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Key Contacts (Bankstown Campus, Building 24)

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Phone: (02) 9772 6495
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School Administrative Officer (Research)
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Fax: (02) 9772 6757
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Room bookings for research
TBA
About Psychology Honours at UWS

Psychology Honours at UWS is a HECS liable course, available within two programs:

The Bachelor of Psychology (Honours) (Course code: 1500), which is an “embedded” Honours in that it is one possible fourth year for the four-year Bachelor of Psychology degree (the alternative fourth year being the Specialist Study Program). Only those applicants who have completed their undergraduate major within a Bachelor of Psychology award, and who have gained acceptance into the Honours program, can enrol in the Bachelor of Psychology (Honours) award.

The Bachelor of Arts (Hons) (Course code: 1504), which is a separate degree from the undergraduate program. This is an Honours fourth-year extension for the Bachelor of Arts, or for those who have completed a Graduate Diploma in Psychology. Entry to Honours is competitive, and all applicants, including UWS graduands, are selected on merit, irrespective of where they obtained their undergraduate degree.

Both programs are fourth-year extensions of the respective APS and NSW Psychologists Registration Board accredited undergraduate degrees at UWS. They are identical programs with common classes.

Study Mode

Honours may be pursued full-time (one year) or part-time (two years). There is no selection advantage in applying for either full or part-time studies, although as a general rule full-time candidature is preferred.

Part-time students complete the course work units (i.e., Theory and Practice of Psychological Assessment and Intervention in autumn; Contemporary Issues Seminar I in spring; and the yearlong Research Methods Seminar) in their first year, and the thesis in their second year. Students are entitled to two semesters of supervision only. Therefore, part-time students will be allocated a thesis supervisor at the end of their first year. Once full-time enrolment is finalised by the Semester 1 HECS census date, there is no provision to transfer to part-time.
Course Structure
The Honours program is a year-long course which balances advanced study with guided research. It is composed of three course work units (each of 3 hours per week), which are taught on the Bankstown campus; and a thesis unit:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Semester</th>
<th>Credit Points</th>
<th>Weighting in Final Honours Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>101420</td>
<td>Theory and Practice of Psychological Assessment and Intervention</td>
<td>Autumn</td>
<td>10</td>
<td>12.5%</td>
</tr>
<tr>
<td>100981</td>
<td>Contemporary Issues Seminar 1</td>
<td>Spring</td>
<td>10</td>
<td>12.5%</td>
</tr>
<tr>
<td>100983</td>
<td>Research Methods Seminar</td>
<td>1H and 2H</td>
<td>20</td>
<td>25%</td>
</tr>
<tr>
<td>100980</td>
<td>Honours Thesis</td>
<td>1H and 2H</td>
<td>40</td>
<td>50%</td>
</tr>
</tbody>
</table>

**Very important:**
For 100983 and 100980 make sure you are enrolled in both 1H (Autumn) and 2H (Spring). Failure to do so could seriously disrupt your capacity to graduate.

Final Honours Mark
The three coursework units and the thesis unit are each assessed in the normal way with a final mark out of 100 and a corresponding grade. However, they are then weighted as indicated in the table above, so that the three course work components together comprise 50% of the total mark for Honours, with the thesis unit contributing the remaining 50%.

Final Honours Grade
A grade of First Class Honours requires a total mark of 85 or above and an initial mark of 85 or above in the thesis component; Second Class Division 1 requires a total mark of 75-84; Second Class Division 2 requires a total mark of 65-74; and a total mark of 50-64 will result in a grade of Third Class Honours.

The marks provided by the thesis examiners and by the School of Psychology are recommendations only. The final mark and level of Honours grade is determined by the College Honours Sub-Committee of the Board of Studies Assessment Committee. Once marks and grades have been finally determined, the examiners’ reports (with examiners’ names, where permission has been granted by the examiner) for the research thesis component are forwarded to students by their supervisors, together with advice as to the final Honours grade (but not score). Official notification by the Office of the Academic Registrar will follow.

