



University of Wollongong

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School of Computer Science and Software Engineering

## **Bachelor of Computer Science (Honours)**

Guide for Students, Supervisors and Examiners 2007

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#### **Autumn 2007**

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or for any other reasons.

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# Principal Dates for 2007-2008

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## 2006

Friday 22 December	Applications for Bachelor of Computer Science (Hons) 2007 due to UniAdvice. Late applications may be accepted but it is dependent on the availability of a supervisor.
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## Autumn 2007 Enrolment

Monday 26 February 2007	IACT441 Classes commence
Friday 19 October 2007	Four bound copies of final Research Report for CSCI400 to be submitted for examination by the supervisor.
Thursday 25 October 2007	Post Graduate Research Showcase for SCSSE students. Poster presentations required.
November 2007	Honours Assessment Committee meeting

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## Spring 2007 Enrolment

Friday 8 June	Applications for Bachelor of Information & Communication Technology (Hons) 2007 should be submitted to the Admin Officer for SCSSE and SISAT. Late applications are accepted up to Orientation Week but acceptance is dependent on the availability of a suitable supervisor.
Tuesday 24 July 2007	IACT441 Classes commence

April 2008 (exact date will be confirmed)	Poster Showcase for SCSSE and SISAT students. Poster presentations required.
Wednesday 30 May 2008	Four bound copies of final Research Report for CSCI400 to be submitted for examination by the supervisor.
Mid June 2008	Honours Assessment Committee meeting

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## 2007

Friday 26 October	Applications for Bachelor of Computer Science Honours for 2008 open.
Thursday 20 December	Applications for 2008 close. Late applications may be accepted but it is dependent on the availability of a supervisor.

# Guide for Students, Supervisors and Examiners

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## Bachelor of Computer Science (Hons) Degree

The Honours program is an end-on degree in Computer Science and provides an opportunity for candidates to develop, to a sophisticated level, established theoretical and practical skills gained during their undergraduate course. In the Bachelor of Computer Science (Hons) course, the student is given close supervision of a research topic. In addition, a weekly seminar in Autumn/Spring Session provides training in advanced research skills specific to disciplines within computer science as well as providing the opportunity to exercise these skills in a peer-reviewed environment. The course provides a pathway to higher research degrees at masters and doctoral levels.

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## Course Code

The Course Code for the Bachelor of Computer Science (Honours) is 765.

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## Bachelor of Computer Science (Hons) Program

### Objectives

The objectives of the Bachelor of Computer Science (Hons) are to give students:

- a scholarly grounding in academic research
- a high level of research competency
- a strong foundation in theoretical work
- advanced theoretical skills in the computer science
- a preparation for future higher level research degrees

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## Duration

The Bachelor of Computer Science (Hons) is a one year full-time course. It cannot be taken on a part-time basis. Also, if accepted into the Honours program, it is not possible to defer commencement to another year as the availability of supervision cannot be guaranteed. Candidates will be required to submit a new application for consideration for the intended year of study.

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## Program of Study

The program of study for Bachelor of Computer Science (Honours), is 48 credit points and will include:

1. CSCI400 Computer Science Honours Project, an 18 credit point project;
2. IACT441 Research Methodology a 6 credit point subject. This is conducted as series of seminars on research methodology. Seminars will cover the purpose of research, formulating a research question, conducting a literature review and writing a research proposal. Students will learn how to design an appropriate research plan; requirements for scholarly writing will also be discussed and the process of undertaking a research project will be analysed;
3. 24 credit points of 400-/900-level Computer Science subjects; With the permission of the Head of School, candidates may substitute up to 12 credit points of subjects with 300-level Computer Science subjects or 400-level subjects from another discipline;

Set out below is a sample of subjects which may be taken as part of the Bachelor of Computer Science (Honours):

Topics in Software Engineering  
Perception and Planning  
Parallel Architectures and Algorithms  
Multimedia Studies  
Advanced Topics in Database Management



Advanced Computer Graphics  
Neural Computing  
Design and Analysis of Algorithms  
Coding for Secure Communication  
Complexity Theory  
Network Security  
Advanced Computer Security  
Special Topics in Computer Science

Attendance at the seminar series organized in the School of Computer Science and Software Engineering, School of Information Systems and Technology or TITR (Telecommunications and Information Technology Research Institute) is strongly recommended.

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## Requirements for Admission

The Bachelor of Computer Science (Hons) is regarded as a scholarly grounding for further academic research. Prospective candidates need to possess a high level of research competency and a strong foundation in theoretical work; they should have a demonstrated ability to focus on a defined topic and to sustain an argument. Only candidates who have completed the requirements for the Bachelor of Computer Science (144 credit points) or an approved equivalent degree are eligible for entry to the Honours year.

A minimum average mark of 65% in prior undergraduate study is required for enrolment.

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## Application Process

Candidates should complete an **Undergraduate Application** form available from UniAdvice in Building 36 from 27 October, indicating Bachelor of Computer Science (Hons) as their course preference. They should also complete the nominated supervisors form (Application to Enrol in BCompSc Honours Program). Completed applications and accompanying documents should be submitted to UniAdvice on or before 22 December 2006. Late applications may be accepted but it is dependent on the availability of a supervisor.

Applications will be considered by the Honours Co-ordinators for approval. 300 level candidates enrolled in the Bachelor of Computer Science at the University of Wollongong wishing to apply for Honours should attend a meeting of prospective Honours candidates usually held by SCSSE in August. Notification of the exact meeting date is done via email to sitacs\_300 student email group.

Students are advised to refer to the following University of Wollongong web site for access to the Code of Practice - Honours:

<http://www.uow.edu.au/handbook/honourscodes.html>

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## Leave of Absence

Leave of Absence during the course of the Bachelor of Computer Science (Hons) program is normally not possible, except under exceptional circumstances, as the availability of supervision cannot be guaranteed.

# Subject Outline: CSCI400- Computer Science Honours Project

**Spring Session 2007 or Autumn Session 2008**

## General Information

Each student is assigned a project supervisor and will work throughout the year to successfully complete the assigned research project.

