



University of Wollongong

School of Information Systems and Technology

Bachelor of Information & Communication Technology (Honours)

Guide for Students, Supervisors and Examiners 2007

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with input for the booklet from members of the School of
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The University has attempted to ensure that the information
contained in this publication is up to date at the time of printing
February 2007 but this information may be amended without notice
by the University in response to changing circumstances or for any
other reasons.

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Principal Dates for 2006-2007

2006

Friday 22 December	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.
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Autumn 2007 Enrolment

Monday 26 February	IACT441 Classes commence
Monday May 28	Final submission of: <ul style="list-style-type: none">- Draft Introduction- Literature Review- Methodology Chapter- Bibliography- Seminar Presentation
Monday 16 July	Enrolment in IACT450 activated if student achieves a mark of 75 or better in IACT441. If this is not gained then the student <u>cannot</u> progress to IACT450
Thursday 25 October Trade Show (WK 13)	Bachelor of Information & Communication Technology poster presentations: Note: Prospective Honours candidates for the following academic year are encouraged to attend these presentations
Monday 29 October	Three spiral bound copies of thesis for IACT450 to be submitted for examination by the supervisor
Early November	Honours Assessment Committee meeting

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	IACT441 Classes commence
Monday 22 October	Final submission of: <ul style="list-style-type: none">- Draft Introduction- Literature Review- Methodology Chapter- Bibliography- Seminar Presentation
Monday 18 February	Enrolment in IACT450 activated if student achieves a mark of 75 or better in IACT441. If this is not gained then the student <u>cannot</u> progress to IACT450
Poster Presentation (usually week 13, final date to be advised)	Bachelor of Information & Communication Technology poster presentations: Note: Prospective Honours candidates for the following academic year are encouraged to attend these presentations
Thesis Submission Friday 30 May	Three spiral bound copies of thesis for IACT450 to be submitted for examination by the supervisor
Early June	Honours Assessment Committee meeting

* Some students who commence their Honours project in Spring session 2007 may choose to complete it in Summer session 2007 – 2008. However, this option requires the prior approval of the Head of School and the Honours co-ordinator.

Enrolments for Honours commencing in Autumn 2008

Friday 21 December	Applications for Bachelor of Information & Communication Technology (Hons) 2008 should be submitted to the Admin Officer for SCSSE and SISAT. Late applications are accepted up to Orientation Week but it is dependent on the availability of a supervisor.
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Guide for Students, Supervisors and Examiners

The Bachelor of Information & Communication Technology (Hons) Degree

The Honours program is an option in the Bachelor of Information & Communication Technology degree and provides an opportunity for candidates to develop, to a sophisticated level, the established theoretical skills gained during their undergraduate course. This option can be activated if a student has a WAM of 67.5, a supervisor and the approval of the Head of School.

The Bachelor of Information & Communication Technology (Hons) program, comprises two parts:

- A weekly research methodology seminar in Autumn Session (via enrolment in IACT441), which provides research skills specific to disciplines within the IT area.
- A research project carried out usually in Spring session (via enrolment in IACT450) under the close supervision of one or more appropriate academics. Other timeframes are allowed. See the Honours Coordinator for details.

The program thus provides both formal research training and practical research experience, providing an excellent introduction to higher research degrees at masters and doctoral levels.

Course Code

The Course Code for the Bachelor of Information & Communication Technology (Honours) is 706A.

Bachelor of Information & Communication Technology (Hons) Program Objectives

The objectives of the Bachelor of Information & Communication Technology (Hons) are to give students:

- a scholarly grounding in academic research
- a high level of research competency

- a strong foundation and skills in theoretical work
- a preparation for future higher level research degrees

Duration

The Bachelor of Information & Communication Technology (Hons) is a fourth year option in this degree. Both IACT441 and IACT450 must be completed within a period of no more than 12 months

Program of Study

The Honours program of study comprises two subjects:

IACT441	IT Research Methodology	6 credit points
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IACT450	Research Report	18 credit points
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The research topics that are acceptable in IACT450 range from very technical problems to more social and organisational problems. Students who are doing a technical project that falls within the domain of computer science project are still able to meet the requirements of the Bachelor of Information & Communication Technology (Hons) but the material presented in IACT441 (SISAT Version) is often not well suited to their projects. Consequently, these students will follow a different pattern of study and complete IACT441 (SCSSE Version).

