

MNHS Honours Programs and AQF Level 8 Research Equivalent Graduate Diploma Program Guidelines

SCOPE

These guidelines apply to the Faculty of Medicine, Nursing and Health Sciences (MNHS) Honours Programs and all honours bachelor programs that involve an additional year of study. Additionally, Graduate Diploma programs at AQF level 8 that require a research component are also included in these guidelines. This document is based upon the Faculty of Sciences Honours program guidelines for best practice and is consistent with university policy and procedure.

Purpose

These guidelines outline the requirements for conducting an honours' program or equivalent Graduate Diploma program at AQF level 8 that requires a research component.

1. Academic requirements of the honours program

The MNHS Honours Program requires the completion of 48 points of study, including coursework and research. A key component of the program is the completion of a thesis, which will normally contribute at least 50% of the workload and assessment for the course. The program is normally completed in one year of full-time study. Refer to the university [course design procedure](#) (section 2.14).

Please refer to the university [handbook](#) for full course and unit details:

2. Admission requirements

The normal minimum admission requirement for an Honours program is completion of a relevant MNHS degree, or equivalent, usually with grades in level-three units as required by the course of enrolment. The admission requirements and standards that are currently approved by the University Education Committee is located in [Find a Course](#). For Malaysian courses find the information [here](#).

In addition, the Monash University minimum English language requirements for undergraduate students also apply to the MNHS Honours programs; some Honours programs require higher English language requirements. Normally, the level-three studies upon which admission to the Honours program is based must have been completed no more than seven years prior to commencement of the course.

3. Selection of projects and supervisors by students

The process by which students' preference or select from available projects and supervisors should be made clear to all applicants through the school/department website or in printed form. The approaches will vary across schools/departments depending on their resources. Students would normally be required to indicate preferences for a particular project/supervisor; the projects are either pre-approved or checked for appropriateness after students submit their preference. If students meet the entry requirements, the project and supervision team are appropriate, and the resources required to successfully complete the project are available, the students' preferences are normally supported.

It is recommended that the academic/primary supervisor has undertaken the registered training and development [Graduate Research Supervision: Registration module](#) through the MGRO's (Monash Graduate Research Office), and is research active.

For non MGRO accredited primary supervisors it is compulsory to complete modules 4 and 8 of the [Graduate Research Supervisor Training modules](#). Modules 5, 6, and 7 are highly recommended.

Further details can be found [here](#).

Appointment of Supervisors

In being appointed as a supervisor, a person must actively avoid any perceived, potential or actual conflicts of interest which are incompatible with the University's [Conflict of Interest Procedure](#) (including [Conflict of Interest Examples and Actions Guideline](#)) and [Staff/Student Personal Relationships Procedure](#). Examples of conflicts of interest which are incompatible with University policy - and which a supervisor must take action to avoid – include:

- a person supervising a student with whom they have (or have had) a close or intimate personal relationship, as defined under the [Staff/Student Personal Relationships Procedure](#);
- supervisors who are currently in (or have been in) a close personal relationship with one another co-supervising the same student and
- a student is the patient of the supervisor

4. Assessment requirements

4.1. Seminars and oral presentations

All Honours students are required to provide a seminar on their major Honours project and/or to engage in an oral defence of their research project thesis.

4.2. Honours thesis

The research project thesis will normally contribute at least 50% towards the final Honours mark, depending on the discipline. The Honours thesis is a training ground for learning and demonstrating mastery of research skills. Therefore, it should be possible for a student to get a high mark for an outstanding command of methodology and its application to the content area of the thesis.

Electronic submission via Moodle is the only format permitted for submission of the Honours thesis. Bound copies of theses are not required.

4.3. Publication of assessment requirements

At the start of the Honours program students must be provided with an *Honours Course Guide* including all assessment details as outlined below. Assessment weightings and a brief description of each assessment must also be listed in Moodle formatted for Unit Preview export to the Handbook:

- The assessment regime;
- Criteria by which each assessment task will be evaluated;
- All thesis requirements (word or page limits, structure, conformity to conventions, both scientific and grammatical, formatting, etc.);

- Criteria by which the thesis will be evaluated;
- Submission dates; and
- Penalties for late submission.

