Honours Coordinator
Dr Fiona Giles
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Semester One Seminars

MECO4011/ARIN4011 Theoretical Traditions and Innovations
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Consultation hours: By appointment

Lecturer: Dr Stephen Owen
Location:
Email address:
Phone: 0400 169 787
Consultation Hours: By appointment

MECO4012/ARIN4012 Research Methods
Coordinator: Dr Fiona Giles
Contact Details above. See unit profile on Blackboard for details.

This handbook MUST be read in conjunction with the Faculty of Arts and Social Sciences Student Administration Manual (http://sydney.edu.au/arts/current_students/student_admin_manual.shtml) and all applicable University policies. The Faculty’s Honours policy’s can be accessed from: http://sydney.edu.au/arts/current_students/undergraduate/honours.shtml
In determining applications and appeals, it will be assumed that every student has taken the time to familiarise themselves with these key policies and procedures.
Table of Contents

INTRODUCTION .................................................................................................................................................. 3
APPLYING FOR HONOURS .................................................................................................................................. 3
PART-TIME AND MID-YEAR ENROLMENTS ................................................................................................. 4
HONOURS SCHOLARSHIPS ............................................................................................................................. 4
CONTENT AND STRUCTURE OF THE HONOURS YEAR ............................................................................... 4
SELECTION OF YOUR HONOURS SUPERVISOR ......................................................................................... 5
RESPONSIBILITIES OF SUPERVISOR, STUDENT AND HONOURS COORDINATOR ....... 6
RESEARCH ETHICS .......................................................................................................................................... 7
ONLINE COMPONENTS .................................................................................................................................. 7
THESIS PRODUCTION AND SUBMISSION .................................................................................................. 8
MARKING OF HONOURS COURSEWORK AND THESIS ....................................................................... 9
GRADE DESCRIPTORS FOR HONOURS WORK IN THE FACULTY OF ARTS AND
SOCIAL SCIENCES ...................................................................................................................................... 10
SUBMISSION OF WRITTEN WORK ............................................................................................................... 14
ACADEMIC DISHONESTY AND PLAGIARISM ......................................................................................... 14
SPECIAL CONSIDERATION ........................................................................................................................ 15
OTHER POLICIES AND PROCEDURES RELEVANT TO YOUR HONOURS YEAR....... 15
STAYING ON TOP OF YOUR STUDY – STUDENT RESOURCES ....................................................... 16
OTHER SUPPORT SERVICES .................................................................................................................... 16
INTRODUCTION

This handbook is designed to introduce students to the Bachelor of Arts Honours program in the Media and Communications Department (MECO) of the University of Sydney. The Department offers two Honours programs: Honours in MECO and Honours in Digital Cultures.

The Honours program is a one-year course for students who have completed the requirements of an undergraduate degree at the University of Sydney or at another Australian institution. It is designed to prepare students for research in the Humanities and Social Sciences, as well as develop their knowledge in a specific area of their interest. An Honours year allows students to further explore ideas and concepts introduced in their undergraduate degree and develop skills and approaches that will enhance their abilities as researchers and practitioners.

The program is a mix of coursework and individual research, designed to allow students to develop their research skills and to conduct their own research project, under academic supervision. In the first semester, the two coursework units—a Methods seminar and a Reading seminar—will expose students to theoretical concepts and research methodologies that are central to the disciplines of Media and Communications and Digital Cultures as well as skills for research design and practice. In the second semester, students focus their time on completing their Honours thesis. Throughout the year, Honours candidates are also required to attend departmental seminars that showcase contemporary research in Media and Communications and Digital Cultures, particularly the Media@Sydney series organised by the Department.

APPLYING FOR HONOURS

Students who are in their final semester, or who have completed their Bachelor degree at the University of Sydney or another university, are eligible to apply. Admission to the Honours year requires successful completion of 48 senior credit points in the subject area that the candidate intends to study, including completion of the major (or majors). Candidates must have achieved a credit average or higher across the 48 senior credit points. For more detail, please visit:

Faculty of Arts and Social Sciences - Honours

Students who have completed their bachelor degree at another university should contact the Honours Coordinator to discuss whether the classes they have taken are equivalent to the prerequisites required for Honours in Media and Communications or Digital Cultures at the University of Sydney.