These students will still enrol in IACT441 but will actually do the research methods subject IACT441 (SCSSE Version).

Apart from these changes and some minor differences in the format of the final submission in IACT450, students doing a computer science project for the Bachelor of Information & Communication Technology (Hons) will be required to conform to the rules and requirements set out in this document.

Requirements for Admission

The Bachelor of Information & Communication Technology (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. In general, a weighted average mark (WAM using method 2), as determined by the University, of 67.5 in the first three years of the Bachelor of Information & Communication Technology degree is required. Only candidates who have completed these requirements in the Bachelor of Information & Communication Technology degree are eligible for entry to the Honours program.

Application Process

300 level candidates enrolled in the Bachelor of Information & Communication Technology at the University of Wollongong wishing to apply for Honours should attend a meeting of prospective Honours candidates usually held by SISAT in August. Notification of the exact meeting date is done via email to the sitacs_300 student email group.

As Honours is an option in year 4 of the Bachelor of Information and Communication Technology degree, a student who intends to take up this option is required to complete an "Application to Enrol in BInfoTech Honours Program" form, available from the SISAT Admin Officer, room 3.227.

On collecting the form, each student must ensure that his or her current WAM is entered onto the application form by the Admin Officer. This annotated form is then taken to prospective supervisors from within SISAT. Once the student has found an appropriate supervisor and agreed upon a project, he or she should have the application form filled in and signed by that supervisor. The student should then write a 500-word research proposal and return this along with the signed application form to the Admin Officer. Completed forms should be lodged no later than the 26/2/07.

To ensure that projects are appropriate to the needs of the student and the level of the Honours program, the Honours Co-ordinator or the Head of School may review applications. In the event that a project is deemed to be inappropriate, the student involved will be advised in writing in sufficient time for them to select a new topic or to withdraw from IACT441 without penalty.

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/honourcode.html>

Leave of Absence

Leave of Absence during the course of the Bachelor of Information & Communication Technology (Honours) program is possible. The proper procedures need to be followed. Please contact the Student Registrar in the Academic Registrar's Division (ARD) for further information.

Subject Outline: IACT441 IT Research

Methodology (SISAT version)

General Information

Subject Co ordinator/Lecturer	Associate Professor Peter Hyland
Telephone Number:	4221 4038
Email:	phyland@uow.edu.au
Location:	39.150F

Assoc Prof Hyland's Consultation Times During Session

Day	Time
Tuesday	10.30am - 12.30pm
Wednesday	10.30am – 12.30pm

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
Lecture Times & Location for Spring:	Lecture Tuesday 8.30 – 10.30, 19.1098
Tutorial Day, Time and Location can be found at:	http://www.uow.edu.au/student/sols/timetables/index.html

Students doing a BInfoTech Honours or a BCompSc Honours will attend the first few weeks of the lecture schedule below. This provides both groups with a broad overview of the research process and fundamental research concepts.

Students who have selected a research topic with an IT focus will find that the remainder of the lecture schedule and assessment tasks set out below provide a good introduction to research methods for them. Students whose project is an IT project will be required to complete the program set out in this subject outline. However, students who are doing a BCompSc Honours or who have selected a research topic with a strong computer science focus will find parts of the following lecture schedule and assessment task less relevant to their projects. Consequently, within the first four weeks of the semester, students doing a BInfoTech Honours must reach an agreement with their supervisor about which research methods program is more appropriate for their project. BInfoTech students whose project is clearly a computer science project will be required to complete the computer science research methods program and NOT do the remainder of the program set out in this subject outline. Details of this other program will be presented during the first lecture and, briefly, in subsequent lectures. BInfoTech students doing the computer science research program will be given a cumulative mark for the assessment tasks in that program and that mark will be recorded as their mark for IACT441.