## Subject Organisation

Session:	Autumn and Spring Session, Wollongong Campus
Credit Points	18 credit points
Contact hours per week:	Weekly meetings with supervisor
Research meeting times & location:	Research meetings with supervisor at agreed upon location and time. Usually meetings are held in supervisor's office.

## Content

It is a research project conducted under the supervision of academic staff in the school. It provides an opportunity for the student to engage in research training in general and to specialise in an area of mutual interest to them and their supervisor. The research project subject consists of a program of research work that culminates in the production of a thesis/report. The regular meeting with project supervisor is an integral part of this subject.

## Objectives

To qualify for the award of the Bachelor of Computer Science (Honours) candidates must complete CSCI400 successfully. Upon completion of the subject the student will be able to:

- Demonstrate skills necessary to undertake scholarly research
- Demonstrate written communication skill through the production of a research report
- Demonstrate problem solving skill and idea development techniques
- Demonstrate proficiency in the domain area of chosen project

## Attendance Requirements

It is the responsibility of students to meet with the supervisor regularly and complete all assigned tasks promptly.

## Method of Presentation

The subject is conducted as mixture of research meetings with supervisor, self study and research.

## Assessment

This subject has the following assessment components.

The project report or thesis is marked out of total of 100. Please refer to the marking guidelines provided in this outline.

The project is assessed by the supervisor and an examiner and the marks allocated are weighted as Supervisor – 60%, Examiner – 40%. The project thesis/report is to be submitted in Week 12 of Spring Session.

### **Thesis (18 credit points) production guidelines**

The project report or thesis should be produced to a high level of quality standard and should be no more than 90 pages (including text and diagrams). Additional material such as appendix can be added at the end of the report if required.

### **Thesis (18 credit points) marking guidelines**

The description below gives the basis for marking the report and project components of the Bachelor of Computer Science Honours degree that will be used by the staff of the School of Computer Science and Software Engineering. The marks are allocated according to various categories. The categories, the percentage of marks allocated to them, and the basis for the judgment, are described below for both the Supervisor's and Examiner's marking schedule.

#### **1. Reference Reading and Theoretical Backing 15%**

In this category, students must show that they have read and understood the relevant references for the project; have used citations appropriately; have listed their references correctly and completely; have read around the subject; and have presented a summary of the techniques that they are using, in a manner that proves their understanding of the techniques. The review of literature should be critical and must highlight the gaps in current literature.

#### **2. Logical and Convincing Presentation/Layout Diagrams and Photographs 15%**

This is judged according to the level of communication of the document. It includes use of English; structure of the presentation, including separation of text into main body and appendices; clarity of ideas; lack of repetition; good overview; choice of detail; documentation of software; documentation of hardware; quality of project plan and specification; quality of supplemental material; level of detail; presentation of results, etc. This includes the neatness and clarity of the diagrams, the manner in which the thesis report is presented (e.g., has effective use been made of subheadings, etc.).

#### **3. Technical Merit 20%**

In this category, students must show that they have understood the technical or theoretical aspects of their project. The methods used need to be critically analysed and justified. The results that are obtained should be analysed with respect to these criteria. The level of understanding is judged so students must demonstrate that they have a firm understanding of the topic area. Conclusion of recommendations made should be justified and well explained.

#### **4. Development Work/Confirmation and Development of the Theory 25%**

In this section, evidence that students have applied the relevant practical or theoretical techniques competently must be presented. This is a judgment on the final result of the work that they have produced (e.g., is it a creditable design or not?), as well as whether satisfactory progress has been achieved during the course of the project. You will also be judged on your time management, level of commitment and justification of the chosen methodologies.

## 5. Problem Solving Ability / Ideas and Originality

25%

Students will be judged on their competence in applying the research tools at their disposal. Are the techniques learnt during the course of the degree being applied to a particular well defined problem? Are the standard problems able to be analysed and solved using standard techniques? Evidence of initiative will score marks in this section. Use of novel techniques or solutions proposed which have not been suggested by an academic, show that students have some degree of mastery of the topic area. An ability to critically analyse your own work is expected and judged. At the end of the project you will be assessed on the compliance of the outcomes with the original specifications.

**NOTE:** When marking the Honours Thesis, staff use the categories as indicated above but also follow the guidelines presented below, which detail the attributes implied by aggregate marks for thesis reports:

### High Distinction 85 -100

- Outstanding and sustained levels of initiative and creativity
- Outstanding level of presentation
- Exceptional rate of progress
- Would indicate possible acceptance into a PhD program
- A mark of 90 or above would usually indicate a thesis with results worthy of publication in a top rate conference.

### Distinction 75 - 84

- Clear demonstration of creativity and initiative
- Very good level of presentation
- High rate of progress
- Would indicate possible acceptance into a Research Masters Program

### Credit 65 - 74

- Above average rate of progress
- Above average level of computer science competence
- Above average presentation

### Pass 50 - 64

- Above average level of computer science competence
- Adequate rate of progress
- Able to carry out basic computer science analytical tasks
- A comprehensible report

**Note: for High Distinction and Distinction, all of the above listed attributes must be clearly demonstrated.**

### Fail –

- Inability to perform the basic research project tasks required of a graduate
- Inadequate rate of progress
- Failure to attend scheduled meetings
- Insufficient time devoted to project
- Inadequate report

Note: This marking scheme has been adapted from that used in the School of Electrical, Computer and Telecommunications Engineering.

## ADDITIONAL INFORMATION

Students must refer to the Faculty Handbook or online references which contains a range of policies on educational issues and student matters.

