HONOURS GUIDELINES
Department of Arabic Language and Cultures
School of Languages and Cultures

WORKLOAD MODEL FOR HONOURS
If you have not done so already, you should familiarise yourself with the Faculty of Arts and Social Sciences web-site for Honours and in particular with the document 'The Nature and Purpose of Honours.'


Every Honours program in the Faculty of Arts and Social Sciences requires students submit between 30,000 and 39,000 words of written work or its equivalent. The Department of Arabic Language and Cultures follows the following workload model:

• two seminars and a longer thesis (18-20,000 words written in English; in very rare cases, in Arabic)

Honours can be undertaken on either a full-time or a part-time basis. Students can enrol for Honours in Arabic Language and Cultures either at the start of the year or mid-year.

LANGUAGE OF THESIS
Generally speaking, students write their thesis in English. In some very rare circumstances, some students may be allowed to write their thesis in Arabic. In this case, the decision concerning the language you write in must be discussed with, and approved by, your supervisor, as well as by the Honours Coordinator.

Please note: the word limit of 18-20,000 words applies in the Department of Arabic Language and Cultures whether the thesis is written in English or in Arabic.

THESIS LENGTH - what it does, and does not, include
The word length of 18,000 - 20,000 includes footnotes. It does not include the Bibliography, nor appendices.
Please note: 10% over, or 10% under, the word limit of 20,000 words will be accepted. However, given that an Honours thesis is an exercise in developing a cogent argument, theses must not exceed 22,000 words.

HONOURS WORKSHOPS AND PRESENTATIONS
In addition to the two seminars that form part of the assessment for Honours, students are expected to participate in the following activities during their Honours year. These activities are designed to assist you in conducting research, writing the thesis and making connections with other Honours students in the School and the Department.

1. The School of Languages and Cultures Honours workshop.
This is run at the beginning of first semester. It is strongly recommended that you attend this workshop, as it will enable you to meet and exchange ideas with Honours students in other departments across the School.

2. The Department of Arabic Language and Cultures Honours days.
In each semester, the Department of Arabic Language and Cultures sets aside a half day for Honours students to present their research to the Department and receive feedback on it.
--In semester 1, students present a 10 minute presentation of the main thesis of their research project
--In semester 2, students give a 20 minute seminar presentation of their thesis.

The dates for each semester will be announced as soon as they are available.

SUPERVISION
At the beginning of the academic year, supervisors and students should discuss, and agree on, frequency of consultation, submission of drafts and the time lapse needed to return them. In addition, students and supervisors should negotiate a timeline for the researching and writing of the thesis, which includes submission of drafts, meetings etc.

It is the supervisor’s responsibility to read drafts of the thesis and provide critical comment on them. Specific comment can be expected on such things as inadequate methodology, errors of interpretation, incoherent argument, significant omissions and recurring faults of style. However, it is not part of the supervisor’s task to correct every page for either language or style.

It is the student’s responsibility to attend supervisory meetings, to complete the work agreed upon and to send this work to the supervisor in a timely fashion so that s/he has time to read it before the next meeting. It is not acceptable to send work to your supervisor the day before the meeting. If feedback is to be given during the meeting, work should be sent to supervisors at least one week in advance.

SUBMISSION OF THESIS
The thesis is due on Friday of week 12, in second semester.

Extensions will be granted only for serious illness or misadventure. Applications for Special Consideration must be made on-line. They must be accompanied by relevant documentary support. Note that a thesis is a long-distance event, not a sprint, and an illness that prevents you from working in the last week is highly unlikely to be grounds for an extension. Late penalties apply from the day after the published due date. The penalty applied is two marks (out of 100) per day, where ‘day’ refers only to working days (i.e. week days).

Three bound copies of the thesis must be handed in, with a signed cover sheet, to the School of Languages and Cultures office by 12:00 noon.

You must also email an electronic copy of the entire thesis in one single document to the Honours Coordinator observing the same deadline as the hard copies.
One of the hard copies of the theses will be deposited in the departmental Honours 'library' (room 746). A signed copyright form should be affixed to the inside front cover of the thesis.