The closing date for applications is normally 30 November of the preceding year but please check the website for updates: http://sydney.edu.au/courses/bachelor-of-arts-honours

All students interested in undertaking an Honours year must make an appointment to speak with the Honours Coordinator well in advance of the 30 November deadline for applications. It is in the student's interest to have a reasonably well-developed idea of what his or her area of research will be so that an appropriate Supervisor can be arranged.

The Department of Media and Communications also requires that all students applying for Honours submit a research proposal to the Honours Coordinator via email (Word docx).
attachment) before the end of November in the year prior to their planned enrolment. This will enable the coordinator to determine whether appropriate supervision will be available in the following year.

The document should outline the intended research project (minimum 1500 words) and include:

- A description of the field you are interested in studying for your thesis and a question/problem within that field that you believe requires investigation.
- A brief literature review that outlines the key theorists in the field, identifying (where possible) where you believe your work will enhance that which has already been done and/or address a gap in knowledge.
- You may email the Honours Coordinator for a past example of a thesis proposal.

Students who have completed their Bachelor degree at another university will also be asked to submit two examples of their most recent scholarly essays. Academic standards vary between universities, and the Honours Coordinator will check to determine if the student's standard is suitable to enter the Honours program. The Honours Coordinator's decision in this matter will be final.

PART-TIME AND MID-YEAR ENROLMENTS

Students may enrol part-time in the Honours Program. The department requires that all students enrol in first semester, whether on a full-time or part-time basis. It is expected that students enrolled part-time will complete their studies across four consecutive semesters.

At this stage, the Program is unable to accept mid-year enrolments.

HONOURS SCHOLARSHIPS

Each year the University of Sydney offers around 50 Honours Scholarships, each worth $6000.

Further information about these scholarships will be available on the website each year from late August. [http://sydney.edu.au/scholarships/prospective/honours.shtml](http://sydney.edu.au/scholarships/prospective/honours.shtml)

CONTENT AND STRUCTURE OF THE HONOURS YEAR

Honours students enrol in four 'shell' units, Honours A, B, C and D. (The administrative model for Honours units is different from other undergraduate units of study.) The overall Honours mark will be recorded as the result for the 'Honours D' Unit.

MECO4011/ARIN4011 Honours A - Theoretical Traditions and Innovations seminar
MECO4012/ARIN4012 Honours B - Research Methods seminar
MECO4013/ARIN4013 Honours C - Thesis
MECO4014/ARIN4014 Honours D – Thesis
Semester One

In Semester One you will complete the two Honours Coursework Seminars which include assessments focused on research design, theory, methodology and critical reading comprising 12,000 words of written work.

MECO4011/ARIN4011 Theoretical Traditions and Innovations seminar
This seminar is coordinated by Dr Olaf Werder and will be taught by Dr Stephen Owen (2 hours per week, Wednesdays 4-6 pm), Education Seminar Room 432. See Unit Outline on Blackboard for details of topics, readings and assessment tasks.

MECO4012/ARIN4012 Research Methods seminar
This seminar is convened by Dr Fiona Giles (2 hours per week, Fridays 12-2pm) and is delivered by academic staff from the department and across the Faculty of Arts and Social Sciences according to their areas of expertise. See Unit Outline on Blackboard for details of topics, readings and assessment tasks.

Throughout Semester One you will also have regular meetings with your supervisor who will advise you on your thesis research and writing.

Semester Two

The second semester focuses on the preparation of the 18 - 20,000 word thesis.


SELECTION OF YOUR HONOURS SUPERVISOR

The student-supervisor relationship is a professional one and the choice of supervisor should be made on this basis and not from past familiarity. Students can refer to the MECO and Digital Cultures staff list (http://sydney.edu.au/arts/media_communications/staff/list.php) to gain an understanding of the research strengths and interests of the department. Students should not confine their attention to academics who have taught them before, and should not hesitate to seek advice from the Honours Coordinator about possible supervisors.

Honours students may approach any academic staff member in the Department of Media and Communications to be their supervisor. This does not guarantee an arrangement. The decision will be made by the Honours Coordinator and is based on the availability and workload of the staff member, and the expertise required by the research topic. However, even if your first choice of supervisor is not available, you are welcome to email them when you are developing your research proposal to arrange a meeting and draw on their expertise.