This outline should be read in conjunction with the following documents:

<b>Code of Practice - Teaching and Assessment</b> <a href="http://www.uow.edu.au/handbook/codesofprac/teaching_code.html">http://www.uow.edu.au/handbook/codesofprac/teaching_code.html</a>	<b>Key Dates</b> <a href="http://www.uow.edu.au/student/dates.html">http://www.uow.edu.au/student/dates.html</a>
<b>Code of Practice - Students</b> <a href="http://www.uow.edu.au/handbook/codesofprac/cop_students.html">http://www.uow.edu.au/handbook/codesofprac/cop_students.html</a>	<b>Information Literacies Introduction Program</b> <a href="http://www.library.uow.edu.au/helptraining/workshops/ili/p/">http://www.library.uow.edu.au/helptraining/workshops/ili/p/</a>
<b>Acknowledgement Practice Plagiarism will not be tolerated</b> <a href="http://www.uow.edu.au/handbook/courserules/plagiarism.html">http://www.uow.edu.au/handbook/courserules/plagiarism.html</a>	<b>Student Academic Grievance Policy</b> <a href="http://www.informatics.uow.edu.au/students/enquirycentre/Informatics%20Grievance%20Procedures.pdf">http://www.informatics.uow.edu.au/students/enquirycentre/Informatics%20Grievance%20Procedures.pdf</a>
<b>Special Consideration Policy</b> <a href="http://www.uow.edu.au/handbook/courserules/specialconsideration.html">http://www.uow.edu.au/handbook/courserules/specialconsideration.html</a>	<b>Code of Practice-Honours</b> <a href="http://www.uow.edu.au/handbook/honourscode.html">http://www.uow.edu.au/handbook/honourscode.html</a>
<b>Non-Discriminatory Language Practice and Presentation</b> <a href="http://staff.uow.edu.au/eeo/nondiscrimlanguage.html">http://staff.uow.edu.au/eeo/nondiscrimlanguage.html</a>	<b>Intellectual Property Policy</b> <a href="http://www.uow.edu.au/research/researchmanagement/1998IP.html">http://www.uow.edu.au/research/researchmanagement/1998IP.html</a>
<b>Occupational Health and Safety</b> <a href="http://staff.uow.edu.au/ohs/commitment/OHS039-ohspolicy.pdf">http://staff.uow.edu.au/ohs/commitment/OHS039-ohspolicy.pdf</a>	<b>SITACS Internet Access &amp; Student Resource Centre</b> <a href="http://www.sitacs.uow.edu.au/info/current/internet_access_and_resource.shtml">http://www.sitacs.uow.edu.au/info/current/internet_access_and_resource.shtml</a>
<b>SITACS Computer Usage Rules</b> <a href="http://www.itacs.uow.edu.au/info/current/support/labs/rules.shtml">http://www.itacs.uow.edu.au/info/current/support/labs/rules.shtml</a>	<b>SITACS Style Guide for Footnotes, Documentation, Essay and Report Writing</b> <a href="http://www.sitacs.uow.edu.au/info/current/styleguide.pdf">http://www.sitacs.uow.edu.au/info/current/styleguide.pdf</a>
<b>SITACS Student Guide</b> <a href="http://www.itacs.uow.edu.au/info/current/regulations.shtml">http://www.itacs.uow.edu.au/info/current/regulations.shtml</a>	<b>Informatics Faculty Librarian, Ms Annette Meldrum,</b> phone: 4221 4637, <a href="mailto:ameldrum@uow.edu.au">ameldrum@uow.edu.au</a>
<b>SITACS Subject Outlines</b> <a href="http://www.itacs.uow.edu.au/info/current/subject_outlines/">http://www.itacs.uow.edu.au/info/current/subject_outlines/</a>	<b>Code of Practice-Research</b> <a href="http://www.uow.edu.au/handbook/codesofprac/cop_research.html">http://www.uow.edu.au/handbook/codesofprac/cop_research.html</a>

# Subject Outline: IACT441- IT Research Methodology (SCSSE Version)

Autumn/Spring Session 2007

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## GENERAL INFORMATION

**Subject Coordinator/Lecturer:** Professor John Fulcher  
**Telephone Number:** 02 4221 3811  
**Email:** john@uow.edu.au  
**Location:** Building 3, Room 223

John Fulcher Consultation Times During Session

Day	Time
Tuesday	13:30 – 16:30
Friday	16:30 – 17:30

**Subject Lecturer:** Professor Philip Ogunbona  
**Telephone Number:** 02 4221 5881  
**Email:** philipo@uow.edu.au  
**Location:** Building 3, Room 222

Philip Ogunbona Consultation Times During Session

Day	Time
Monday	11:30 – 13:30
Friday	14:30 – 16:30

### Subject Organisation

**Session:** Autumn and Spring Session, Wollongong Campus  
**Credit Points** 6 credit points  
**Contact hours per week:** 2 hr lecture  
**Lecture Times & Location for Autumn:** Lecture Monday 16.30 – 18.30, 19.1001 – Week 1  
Lecture Monday 16.30 – 18.30, 1.G03 – Week 2 to 13  
**Lecture Times & Location for Spring:** Lecture Tuesday 8.30 – 10.30, 19.1098 – Week 1  
Lecture Tuesday 8.30 – 10.30, 22.G23 – Week 2 to 13  
**Tutorial Day, Time and Location can be found at:** <http://www.uow.edu.au/student/sols/timetables/index.html>

Students should check the subject's web site regularly as important information, including details of unavoidable changes in assessment requirements will be posted from time to time. Any information posted to the web site is deemed to have been notified to all students.

### Content

The program of study for BCompSc(Hons), CSCI441 consists of attendance and participation at a series of seminars on research methodology (including quantitative and qualitative analysis).

Seminars will cover the purpose of research, formulating a research question, conducting a literature review and writing a research proposal. Students will learn how to design an appropriate research plan. Requirements for scholarly writing will also be discussed and the process of undertaking a research project will be analysed.

## Objectives

To qualify for the award of the Bachelor of Computer Science (Honours) candidates must complete IACT441 successfully. Upon completion of the subject the student will be able to:

- Demonstrate skills necessary to undertake scholarly research through the conduct of a critical literature review
- Demonstrate written communication skill through the production of a literature review report
- Demonstrate oral communication skill through presentation of research seminars
- Demonstrate problem solving skill and idea development techniques literature review and research question identification
- Demonstrate ability to conduct independent research of new topics through the presentation of research seminar on contemporary computer science issues

## Attendance Requirements

It is the responsibility of students to attend all seminars and complete all assigned tasks especially since there are weekly assessment tasks.