Honours requirements
Honours requirements are as follows: Attendance at all coursework, as specified in the unit outlines; submission of course work and completion of examinations; attendance and presentation at the Honours two-day colloquium; regular consultation with thesis supervisor; conducting and writing of research; and thesis submission.
Coursework units

101420 Theory and Practice of Psychological Assessment and Intervention
*Lectures: Begin Thursday Feb 26, 11:00-12:00pm Bankstown 01.1.105 (LT01)
*Tutorials: See timetable

This coursework unit has been designed to develop practitioner competence by
providing students with both relevant practical, as well as theoretical, input regarding
the administration, scoring, and interpretation of some of the more frequently used
standardised measures within an assessment context. In this unit, the scientific and
ethical underpinnings of psychological testing and assessment are initially advanced in
order to provide a general context for the employment of standardised psychological
tests. Emphasis will then be placed on familiarising students with (i) the processes that
practitioners go through during a testing session, and (ii) current research employing
the standardised tests presented in this unit. The unit will provide students with a
foundation in psychological testing and assessment, allowing informed use of some
testing data and psychological reports. A further aim of the unit is to familiarise
students with the principles of evidence based practice in psychological interventions.

100981 Contemporary Issues Seminar I
*General sessions begin Week 1 Spring semester* Friday 1:00 - 3:00pm Bankstown (Room TBA)
[* See unit outline for detailed timetable]

The unit is designed to develop students’ understanding of significant issues and
debates in contemporary psychology and will cover both theoretical and empirical
material.

Staff, post-doctoral fellows, or current doctoral students drawn from the Centre for
Educational Research, MARCs, and the School of Psychology, will present a weekly
workshop on their research. The individual presenter will determine the format for
that week. However, a reading(s) will be set each week and students will be expected to
be familiar with the material prior to the workshop so that they can engage in informed
discussion of the topic that week. The assessment will be the subject of discussion
during the first week, which will be taken by the coordinator.

100983 Research Methods Seminar
*Autumn semester: Tuesday Feb 24, 2.00-5:00pm or
Friday Feb 27, 10.00 – 1.00pm in 23.1.61 (Computer Lab)*
*Spring semester: To be advised*