Apart from this variation in the research methods program, all students enrolled in the BInfoTech Honours program will be subject to the same course and assessment requirements. See the BInfoTech Honours handbook for more details.

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

This subject covers 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

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 skills and idea development techniques, literature review and research question identification
- Demonstrate an ability to conduct independent research of new topics through the presentation of research seminar on contemporary information systems or information technology issues

Attendance Requirements

It is the responsibility of students to attend all lectures/tutorials/labs/seminars/practical work for subjects for which you are enrolled.

Attendance and participation in lectures, tutorials and web-mediated activities is a requirement for the successful completion of this course. Failure to do so may result in a fail grade being recorded. A good indicator of satisfactory attendance is approximately 80% of the allocated contact hours. Attendance per se is not an assessable component of the course.

It should be noted that according to Course Rule 003{Interpretation Point 2 (t)} each credit point for a single session subject has the value of about two hours per week including class attendance. Therefore, the amount of time spent on each 6 credit point subject should be at least 12 hours per week, which includes lectures/tutorials/labs etc

Satisfactory attendance is deemed to be attendance at approximately 80%* of the allocated contact hours. Attendance rolls may be kept for lectures. If you are present for less than 80%* you need to apply for special consideration, otherwise a fail grade may be recorded.

Lecture schedule:

The subject coordinator may invite guest speakers to present specialised topics as part of the lecture schedule. To accommodate these guest speakers and other unforeseen events, the lecture schedule below may change from time to time. Students will be notified of any such changes either on the WebCT site for this subject, in tutorials or both.

Week	Date	Topic	Comments
1	26 Feb	Introduction to subject Research as a process & annotated bibliography	
2	5 Mar	Research Concepts & Library Resources	
3	12 Mar	Research Concepts & Literature Review - Structure	
4	19 Mar	Ethics	Annotated Bibliography
5	26 Mar	Methods 1	
6	2 Apr	Methods 2	Research Proposal Due
		R E C E S S: 9 APRIL - 13 APRIL	
7	16 Apr	Methods 3	
8	23 Apr	Literature Review - Peer review	Literature Review Due
9	30 Apr	Writing up your thesis	Methodology Due
10	7 May	Presentation Skills	
11	14 May	First Student Presentations - Your Project to-date	Presentations commence
12	21 May	Second Student Presentations - Your Project to-date	Paper review
13	28 May	Final Student presentations & Summing Up	Final submission due
		STUDY RECESS: 4 June – 8 June	

Method of Presentation

A series of lectures/workshops will be conducted on research methodology. An outline of topics covered is presented below including information relating to assessment. Further details will be provided in tutorials and on the WebCT site for this subject.

Subject Materials

Recommended Reading:

Robert Y. Cavanna; Brian L. Delahaye; Uma Sekaran. Applied business research: qualitative and quantitative methods. Australian edition. Milton, Qld.: John Wiley, 2001.

David Evans. How to write a better thesis or report. Carlton, Vic.: Melbourne University Press, 1995.

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.

Assessment Items & Format	Percentage of Final Mark	Due Date
1. Annotated Bibliography	10%	19 March
2 Research Proposal (Introduction)	20%	2 April
3 Literature Review	20%	23 April
4 Methodology	20%	30 April
5 Student presentation	10%	14 May – 28 May
6 Research Paper Review	10%	21 May
7. Final submission - Introduction (NOT a research proposal) - Literature Review - Methodology Chapter - Bibliography	10%	28 May*

* See the note on Timing of Assessment Tasks below

Notes on Assessment

This subject is intended to assist with the writing of the first three chapters of IACT450 Research Reports. By concurrently working on the content (product) as well as the process, it is hoped that the underlying research methodologies will become apparent to each student either directly (by experience) or indirectly (by the lectures and presentations).

