

I'm in my Honours year, great... but what is it again?

IMPORTANT MUST-READ INFORMATION!

Congratulations! You've finished your undergraduate degree, and you're about to be given a bit more rope to spend 10 months researching and writing up a project guided by your supervisor.

The Honours year is primarily that, i.e. carrying out a piece of your own research, writing up your results and, importantly, managing the timing of the project and then handing it in on time.

At the outset the Honours students get together to go over some useful skills for the year and for your career beyond Honours. This work is not graded, but you do need to attend the sessions and get a satisfactory mark to pass your Honours year.

There is also an oral final presentation that you give in week 15 of your second session. This presentation is worth 5% of your final mark.

What are all the hand-in deadlines again?

*****WRITE THESE IN YOUR CALENDAR STRAIGHT AWAY!*****

Your problem statement (and any associated exercises given to you during O-week) must be turned in as advised.

The research proposal document is due before noon, **Thursday, week 9** of your first session.

The final thesis document is due before noon, **Thursday, week 13** of your second session.

Your final presentation will be in your second session, in **week 15**.

You will need to submit these soft copy documents via Moodle. For your final thesis, you will submit a soft copy and also hand in a hard copy with a signed cover sheet (see online appendix) to the school office.

Where possible, feedback will be supplied via Moodle.

Both hard and soft copies should have a title page with a statement of authorship. Both of these submissions are entirely your responsibility to get in. If something profoundly important is going to stop you making these deadlines, talk to your supervisor or your relevant Honours coordinator as soon as possible so you do not lose marks for late work.

What are the requirements for the Professional Skills (BEES 4516) unit?

This course is run for all Honours students and is mostly carried out in their first session of their Honours year to develop general research and professional skills (see Schedule). Workshops will be run during O-Week of Session 1. However, please note that the Careers and Employment module will run only once a year, in Week 1 of semester 2.

You need to turn up for all sessions (your attendance is compulsory and will be noted for each), and you need to carry out tasks as required during this time to complete the course satisfactorily. This includes attending the BEES Alumni Panel session in semester 2.

Over the course of your year, you must also attend at least four seminars and get a sign off to demonstrate your attendance by the lecturer.

My marks – what actually matters?

Assessment item Value

BEES4516 - Professional Skills **Satisfactory/ Non-satisfactory**

BEES4522 - Research Proposal **25 %**

BEES4512 - Honours thesis **70 %**

BEES4512 - Final Honours Seminar presentation **5 %**

Although the O-Week activities in your first session are not marked, you must attend all activities on all days and 'pass' the course to enable you to pass your Honours year. Please be on time, to make these days run effectively stragglers will not be welcome.

Your research proposal will get sent for comments by your examiners. You need to make sure this document is revised with comments before continuing your research as some of it will be included in your final thesis document.

Your overall final Honours mark will be determined during a BEES School examination meeting held after the final Honours seminars at the end of session. Final marks are classified as follows:

1st Class \geq **85%**

2nd Class Div I **75-84%**

2nd Class Div II **65-74%**

3rd Class or Pass **50-64%**

How long should my Honours thesis be?

You will carry out the project in two stages. The first will be to hand in a research proposal document, which should be no longer than 5,000 words. This document will get commented and marked by your examiners.

The final thesis, which will be written in the format of a scientific journal article, should not exceed 9,000 words. This total does not include appendices, references or other non-main text material, and should serve you as an upper guide.

Extensions, or, it fell down the back of the fridge, or the dog ate it... What do I do?

Extensions, which must be asked for in writing, will be considered on a case by case basis by the relevant Honours coordinator. They will only be given in EXCEPTIONAL circumstances. If you are sick for more than a week or so, check in early with your Honours coordinator and your supervisor so appropriate actions can be taken.

If you are sick at any time during your Honours year for more than a day or two it might be worth getting a doctor's certificate, this documentation may help to justify getting an extension.

Who can I talk to regarding general course requirements?

The BEES Honours coordinators are:

BIOS students:

Dr Adriana Vergés, rm 617, BEES bld, a.verges@unsw.edu.au

GEOS students:

Dr Danielle Drozdowski, rm 405, Elec Eng bld, danielled@unsw.edu.au

In addition, climate students can liaise with:

Dr Donna Green, CCRC, level 4 Mathews bld, donna.green@unsw.edu.au

For general advice, please contact:

BSB school office: Alex Sentinella, a.sentinella@unsw.edu.au

Who are my proposal/ thesis examiners?

In consultation with your Honours coordinator, your supervisor will ask two researchers that are familiar with the relevant field of research to agree to mark your work. Examiners may be from inside BEES or external, and should have no conflicts of interest with you, or your supervisors.

What happens if I know someone shouldn't be chosen as an examiner, do I tell my supervisor?

Yes, you should, and ideally the reason why so they can consider whether there might be a conflict of interest or other genuine reason to not consider them as a potential examiner.

Can I take Honours part time?

Yes, but check your supervisor is ok with this option and confirm the relevant Honours coordinator knows about your plan.

Can I recycle something I've previously written as part of my thesis?

No! And don't even think of trying to borrow, nick or pay for someone else to do your work. The university policy on plagiarism is found here:

<https://student.unsw.edu.au/plagiarism>

Who do I see if I've got a problem?

Grievance officers in BEES are:

A/Prof. Jes Sammut

j.sammut@unsw.edu.au 9385 8281

A/Prof. Wendy Shaw

w.shaw@unsw.edu.au 9385 3715

or, university-wide:

studentcomplaints@unsw.edu.au or,

University counseling services: 9385 5418

What needs to be in my research proposal document?

See [separate page](#) on this.

What format should my final thesis be in?

See [separate page](#) on this.