This unit has two main aims. The first is to encourage good research design by a critical
examination of different research methodologies. The second is to develop skills for
quantitative and qualitative data analysis.
### Timeline for the Honours Thesis, and Key Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Thesis Task</th>
<th>Key Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January</strong></td>
<td><strong>Tuesday January 29</strong>&lt;br&gt;3.30-5.30pm&lt;br&gt;Honours Library Session&lt;br&gt;Bankstown Library</td>
<td><strong>Tuesday February 3</strong>&lt;br&gt;6:00-7:30pm&lt;br&gt;Academic Advising Session&lt;br&gt;Bankstown Bldg 23, Room 41</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td>Confirm broad topic. Read major literature, theory and applied. Develop outlines of proposal. Set up indexing and referencing systems.</td>
<td><strong>Wednesday February 25</strong>&lt;br&gt;Lectures begin for autumn units</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td>Further extensive reading, leading to firm hypotheses/research questions. Develop research design and methods of enquiry, together with an appropriate analysis strategy. Contact Test Library and locate measures if applicable, or develop stimulus materials for the study.&lt;br&gt;&lt;br&gt;Prepare presentation for two-day Honours Colloquium.&lt;br&gt;&lt;br&gt;Where appropriate, submit ethics proposal to the College Peer Review Committee (Sue Bell) by March 9 if ready, otherwise by April 6.</td>
<td><strong>Wednesday March 18</strong>&lt;br&gt;NEAF Form Training&lt;br&gt;10am – 1pm B23 CL03&lt;br&gt;2pm – 5pm B23 CL03 (if required)&lt;br&gt;&lt;br&gt;<strong>Thursday March 19</strong>&lt;br&gt;<strong>Friday March 20</strong>&lt;br&gt;Honours Colloquium&lt;br&gt;Bankstown, Building 23 Rooms 40 and 41&lt;br&gt;&lt;br&gt;<strong>Monday March 9 (Ethics)</strong>&lt;br&gt;College Peer Review Committee deadline for March 23 meeting</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td>Begin writing draft of thesis introduction. Develop research methodology, and refine proposed method of data analysis, in close consultation with supervisor.</td>
<td><strong>Monday April 6 (Ethics)</strong>&lt;br&gt;College Peer Review Committee deadline for April 20 meeting&lt;br&gt;&lt;br&gt;<strong>April 10 – April 13</strong>&lt;br&gt;Easter Break&lt;br&gt;&lt;br&gt;<strong>April 20 – April 24</strong>&lt;br&gt;Intra-session break</td>
</tr>
</tbody>
</table>
| **May** | Pilot measures and procedures. Schedule data collection. Finish draft of thesis introduction. Compile data collection protocols and pilot. Set up coding and data analysis schemes. After ethics approval, begin data collection. | }
<table>
<thead>
<tr>
<th>Month</th>
<th>Thesis Task</th>
<th>Key Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>Data collection and Method writing.</td>
<td>June 9 –June 28</td>
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<tr>
<td></td>
<td></td>
<td>Formal Examination Period</td>
</tr>
<tr>
<td>July</td>
<td>Finish data collection; code and enter data in data file. Check data file;</td>
<td>June 29 –July 24</td>
</tr>
<tr>
<td></td>
<td>and screen data. Conduct specific data analyses together with appropriate</td>
<td>Inter-session break</td>
</tr>
<tr>
<td></td>
<td>descriptive statistics. For qualitative research, create data files, and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>conduct analysis as appropriate.</td>
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<td></td>
<td>Submit draft of Introduction and Method section of thesis to supervisor.</td>
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<tr>
<td>August</td>
<td>Interpret Results, and begin writing of Results.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit draft of Results section to supervisor.</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Integrate Results with literature reviewed in the introduction, to write</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the Discussion section. Read and incorporate any relevant new material.</td>
<td></td>
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<tr>
<td></td>
<td>Write Abstract.</td>
<td></td>
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<tr>
<td></td>
<td>Submit draft of Discussion and Abstract to supervisor. (Note: supervisors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>may provide feedback on only one draft of the sections of the thesis.)</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Complete final revisions, formatting, reference list, Appendices, and title</td>
<td></td>
</tr>
<tr>
<td></td>
<td>page.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Photocopy and bind final version.</td>
<td></td>
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</tbody>
</table>

**Note:**
The deadline for all postgraduate and scholarship applications is October 31, 2008.

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1 See section on Student Responsibilities.
**Timetable Information**

Timetables at UWS are available electronically from the UWS Internet Site. The finalised timetable is generally available in early February. Please note that the School and Honours Course Advisor are unable to provide hard copies of the timetable or provide timetable information by telephone or fax.

All timetable information is correct at the time of publication of this Handbook. However, times may be subject to change.

**School of Psychology Research Colloquia**

Honours students are encouraged to attend the School of Psychology Research Colloquia, which are held at intervals throughout the year.

**The Honours Colloquium (see Timeline for dates)**

All Honours students who will submit a thesis in October 2009 are required to attend a two-day Honours Colloquium at which each student must present a conference-style work-in-progress presentation of their proposed research project.

Each student will be allocated a short time-slot (approx. 20 minutes, depending on student numbers); the student is required to present a 15-minute summary of the research project, and to answer questions during the 5-minute discussion period after the presentation. The colloquium is attended by Honours students, supervisors and other members of staff, and may be attended by postgraduate students. It is an opportunity for Honours students to outline their research to other students and staff, and to receive critical feedback from them. The colloquium is timetabled to coincide with the period just before the first ethics panel deadline, so that even those students who intend to submit their ethics application at the earlier date may benefit from feedback and use that feedback to fine-tune their research ethics proposal.