Once a supervisor has been appointed and work on your thesis has begun, you are entitled to change your supervisor following consultation with the Honours Coordinator; however, there must be sound academic reasons for doing so. Students are encouraged to communicate any difficulties with their supervision to the Honours Coordinator in the first instance.
RESPONSIBILITIES OF SUPERVISOR, STUDENT AND HONOURS COORDINATOR

Supervisor
Honours students should expect from their supervisor guidance in the design of their research project and advice regarding planning, timing and protocols for undertaking research. Note that the role of the supervisor does not include initiating research questions—rather their role is to assist you in developing your own ideas. It is not acceptable to arrive at meetings without a clear idea of what you are trying to argue in your thesis. You are responsible for 'owning' your project—this includes, but is not limited to, what is the most relevant literature for your enquiries, what is the appropriate method and your proposed chapter outline.

Students can expect to meet with their supervisor for a minimum of half an hour every two weeks, on average, during term time; meetings may be shorter or less frequent while the student is concentrating on coursework, and longer or more frequent in the later stages of the thesis. A routine should be established early in the year and more regular meetings may be negotiated between both parties towards the completion of the dissertation. These meetings should be documented, with an agreed agenda and action points for the following meeting.

The supervisor is also responsible for advising on any ethical issues involved in research projects (see below). In the case of projects that require approval by the University Ethics committee, the supervisor will guide the student through this process.

Student
Students have the responsibility of negotiating suitable meeting times with their supervisors and being proactive in maintaining contact. Students are required to prepare for meetings, either via proposing a list of topics/readings/issues to be discussed, or by forwarding written material at a reasonable time prior to the meeting. It is not acceptable to attend a meeting unprepared. Similarly, it not acceptable to submit drafts of work that are over the agreed word limit or ones that are unfocused in their structure and argument.

It is the responsibility of students to meet agreed deadlines and submit written material on time. Choice of topic for the dissertation is a student decision and responsibility, as is undertaking and completing it. The student undertakes to complete a program of study, and changing it can lead to problems with supervision and the expertise available.

It is highly desirable that students submit a complete draft of the dissertation to the supervisor two months prior to the due date. Failure to do so may mean denying your supervisor the opportunity to read and comment on your work prior to submission. While this may seem like an unrealistic deadline (coming as it does early in Semester Two), your Honours year should not be thought as divided into two semesters. Rather, it is an ongoing research project undertaken full time from March until the thesis submission deadline.

The Honours year for many is more difficult than first expected. With limited contact hours, many students use this as an opportunity to do paid work for longer hours than they may have during their undergraduate degrees. In the past, this has led to candidates struggling with conceptual issues – issues that demand greater periods of thought and reflection than attending to undergraduate essays. You are reminded that an Honours workload is a full-
time one and you are urged to balance your work and research obligations in a realistic manner.

Students must notify all parties of any changes to address or contact details.

**Honours Coordinator**
The responsibility of the Honours Coordinator is to administer the program, provide Honours students with academic advice about the choices within the program and to generally assist students in their supervisory arrangements and in assessment. The role is not to be confused with that of an associate supervisor. Please do not consult the Coordinator on matters to do specifically with your project (i.e. research design, appropriate methodology, etc).

Students may discuss any matter or difficulty relating to the program with the Honours Coordinator. However, students are encouraged to first discuss any problems with their particular seminar leader and/or supervisor before this occurs. Honours students may also approach the Chair of the Media and Communications Department about any difficulties they are having.

**RESEARCH ETHICS**

Student research involving human intervention (i.e. observation, interviewing or surveys of any kind) has ethical dimensions. This research will need clearance by the University’s divisional low-risk Human Ethics committee prior to implementation. Your supervisor will advise you whether clearance is required. In situations where this is the case, the supervisor will assist you in preparing the relevant documentation and meeting the deadlines. If your research requires ethical clearance, the matter must be attended to in the early stages of your Honours year.