**PRESENTATION**

1. **Title page and cover**
The title page will contain the following information:
- Given name(s) and surname of author
- Academic qualifications of author (if appropriate), in abbreviated form
- Title of thesis
- Thesis submitted in partial fulfilment of the requirements for Bachelor of Arts (Honours)
- Name of the university (University of Sydney)
- Year of submission

```
[FULL NAME]

[FULL THESIS TITLE]

A thesis submitted in partial fulfilment of the requirements for the Bachelor of Arts (Honours)

University of Sydney

[YEAR OF SUBMISSION]
```

2. **order of materials:**
- Cover
- A signed copyright form
- Title page
- Dedication [if any]
- Note on transliteration
- Table of contents
- List of illustrations with page numbers
- Acknowledgments [if any]
- Thesis chapters
- Appendices [if any]
- Bibliography

3. **Lay-out**
- The standard size of paper is A4.
- Sufficient margin should be left on the left so as not to obscure text after binding (40mm).
An even right-hand margin of approximately 30mm in width should be used.
Top and bottom margins should also be approximately 30mm in width.
• Use 1.5 line spacing throughout, with the exception of indented quotations and footnotes which should be single-spaced.
• Quotations of three lines or less will normally be incorporated in the body of the text by means of double inverted commas (unless there is a quotation within the quotation, when single inverted commas will be used). Longer quotations will be indented and single spaced as indicated above without the use of quotation marks.
• The font chosen should facilitate the readability of the thesis. Regarding size of font, the equivalent to Times New Roman 12 is recommended. Footnotes should use a smaller font, but remain legible. The font chosen should remain consistent throughout the thesis.

4. Formatting:

• You must follow either the MLA style or Chicago Manual for citations, footnotes and bibliography.
• Use footnotes and short referencing format within the thesis with full bibliographical references at the end in the bibliography section
• Arabic transliteration system: select one and use it consistently throughout the thesis. Add a note about your transliteration system in the front matter of the thesis

MARKING
Faculty of Arts and Social Sciences
Policy on the Marking of Honours Theses
Endorsed By Faculty Board 28 October 2013

Departments and programs will continue to mark Honours work in ways that suit their disciplinary needs and departmental traditions. However, the following requirements must be observed by all departments and programs marking Honours work:

1. Each thesis must be examined by at least two examiners.

2. Each examiner must write a detailed report on the thesis, normally at least a page in length. The reports will be released to the student (though the raw marks recommended by the individual examiners will not).

3. The two examiners’ reports should be written by academic staff members other than the student’s supervisor. However, it is appropriate that supervisors be given copies of the examiners’ reports in advance of the department or program’s meeting to finalize thesis results, and supervisors should be given the opportunity to comment on and question or challenge the examiners’ reports.

4. If the marks awarded by the two examiners differ by **10 marks or less** then the thesis may be awarded the average of the two marks. Should the two marks fall within different grades, the Honours Coordinator will consult the two examiners to reach agreement on the appropriate final mark and grade.

5. If the marks awarded by the two examiners differ by **more than 10 marks** the following
procedure should be initiated:

[i] The Honours Coordinator requests a written report (but no mark) from the student’s supervisor to clarify the contribution of the thesis.
[ii] Upon receipt of the supervisor’s report, the Honours Coordinator consults the original examiners to determine the final mark.
[iii] If a final mark is not agreed, a third examiner is appointed.
[iv] The Honours Coordinator consults all three examiners to determine the final mark.

6. The Honours Coordinator will maintain a record of all discussions with examiners relating to the determination of the final mark.

7. University Medals may be awarded by the Faculty Honours Board in cases that meet the following conditions:
[i] The student must have an overall fourth-year Honours mark of 90 or higher. Marks in this range are commonly called ‘90+’. There is sometimes confusion about whether a ‘bare’ 90% result is a ‘90+'. It is.
[ii] The student must have a WAM of 80 or higher in the pass degree. Students with a lower WAM may be eligible for a Medal only if their undergraduate record shows ‘ever-improving academic performance’ (to quote the Academic Board policy), not intermittent excellence.
[iii] The department’s citation must make a convincing case that the student’s academic accomplishment is genuinely exceptional. In larger departments where there is more than one student with a mark of 90 or higher, the department must explain why the Medal candidate is outstanding even in the company of other 90+ students. Departments should not reflexively nominate all their 90+ students for medals.

In addition to the above, the School of Languages and Cultures has the following requirement:

The final discussion of an Honours student’s work in the required seminars and on the thesis should happen at a departmental gathering organized specifically for this purpose. In no instance should a department chair, acting on his or her own, decide a student’s final mark and forward the mark and supporting data to the Faculty. There must have been a department meeting and the chair should gather the signatures of those who participated in it. As with the meetings that discuss the initial admission of a student into the Honours program, it is desirable if others from outside the department who have relevant disciplinary background are invited to participate and give their input on the student’s performance. In cases where there is a discrepancy between the thesis assessments of the two thesis examiners, the chair of the department should enlist the help of a third examiner to serve as an “arbiter” and thus get a third opinion on which of the two earlier assessments should be supported. If the supervisor is also department chair then this intervention should be managed by the School’s Honours coordinator or by the Head of School. If there are late results there will need to be a second follow-up meeting to discuss them. This consultation may also need to take place through an exchange of emails but the documentation should be retained.