Detailed requirements for each individual assessment task will be given during the weekly lecture/workshop series and will be posted on WebCT. The following general requirements apply to all assessment tasks:

- Task 2, 3 4 and 7 should be completed using the BInfoTech Honours Report guidelines
- One printed copy of each assessment task is to be submitted to the subject co-coordinator, a second should be given to your Honours Report

- Supervisor. Electronic submission is not a suitable means of submission unless prior permission has been given by the subject co-coordinator
- Penalties will apply to all late work, except if special consideration is deemed necessary or unless an extension has been granted by the subject co-coordinator. Requests for extensions should be emailed to the subject co-coordinator, prior to the due date.
 - See Honours handbook for further details of Assessment procedures.

Final Submission: The requirements for the Final Submission are that it should contain the following:

Chapter 1 - Introduction
Chapter 2- Literature Review
Chapter 3 - Research Method/Design
Bibliography

The final submission is a lengthy and complex document. Students need to be aware that it will take a significant time to prepare. However, the report will be based on assessment items 2,3, and 4 and the feedback received on those items; so, in the vast majority of cases, students will be revising, rather than re-writing, the final submission.

Student presentation: Each student is required to present a seminar on his or her research project. These student seminars will take place in weeks 11, 12 and 13, depending on the number of research projects. Students will be allocated a week during which they must present their seminar; students will be notified of the date of their presentation within the first 4 weeks of semester, giving all students adequate time to prepare their seminars.

Research paper review: Students will be given one research paper and will be asked to write a critical review of the research presented in that paper, as they would if reviewing for a conference or journal.

Research Seminars are held regularly throughout the session by the school (The Colloquium) and by individual research groups. It would be very useful for students to attend some of these seminars both to gain an understanding of the research process and, potentially, to gather info about their own research project.

Timing of assessment tasks: For a significant proportion of the students, two or three of the final assessment tasks will be due within a week. Students must make sure they manage their time well to ensure that they can meet these deadlines. Students are strongly advised to begin work on these tasks as early as possible. At the discretion of the subject co-coordinator, the due date for one or both of these tasks may be extended for all students. If this occurs, all students will be notified beforehand

Additional Information

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

Please note that if this is your last session and you are granted a significant extension to the Final Submission, be aware that your results may not be processed in time to meet the graduation deadline.

Plagiarism

When you submit an assessment task, you are declaring the following

1. It is your own work and you did not collaborate with or copy from others.
2. You have read and understand your responsibilities under the University of Wollongong's policy on plagiarism.
3. You have not plagiarised from published work (including the internet). Where you have used the work from others, you have referenced it in the text and provided a reference list at the end of the assignment.
4. Plagiarism will not be tolerated.
5. Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University's policies on Plagiarism as set out in the Calendar under University Policies, and in Faculty handbooks and subject guides. Plagiarism has led to the expulsion from the University.

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

Code of Practice - Teaching and Assessment http://www.uow.edu.au/handbook/codesofprac/teaching_code.html	Key Dates http://www.uow.edu.au/student/dates.html
Code of Practice - Students http://www.uow.edu.au/handbook/codesofprac/cop_students.html	Information Literacies Introduction Program http://www.library.uow.edu.au/helptraining/workshops/ilip/
Acknowledgement Practice Plagiarism will not be tolerated http://www.uow.edu.au/handbook/courserules/plagiarism.html	Student Academic Grievance Policy http://www.uow.edu.au/handbook/codesofprac/cop_supervision.html#8
Special Consideration Policy http://www.uow.edu.au/handbook/courserules/specialconsideration.html	Code of Practice-Honours http://www.uow.edu.au/handbook/honourscode.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
Occupational Health and Safety http://staff.uow.edu.au/ohs/commitment/OHS039-ohspolicy.pdf	SITACS Internet Access & Student Resource Centre http://www.sitacs.uow.edu.au/info/current/internet_access_and_resource.shtml
SITACS Computer Usage Rules http://www.itacs.uow.edu.au/info/current/support/labs/rules.shtml	SITACS Style Guide for Footnotes, Documentation, Essay and Report Writing http://www.sitacs.uow.edu.au/info/current/styleguide.pdf
SITACS Student Guide http://www.itacs.uow.edu.au/info/current/regulations.shtml	Informatics Faculty Librarian, Ms Annette Meldrum, phone: 4221 4637, ameldrum@uow.edu.au
SITACS Subject Outlines http://www.itacs.uow.edu.au/info/current/subject_outlines/	