**ONLINE COMPONENTS**

A generic website for MECO and Digital Cultures Honours has been set up in the University’s Learning Management System (LMS), also known as Blackboard Learn. This Blackboard website will give you access to seminar unit profiles and other resources for your Honours Year. You will need reliable access to a computer and the Internet to use the LMS.

The easiest way to access is through MyUni (click on the ‘MyUni’ link on the university home page, [http://sydney.edu.au](http://sydney.edu.au) or link directly to the service at [https://myuni.sydney.edu.au](https://myuni.sydney.edu.au). There is a ‘Blackboard LMS’ icon in the QuickLaunch window on the left hand side of the screen.

If you have any difficulties logging in or using the system, visit the Student Help area of the LMS site, [http://sydney.edu.au/elearning/student/help/](http://sydney.edu.au/elearning/student/help/).

**Mobile Learn**

You can also access your LMS sites via the Sydney Uni App for iPhone and Android. The full set of features available on the mobile app for the University LMS can be found in detail in this PDF document: [Features in the mobile App for the University LMS (PDF)](http://sydney.edu.au/)

To download the University of Sydney mobile app directly to your phone or mobile device you need to be able to access the marketplace associated with your device’s operating system.
• iTunes store on your iPhone/ iPod touch or iPad
• Play Store or the Android Marketplace (depending on the phone’s OS)
• BlackBerry App World® on your BlackBerry® smartphone device
• Palm App Catalog on your HP webOS device

Once you are at the marketplace or app store:
1. Search for University of Sydney
2. Install the app
3. Open the app and click on the icon 'Bb Learn' to access the LMS
4. Login to the LMS with your UniKey and password.

Important: due to the limitations of mobile devices you cannot submit assignments using the assignment tool. You should not complete graded tests (quizzes) using your mobile device due to the possibility of Internet drop out.

The University’s Privacy Management Plan governs how the University will deal with personal information related to the content and use of its web sites. See http://sydney.edu.au/privacy.shtml for further details.

THESIS PRODUCTION AND SUBMISSION

Thesis Due Date: 5 pm, Monday 16 October, 2017

The thesis ideally is printed single-sided on white A4 paper using a good quality laser printer. The left margin must allow for binding (strip or spiral binding is acceptable). Dimensions are usually 2.5cms from the right, bottom and top edges and 4cms from the left edge that is to be bound.

The font used is normally 12 point Times New Roman or a similar serif font. The text of the manuscript should be double spaced. The dissertation should be without spelling errors and well-formatted to avoid single lines left stranded on another page. Students are to ensure that the thesis is thoroughly proof read before submission.

Thesis referencing should use a recognised referencing style, and, most importantly, be consistent throughout the dissertation. In the case of non-orthodox thesis submission (video, multi-media), the format will be negotiated with your supervisor prior to submission.

The preferred Department style is APA 6th edition. There are numerous guides describing how to uses APA at:

There is also an interactive guide at:

While APA is the preferred system you may use any referencing system supported by the library as long as you use it consistently and you include all of the key bibliographic elements required (author, date, titles, place, publisher, etc.)

The Learning Centre runs specific workshops that will assist in elements of thesis writing. For a timetable of workshops, please see:
For Learning Centre guides on referencing and other learning resources, please see:
Examples of previous theses can be found at:
http://ses.library.usyd.edu.au/handle/2123/3884

The written component of the thesis should include in order:

1. A cover page listing the thesis title; the candidate’s name; the statement – “Submitted in fulfilment of the degree of Bachelor of Arts (MECO), Honours” or in the case of Digital Cultures, “Submitted in fulfilment of the degree of Bachelor of Arts, Honours”; the Department name; the year and the month of submission.
2. An abstract of no more than 500 words
3. Certification of authorship/originality (see below)
4. Acknowledgements (optional)
5. Table of Contents
6. The main text
7. Appendices (if any)
8. Bibliography/References

Three copies of the bound thesis must be submitted to the Honours Coordinator on the due date of October 12, 2015. Your supervisor will retain one copy while the other two are distributed for marking purposes.

Certification of authorship/originality

I certify that the work in this thesis has not previously been submitted for a degree nor has it been submitted as part of requirements for a degree except as fully acknowledged within the text. I also certify that the thesis has been written by me. Any help that I have received in my research work and the preparation of the thesis itself has been acknowledged. In addition, I certify that all information sources and literature used are indicated in the thesis.