## Method of Presentation

This subject *commences* in common with IACT441/940 IT Research Methodology (16:30 – 18:30 Mondays in 19.1001), which CS Honours Students take alongside BInfoTech Honours students. In Week 2, they branch off on their own into the Honours Seminar IACT441 (CS strand).

These seminars takes place at 16:30 – 18:30 Mondays in 1.G03, and comprise of weekly discussions with the Coordinators and fellow CS Honours Students on *both* CS research issues *and* more generally leading edge CS topics.

It should be noted that according to Course Rule 3.21 'credit point' is the value attached to a subject as a component of a degree and, for a subject other than a research subject, each credit point has an implied workload of 28 hours over the duration of that subject.

## Subject Materials

There are no set texts for this subject, however reading lists, relevant websites etc. will be advised where appropriate – note however that students will be encouraged to conduct their *own* literature searches, since this is a key aspect of undertaking your own research projects

These readings/references are recommended only and are not intended to be an exhaustive list. Students are encouraged to use the library catalogue and databases to locate additional readings.

## Assessment

This subject has the following assessment components.

Seminar work detailed in the table below is marked out of a total of 100.

Assessment Items & Format	Percentage of Final Mark	Due Date
Critical Literature Review on a nominated topic	40	Week 13 in class for Aut start (May 24th, 11:30 – 13:30) in hardcopy Week 13 in class for Spring start (Oct 23rd, 8:30 – 10:30) in hardcopy
Seminar	20	Schedule to be announced in class based on final numbers enrolled. Students will be provided a topic for the seminar 2 weeks prior to the date of the seminar.



Annotated bibliography	10	Week 7 in class for Aut start (April 5th, 11:30 – 13:30) in hardcopy Week 7 in class for Spring start (Oct 10th, 8:30 – 10:30) in hardcopy
Critical reviews of student seminars presented in Honours Seminar meetings	10	Week 13 in class for Aut start (May 24th, 11:30 – 13:30) in hardcopy Week 13 in class for Spring start (Oct 23rd, 8:30 – 10:30) in hardcopy
Critical reviews of at least 12 seminars, including seminars hosted by SCSSE, SISAT and TITR research groups	10	Week 13 in class for Aut start (May 24th, 11:30 – 13:30) in hardcopy Week 13 in class for Spring start (Oct 23rd, 8:30 – 10:30) in hardcopy
Class participation	10	

### Notes on Assessment

- The critical literature review document on the nominated research topic must be submitted in hardcopy in class in Week 13.
- The annotated bibliography on the nominated research topic must be submitted in hardcopy in class in Week 7.
- All critical reviews of seminars must be submitted in hardcopy in class in Week 13.
- The class participation mark will be based on the student's ability to effectively participate in seminar presentations as a member of the audience – this entails critically evaluating each presentation and asking a minimum of 3 questions during question time at the end of each presentation.
- Unless an extension on the due date has been sought and granted prior to the due date of an assessment item, late submissions will be penalized in the following manner: 10% of the total mark for the assessment item will be deducted for every day the assessment item is late.

### Additional Information

Students must refer to the Faculty Handbook or online references which contains a range of policies on educational issues and student matters.

This outline should be read in conjunction with the following documents:

<b>Code of Practice - Teaching and Assessment</b> <a href="http://www.uow.edu.au/handbook/codesofprac/teaching_code.html">http://www.uow.edu.au/handbook/codesofprac/teaching_code.html</a>	<b>Key Dates</b> <a href="http://www.uow.edu.au/student/dates.html">http://www.uow.edu.au/student/dates.html</a>
<b>Code of Practice - Students</b> <a href="http://www.uow.edu.au/handbook/codesofprac/cop_students.html">http://www.uow.edu.au/handbook/codesofprac/cop_students.html</a>	<b>Information Literacies Introduction Program</b> <a href="http://www.library.uow.edu.au/help/training/workshops/ilip/">http://www.library.uow.edu.au/help/training/workshops/ilip/</a>
<b>Acknowledgement Practice Plagiarism will not be tolerated</b> <a href="http://www.uow.edu.au/handbook/courserules/plagiarism.html">http://www.uow.edu.au/handbook/courserules/plagiarism.html</a>	<b>Student Academic Grievance Policy</b> <a href="http://www.informatics.uow.edu.au/students/enquirycentre/Informatics%20Grievance%20Procedures.pdf">http://www.informatics.uow.edu.au/students/enquirycentre/Informatics%20Grievance%20Procedures.pdf</a>
<b>Special Consideration Policy</b> <a href="http://www.uow.edu.au/handbook/courserules/specialconsideration.html">http://www.uow.edu.au/handbook/courserules/specialconsideration.html</a>	<b>Code of Practice-Honours</b> <a href="http://www.uow.edu.au/handbook/honourscode.html">http://www.uow.edu.au/handbook/honourscode.html</a>
<b>Non-Discriminatory Language Practice and Presentation</b> <a href="http://staff.uow.edu.au/eo/nondiscrimlanguage.html">http://staff.uow.edu.au/eo/nondiscrimlanguage.html</a>	<b>Intellectual Property Policy</b> <a href="http://www.uow.edu.au/research/researchmanagement/1998IP.html">http://www.uow.edu.au/research/researchmanagement/1998IP.html</a>

<b>Occupational Health and Safety</b> <a href="http://staff.uow.edu.au/ohs/commitment/OHS039-ohspolicy.pdf">http://staff.uow.edu.au/ohs/commitment/OHS039-ohspolicy.pdf</a>	<b>SITACS Internet Access &amp; Student Resource Centre</b> <a href="http://www.sitacs.uow.edu.au/info/current/internet_access_and_resource.shtml">http://www.sitacs.uow.edu.au/info/current/internet_access_and_resource.shtml</a>
<b>SITACS Computer Usage Rules</b> <a href="http://www.itacs.uow.edu.au/info/current/support/labs/rules.shtml">http://www.itacs.uow.edu.au/info/current/support/labs/rules.shtml</a>	<b>SITACS Style Guide for Footnotes, Documentation, Essay and Report Writing</b> <a href="http://www.sitacs.uow.edu.au/info/current/styleguide.pdf">http://www.sitacs.uow.edu.au/info/current/styleguide.pdf</a>
<b>SITACS Student Guide</b> <a href="http://www.itacs.uow.edu.au/info/current/regulations.shtml">http://www.itacs.uow.edu.au/info/current/regulations.shtml</a>	<b>Informatics Faculty Librarian, Ms Annette Meldrum,</b> phone: 4221 4637, <a href="mailto:ameldrum@uow.edu.au">ameldrum@uow.edu.au</a>
<b>SITACS Subject Outlines</b> <a href="http://www.itacs.uow.edu.au/info/current/subject_outlines/">http://www.itacs.uow.edu.au/info/current/subject_outlines/</a>	<b>Code of Practice-Research</b> <a href="http://www.uow.edu.au/handbook/codesofprac/cop_research.html">http://www.uow.edu.au/handbook/codesofprac/cop_research.html</a>