Subject Outline: IACT450 IT Research

Report

GENERAL INFORMATION

Subject Co-ordinator	Associate Professor Peter Hyland
Co-ordinator's Telephone Number:	4221 4038
Email:	phyland@uow.edu.au
Location:	3.104

Dr Hyland's Consultation Times During Session:

Day	Time
TBA	TBA

Consultation times are subject to variation. If they are permanently altered, students will be notified via the e-Learning website (previously WebCT).

Subject Organisation

Session:	Spring Session 2007, Autumn 2008, Wollongong
Credit Points:	18 credit points
Contact hours per week:	Not applicable

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

This is an Honours year subject of the BInfoTech degree, only available to students enrolled for honours by completing IACT441 at a grade of 75% or better. It is a research project conducted under the supervision of academic staff in the school.

Method of Presentation

With the exception of the postgraduate research showcase presentations in week 13, this subject has no formal sessions. However, to ensure acceptable progress in their research project, students are expected to have regular contact with their supervisors.

Assessment

This subject has the following assessable components.

Assessment Items	Percentage of Final Mark	Submission Date Autumn 2007 intake	Submission Date Spring 2007 intake
Research Report	90%	Monday of study recess (29 October)	Monday of study recess Spring 2008 date TBA
Honours Poster	10%	Thursday 25 October	Week 13 Spring 2008, date TBA
Showcase		Posters due on Tuesday of week 11 (9 October)	Posters due Tuesday Week 11 Spring 2008

Research Report

A Research Report of 12,000 to 15,000 words, 4 copies of which are to be submitted to your Research Project Supervisor by close of business on Monday of study recess (For Autumn Intake 29 October 2007, date for Spring Intake TBA). Report format and presentation will be discussed in the formal seminars in IACT441/IACT940 during the preceding session. Further details concerning report length, format and content will be given to you by your supervisor. It is most important that you conform to these additional requirements. Please note the emphasis for the Report is on **quality** not quantity. This report must represent a complete research project i.e. a significant literature review, the identification of an appropriate research question, selection of an appropriate method to address that question, collection and analysis of data using the selected methods, and presentation of results and conclusions

The Research Report will be assessed by two internal assessors, one of whom shall be the supervisor.

One copy of your Report is returned to you, the other 3 are kept by the School. Your principal supervisor will provide you with written feedback which summarises the assessment of your report by both the examiners. This feedback will not be available until after the SISAT Honours Assessment Committee meeting (see Honours Handbook for details).

Trade Show and Post Graduate Research Showcase Presentation (Autumn Intake) or Honours Poster Showcase (Spring Intake)

The School holds a Trade Show and Postgraduate Research Showcase in week 13 Autumn Session (25 October) and Honours Poster Showcase in Week 13 Spring Session (Exact date to be announced), at which all Honours students are required to present a poster outlining their research. The poster should contain the following:

- § your topic - what you set out to do
- § your process - how you set about achieving your goal(s)
- § methodological analysis - why, how etc
- § your results/outcomes and conclusions - what you actually found or determined
- § future research/direction - if appropriate
- § limitations/problems/caveats/advantages etc. accruing from your work

It is expected that students will accompany their poster and be prepared to answer any questions. The School may supply A2 sheets. These will be available for collection from Wednesday of week 9. So that they can be laminated, they will need to be returned by Tuesday of week 11. The options for the production of Posters will be discussed.

Notes on assessment tasks

- Assessment tasks are to be submitted to your Honours Project Supervisor.
- Penalties may apply to all late work, except in the case of protracted (and certified) illness.
- The deadline for the submission of the final version of the research report Monday of study recess is not negotiable. Any request for an extension must be agreed by your Honours Project Supervisor and approved by the Head of School. Extensions will only be granted in exceptional circumstances. For further details, see the Honours Handbook.