The colloquium presentation should follow the format of a standard conference presentation. It should include a very brief introduction and justification of the research aims and/or hypotheses based on analysis of theory and empirical findings from a literature review. It should also cover the proposed method and data analysis. It may also cover anticipation of how results might be interpreted. Students are encouraged to use PowerPoint slides and/or photocopied handouts to complement their oral presentation. The 15-minute time limit will be strictly adhered to, and students are encouraged to prepare beforehand, to ensure that their presentation will fit within that time frame. In addition to the 5 minutes set aside for questions and critical feedback immediately after the presentation, there will be opportunities to continue discussions with staff and other students at refreshment breaks.

The presentation will not be assessed as part of the grade for the Honours program. However, it is designed to assist students in focusing their research ideas, and students are encouraged to prepare as fully as possible, so as to make best use of the feedback opportunity.
The Honours Thesis Research

In their thesis research, Honours candidates are required to demonstrate a sustained capacity for individual research, under the supervision of a staff member or supervisory team, in an area of psychology. Students may undertake either quantitative or qualitative research, or a combination of both. They may conduct a laboratory study, field observation, a survey, intensive interviews, or analyse archival materials in order to elucidate an issue of theoretical and practical relevance. Whichever is selected, students are expected to participate in all stages of the proposed research. The project should allow the student to demonstrate mastery of research methods and competence in relevant techniques of data analysis.

The research culminates in a written thesis of between 9,000 and 11,000 words in length; plus the reference list and appendices, which are not included in the word count.

As stated in the Australian Psychology Accreditation Council (APAC) guidelines (Standards for Accreditation of Australian Psychology Programs, April 2005):

Students in the fourth year of a psychology program should undertake an individual research project ...

An individual thesis must include an individual research question, intensive literature review, data analysis, reporting of results and discussion, but may involve shared data collection. The research project should be structured so that students participate in all of the steps involved in research including the formulation of research questions, the design of the study including selection of appropriate methodology, the collection and analysis of data to test the research question, the interpretation of the findings and the writing up of the report.

Students and supervisors should be aware that, in accordance with the above guidelines, students are expected to participate in all of the steps involved in research – even where the project may involve shared data collection.

Thesis Supervision Allocation

In their application for Honours, applicants will be asked to nominate their preferences for areas in which they would prefer to do their thesis. Where possible, students will be allocated a supervisor who is best able to assist them with research in their preferred area. However, it may not always be possible for students to have their first preference. In addition, it may not be appropriate or feasible for the project to be the same as the proposal that was submitted with the application form. Students should discuss this with their allocated supervisor.

The research project may be supervised either solely or jointly, but in all cases, at least one supervisor should be a member of the academic staff of the School of Psychology.
Ethics and Recruitment of Participants

Ethics Committee Approvals
The ethics process has been streamlined this year. However, students should still attempt to complete the forms as quickly as possible to ensure that delays are kept to a minimum. There is effectively a two-stage process. Students submit the completed NEAF form to the College Peer Review Committee. If the College committee deems that the project is of negligible risk, they can approve its commencement. However, if the project is of some risk, the College committee can approve the application as scientifically acceptable, but it will be sent on to the University Human Research Ethics Committee for final approval. Clearly, it would be wise to choose a project that falls into the category of negligible risk.

On the Wednesday (18 March 2009) following the Honours Colloquium, a session will be held to assist students to complete the NEAF ethics application form. The Honours convener will lead the session, but the chair of the University Human Research Ethics Committee, Dr. Janette Perz will attend to orient students to those issues that can lead to a delay in approval. In addition, Dr. Michael Tyler will describe how to use the SONA recruitment system and will outline the rights and responsibilities of students with respect to using first year volunteers.

http://www.uws.edu.au/about/adminorg/devint/or/ethics/humanethics

Once ethics approval has been granted, a copy of the ethics approval must be lodged with the School Administrative Officer (Research), Ms Vicki Fox, before any data collection commences.