4.4. **Feedback**

Schools/departments must have processes in place to ensure that students receive regular and effective feedback on their progress. For example, these could include:

- Progress meetings with a supervisor every 1-2 weeks and/ Honours Coordinator 2-3 times a year or on request of the student and/or supervisor. These meetings do not always need to take place face to face;
- Feedback on at least one draft but recommend no more than two drafts (written feedback) of the thesis (excluding chapter drafts) – it is important to ensure the thesis is the original work of the student;
- Formative written and/or oral assessment tasks; and
- All other individual summative assessment tasks, including their individual marks.

The *Honours Program Guide* should include details of the types of feedback students will have access to during their Honours candidature.

Students must be provided with effective feedback on their assessment, except for scheduled final assessments, within 10 working days of the assessment submission deadline or, if an extension is granted, within 10 working days of the extended date.

- The learning management system must specify any variation to the feedback timelines, up to a maximum of 20 working days after the assessment submission deadline.
- If feedback is delayed due to unforeseen circumstances, the reason for the delay must be communicated to students and to the associate dean (education) by the teaching team.

Students enrolled in a one-year honours course must receive regular effective feedback through:

- progress meetings with the supervisor or honours coordinator;
- feedback on formative and summative assessment tasks; and
- the review of at least one thesis draft.

4.5. **Special consideration**

Short extensions

The chief examiner may grant a short extension of up to two calendar days, based on the student's circumstances. Supporting evidence is not required for short extension requests.

Students must submit a request for a short extension before the assessment due date and time.

For an extension longer than two calendar days, students must apply for special consideration (see the [Special Consideration Procedure](#)).

A short extension can only be granted once for an assessment. Any additional extension requests for the same assessment require a special consideration application. The scheduling of assessment due dates does not apply to short extensions. The due date for an approved extension can be any day except a University holiday or a day that the student has a scheduled final assessment.

Extensions are not available for assessments that are mid-semester tests, weekly (or biweekly) quizzes, in-class tests/assessments (including presentations), practical assessments (including laboratories), group assessments, or scheduled final assessments. In these cases, students must apply for special consideration (see the [Special Consideration Procedure](#)).

The available outcomes of a short extension for complex assessment task requests are:

- a short extension of up to two calendar days is granted, based on the student's circumstances;
- the request is denied. The student can still apply for special consideration.

The due date for short extensions is 11.55pm on the due date of the assessment. SEBS will review the application and notify the student of the outcome within one working day.

Students who have been adversely affected by acute illness or other exceptional cause beyond their control, may apply for special consideration. The outcome of their application will depend on their case and the type of assessment affected, but mark adjustments will not be made under any circumstances. Eligibility criteria and application process details are available at:

[Special Consideration Procedure](#)

Students can access the special consideration application form [here](#).

4.6. **Late submission of assessment**

A penalty of 10% per day will be applied to all individual assessment tasks of the MNHS Honours Programs prior to the 22nd July 2024 and a 5% penalty will apply from the 22nd July 2024, (in accordance with the updated university [Marking and Feedback procedure](#) – section 1.10) unless an extension or alternative assessment is granted through the special consideration process described above.

5. **Marking and grading**

5.1 **Marking of coursework**

All failed coursework components should be verified by a second examiner.

5.2 **Marking of seminars, oral presentations and defence**

Assessment of oral presentations contributing 5% or more towards the final Honours mark should be determined by the average mark assigned by a school/department panel of at least two examiners. The examiners should be asked to consider the presentation according to specific criteria that should be advised to students in advance.

5.3 **Marking of literature reviews, essays and major written assessment tasks other than the thesis**

All written assessment tasks contributing 10% or more to the final Honours mark should be marked by at least two members of academic staff. The discrepancies between marks should be resolved according to the procedures referred to below, under "Reconciling mark discrepancies".