If ethics application has been involved, also add:

I further certify that all human research involved in this thesis was conducted in strict accordance with the Human Ethics protocol approved by the Faculty of Arts and Social Sciences Low-Risk Ethics Committee, which operates as a delegated sub-committee of the University of Sydney’s Human Research Ethics Committee (Reference Number xxxxxx).

MARKING OF HONOURS COURSEWORK AND THESIS

Honours is a single, unified program. While students will receive marks for all pieces of assessment, their academic transcript will only record a final, overall Honours mark. The thesis is worth 60% of the final mark and the seminar assessments comprise the remaining 40%.

Your Honours mark is calculated as follows:

MECO4011/ARIN4011 (Honours A) Seminar 20%
MECO4012/ARIN4012 (Honours B) Seminar 20%
MECO4013/4014 and ARIN4013/4014 Honours C&D Thesis 60%

*See Seminar outlines for details and weightings of individual assessment tasks.
Marking of the Thesis

Two examiners will mark the thesis. Unless there is a clear expertise gap as determined by the Honours Coordinator, both markers will be staff members of the Department other than the student’s supervisor.

Supervisors can recommend members of staff to serve as examiners, but the final decision is taken by the Honours Coordinator. Throughout the process the examiners will remain anonymous to students, unless they agree to have their identities disclosed when the final mark and reports are released to students.

Each marker will recommend a grade and percentage for the thesis. 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.

If the marks awarded by the two examiners differ by more than 10 marks, the Honours Coordinator will consult with the examiners and invite them to reconsider their marks and agree on a final mark. If no agreement is reached in this process, a third marker will be appointed and the Honours Coordinator will consult with all three examiners to determine the final mark. He/she may call on the Chair of Department in this process. Their decision will be final.

As further examination often requires more time, students will be advised of any delay to their results, especially if scholarship rankings are under consideration.

Students shall receive copies of markers’ reports only after finalisation of their Honours results. As per University policy, no notification of results will occur until marks are processed by Student Administration.

Once the Honours thesis has been marked and returned, each student is required to deposit a digital copy of their thesis with Sydney eScholarship at Fisher Library. More information and the copyright form can be found here:

http://ses.library.usyd.edu.au/ses/about.php

GRADE DESCRIPTORS FOR HONOURS WORK IN THE FACULTY OF ARTS AND SOCIAL SCIENCES

The following Honours grade descriptors apply to the final Honours result. They are also used in the assessment of the Honours thesis. However, individual seminar assessment items are marked in accordance with standard grading used in the Faculty of Arts and Social Sciences (Pass 50-64, Credit 65-74, Distinction 75-84, High Distinction 85-100). For the generic MECO grade descriptors please see:

The University Medal

An Honours bachelor’s degree student with an outstanding academic record throughout the award course may be eligible for the award of a University Medal, in accordance with Academic Board policy and the requirements of the faculty resolutions relating to the award course concerned.
University medal candidates will have produced an outstanding research thesis that has been awarded a Class 1 Honours mark of 90+. Additionally, candidates will have demonstrated an exceptional level of achievement across the whole degree program (typically an average of 80%).

**Knowledge**
A student who receives First Class Honours and the University Medal will demonstrate commanding breadth and depth of knowledge of the discipline studied, together with a strong understanding of its context and insight into problem solving and into the potential for further inquiry.

**Skills**
A student who receives First Class Honours and the University Medal will demonstrate:
- advanced skills that equip him or her to function and solve advanced problems within a profession or discipline under supervision and with autonomy and insight;
- a thorough proficiency in the methods, techniques and subject matter appropriate to the field or fields studied and insight into their application;
- strong skills and insight in the interpretation of results, data and appropriate information sources;
- a capacity for illuminating critical analysis and self-evaluation;
- outstanding skills in written and oral communication and in organisation and documentation;
- exceptionally innovative, creative and imaginative thinking; and
- cognitive and technical skills to carry out a research project with a high level of autonomy.