For further details of the ethics application process, contact Sharon Falleiro, Human Ethics Officer, on 02 4570 1688 or s.falleiro@uws.edu.au

Human Participants, Research Room Bookings, etc.
Perhaps the greatest practical difficulty Honours students face is recruiting participants. First year psychology students may be willing to act as research participants as part of their experiences in psychology, for which they are given course credit (although they may choose to complete alternative work). If you wish to recruit participants from first year psychology, please note that there are strict regulations governing this process. Please consult the document on Recruitment of research participants from Psychology 1, which is available from the School of Psychology vUWS website. This document also contains information on booking of rooms and laboratories which are available for research.
Supervisor and Student Responsibilities

Responsibilities of Supervisors

The foremost responsibility of supervisors is to guide students in conducting their research (including design, method, and analysis), and in producing an Honours report, all to the best of the student’s ability. However, the final form and content of the thesis is the responsibility of the student.

Other supervisor responsibilities are:

- To support students in developing a proposal for their Honours project within a negotiated time frame, and in developing a plan for completing the project within an appropriate time frame.
- To offer supervision only for research projects that are practicable, that is, projects which are reasonable in scope (consistent with others completed on time in previous Honours years); for which resources are normally available (resources include computer programs for experimental research; psychological tests; and access to research participants, especially where special approval is needed, as for recruiting clinical or educational participants); and, where appropriate, are likely to obtain Ethics approval. Note that difficulties with technical equipment or difficulties and delays in accessing participants (including external participants, such as school children or clinical populations) cannot be used as grounds for requesting Special Consideration or extensions. Hence, it is the supervisor’s responsibility to advise the student against attempting a project for which there is too great a potential for such difficulties and delays.
- To maintain regular contact with students in order to monitor their progress. This varies depending on the stage of the work, but a student might reasonably expect up to an hour a week of supervision, averaged over the research period (supervision includes reading and providing feedback on written work and thesis drafts).
- To inform students about any planned absences during the candidature, and arrangements for supervision during those absences.
- To assist students in preparing a presentation of their proposed research for the two-day Honours Colloquium, and to attend the Honours Colloquium.
- To provide timely and helpful written or verbal feedback (usually within two weeks) to students on any submissions, and to assist them to develop solutions as problems are identified (see Submission and feedback on thesis drafts on next page).
- To advise students of inadequate progress or work below the standard generally required, and to suggest appropriate action.

All supervisors will be required to complete and sign a Supervisor’s Report form, detailing their contribution/support, the role of the student’s project in any wider research project, and acknowledging that the above guidelines and procedures have been duly followed. It is to be submitted to the Honours Course Advisor at the same time as the research thesis is due. The report will be forwarded to the examiners, and the content of that report will be taken into account in the marking of the relevant
section of the thesis, and in the determination of the final mark to be recommended by the School Assessment Committee.

**Responsibilities of Students**

Honours students have the primary responsibility for the timely completion of the Honours project, and must take responsibility for the form and content of the final product.

**Other student responsibilities are:**

- To develop (in consultation with the supervisor) an Honours project proposal, and a plan for completing the project within a time frame set by the School.
- To undertake any additional work towards their project identified as necessary by the supervisor.
- To prepare (in consultation with the supervisor) a presentation for the two-day Honours Colloquium, and to attend the Honours Colloquium.
- To maintain regular contact with the supervisor; to discuss any proposed variation to enrolment or leave of absence with their supervisor and to submit any requests for this to the Honours Course Advisor as soon as possible.
- To discuss and establish with the supervisor the level of support required for successful completion of the project (taking note of the APAC accreditation guidelines stated above).
- To present required written material (see next section on Submission and feedback on thesis drafts) to the supervisor in sufficient time to allow for comments and discussions before scheduled meetings.
- To accept responsibility for the quality and originality of all submitted work.

All students will be required to complete and sign a *Student’s Report* form, detailing their own contribution to the project, the contribution/support of their supervisor, and acknowledging that the above guidelines and procedures have been duly followed. It is to be submitted with the Research Thesis. The report will be forwarded to the examiners, and the content of that report will be taken into account in the marking of the relevant section of the thesis, and in the determination of the final mark to be recommended by the School Assessment Committee.