5.4 **Written tasks**

All written assessment tasks including literature reviews, research proposals, ethical critiques and assessment tasks other than the thesis will be assessed as per normal unit marking arrangements

5.5 **Marking of the thesis**

The thesis must be marked by at least two examiners. Ideally, both examiners should be external to the immediate research group however if this is not possible one examiner must be external. Supervisors should be ineligible to examine their students' theses. Exception to this rule must be approved by the Deputy Dean (Education) on a student-by-student basis. **Examiners are expected to return marks within a maximum of 4 weeks (20 working days) of receiving the thesis/project.**

In some circumstances it may be appropriate for an honours supervisor to contribute up to 20% (as per the university [Marking and Feedback procedure](#)) toward the final honours mark. In awarding this mark, the supervisor should be limited to assessing the research process and not the research product (i.e. the thesis itself). This is because examiners read a research thesis but do not supervise the progression of work. Supervisors are best placed to comment on the project development and the quality of the students' research work (diligence, skill, degree of help from postgraduate students or postdocs in their lab, etc.)

5.6 **Reconciling mark discrepancies (Honours)**

As noted above, all theses should be examined by at least two examiners, both of whom should return a recommended mark. Schools/departments should make known the marking and feedback procedures of the university in relation to thesis examination.

Thesis examination in research track coursework degrees ([Marking and Feedback Procedure Section 1.17](#))

- 1.17 The chief examiner appoints thesis examiners in consultation with supervisors, considering subject expertise, examining experience and availability. When the chief examiner is a supervisor, the associate dean responsible for graduate research or the associate dean (education) as appropriate, will appoint the examiners.
- 1.18 For research project units worth 12 credit points or more, at least two examiners (other than the supervisor) must assess the thesis independently. The supervisor can mark or contribute a mark for non-thesis components up to a maximum of 20 percent of the overall assessment for the research project unit. The supervisor can only assess the research process and not the thesis itself.
- 1.19 For research project units worth 18 credit points or more, one of the two examiners (other than the supervisor) should be external to the department or school.
- 1.20 If there is a discrepancy between the marks awarded by each examiner, the mark will be determined as follows:
 - 1.20.1 If the discrepancy between the marks is 10 per cent or more, the chief examiner will determine the final mark by arranging a conference of the examiners. If required, the chief examiner will appoint an adjudicator to review the thesis and examiner reports and recommend a final mark.
 - 1.20.2 If the discrepancy is less than 10 per cent, the final mark is the average of both marks.

5.7 **Submission of Honours Thesis results and grades**

All results must be submitted in accordance with standard coursework unit result upload processes. The deadline for uploading results in semester 1 is the first week of July and for semester 2 it is the end of November. The Honours Coordinator should set the thesis due date to ensure adequate time is given to the marking of the thesis and to also ensure that the mark and grade is returned in time to meet Faculty result uploading and Board of Examiner dates and university result release dates.

The recommendations for the results and grades for all individual assessable units for the Honours Program must be submitted to the Board of Examiners of the teaching faculty, in accordance with the university requirements for the release of results in each semester.

Marks that are not returned will be recorded as withheld (WH). The maximum duration that a student's mark can be listed as a WH mark is until the end of the twelfth week of the following semester, after which they will be amended to a fail result (0 N) if no further communication has been received from the school/department.

5.8 **Overall Honours mark and grade**

In addition to the results for the individual Honours component units, students receive an overall Honours mark and grade upon completion of the program.

The overall mark is normally determined by the points-weighted average of the marks for the component units. However, schools/departments may seek approval from the Board of Examiners to use an alternative formula for calculating the final Honours mark in terms of the marks for the component units, for example based on the objectives rather than the relative workload (credit points) involved. If this request is approved of by FEC then all students to which they are applied must be notified of this formula prior to the commencement of any assessment tasks for their Honours Program.