# Bachelor of Computer Science (Hons)

## General Information

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### Change of Research Topic

An Honours student who wishes to change his/her research topic from that which was approved on admission must submit a request in writing to the School Honours Co-ordinator no later than Friday of Week 6 of the first session of the BCompSc Hons Degree. The request must be accompanied by a brief rationale for the change. The Co-ordinator will take into account the merit of the request and the opinion of the supervisor. Students will be advised in writing if the change has been approved. Please note that it is not simply a matter of a supervisor approving a change - except for minor refinements of topic.

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### Change of Supervisor

An Honours student who wishes to change his/her supervisor from that which was approved on admission must submit a request in writing to the Faculty Honours Co-ordinator no later than Friday Week 3 of the first session of the BCompSc Hons Degree. The request must be accompanied by a brief rationale for the change. The Co-ordinator will take into account the merit of the request and the opinion of the supervisor. Students will be advised in writing if the change has been approved. Please note that it is not simply a matter of a supervisor approving a change - except for minor refinements of topic.

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## Plagiarism

Plagiarism is the use of another person's work or ideas as if it were your own. The other person may be an author, artist, critic, lecturer or another student or material on a web site. When it is desirable or necessary to use other people's material, students must take care to include appropriate references and attribution - do not pretend the ideas are your own. Take care not to plagiarise unintentionally. Penalties for plagiarism are severe: examples include 0% fail for the particular assessment task, fail grades for the subject, and expulsion from the University.

Students may be required to submit written work via the 'Turnitin' plagiarism detection web site.

Students are strongly advised to refer to the following University of Wollongong web site for access to information and policies concerning Acknowledgement Practice and Plagiarism:

<http://www.uow.edu.au/handbook/courserules/plagiarism.html>

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## Late Submission

A request for late submission of work for examination must be made in writing to the Honours Co-ordinator and in association with an application for Special Consideration via SOLS.

- Work submitted late with approval may incur penalties.
- Work submitted late without approval may incur penalties including the award of a zero mark for the late component.

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## Special Consideration

Special consideration is a process to help students minimise the impact of certain adverse and unforeseen circumstances on their progression in a course and their performance in subjects.

Students applying for special consideration must produce supporting documentation, which demonstrates that they have:

- a) suffered illness or other circumstances beyond their control which have affected their academic performance or prevented them from meeting scheduled assessment requirements; or
- b) been unable to sit for the standard examination for religious reasons; or
- c) have validated conflicts between scheduled assessments and other commitments such as their carer's duties, court appearances, participation in sporting or cultural activities at a national or international level.

Students are advised to refer to the following University of Wollongong web site for detailed information as set out in the Special Consideration Policy:

<http://www.uow.edu.au/handbook/courserules/specialconsideration.html>

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## Occupational Health and Safety

The University of Wollongong is committed to ensuring the health, safety and welfare of the working environment for its staff and students and encourages all members of the University community to regard accident prevention and working safely as a collective and individual responsibility. In the first instance, students should consult with their supervisor/s to ensure their research activities comply with all relevant legislation and standards.

Students are also advised to refer to the following University of Wollongong web site for access to information and regulations concerning Health and Safety:

<http://www.uow.edu.au/about/policy/ohs.html>

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## Ethics Requirements

In accordance with the relevant legislation, the University has established the following Ethics Committees: Animal Ethics Committee; Human Research Ethics Committee; and Biosafety Committee. The role of these Committees is to review the ethical aspects of research involving animals, humans or biological matter. Before conducting or commencing any research investigation involving these variables, students are required to submit a research ethics application to the appropriate Committee and obtain approval to ensure that all statutory requirements are met.

Any questions or requests for further information should be directed to the Ethics Officer in the Research Services Office. Telephone: 4221 4457.

Students are advised to refer to the following University of Wollongong web site for access to information about Research Ethics Committees and Guidelines:

<http://www.uow.edu.au/research/staff/ethics.html>

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## Faculty Librarian

The Michael Birt Library is located in Building 16. The Library web site provides access to a wide range of information resources. These include the Library Catalogue, electronic journals, fulltext databases and links to web sites in various subject areas. To assist students to make the most of these resources the Library offers help/training guides, web-based tutorials and hands-on workshops.

Honours students are encouraged to make an individual appointment with the Faculty Librarian for assistance with identifying and/or locating reference material.

The Faculty Librarian for Informatics is Ms Annette Meldrum who can be contacted by telephone on 4221 4637 or email at [ameldrum@uow.edu.au](mailto:ameldrum@uow.edu.au)

A number of staff within the Michael Birt Library have taken on responsibility for assisting students with special needs. To contact staff currently responsible for disabilities services in the Library, students should, in the first instance, contact the Ms Meldrum.

# Financial Costs/Assistance

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## Costs

Students are required to meet all the normal costs associated with the subject CSCI400. However, limited funding is available for reasonable costs incurred in the conduct of the research itself. For example, funding may be provided to cover the cost of duplicating a survey or mailing a survey to participants. Students must apply to their supervisor and the Honours co-ordinator for such funding prior to incurring any costs. Students who incur such costs prior to the granting of such funding may not be reimbursed and so may have to cover these costs themselves.

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## After Hours Access

Building 39 will be undergoing refurbishment in 2007. After hours access may be available in Building 39.153.