**Submission and feedback on thesis drafts**

Only supervisors and members of a supervisory team may read and provide detailed feedback on the student’s thesis material. Students may submit one draft only of each of the Introduction, Method, Results and Discussion sections of the final research thesis. This means that, where team-supervision is used, students are not entitled to receive feedback from one member of a supervisory team, and then submit the revised draft to a different member of that team – the same single draft must be submitted to all members of a supervisory team. The supervisor(s) may discuss the theoretical basis of the study, the logical progression of the student’s argument, the formulation of hypotheses, the presentation of the method and results, and interpretation of results.
The Thesis Document
(Further details in the unit outline)

The research thesis must be between 9,000 and 11,000 words in length and must be written according to APA Manual\textsuperscript{2} format. All words in the document from title page to the end of the Discussion, but excluding references and appendices, are counted in the word length. Any thesis in breach of this limit may be returned to the candidate for amendment and may attract a penalty for late submission. Candidates are required to indicate the word length of the thesis (excluding references and appendices) on the front page of the thesis following the academic declaration. Appendices should provide only illustrative examples of questionnaires and other relevant material, such as an edited version of SPSS printouts. Raw data should not be included. The reference list should contain only those sources cited in the thesis. As a guideline the appendices and reference list should not exceed 10\% of the complete document.

Theses are to be bound with temporary binding, with a clear plastic front cover and hard cardboard back cover. Samples of past theses are available from the Test Library.

Components of the Thesis
There will be a session on writing and the formatting requirements of the thesis early in the Spring semester. This session will be optional, but students may find it of value as they come to grips with APA style and the required format. Any documentation will be sent to all students.

Title page
Title
Your name, student number, course
University
Year
Declaration, with date of submission
Word length of thesis (excluding references and appendices)
Signature

The declaration should state that the thesis is submitted in partial fulfilment of the requirements for the Bachelor of Psychology (Honours) degree or the Bachelor of Arts (Honours) degree, and is your own work except where otherwise specified.

Abstract page
Introduction (beginning on a new page and headed with the title of the thesis)
Method
Participants
Design (if too complex to include at end of introduction)
Materials/Apparatus/Instruments (as appropriate)
Procedure

Results
Discussion

The thesis should be accompanied by a completed and signed Student's Report form.

**Thesis Examination**

The Honours Thesis mark is determined by at least two examiners, neither of whom is the supervisor or a member of the supervisory team. The two examiners mark independently of each other. The two marks will normally be summed and averaged, and the student will receive the single average mark, together with written feedback from the two markers. An external thesis moderator may be consulted to provide a report on the theses and the marking of the theses. The thesis examiners will be provided with a copy of the thesis, a copy of the Student's Report form, and a copy of the Supervisor's Report form (available from the unit vUWS site). Marking criteria (available from the unit vUWS site) will require examiners to take into account information provided in the student's and supervisor's reports regarding variations in type of project, student input, supervisor support, etc.

Marks for the Honours thesis are consistent with standard grade categories. Students must achieve an overall mark of 50% in order to pass the thesis. A grade of High Distinction equivalent to Honours Class 1 requires a mark of 85 or above; Distinction (Honours Class 2-1) requires a mark of 75-84; Credit (Honours Class 2-2) requires a mark of 65-74; and a mark of 50-64 will result in a Pass grade (Honours Class 3).

**Facilities and Support**

**Financial Support**

There will be financial support to the value of $200 available to each student to reimburse spending on research and thesis-related items, such as:

- Printing costs
- Photocopying
- Stationery and envelopes
- Stamps for mail-outs
- Slide production costs
- Cost of material for equipment
- Test ancillaries
- Software

Students should apply to the School Administrative Officer (Research), Ms Vicki Fox, for a reimbursement form, which should be completed and returned with receipts attached.