**Application of Knowledge and Skills**
A student who receives First Class Honours and the University Medal will demonstrate the application of knowledge and skills by demonstrating the following characteristics:
- competently defending, where appropriate, his or her research within the chosen academic discipline at an expert level;
- autonomy in thinking and motivation;
- imagination, originality and insight;
- comprehensive and extensive critical analysis and synthesis at an advanced level;
- insightful analysis of results and the potential and limitations of their study;
- a high degree of intellectual consistency; and
- coherent and rigorous design and meticulous execution of projects.

Graduates at this level will demonstrate the capacity to pursue further study, and show the capacity for independent research at doctoral level.

**First Class Honours**
(80-100)

**Knowledge**
A student who receives First Class Honours will demonstrate breadth and/or depth of knowledge of the discipline(s) studied at a very high level, and the ability to place their work in context, appreciating the implications and broader significance.

**Skills**
A student who receives First Class Honours will demonstrate:
- advanced or professional skills that equip him or her to function and solve advanced problems within a profession or discipline under supervision and with autonomy;
- a very high level of proficiency in the methods, techniques and subject matter.
appropriate to the field or fields studied;

- a very high level of skill in the interpretation of results, data and appropriate information sources;
- a high degree of sophistication in critical analysis and self-evaluation;
- outstanding written and oral expression, organisation, format and documentation;
- where relevant, highly innovative, creative and imaginative thinking; and
- a very high level of cognitive and technical skills to carry out a research project with considerable independence.

Application of knowledge and skills
A student who receives First Class Honours will demonstrate the application of knowledge and skills by demonstrating the following characteristics:

- significant independence in thinking and motivation;
- significant evidence of originality and insight;
- comprehensive critical analysis and synthesis at an advanced level;
- a skilful treatment and analysis of unexpected outcomes or inconsistent results, and/or recognition of some limitation of the methodology, if relevant; and
- a well-developed logical approach to designing appropriate research strategies.

Graduates at this level will demonstrate the capacity to pursue further study, and show the capacity for independent research at doctoral level.

Second Class Honours, Division I
(75-79)

Knowledge
A student who receives Second Class Honours, Division I, will have advanced knowledge in the discipline of study and sound knowledge of the research principles and methodologies appropriate to the field of study.

Skills
A student who receives Second Class Honours, Division I, will demonstrate:

- advanced or professional skills that equip him or her to function and solve problems within a profession or discipline under supervision and with independence;
- a high level of proficiency in the methods, techniques and subject matter of the field studied;
- a high level of cognitive skills to interpret results, data and other information sources;
- mastery of the modes of expression appropriate to the field of study, enabling fluent and succinct presentation of knowledge; and
- technical skills to plan a solid research project under supervision and execute it with some independence.

Application of knowledge and skills
A student who receives Second Class Honours, Division I, will demonstrate the application of knowledge and skills by demonstrating the following characteristics:

- design and plan a solid piece of research and scholarship;
- critically evaluate and synthesise material; and
- contextualize his or her work within the broader discipline of study.

Graduates at this level will demonstrate the capacity to pursue further study, and pursue independent research at postgraduate level.

Second Class Honours, Division II
(70-74)
Knowledge
A student who receives Second Class Honours, Division II will have advanced knowledge of an area of, or a problem in, a discipline in sufficient depth to understand the range of scope of a defined topic, have a broad grasp of its theoretical underpinnings and understand the general range of principal issues facing that area of the discipline.

Skills.
A student who receives Second Class Honours, Division II will demonstrate:

• advanced or professional skills that equip him or her to understand problems within a profession or discipline under supervision and with some independence;
• a broad understanding of the methods, techniques and subject matter of the field studied and some proficiency;
• advanced cognitive skills to understand the interpretation of results and data and the ability to apply this understanding with supervision;
• effective skills in the modes of expression appropriate to the field of study; and
• technical skills to contribute to the planning of a research project and to execute it with direct supervision.

Application of knowledge and skills
A student who receives Second Class Honours, Division II, will demonstrate the application of knowledge and skills by demonstrating the following characteristics:

• understand and be able to apply methodologies relevant to complex problems in their area of investigation under supervision and have demonstrated some independence of thought and autonomy; and
• with the guidance of a supervisor, draw valid conclusions based on investigation, observation and/or experiment, and understand the scope and limitations of those conclusions.