Access is via a Proximity Card at a cost of \$21.00, with a refundable portion of \$10.00 on the return of the card in good condition. Application forms are available from the Informatics Student Resource Centre, Building 3 foyer.

# Services, Facilities and Resources

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## University Support Services and Facilities

### Counselling Service

The University Counsellors offer free and confidential counselling to students who want to talk through and change areas of difficulty, conflict or crisis in their lives. The counsellors can deal with a wide range of personal difficulties such as:

- feeling stressed, anxious or depressed
- wanting to become more confident and assertive
- family and relationship conflicts
- grief and bereavement
- alcohol and other drug problems
- harassment
- emotional stresses associated with study or work

To make an appointment to see one of the counsellors students should contact the Counselling Service by telephone on 4221 3445, or call in to the office located on the third floor of the UniCentre, Building 11. Evening appointments are available from Monday to Thursday. The service is free and completely confidential.

### Disability Liaison Officer

The Disability Liaison Officer (DLO) can provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with disability. Students who need assistance during their studies should contact the Disability Liaison Officer by telephone on 4221 3445 or facsimile 4221 5667, or call in to the office located on the third floor of the UniCentre, Building 11.



# Awards

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## 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.

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## Campus Alumni Chapter Honours Year Prize

Each year the Campus Chapter of the University of Wollongong Alumni Association awards a prize of a \$300.00 book voucher which can be exchanged for purchases at the UniCentre Shop. The prize is awarded to a student enrolled in a one year Honours degree course who performs best, as determined by the relevant Faculty, in the three year pass degree upon which entry to the Honours course was based. Specific details on eligibility and criteria for this prize are available from the Faculty Officer (3.116) early in the academic year.

# Notes for Students

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## Responsibilities of Students

Honours students have the primary responsibility for the timely completion of their Honours submissions and other assessment tasks. They should be familiar with the information in this Guide.

In accordance with Section 4 of the Code of Practice - Honours, specific responsibilities include:

- to develop an Honours project proposal and plan for completing the project within a timeframe agreed to by the supervisor/s;
- to maintain regular contact with the supervisor/s;
- to discuss any proposed variation of enrolment or leave of absence with their supervisor/s and the Honours Co-ordinator or head of academic unit;
- to establish with the supervisor/s the level of support required for successful completion of the degree;
- to present required written material to the supervisor/s in sufficient time to allow for comments and discussions before scheduled meetings;
- to undertake additional work towards their project identified as necessary by the supervisor/s;
- to accept responsibility for the quality and originality of all submitted work.

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## Grievances Concerning Supervision

It is expected that students will maintain appropriate progress on both their theoretical and creative work. Should any problems arise, Section 5 of the Code of Practice - Honours sets out the following procedures to deal with grievances concerning supervision:

5.1 Any unresolved problems or disagreements between a student and supervisor during the candidature may be referred in writing by the student to the Honours Co-ordinator. If the matter cannot be resolved at this level then students wishing to take further action must follow the procedure set out in the Faculty of Informatics Grievance Policy which can be found at:

<http://www.informatics.uow.edu.au/students/enquirycentre/Informatics%20Grievance%20Procedures.pdf>

5.2 If the Honours Co-ordinator or one of the people specified in section 2.3.4(iv) is the supervisor, then there is a clear conflict of interest and the student may refer the matter directly to the next designated person in the Faculty.

Students are advised to refer to the following University of Wollongong web sites for access to relevant codes, policies and information:

**Code of Practice - Honours:**

<http://www.uow.edu.au/handbook/honourscode.html>

**Code of Practice - Teaching and Assessment:**

[http://www.uow.edu.au/handbook/codesofprac/teaching\\_code.html](http://www.uow.edu.au/handbook/codesofprac/teaching_code.html)

**Code of Practice - Students:**

[http://www.uow.edu.au/handbook/codesofprac/cop\\_students.html](http://www.uow.edu.au/handbook/codesofprac/cop_students.html)

**Authorship Policy:**

<http://www.uow.edu.au/research/researchmanagement/authorship.html>

**Code of Practice - Research:**

[http://www.uow.edu.au/handbook/codesofprac/cop\\_research.html](http://www.uow.edu.au/handbook/codesofprac/cop_research.html)

**Acknowledgment Practice/ Plagiarism:**

<http://www.uow.edu.au/handbook/courserules/plagiarism.html>

**Special Consideration Policy:**

<http://www.uow.edu.au/handbook/courserules/specialconsideration.html>

**Health and Safety:**

<http://www.uow.edu.au/about/policy/ohs.html>

**Non-Discriminatory Language Practice and Presentation:**

<http://staff.uow.edu.au/eeo/nondiscrimlanguage.html>

**Intellectual Property Policy:**

<http://www.uow.edu.au/research/researchmanagement/1998IP.html>

**Research Ethics Committees and Guidelines:**

<http://www.uow.edu.au/research/staff/ethics.html>

# Notes on Supervision: The Role of the Supervisor

The overriding responsibility of a supervisor is to provide continuing support to students in researching and producing an Honours thesis to the best of the student's ability. The supervisor/s must be familiar with the information in this Guide

In accordance with Section 3 of the Code of Practice - Honours, specific other responsibilities of the supervisor include:

- to advise the head of the academic unit of any situation which might lead to a conflict of interest which could unduly advantage or disadvantage a student, e.g. if there is or has been a close personal relationship between a supervisor and an actual or potential student;
- to advise students about their procedural and substantive rights and responsibilities contained in the Code of Practice - Honours;
- to advise and assist students to comply with occupational health and safety and ethics requirements where relevant;
- to support students in developing a proposal for their Honours project within a negotiated time frame;
- to assist students to develop a plan for completing the Honours requirements within an appropriate time frame;
- to maintain regular contact with students in order to monitor their progress;
- to inform students about any planned absences during the candidature and arrangements for supervision during those absences;
- to provide timely and helpful written feedback to students on any submissions and to assist them to develop solutions as problems are identified;
- to advise students of inadequate progress or work below the standard generally required and to suggest appropriate action;
- to attend meetings of the Faculty Assessment Committees (Honours) where students' grades are determined.