The overall grade of Honours is determined by the overall mark awarded. Honours degrees are graded as first class, second class or a pass, with the second class further divided into two sub-classes. Such grades are referred to as:

Class of Honours	Grade awarded	Range of overall mark achieved
First Class Honours	H1	80+
Second Class Honours – Division I	H2A	70-79
Second Class Honours – Division II	H2B	60-69
Pass grade	P	50-<60

5.9 Repeating and failing Honours units

Honours candidates are not permitted to repeat any Honours component units for which they have received a fail mark and grade. Supplementary assessment is not available for any component unit of the MNHS Honours Program.

Students who do not pass all required component units for the MNHS Honours Program will not be awarded an Honours Degree or a degree with Honours. In such cases all students will receive an academic statement of their results.

5.10 Faculty Board of Examiners (BoE)

The Faculty of MNHS Board of Examiners is responsible for the approval of final marks and grades in respect of individual students for all undergraduate and postgraduate units taught by the Faculty of MNHS, including Honours level units. The Faculty Board of Examiners has responsibility to monitor the Honours grade distributions.

The Pre-Board of Examiners Review of Results meetings shall receive, from the relevant unit chief examiners, recommendations for the overall Honours marks and grades achieved by all students at the completion of their program. The Board will consider those recommendations on final marks and grades to ensure their comparability and consistency and shall monitor the moderation processes adopted within each school to ensure best practice. Grade distributions shall be reported at the Faculty Honours Committee.

Enrolment administration

6.1 Honours

Typical unit structures and enrolment patterns for full-time (FT) and for part-time (PT) study where approval is required in exceptional circumstances, will vary depending on the requirements of the Honours Program in that area of specialisation.

6.2 Scholarships

There are a number of scholarships available to students commencing an Honours program. Details of all available scholarships are provided on the University Scholarship website including application details and key dates. See: <http://www.adm.monash.edu.au/scholarships/>.

6.3 Graduation

A person who has qualified for both the pass degree and the fourth year Honours bachelor degree and who wishes to graduate with both degrees may be awarded both degrees on the same day. The higher award is the one that will be read out if attending a graduation ceremony in person.

7 Period of candidature

The MNHS Honours programs are normally completed as a one year (two semesters) full time program requiring the completion of a total of 48 credit points. For example, the Bachelor of Biomedical Science (Honours), Bachelor of Medical Science (Honours) and the Bachelor of Psychology (Honours) can only be taken full time, part time is not permitted. Enrolment can commence in semester 1 in all courses or in semester 2 for some courses (please check with your School/Department).

In exceptional circumstances (acute illness, loss or bereavement, hardship or trauma or circumstances beyond their control), students may be granted intermission during their Honours program. The maximum period of intermission for full time candidates is six months and part time twelve months, providing it is within the maximum period of candidature and intermission available for the course. For embedded honours, intermission can be one year and is aligned with intermission from the associated bachelor degree. The maximum period of candidature for the MNHS Honours Programs is two years, including any approved intermission. For an embedded 4 year honours program the maximum period of candidature is 10 years (including any approved intermission). Students may only exceed the maximum period of candidature in exceptional and unforeseen circumstances, with the permission of the Deputy Dean (Education) and upon the recommendation of both the School Honours Coordinator and the relevant Head of School/Department. Upon termination of the enrolment in the Honours Program and prior to completion of all requirements, the school/department must return marks and grades for all assessable units in which the student was enrolled at that time.

For leave of absence, a maximum of 2 weeks leave can be granted (for full time students only) with the permission and approval of the primary supervisor.

8 Provision of adequate supervision

Where possible, all students should be allocated two supervisors. The academic supervisor must be a member of academic staff from within one of the teaching schools of the Faculty. In the case of a supervisor being from another school or from outside the university, for example Monash Health or another hospital, an academic supervisor from the relevant school and with knowledge, expertise and interest in the student's research topic will be nominated as co-supervisor.