Special consideration

An extension of time for the completion of an assignment may be granted in certain circumstances. A request for an extension must be made to the Honours Coordinator via SOLs before the due date

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 Honours Handbook and with the following documents:

Code of Practice - Teaching and Assessment http://www.uow.edu.au/handbook/codesofprac/teaching_code.html	Key Dates http://www.uow.edu.au/student/dates.html
Code of Practice - Students http://www.uow.edu.au/handbook/codesofprac/cop_students.html	Information Literacies Introduction Program http://www.library.uow.edu.au/helptraining/workshops/ilip/
Acknowledgement Practice Plagiarism will not be tolerated http://www.uow.edu.au/handbook/courserules/plagiarism.html	Student Academic Grievance Policy http://www.uow.edu.au/handbook/codesofprac/cop_supervision.html#8
Special Consideration Policy http://www.uow.edu.au/handbook/courserules/specialconsideration.html	Code of Practice-Honours http://www.uow.edu.au/handbook/honourscode.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
Occupational Health and Safety http://staff.uow.edu.au/ohs/commitment/OHS039-ohspolicy.pdf	SISAT Internet Access & Student Resource Centre http://www.sitacs.uow.edu.au/info/current/internet_access_and_resource.shtml
SISAT Computer Usage Rules http://www.itacs.uow.edu.au/info/current/support/labs/rules.shtml	SISAT Style Guide for Footnotes, Documentation, Essay and Report Writing http://www.sitacs.uow.edu.au/info/current/styleguide.pdf
SISAT Student Guide http://www.itacs.uow.edu.au/info/current/regulations.shtml	Informatics Faculty Librarian, Ms Annette Meldrum, phone: 4221 4637, ameldrum@uow.edu.au
SISAT Subject Outlines http://www.itacs.uow.edu.au/info/current/subject_outlines/	

Bachelor of Information & Communication Technology (Hons) General Information

Change of Research Topic

Throughout a research project, some refinement of the topic will usually take place. Minor alterations to a topic can be approved by the Research Project Supervisor. Where a significant change of topic is required, especially if this might involve the allocation of a new supervisor, an Honours student must submit a request in writing to the BInfoTech Honours Co-ordinator no later than Friday of Week 6.. 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. If the change is not approved, the student may need to withdraw from the remainder of the Honours program. However, the Honours program has been designed so that the student would still be able to complete IACT441 and have it count towards his or her degree.

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 Honours Co-ordinator no later than Friday of Week 6. 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. If the change is not approved, the student may need to withdraw from the remainder of the Honours program. However, the Honours program has been designed so that the student would still be able to complete IACT441 and have it count towards his or her degree.

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. If students are required to use 'TurnItIn' they will be informed in lectures or by their supervisor.

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>

Late Submission

All assessment components for the Bachelor of Information and Communication Technology (Honours) are subject to the usual procedures and penalties set out in the Faculty's Late Work Policy. These are:

- Work submitted within three (3) working days beyond the due date will be marked at no higher than within the Pass Grade (50-64%);
- Work submitted more than three (3) working days after the due date will be assessed but no mark will be awarded.

Since it is not physically possible to attend the Post Graduate Research Showcase or Poster Showcase after it has happened, students who fail to attend these shows, without due cause, will automatically score zero for the presentation component, only. The Poster component will be treated as a separate assessment task.

Special conditions apply to late submission of the Research Report. Students who are unable to submit the report on time may apply for an extension by completing and submitting:

- a) an application for Special Consideration via SOLS and
- b) a Request for Extension to an Honours Project.

This application will be assessed by the Honours Co-ordinator in conjunction with the Honours Supervisor and will need the approval of the Head of School. Such extensions will only be granted in exceptional circumstances.

If an extension is not granted the Report will incur the usual penalties as set out in the Faculty's Late Work Policy.