It is essential that the student's thesis is within the supervisor's field of expertise and that the subject pursued be of interest to the supervisor. Adequate resources for the satisfactory completion of the thesis must be available.

Supervisors should make themselves familiar with the general rules pertaining to the degree of Bachelor of Computer Science (Hons) and the Code of Practice - Honours, and bring these to the attention of the student wherever necessary.

**Code of Practice - Honours:**

<http://www.uow.edu.au/handbook/honourscode.html>

Supervisors should meet with students on a regular basis - preferably weekly, but not less than fortnightly - to discuss work in progress and to advise on the direction of the work. They should comment critically on any drafts of the thesis (including aspects of referencing, bibliographic work and proofreading) and/or on the creative presentation as a work-in-progress. They should provide regular advice and timely feedback necessary to the production of a thesis and/or creative presentation of merit.

Students and supervisors should refer to the Checklist - First Formal Meeting between Supervisor and Student set out in APPENDIX I

Supervisors must alert the student and the Honours Co-ordinator of any situation which indicates that the student might not meet the given deadlines for the thesis or appears incapable of attaining appropriate standards.

# Notes on Examinations

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## Process

The position regarding the examination of Bachelor of Computer Science (Honours) students is as follows:

For CSCI400 (18cp Project) final grade will be determined by two internal examiners, one of whom will normally be the supervisor. Examiners are required to submit an independent result and confidential report for to the SCSSE Honours Assessment Committee.

The final Honours mark will be determined as the sum of the marks in the five subjects (including IACT441 Research Methodology) plus three times the thesis mark, all divided by eight.

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## Adjudicating Examiner

In the case of there being a difference of more than 10% between the marks awarded by the two examiners, a third (adjudicating examiner) shall be appointed, normally by the Honours Coordinator.

The adjudicating examiner will be provided with a clean copy of the honours project, along with the previous examiners' reports. After considering the previous examiners' reports, the adjudicating marker will determine a mark for the student. This will then be the mark forwarded to the Honours Assessment Committee as the **final** mark for the student's Honours project.

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## Selection of Examiners

Supervisors should give consideration to the choice of appropriate examiners, including potential adjudicating examiners, for each student. Their availability and capacity to meet the required deadlines should be taken into account.

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Examiners must be familiar with the expectations of an Honours degree and must also:

- have a degree equivalent to or higher than that being examined; or
- be currently active researchers or have proven research records; or
- have previous successful experience in supervision or examination of Honours students.

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## Appointment of Examiners

Appointment of examiners is subject to approval by the Honours Co-ordinator in consultation with the Head of School.

Examiners will be notified in writing concerning the work they are to assess and due dates for the submission of their report/s. All examiners will be made aware of the assessment requirements as set out in this guide.

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## Grade of Honours

The overall grade of Honours is determined by calculation of the weighted average mark (WAM using Method 1).

Method 1 gives the following weightings for different subject levels:

1 for 400 level subjects that constitute the Honours program

0 for 300 level subjects that constitute the Honours program

0 for 200 level subjects that constitute the Honours program

0 for 100 level subjects that constitute the Honours program

Honours is awarded in the following categories:

- Class I, 85% to 100%
- Class II, Division 1 75% to less than 85%
- Class II, Division 2 65% to less than 75%



- Class III (where awarded) 50% to less than 65%
- Honours not awarded 0% to less than 50%

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## **Return of Written Material Submitted for Examination and Examiners Reports**

All written material (including thesis, annotations and copies of examiners' reports) will be available for collection by students from the Supervisor once results have been formally released to students via SOLS.

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## **Retention of Written Material**

Written material submitted by students for examination will be retained in the SCSSE Thesis Library.

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## **Assessment Grievances**

Where there is a grievance concerning the assessment outcome for the Bachelor of Computer Science (Hons) students and supervisors should refer to Section 8 of the Code of Practice - Honours and Section 2.3.4 of the Code of Practice - Teaching and Assessment.

# Notes for Bachelor of Computer Science (Hons) Examiners

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## CSCI400

In making an assessment of the thesis submitted for CSCI400, examiners should keep in mind that the Bachelor of Computer Science (Hons) is a scholarly grounding for further academic research. Students should have demonstrated a high level of research competency and the argument should be strongly founded in theoretical work. It would be expected that the level of academic scholarship and sophistication would be situated between the final year of an undergraduate degree and a postgraduate research Masters degree. Whilst Honours students would not be expected to have made a significant contribution to knowledge in this minor thesis - rather demonstrating their capacity to thoroughly investigate a given area and to develop readings and interpretations within this - original thought and a sense of vision should be acknowledged.

The thesis should demonstrate a thorough general knowledge of the field in which its particular topic is situated. It would be expected that the thesis make frequent reference to major authors and texts in this area. The topic should be appropriately introduced and its conclusion should draw together the various elements of the argument. There should be a logical and sustained development of argument throughout the thesis.

Ideas should be clearly expressed - though not to the exclusion of sophisticated concepts - logically developed and substantiated with appropriate argument and/or evidence. There should be an overall coherence and flow of ideas. Chapters should be appropriately weighted to best further the development of the argument.

The thesis should be grammatically correct; it should be proof-read for spelling, typographical and formatting errors.

All references to texts should be suitably acknowledged. Referencing and bibliographic work should be scrupulous in its accuracy.

In addition to general comments made in the examiner's report, examiners may mark errors and corrections etc. of a typographical kind in pencil in the thesis itself. Copies of examiners' reports will be given to the student concerned.

For the purposes of benchmarking, copies of previously submitted theses are available from the SCSSE Thesis Library. Contact the Admin Assistant in 3.226.

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## **Examiners Reports**

In order to meet University deadlines for the declaration of marks so that students may be considered for graduation and scholarships, examiners are asked to attend the SCSSE Honours Assessment Meeting usually held a week after the end of UOW exam week.

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## **Contact with Students and Supervisors**

Examiners must not engage in any discussion with the student concerning the assessment of Honours work until the results are formally released to the student by the University, via SOLS.

If communication between the examiner and the student regarding the Honours work is necessary, it must be directed through the Honours Co-ordinator.