The second supervisor must have at least one of:

- Be an active researcher.
- Have completed MGRO [supervisor training](#)

It is expected that both supervisors will:

- Have had supervision experience;
- Have access to adequate resources;
- Be available during the relevant academic year. Supervisors cannot be away for long periods of time; and
- Meet with the students at least once every fortnight during the semester of enrolment for full time students and once a month for part time students.

It is recommended that the academic/primary supervisor has undertaken the registered training and development [Graduate Research Supervision: Registration module](#) through the MGRO's (Monash Graduate Research Office), and is research active. A PhD candidate should not be the primary supervisor. It is the Honours' Coordinator responsibility to determine the appropriate qualification for honours supervision. Staff can refer to the [Staff Qualifications Guidelines](#) for reference.

For non MGRO registered primary supervisors it is compulsory to complete online modules 4 and 8 of the [Graduate Research Supervisor Training modules](#). Modules 5, 6, and 7 are highly recommended. Further details can be found [here](#).

- Hons/Masters coursework supervisors need to have completed the registered training and development [Graduate Research Supervision: Registration module](#).
- Main Supervisors must have experience as a co-supervisor for at least two previous Honours/Masters' students (through to completion) and/or equivalent industry-based research experience.

In the event that supervisors are absent from the university for longer than two weeks within a given semester, it is important that an alternative source of assistance for the student is available.

9 Provision of induction information and honours program guide

All MNHS Honours Program should conduct a formal induction for all commencing Honours students whether or not they have previously been enrolled as a student at Monash. An effective induction program will ensure that students are well informed about the overall Honours requirements and area of study specific expectations. Induction is considered to be a process which generally starts with contact prior to taking up the offer of a place in the Honours Program and proceeds through arrival, first days/weeks, and generally up to the third month of enrolment.

Schools/departments should also provide all enrolled Honours students with an Honours Program Guide for the discipline (in written or electronic form) including all of the following:

- the aims, nature and benefits of the Honours Program in each of the areas of specialisation in the school;
- assessment details;
- feedback processes;
- the roles and responsibilities of the School Honours Coordinator, students, supervisors and co-supervisors; (see appendices 3, 4 and 5)
- school policies and expectations about supervisor–student contact;
- any relevant school and university safety-related information and policies, including copies of all relevant university, Faculty, School and or Department OHSE policies;
- policies on computer usage, plagiarism, ethics, privacy and intellectual property;
- facilities available to Honours students in the school, information to assist the students in using them effectively and any relevant school policies on reasonable usage; and
- any other discipline-specific information (eg guidelines for activities such as laboratory usage and field work).

10 Research governance

10.1 Ethics approval

All human research activities involving Monash staff and/or students must be subjected to ethical review and monitoring by the Monash University Human Research Ethics Committee (MUHREC) which is established by Monash University for this purpose. Such review and monitoring will be conducted in accordance with the National Statement on Ethical Conduct in Human Research (2007) (National Statement (2007)).

10.2 What is human research?

From the National Statement (2007), human research is described as research conducted with or about people or their data or tissue. There is no generally agreed definition but human research can be understood broadly to include the involvement of human beings through:

- Taking part in surveys, interviews or focus groups;
- Undergoing psychological, physiological or medical testing or treatment;
- Being observed by researchers;
- Researchers having access to people's personal documents or other material;
- The collection and use of their body organs, tissues or fluids or exhaled breath;
- Access to people's information, in individually identifiable, re-identifiable or non-identifiable form, as part of an existing published or unpublished source or database.

10.3 Determining the level of ethical review of research

The National Statement (2007) requires that the process of ethical review of human research be determined by the level of risk to participants and the category of research. All research considered to be greater than 'low risk' or including vulnerable participants or sensitive issues is to be reviewed by a fully constituted Human Research Ethics Committee (HREC). Subject to paragraph 3.3 below (see paragraph 5.1.7 of the National Statement (2007)) all 'low risk research' describes research where the only foreseeable risk to participants is not more than one of discomfort. Research involving any of the following also requires review by the full Committee:

- Interventions and therapies;
- Human genetics;
- Human stem cells;
- Women who are pregnant and the human foetus;
- People highly dependent on medical care;
- People with cognitive impairment, an intellectual disability, or mental illness;
- Aboriginal and Torres Strait Islander peoples;
- People involved in illegal activities.