Special Consideration

Special consideration is a process to help students minimise the impact of certain adverse and unforeseen circumstances on their progress 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>

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>

Ethics Requirements

In accordance with the relevant legislation, the University has established the following Ethics Committees: Animal Ethics Committee; Human Research Ethics Committee; and Bio-safety 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 involving animals, humans or biological matter, students are required to submit a research ethics application to the appropriate Committee and obtain approval to ensure that all statutory requirements are met.

A great deal of the work carried out in the BICT (Hons) program does, in fact, need Ethics approval. This often comes as a surprise to students and may, as a consequence, significantly delay their research. This is particularly true when their research involves children, even if they are friends or family members. If your research involves gathering information from any humans, you are strongly advised to seek advice about ethics approval and to do so as early as possible in your Honours Project.

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>

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 by email at annette_meldrum@uow.edu.au

A number of staff within the Michael Birt Library have 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 Ms Meldrum.

Financial Costs/Assistance

Costs

Students are required to meet all the normal costs associated with the subjects IACT441 and IACT450. 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.

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

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 4352 or facsimile 4221 5667, or call in to the office located on the third floor of the UniCentre, Building 11.

Awards

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.

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.

Apple Computer Australia Prize for Final Year Bachelor of Information and Communication Technology Students

ELIGIBILITY : The award shall be open annually to all candidates enrolled in Bachelor of Information and Communication Technology degree and will be awarded to the candidate with the best weighted average mark at the end of fourth year or equivalent.

VALUE OF PRIZE : \$250 – shared if two or more equal candidates

PricewaterhouseCoopers Prize

ELIGIBILITY : The award shall be open annually to all candidates enrolled in the Bachelor of Information and Communication Technology degree. It will be awarded to the candidate with the best grade in IACT450 Research Project (Honours).

VALUE OF PRIZE : \$500 – shared if two or more equal candidates

Thelden Prize for Applied ICT Research into Humanitarian Relief and/or Social Justice

ELIGIBILITY : The prize shall be open annually to all candidates enrolled in the 18 credit point honours project subjects of either IACT450 IT Project or CSCI400 Computer Science Honours Project in the School of Information Technology & Computer Science, University of Wollongong.

VALUE OF PRIZE : \$250 – shared if two or more equal candidates

Notes for Students

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 of students include:

- to develop an Honours project proposal and plan for completing the project within a timeframe agreed to by their supervisor/s;
- to maintain regular contact with their 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 their 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 their supervisor/s;
- to accept responsibility for the quality and originality of all submitted work.

Academic writing is highly formalised, and academic writers are often required to submit work according to very specific guidelines covering every aspect of the format of the document. The format may vary from one discipline to another e.g. computer science publications use a different citation convention to social science and humanities publications. Students should submit their assessment tasks using the format and style conventions of their particular discipline. Students who do the IACT 441 IT Research Methodology subject (SCSSE Version) should follow the computer science formatting conventions while those students who do the IACT441 IT Research Methodology subject (SISAT Version) should follow the conventions in the BInfoTech(Hons) Styleguide. (refer to back of Handbook for details)

Grievances Concerning Supervision

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

Code of Practice - Students:

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

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 Committee (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 also be available.

Supervisors should make themselves familiar with the general rules pertaining to the degree of Bachelor of Information & Communication Technology 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/honourscodes.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 creative presentation or appears incapable of attaining appropriate standards.

Notes on Examinations

Process

The position regarding the examination of IACT450 students is as follows:

Assessment will be by two examiners comprising one internal assessor and, under normal circumstances, the other being the supervisor. Examiners are required to submit an independent result and confidential report for each assessment. They must confer and agree on a mark (along with a 10% allocation for the poster) before the SISAT Honours Assessment Committee meeting.

Adjudicating Examiners

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.

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.

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.

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.

Supervisors, in conjunction with the Honours Coordinator, will nominate examiners and adjudicating examiners using the Nomination of Examiners Form by the beginning of October.

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.

