Table of Contents
(Click on topic to go to that section)

Key Contacts (Bankstown Campus, Building 24) .......................................................1
About Psychology Honours at UWS ...........................................................................2
Course Structure .........................................................................................................3
Timeline for the Honours Thesis, and Key Dates .....................................................5
The Honours Colloquium (see Timeline for dates) ..................................................7
The Honours Thesis Research ....................................................................................8
Ethics and Recruitment of Participants ....................................................................9
Supervisor and Student Responsibilities ..................................................................10
The Thesis Document .................................................................................................12
Thesis Examination ...................................................................................................13
Facilities and Support ...............................................................................................13
Lateness Penalties, Extension Requests, and Appeals ..............................................14
Prizes ..........................................................................................................................15
Web Address for University policies ........................................................................15

Key Contacts (Bankstown Campus, Building 24)

Honours Course Advisor
Professor Nigel Bond
(Location: Level 3, Room 26)
Phone: (02) 9772 6564
Fax: (02) 9772 6736
Email: n.bond@uws.edu.au

School Administrative Officer (Research)
Ms Vicki Fox
(Location: Level 2, Room 5)
Phone: (02) 9772 6809
Fax: (02) 9772 6750
Email: v.fox@uws.edu.au

Coordinator, Psychological Test Libraries
Ms Cynthia Bailey
(Location: Level 1, Room 9)
Phone: (02) 9772 6206
Fax: (02) 9772 6854
Email: cynthia.bailey@uws.edu.au

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

101240 Theory and Practice of Psychological Assessment and Intervention
Lectures: Begin Wednesday Feb 27, 9:00-10:00am 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* Frid 1:00 -3:00pm Bankstown B05.LG.05
Research reading groups (times to be arranged*)
[*See unit outline for detailed timetable]

Students elect to attend ONE of a number of reading groups which are offered for the semester. Students are free to attend more than one group, but they are required to nominate by the end of week 5 (i.e., by Friday August 5) which single group is their official reading group for assessment purposes, and they are expected to attend all of the sessions in that nominated group.

This unit is designed to develop students’ understanding of significant issues and debates in contemporary theoretical and experimental psychology. A wide range of topics will be addressed. The unit is divided into two sections: (i) general sessions in which lecture presentations and discussion/seminars will draw on the expertise and knowledge of established, active researchers from different areas of psychology; and (ii) smaller, research-focused reading groups/seminars, in which students will develop their skills in critical analysis and evaluation of research articles germane to selected research areas.

100983 Research Methods Seminar
Autumn semester: Wednesday Feb 27, 11:00-2:00pm or 3:00 -6:00pm in 23.13 (CL02)
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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January</strong></td>
<td><strong>Tuesday January 29</strong>&lt;br&gt;4:00-6:00pm&lt;br&gt;Hardings Library Session&lt;br&gt;Bankstown Library</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>
</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 Cynthia Bailey at the test library and locate measures if applicable, or develop stimulus materials for the study. Prepare presentation for two-day Honours Colloquium. Where appropriate, submit ethics proposal to the College Peer Review Committee by March 24 if ready, otherwise by April 21.</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>
</tr>
<tr>
<td><strong>May</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>June</strong></td>
<td>Data collection and Method writing.</td>
</tr>
<tr>
<td>Month</td>
<td>Thesis Task</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>July</td>
<td>Finish data collection; code and enter data in data file. Check data file; and screen data. Conduct specific data analyses together with appropriate descriptive statistics. For qualitative research, create data files, and conduct analysis as appropriate. Submit draft of Introduction and Method section of thesis to supervisor.</td>
</tr>
<tr>
<td>August</td>
<td>Interpret Results, and begin writing of Results.</td>
</tr>
<tr>
<td></td>
<td>Submit draft of Results section to supervisor.</td>
</tr>
<tr>
<td>September</td>
<td>Integrate Results with literature reviewed in the introduction, to write the Discussion section. Read and incorporate any relevant new material. Write Abstract. Submit draft of Discussion and Abstract to supervisor. (Note: supervisors may provide feedback on only one draft of the sections of the thesis.)</td>
</tr>
<tr>
<td>October</td>
<td>Complete final revisions, formatting, reference list, Appendices, and title page. Photocopy and bind final version.</td>
</tr>
</tbody>
</table>

\(^1\) See Thesis section.
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 2008 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
UWS has a research ethics policy that requires all research proposals to be examined before implementation. Consent to carry out research is gained through a two-stage process. First, an application is sent to the College Peer Review Committee which assesses the scientific merit and integrity of the proposed research. This committee meets on the first Monday of each month during semester. Applications need to be lodged two weeks prior to the committee meeting. Once approval is gained from this committee, the application is sent to the UWS Human Research Ethics Committee which meets on the last Monday of each month. Guidelines may be obtained at:

http://www.uws.edu.au/about/adminorg/devint/ors/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\(^2\) 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

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

Reference List (beginning on a new page)

Appendices

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 Internet connected IBM Pentiums. 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
The UWS “Review of Grade” policy applies to results of individual units within the Honours program. For further information please see:

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

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.