Further information can be found at:

[Ethical Research and Approvals: Research Involving Human Participants Procedures](#)

10.4 Animal Ethics

Any person at Monash University who wishes to use animals in research or teaching must first obtain approval from their School or Faculty Animal Ethics Committee (AEC).

For further information relating to research involving animals please go [here](#).

10.5 Copyright

Copyright in the honours program is owned by the student, unless the research is a 'collaborative research activity' where the University will own copyright. (see Part 5 of the Vice-Chancellors regulations).

Students will need to obtain copyright permission where they have used other people's copyright material in their research and are publishing that research. Students will not need permission where the research is for internal assessment only. Further information can be found at:

<https://www.intranet.monash/copyright> or contact university.copyright@monash.edu (9905 5732).

10.6 Research data management

Good research data management is an essential part of effective and responsible research practice. Researchers can save time, reduce risk, and enhance their research profiles by adopting

best practice for the data that they obtain, generate use and re-use and by considering how to share and disseminate data as part of the results. Further information can be found at [Research Data Management Policy](#) or contact researchdata@monash.edu

- **Appendix 1. Relevant university policies and procedures**

- University legislation, policies and procedures**

- [Course and Units Policy](#)
 - [Assessment and Academic Integrity Policy](#)
 - [Assessment Regime Procedure](#)
 - [Grading Schema Procedure](#)
 - [Marking and Feedback Procedure](#)
 - [Scheduled Final Assessments Procedure](#)
 - [Special Consideration Procedure](#)
 - [Student Academic Integrity Procedure](#)
 - [Learning and Teaching Quality Procedure](#)
 - [Coursework Enrolments Procedure](#)
 - [Admissions and Credit Policy](#)
 - [Credit Procedure](#)
 - [Educational Standards Frameworks](#)

- **Appendix 2. Grade descriptors**

H1 (80 - 100)***Broad features***

An 'upper H1' (90 - 100) student has strengths in all of the following areas:

- outstanding command of expression and logical argument in a skilfully structured manuscript;
- superior evaluation and integration of existing literature;
- evidence of significant insight and original thought in dealing with the critical issues;
- sophisticated understanding of research methods, with evidence of careful attention to critical design issues in the execution of the project;
- thoughtful and appropriate choice of data analysis (where appropriate) and outstanding presentation and reporting of results;
- clear and coherent interpretation of the thesis data, and/or the results of other studies;
- comprehensive understanding of the importance of the results in the context of the theoretical framework.

A 'lower H1' (80 -90) student displays many of the above strengths but is less well-balanced in overall quality.

Overall: An H1 student (upper or lower) is obviously capable of undertaking postgraduate research and warrants strong scholarship support.

H2A (70 - 79)***Broad features***

The project/thesis is characterised by most of the following:

- the manuscript is well written, logically argued and generally well structured;
- the evaluation and integration of the existing literature is very sound without being outstanding;
- reasonable insight and some evidence of original thought in dealing with the critical issues;
- evidence of a solid understanding of research methods;
- adequate design of the research project, although possibly containing minor but retrievable errors;
- choice of data analysis that is appropriate for the design (although less well justified than might be expected of H1 standard), and clear presentation of results;
- generally sound but pedestrian interpretation of results and their importance to the theoretical context.

Overall: An H2A student is capable of undertaking postgraduate research.