Honours Assessment Committee

The assessment reports from the examiners and the mark awarded for IACT450, including the poster/presentation mark, shall be forwarded to the SISAT Honours Assessment Committee. The members of this Committee are:

- Honours Co-ordinator (Chair)
- Head of School
- Supervisors

The Terms of Reference for this Committee will follow those set out by the University for Unit Faculty Assessment Committees.

Determination of Final Marks

At the Honours Assessment Committee (HAC) meeting the supervisor(s) or his or her nominee(s) will present the marks arrived at by both examiners. If there is less than a 10% difference in the marks, the supervisor will present the final mark agreed upon by both examiners and make any brief comments on the proposed mark. If there is a difference of less than 10% in the marks but the examiners cannot agree on a final mark, the Honours Co-ordinator will review the thesis and arrive at a final mark that is no more and no less than the original examiner's marks. The Honours Co-ordinator will notify the HAC when the final mark has been decided.

If there is a difference of more than 10% in the examiners' marks, the Honours Co-ordinator will refer the thesis to an adjudicating examiner. If this has been done prior to the HAC meeting, the Honours Co-ordinator will inform the Committee of the resulting mark. If the adjudicating examiner has not assessed the thesis or has not submitted a mark, the Honours Co-ordinator will arrange for this to be done and will inform the HAC of the final mark at a later stage.

The HAC shall then recommend to the SISAT Assessment Committee the final mark for IACT450 and the grade of Honours to be awarded for the course.

The original examiners' reports and those copies of the thesis marked by the examiners WILL be made available to the student. Examiners are advised not to make any comment or correction to the thesis that they would not wish to be disclosed to the student.

The names of the examiners and written feedback on the report will be made available to the student only after the final results have been officially released to the student by the Academic Registrar's Division. Until that time, all results and reports remain confidential.

Once a mark has been released for a thesis, each Honours student is strongly encouraged to incorporate into their thesis all of the changes and corrections suggested by the examiners. Once this has been done, student should submit a bound or spiral-bound copy of the corrected thesis to the Honours Co-ordinator for inclusion in the SISAT Thesis Library. Theses that have not been corrected will be kept by the Honours Co-ordinator but will not be put on display in the SISAT Thesis Library.

Grade of Honours

The overall grade of Honours is determined by calculation of the weighted average mark (WAM using Method 2).

Method 2 uses the following weightings for different subject levels:

4 for 400 level

3 for 300 level

2 for 200 level

1 for 100 level

Honours is awarded in the following categories:

- Class I 77.5% to 100%
- Class II, Division 1 72.5% to less than 77.5%
- Class II, Division 2 67.5% to less than 72.5%
- Honours not awarded 0% to less than 67.5% student awarded a pass Degree

Contact with Examiners

Supervisors should not contact the other examiner(s) concerning the assessment of Honours work until the reports of both examiners are completed. At this point, the two examiners should meet to discuss the final mark and the final report, which will then be presented to the Honours Assessment Committee.

Students should not contact either examiner concerning the assessment of Honours work until the reports of all examiners are completed, returned to and acted on by the Honours Assessment Committee.

Return of Written Material Submitted for Examination and Examiners' Reports

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

Retention of Written Material

One copy of the final report submitted by students for examination will be retained in the SISAT Thesis Library, providing that all substantive corrections required by the examiners have been made.

Assessment Grievances

Where there is a grievance concerning the assessment outcome for the Bachelor of Information & Communication Technology (Honours) 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 Information & Communication Technology (Hons)

Examiners

IACT450

In making an assessment of the thesis submitted for IACT450, examiners should keep in mind that the Bachelor of Information & Communication Technology (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. As a guide SISAT uses the following as its manual for style of documentation:

<http://www.itacs.uow.edu.au/info/current/styleguide.pdf>

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 SISAT Thesis Library. Contact the Admin Assistants in 3.226.

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 SISAT Honours Assessment Meeting usually held a week after the end of UOW exam period.

Contact with Students

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 BInfoTech (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.)

Style Guide for Bachelor of Information & Communication Technology (Hons) Thesis