Graduates at this level will demonstrate the capacity to pursue further study and after further research training, demonstrate the potential for independent research.

Third Class Honours
(65-69)

Knowledge
A student who receives Third Class Honours will have advanced knowledge of an area of a discipline and understand relevant theory.

Skills
A student who receives Third Class Honours will have skills that equip him or her to understand problems;

• some understanding of the methods, techniques and subject matter of the field studied;
• cognitive skills to understand the interpretation of results and data with supervision;
• communication skills that are able to articulate a problem and an approach taken to its solution; and
• technical skills to participate in the planning and execution of a research project with direct supervision.

Application of knowledge and skills
A student who receives Third Class Honours will demonstrate the application of knowledge and skills by demonstrating the following characteristics:

• understand and be able to apply methodologies relevant to complex problems in their
area of investigation under supervision.

- with the guidance of a supervisor, graduates will be able to understand and draw conclusions based on investigation, observation and/or experiment.

Graduates at this level, after undertaking further research training, will demonstrate the capacity to pursue further supervised study.

**Fail**
(below 65)

A fail to achieve Honours indicates that the student has not demonstrated the learning outcomes for any of the classes of Honours available.

Students who do not achieve Honours may be awarded a pass degree provided that they have demonstrated the learning outcomes for the degree.

**SUBMISSION OF WRITTEN WORK**

To earn your Honours degree you must complete all coursework assessment tasks. Please see Unit of Study Outlines for MECO4011/ARIN4011 Theoretical Traditions and Innovations and MECO4012/ARIN4012 Research Methods for details of assignments and submission instructions.

Essays and assignments not submitted on or before the due date are subject to penalty. Refer to [http://sydney.edu.au/arts/current_students/late_work.shtml](http://sydney.edu.au/arts/current_students/late_work.shtml) for the Policy on Late Work.

Students are required to keep a copy of all assignments in case an assignment goes missing.

**ACADEMIC DISHONESTY AND PLAGIARISM**

Academic honesty is a core value of the University. The University requires students to act honestly, ethically and with integrity in their dealings with the University, its members, members of the public and others. The University is opposed to and will not tolerate academic dishonesty or plagiarism, and will treat all allegations of academic dishonesty or plagiarism seriously.

The University’s Academic Dishonesty and Plagiarism Policy 2012 and associated Procedures are available for reference on the University Policy Register at [http://sydney.edu.au/policies](http://sydney.edu.au/policies) (enter “Academic Dishonesty” in the search field). The Policy applies to the academic conduct of all students enrolled in a coursework award course at the University.

Under the terms and definitions of the Policy,

- “academic dishonesty” means “seeking to obtain or obtaining academic advantage (including in the assessment or publication of work) by dishonest or unfair means or knowingly assisting another student to do so.
- “plagiarism” means "presenting another person's work as one’s own work by presenting, copying or reproducing it without appropriate acknowledgement of the source."

The presentation of another person's work as one's own without appropriate acknowledgement is regarded as plagiarism, regardless of the author's intentions. Plagiarism can be classified as negligent (negligent plagiarism) or dishonest (dishonest plagiarism).
An examiner who suspects academic dishonesty or plagiarism by a student must report the suspicion to a nominated academic in the relevant faculty. If the nominated academic concludes that the student has engaged in dishonest plagiarism or some other sufficiently serious form of academic dishonesty, the matter may be referred to the Registrar for further disciplinary action under the terms of the Academic Dishonesty and Plagiarism Policy 2012 and Chapter 8 of the University of Sydney By-Law 1999 (as amended).

USE OF SIMILARITY DETECTION SOFTWARE

Students should be aware that written assignments may be submitted to similarity detecting software known as Turnitin. The detection and identification of work that may be suspected of plagiarism is an academic judgment for the unit coordinator, and similarity detecting software is one of the tools that an examiner or marker may use to inform a decision that plagiarism has occurred.

Turnitin searches for matches between text in your written assessment task and text sourced from the Internet, published works and assignments that have previously been submitted to Turnitin for analysis. It produces an originality report showing matches with various sources, and an overall level of match or similarity index.

There will always be some degree of text-matching when using Turnitin. These are caused by the use of direct quotations, technical terms and phrases, and the listing of bibliographic material. This does not mean you will automatically be accused of plagiarism.