As far as possible, experimental material should be prepared or provided by the student. If specialist experimental equipment is needed in addition to what is currently available within the University, this should be discussed with the supervisor. Students are normally advised to work with existing equipment as far as possible.
Test Resources
The School has an extensive psychometric test library at Bankstown and students may use these tests under supervision. The School will be sympathetic to requests for purchase of tests we do not hold, but students will be asked to pay for record or score sheets. Please contact the Test Librarian, Ms Cynthia Bailey, for further details on 02 9772-6206 or cynthia.bailey@uws.edu.au.

Computers
Computing facilities are available at the Bankstown campus. The computer lab has several PC’s connected to the Internet. Additional computing facilities are available through the computing centres on other campuses. A range of statistical packages is also available.

Library Resources
In addition to the standard library resources, students enrolled in the Honours program are entitled to a number of library privileges not accorded to undergraduate students. There will be a Honours Library Session preceding the Orientation session (1600-1800 Tuesday 29th January) in the Bankstown library, at which the librarian, Ms Narelle Oliver, will discuss the various resources available to Honours students.

Statistical Advice
All methodological and statistical matters should be dealt with by student and supervisor(s) together.

Lateness Penalties, Extension Requests, and Appeals

Lateness Penalties
The guidelines for lateness penalties, for the thesis and for other Honours assignments, are the same as for undergraduate assignments and are as set out in the individual unit outlines.

Requests for Special Consideration and Extensions
Extension and special consideration requests for assessments in the coursework unit components of Honours must follow the standard procedures specified in the unit outlines.
Requests for special consideration and/or extension of time for the research project component may only be granted for certified cases of illness or misadventure. Work demands, technical problems, difficulties in recruiting participants, etc. will not be deemed acceptable grounds for an extension or special consideration. Requests for thesis extensions will only be considered by the School if they are made in writing to the Honours Course Advisor at the time of the illness or problem or immediately after. Requests cannot be made on the basis of difficulties suffered earlier in the term or year and not notified at the time.
Requests for extension of time for enrolment in Honours, to a maximum of 0.5 EFTSU, should be made to the College.

**Appeals against Honours Grade**


However, appeals concerning the final Honours grade should be directed to the College as the College Board of Studies determines the final grade.

**Grievance Procedures**

Grievances between students and staff or between students should be addressed immediately. If matters cannot be resolved between individuals concerned, the Honours Course Advisor may be approached initially. If the matter is still not resolved then it should be considered by the Head of School.

**Grievances Concerning Supervision**

Any unresolved problems or disagreements between a student and supervisor during the candidature may be referred in writing by the student to the Honours Course Advisor. If the matter cannot be resolved at this level then students wishing to take further action must follow the procedure set out in the UWS policies (see below).

**Prizes**

**University Medal**

Honours students who achieve a minimum of Honours Class I and have outstanding academic results over the entirety of their undergraduate degree may be considered for the award of a University Medal. Nominations for this award will not be made until the results for all potential medalists in the particular year have been finalised.

**APS Prize**

The Australian Psychological Society awards a prize to the top student in an Honours Program.

**Web Address for University policies**

Students and staff are advised to refer to the following UWS website for policies regarding Academic (Educational) Matters: [http://apps.uws.edu.au/uws/policies/ppm/policies.phtml](http://apps.uws.edu.au/uws/policies/ppm/policies.phtml)

This Handbook and the conduct of the Honours year are designed to conform to the University’s Honours Code of Practice, the College Quality Assurance Procedures for Honours Degrees, and to other related codes. Policies are available online (as above). Supervisors should make themselves familiar with the rules pertaining to these codes.
UWS ATTEMPTS TO ENSURE THAT THE INFORMATION PROVIDED IS CORRECT AT THE TIME OF PRINTING. HOWEVER, COURSE AND OTHER INFORMATION MAY BE SUBJECT TO CHANGE WITHOUT NOTICE. THE COURSE DESCRIBED WILL BE OFFERED SUBJECT TO DEMAND AND AVAILABLE RESOURCES.