**CHECKLIST****FIRST FORMAL MEETING  
BETWEEN SUPERVISOR/S AND STUDENT**

At their initial meeting or within a month after this, the BCompSc(Hons) student and supervisor/s should discuss the Code of Practice: Honours with particular reference to the sections dealing with the responsibilities of the supervisor/s and student. Where there is more than one supervisor, the student should be notified of the particular responsibilities of each supervisor. Student and supervisor/s should then discuss and agree upon or note:

1. the duration, location and timing of future meetings;
  2. the structure of future meetings, including which supervisor/s will attend and the responsibilities of student and supervisor/s in the event of postponement of a meeting;
  3. timetabling of and completion and presentation of research proposal; the details of what is required in the thesis/creative proposal and criteria for an acceptable thesis/creative proposal;
  4. a broad timetable, taking into account the level of the thesis/creative work, the student's timetable for the thesis/creative work, any foreseen intervening matters (e.g. major conferences), coursework required and the timetable agreed for completion and criteria of such work;
  5. 'remedial' work required and a timetable agreed for completion and criteria of such work;
  6. processes for submission of work e.g. whether material should be submitted before meetings;
  7. access to equipment, study space, computer/software, and where and when these are/will be available and likely resource implications;
  8. requirements to attend seminars/ orally present research material;
  9. the question of whether or not to keep a diary of meetings or another method of record keeping;
  10. Intellectual Property Policy, and careful explanation of the consequences of this for the student's research;
  11. Human Ethics Policy and its requirements;
  12. Grievance policy and procedure;
  13. Support services available (Disability, Learning Development, etc.)
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# *School of Computer Science and Software Engineering*

## **HONOURS FEEDBACK SHEET**

<b>Family Name:</b>	
<b>First Name:</b>	
<b>Student Number:</b>	
<b>Examiner:</b>	

The 18 credit point project report or thesis, as a component of CSCI400 is marked out of total of 100.

The project is assessed by the supervisor and an examiner and the marks allocated are weighted as Supervisor – 65%, Examiner – 35%.

The project thesis/report is to be submitted in Week 12 of Spring Session.

### **Thesis (18 credit points) production guidelines**

The project report or thesis should be produced to a high level of quality and should be no more than 90 pages (including text and diagrams). Additional material such as appendices can be added at the end of the report if required.

### **Thesis (18 credit points) marking guidelines**

The description below gives the basis for marking the report and project components of the Bachelor of Computer Science Honours degree that will be used by the staff of the School of Information Technology and Computer Science. The marks are allocated according to various categories. The categories, the percentage of marks allocated to them, and the basis for the judgment, are described below for both the Supervisor's and Examiner's marking schedule.

When marking the Honours Thesis, staff use the categories as indicated below but also follow the guidelines presented below, which detail the attributes implied by aggregate marks for thesis reports:

#### **High Distinction 85 -100**

- Outstanding and sustained levels of initiative and creativity
- Outstanding level of presentation
- Exceptional rate of progress
- Would indicate possible acceptance to a PhD program
- A mark of 90 or above would usually indicate a thesis with results worthy of publication in a top rate conference.

#### **Distinction 75 - 84**

- Clear demonstration of creativity and initiative
- Very good level of presentation
- High rate of progress
- Would indicate possible acceptance to a Masters Program

#### **Credit 65 - 74**

- Above average rate of progress
- Above average level of computer science competence
- Above average presentation

#### **Pass 50 - 64**

- Above average level of computer science competence
- Adequate rate of progress
- Able to carry out basic computer science analytical tasks
- A comprehensible report

**Note: for High Distinction and Distinction, all of the above listed attributes must be clearly demonstrated.**

**Fail –**

- Inability to perform the basic research project tasks required of a graduate
- Inadequate rate of progress
- Failure to attend scheduled meetings
- Insufficient time devoted to project
- Inadequate report

**1. Reference Reading and Theoretical Backing 15%**

In this category, students must show that they have read and understood the relevant literature for the project; have used citations appropriately; have listed their references correctly and completely; have read around the subject; and have presented a summary of the techniques that they are using, in a manner that proves their understanding of the techniques. The review of literature should be critical and must highlight gaps in current literature.

COMMENT:

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MARK /15

**2. Logical and Convincing Presentation/Layout Diagrams and Photographs 15%**

This is judged according to the level of communication of the document. It includes use of English; structure of the presentation, including separation of text into main body and appendices; clarity of ideas; lack of repetition; good overview; choice of detail; documentation of software; documentation of hardware; quality of project plan and specification; quality of supplemental material; level of detail; presentation of results, etc. This includes the neatness and clarity of diagrams, the manner in which the thesis report is presented (e.g., has effective use been made of subheadings, etc.).

COMMENT:

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MARK /15

**3. Technical Merit 20%**

In this category, students must show that they have understood the technical or theoretical aspects of their project. The methods used need to be critically analysed and justified. The results that are obtained should be analysed with respect to these criteria. The level of understanding is judged so students must demonstrate that they have a firm understanding of the topic area. Conclusion of recommendations made should be justified and well explained.

COMMENT:

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MARK /20

**4. Development Work/Confirmation and Development of the Theory 25%**

In this section, evidence that students have applied the relevant practical or theoretical techniques competently must be presented. This is a judgment on the final result of the work that they have produced (e.g., is it a creditable design or not?), as well as whether satisfactory progress has been achieved during the course of the project. You will also be judged on your time management, level of commitment and justification of the chosen methodologies.

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COMMENT:

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MARK /25

**5. Problem Solving Ability / Ideas and Originality**

**25%**

Students will be judged on their competence in applying the research tools at their disposal. Are the techniques learnt during the course of the degree being applied to a particular well defined problem? Are the standard problems able to be analysed and solved using standard techniques? Evidence of initiative will score marks in this section. Use of novel techniques or solutions proposed which have not been suggested by an academic, show that students have some degree of mastery of the topic area. An ability to critically analyse your own work is expected and judged. At the end of the project you will be assessed on the compliance of the outcomes with the original specifications.

COMMENT:

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MARK /25

**FINAL MARK /100**

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