SPECIAL CONSIDERATION

The Faculty of Arts and Social Sciences assesses student requests for assistance relating to completion of assessment in accordance with the regulations set out in the University Assessment Policy 2011 and Assessment Procedures 2011. Students are expected to become familiar with the University’s policies and Faculty procedures relating to Special Consideration and Special Arrangements.

Students can apply for:

- **Special Consideration** - for serious illness or misadventure
- **Special Arrangements** - for essential community commitments
- **Simple Extension** – an extension of up to 5 working days for non-examination based assessment tasks on the grounds of illness or misadventure.

Further information on special consideration policy and procedures is available on the Faculty website at http://sydney.edu.au/arts/current_students/special_consideration.shtml.

**Note:** Simple extensions are only granted for coursework assignments. If an extension is required for your Honours thesis, you will need to apply for Special Consideration and have appropriate documentation.

OTHER POLICIES AND PROCEDURES RELEVANT TO YOUR HONOURS YEAR

The Faculty’s Student Administration Manual is available for reference at the “Current Students” section of the Faculty Website (http://sydney.edu.au/arts/current_students/). Most day-to-day issues you encounter in the course of completing this Unit of Study can be addressed with the information provided in the Manual. It contains detailed instructions on processes, links to forms and guidance on where to get further assistance.
Specific Faculty information, policies and forms related to Honours can be found at: http://sydney.edu.au/arts/current_students/undergraduate/honours.shtml

STAYING ON TOP OF YOUR STUDY – STUDENT RESOURCES
For full information visit http://sydney.edu.au/arts/current_students/staying_on_top.shtml

The Learning Centre assists students to develop the generic skills, which are necessary for learning and communicating knowledge and ideas at university. Programs available at The Learning Centre include workshops in Academic Reading and Writing, Oral communications Skills, Postgraduate Research Skills, Honours, masters Coursework Program, Studying at University, and Workshops for English Language and Learning. Further information about The Learning Centre can be found at http://sydney.edu.au/stuserv/learning_centre/.

The Write Site provides online support to help you develop your academic and professional writing skills. All University of Sydney staff and students who have a Unikey can access the WriteSite at http://writesite.elearn.usyd.edu.au/.

The Faculty of Arts and Social Sciences has units at both an Undergraduate and Postgraduate level that focus on writing across the curriculum or, more specifically, writing in the disciplines, making them relevant for all university students. To find out more visit http://sydney.edu.au/arts/teaching_learning/writing_hub/index.shtml and http://sydney.edu.au/arts/teaching_learning/pg_writing_support/index.shtml.

In addition to units of study on writing, The FASS Writing Hub offers drop-in sessions to assist students with their writing in a one-to-one setting. No appointment is necessary, and this service is free of charge to all FASS students and/or all students enrolled in WRIT units. For more information on what topics are covered in a drop-in session and for the current schedule, please visit http://sydney.edu.au/arts/writing_hub/writing_support/index.shtml.

Pastoral and academic support for Aboriginal and Torres Strait Islander students is provided by the STAR Team in Student Support services, a dedicated team of professional Aboriginal people able to respond to the needs of students across disciplines. The STAR team can assist with tutorial support, mentoring support, cultural and pastoral care along with a range of other services. More information about support for Aboriginal and Torres Strait Islander students can be found at http://sydney.edu.au/current_students/student_services/indigenous_support.shtml.

The Library offers students free, online tutorials in library skills at http://sydney.edu.au/library/skills. There's one designed especially for students studying in the Humanities and Social Sciences at http://libguides.library.usyd.edu.au/. Your Faculty Liaison Librarian is Kim Wilson, email: kim.wilson@sydney.edu.au.

OTHER SUPPORT SERVICES
Disability Services is located on Level 5, Jane Foss Russell Building G20; contact 8627 8422 or email disability.services@sydney.edu.au. For further information, visit their website at http://sydney.edu.au/stuserv/disability/.

Counselling and Psychological Services (CAPS) are located on Level 5, Jane Foss Russell Building G20; contact 8627 8433 or email caps.admin@sydney.edu.au. For further information, visit their website at http://sydney.edu.au/current_students/counselling/.