Honours Committee Faculty of Arts and Social Sciences
Grade Descriptors
80-100: First Class (I)

90+
Work demonstrating the highest levels of accomplishment and intellectual autonomy that can be expected from an undergraduate student. An overall Honours mark of 90 or higher is a requirement for the award of a University Medal, though Medals are not automatically awarded to students with overall results of 90 or more.

In many fields of the humanities and social sciences, a mark in this range indicates substantial and innovative research; wide and deep reading in the scholarly literature; sophisticated, perceptive, and original interpretations of data, documentary evidence, fieldwork, literary texts, or works of art; and a very high level of independent thought and argument.

In work written in a language other than English, a mark in this range indicates an excellent level of grammatical accuracy, syntactical sophistication, and nuance in use of vocabulary and register.

85-89
Work that demonstrates a very high level of proficiency in the methodologies, subject matter, and modes of expression and argumentation appropriate to the field or fields studied. Work in this range shows strong promise for doctoral study.

In many fields of the humanities and social sciences, a mark in this range indicates substantial original research; wide and deep reading in the scholarly literature; a very high level of skill in interpreting data, documentary evidence, fieldwork, literary texts, or works of art; and a high level of independent thought.

In work written in a language other than English, a mark in this range indicates a very high level of grammatical accuracy with only some mistakes, as well as syntactical sophistication, and nuance in use of vocabulary and register.

80-84
Work that demonstrates a high level of proficiency in the methodologies, subject matter, and modes of expression and argumentation appropriate to the field or fields studied, and shows potential for doctoral study.

In many fields of the humanities and social sciences, a mark in this range can indicate thorough research; a firm grasp of the relevant scholarly literature; and a high level of skill in interpreting data, documentary evidence, fieldwork, literary texts, or works of art.

In work written in a language other than English, a mark in this range indicates a very high level of grammatical accuracy with few mistakes and only very rare basic errors, with vocabulary and syntax varied and expression highly coherent and well structured.

75-79: Second Class, First Division (II.1)
Work that demonstrates a generally sound knowledge of the methodologies, subject matter, and modes of expression and argumentation appropriate to the field or fields studied.
In many fields of the humanities and social sciences, a mark in this range can indicate solid research; a firm grasp of the relevant scholarly literature; and competent interpretations of data, documentary evidence, fieldwork, literary texts, or works of art. However, work in this range may also show evidence of a higher level of independent thought combined with some significant lapses in research or expression.

In work written in a language other than English, a mark in this range indicates a high standard of grammatical accuracy with few mistakes and only very rare basic errors, with vocabulary and syntax varied and expression highly coherent and well structured.

70-74: Second Class, Second Division (II.2)
Work that demonstrates an adequate but limited performance in the methodologies, subjects, and/or languages studied.

In many fields of the humanities and social sciences, a mark in this range can indicate an adequate general knowledge of the subject from the reading of both primary material and secondary literature, straightforward argumentation, and clear expression. A mark in this range may also reflect a superior performance in one or more of these areas combined with serious lapses in others.

In work written in a language other than English, a mark in this range indicates a good standard of grammatical accuracy, albeit with some mistakes, including occasional basic ones; the work shows a good grasp of complex sentence structures and an appropriately varied vocabulary.

65-69: Third Class (III)
Work only barely above the standard of pass-degree work in the field studied. A mark in this range indicates a basic but limited understanding of the methodologies and subject matter of the field or fields studied, and skills in argument and expression that are only just adequate for Honours-level study and research.

Below 65%
Honours not awarded.
HONOURS STUDY PLAN FORM
Department of Arabic Language and Cultures
School of Languages and Cultures

Name of student: .............................................................................................................................

Seminar 1: ......................................................................................................................................

Seminar 2: ......................................................................................................................................

THESIS
Thesis topic: ......................................................................................................................................

Supervisor: ......................................................................................................................................

How often will the student and supervisor meet? ................................................................................

How many days in advance will the student send written work to the supervisor for reading? ..............

What language will the thesis be written in? ....................................................................................

* Additional requirements (over and above assessed activities) particular to the Department of Arabic
Language and Cultures and the School of Languages and Cultures:
- The School of Languages and Cultures Honours workshop (semester 1).
- A 10 minute presentation of your thesis project in semester 1 to Department of Arabic
Language and Cultures
  - A 20 minute seminar presentation of your thesis in semester 2 to Department of Arabic
Language and Cultures

DECLARATIONS

1. Student
I am satisfied with the above arrangements

..........................................................

2. Supervisor
I am satisfied with the above arrangements

..........................................................