 Penalties

The Faculty Academic Progress and Discipline Committee will impose a penalty on any student who is found to have committed an act of academic misconduct such as plagiarism, collusion, examination cheating or unauthorised collaboration. These penalties can include:

- a reprimand
- a fine not exceeding \$500
- allocation of a zero mark in the relevant task (or another such mark as is appropriate)
- allocation of a zero mark in the relevant unit (or another such mark as is appropriate)

- allocation of a zero mark in such other units in which the student is enrolled
- suspension of the student for up to one year
- exclusion of the student for a minimum of one year

## 15. Assessment of your thesis

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### 15.1 Assessment of your thesis

Supervisors will recommend to the School Honours Coordinator two and possibly three examiners for each thesis. Deakin academic staff can be examiners provided they have not been involved in the supervision of the thesis to be examined. (Note that although the student's supervisor may not examine the thesis, he/she may be a member of the assessment panel for course work, special projects or the seminar.) The final selection of two examiners will be made by the Honours Coordinator. Supervisors shall not know the identity of the examiners who have been appointed until the examination is completed.

Where amendments to the thesis are required by the Assessment Panel, these amendments will be carried out by the student to the satisfaction of and within the time-frame set by the Honours Coordinator.

After examination of the thesis, the School Administrative Officer will send copies of the examiner's reports to the student with the thesis and a letter of congratulations. The names of the examiners will be removed.

In addition to the grade for each component of the course, Honours students are awarded a grade for the course as a whole.

### 15.2 Moderation of Honours theses

To ensure Deakin's standards are comparable with those of other Australian universities, the Faculty has adopted a process for moderating Honours theses.

For each disciplinary stream, all theses are sent to a single external moderator, expert in the particular discipline. This occurs immediately after the advertised submission date at the end of October. Theses not received by that date cannot be guaranteed a result/grade by the normal submission date and may be ineligible for consideration for an HDR scholarship.

The moderator is asked to read all theses and group them in clusters according to Deakin grades: High Distinction, Distinction, Credit, Pass, and Fail. He/she will also rank all theses within these clusters from the highest to the lowest quality. Moderators will not be asked to attach a mark to each thesis. Nor will they be required to annotate the theses; though they should be in a position to comment on them as required.

Moderators will be invited to attend a meeting of the Honours assessment panel for each discipline in mid-November.

The distribution of grades and the ranking of theses by the moderator will be compared by the Honours assessment panel with the distribution and ranking which results from the internal Deakin marking. Where significant differences in distribution and ranking occur, the assessment panel will review the internal marks.

Each Honours assessment panel will be required to report to the subsequent Faculty Board on the moderation process and the outcomes of the moderation.

### 15.3 Grading

You will be given individual grades on each piece of assessment in your coursework, and a grade for your dissertation. When you have completed the program you will be given a final grade which is a composite of your coursework and dissertation marks, based on their relative credit point values.

The grades for *individual units* and for the *thesis* are as follows:

High Distinction	HD	80 - 100%
Distinction	D	70 - 79%
Credit	C	60 - 69%
Pass	P	50 - 59%
Fail	N	Below 50%

The composite, final grades for the *award* are as follows:

First class Honours	H1	80 - 100%
Second class, first division	H2A	70 - 79%
Second class, second division	H2B	60 - 69%
Third class	H3	50 - 59%
Fail		Below 50%

Standards of the 5 Point Scale for Honours:

- Fail Fails to satisfy most or all of the requirements of the program.
- H3 Fails to reach H2B, but has achieved a basic pass at Honours level.
- H2B Demonstrates the ability to use and apply concepts and skills of the discipline(s) addressing all learning objectives. Shows, understanding of key ideas, awareness of relevance, sound use of analytical skills and evidence of originality or insight.
- H2A Demonstrates awareness and understanding of deeper and more subtle aspects of the discipline(s) such as the ability to identify, conceptualise and debate critical issues or problems with a high level of proficiency in all learning objectives. Demonstrates the ability to solve non-routine problems, adopt and apply theories and ideas to new situations and develop, invent or extend original ideas.
- H1 Demonstrates high level conceptual and theoretical understanding of the discipline(s), shows originality and imagination together with an outstanding level of proficiency in all learning objectives, and demonstrates the capacity to extend, enhance, produce or confirm new knowledge within the discipline(s) in an exciting, challenging and erudite manner.

## 16. Appeals and grievances

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Any difficulties that you may experience in relation to your Honours studies should initially be discussed with your Supervisor, or in the case of coursework units, the Unit Chair. If you are not satisfied, you should approach the Discipline Honours Coordinator or the School Honours Coordinator. If they happen to be your supervisor, then the Faculty Honours Coordinator should be approached.

## 17. Continuing to higher degree studies

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It is anticipated that most Honours graduates of Deakin University's Faculty of Arts and Education will consider higher degree studies by research. The Faculty offers a Master of Arts and a Doctor of Philosophy. In addition, there are several coursework Masters Programs.

To be eligible for entry to a higher degree research at Masters level, a student must achieve at least an Honours standard (H2B) overall as well as in the four credit point thesis. For direct entry into the PhD program, at least a H2A overall and H2A in the thesis are required.

Students considering applying for the MA, PhD and /or a scholarship, should ensure that they make contact with the **HDR Administrative Officer** in July or August of their Honours year (July or August of their final Honours year in the case of part-time students). Applications for scholarships close at the end of October each year and it is important to allow sufficient time to prepare a research proposal

## 18. Applying for higher degree by research

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### 18.1 Entry requirements

The normal entry requirement (on or off campus, full or part time) for students into a:

- research Masters is by way of an Honours degree with honours at a H2B level or better;
- research doctorate (PhD) by way of an Honours degree with honours at a H2A standard as a minimum.

If you intend to apply for entry on the basis of other studies, a case would need to be made for **research equivalence**. That is, you will need to argue that the research components within your studies, and any other publications, are effectively the same as the standard entry mentioned above.

For further information on Honours equivalence please refer to the Research Services website:  
[http://www.deakin.edu.au/research/admin/hdradmin/faq/app\\_process.php#q5](http://www.deakin.edu.au/research/admin/hdradmin/faq/app_process.php#q5)

### 18.2 Proposal

Next, to ascertain a clear idea of your field of enquiry and the availability of staff in the area, and to prepare for any planned application, you will need to **include a research proposal of at least 500 words plus bibliography\*** along the following lines:

- a statement of the research project/problem/question;
- the rationale for the proposed research and its significance;
- a discussion of relevant theoretical perspectives; and
- the context in which the research will be conducted.

The above should demonstrate:

- familiarity with the relevant literature in the field;
- capacity to synthesize the proposed methodology and its appropriateness for the particular research topic.

Applicants for practice-exegesis models of research must note the following. The exegesis is a rigorous, integral part of the total research project that incorporates a practical dimension. Therefore, applicants must be familiar with relevant theoretical writings and with relevant practitioners working in similar fields to the applicant. In addition to the six aspects of research proposals listed above, mention must be made of the actual relationship between the practical and the exegetical components of the research project.

If you intend undertaking research in the form of a creative writing and an exegetical component, please attach a sample of recent work\* of 5000 words or equivalent.

\* A copy of the proposal plus bibliography or sample work should be included in hard copy with the application sent to Research Services Division.

### 18.3 Contact details

For further information please contact:

**Faculty of Arts and Education, HDR Administrative Officer**

Tel: (03) 522 72368 or 522 72226

Email: [artsed-research@deakin.edu.au](mailto:artsed-research@deakin.edu.au)

<http://www.deakin.edu.au/arts-ed/research/programs.php>