H2B (60 - 69)***Broad features***

The project/thesis is characterised by most of the following:

- generally competently written, although some problems exist in the logical organisation of the text and the way it is expressed;
- provides an adequate coverage of the literature, although it tends to be more descriptive than evaluative, and arguments are often disjointed;
- occasional evidence of insight into the issues underlying the thesis or essay, but little evidence of original thinking;
- basic but somewhat limited understanding of the research methods;
- the design of the research project is generally adequate but is marred by some errors and oversights;
- serviceable choice of data analysis, although other approaches may have been more appropriate;
- the presentation of results lacks clarity;
- interpretation of results or other studies is adequate but limited.

Overall: An H2B student may be capable of undertaking postgraduate research but would require close supervision.

Pass (50 - <60)***Broad features***

The project/thesis is characterised by most of the following:

- the work is not well written and shows flaws in the structuring of logical arguments;
- coverage of the necessary literature is weak, with insufficient information provided to support the arguments made, or conclusions drawn, within the thesis or essay;
- little evidence of insight and ideas tend to be highly derivative;
- knowledge of research methods is deficient;
- serious flaws exist in the design of the research project making it difficult for the research to meet its aims;
- data analysis techniques are arbitrary or inappropriate;
- the results are poorly presented;
- interpretations are superficial, demonstrating a weak understanding of the results and their relevance to the theoretical framework.

Overall: Although a student's undergraduate performance merited eligibility for Honours, the student showed considerable difficulty in mastering the higher-order skills required at Honours level and would not be able to undertake postgraduate research.

● Appendix 3. Role of honours coordinator

The Head of School/Department offering an Honours Program must nominate an Honours Coordinator (henceforth the 'School/Department Honours Coordinator') to assist in meeting the school/department responsibilities related to the offering of an Honours Program. The specific responsibilities of the School/Department Honours Coordinator, including their relationship to any approved Chief Examiner for the Honours units, will vary between schools/departments and must be determined and approved by the Head of School/Department.

For example, the School/Department Honours Coordinator might typically be responsible for overseeing all matters related to the Honours Program within the school/department, including:

- Membership of the MNHS Faculty Honours Committee;
- Coordination of applications and allocating projects/supervisors to students;
- Welcoming new students, ensuring appropriate supervision and facilities are available, and that a suitable program of study and research has been established;
- Ensuring all students receive appropriate induction and the Honours Program Guide;
- Monitoring and reviewing students' progress in conjunction with the supervisor. If the student is not making satisfactory progress, the School/Department Honours Coordinator and the supervisor will consult with the student at the earliest possible stage to determine the most appropriate course of action for the student;
- Acting as mediator and facilitator for the resolution of conflicts between students and supervisors which have not been resolved at the local level;
- Ensuring that any grievances that arise are dealt with according to the university policy and procedures for the resolution of student grievances;
- Monitoring the curriculum and methods of assessment of the school/department Honours Program to ensure that it provides an appropriate level of consistency of standard of curriculum;
- In conjunction with the supervisor, ensuring that every Honours student prepares an Honours project thesis in accordance with the objectives of the research component, taking account of the timeframe and the proportion of the research component;
- Establishing a school policy on the number and type of examiners and the use of external examiners to assist in benchmarking with similar courses at comparable institutions;
- Seeking nominations from the supervisor for examiners and ensure that the necessary administrative arrangements for examination occur in a timely and efficient manner;
- Seeking comments from the supervisor in determining the final grade to be awarded;
- Maintaining a permanent record of results of individual assessment tasks of all students; and
- The School/Department Honours Coordinator is also responsible for communicating the requirements of the Honours Program to all potential students.

● Appendix 4. Role of academic supervisors

Each Honours/Minor Thesis/Research Project student will be assigned a primary supervisor for their thesis. The aim of supervision is to guide and inspire the student through the design and conduct of an appropriate thesis and to train the student in the ability to analyse, synthesise and evaluate critically the literature relevant to the topic in their area of specialisation, so that the student can carry out original research.

The role of the supervisor is to:

- Provide academic guidance concerning the nature and practice of research;
- Facilitate the student's access to the relevant literature and support development of their critical appraisal skills;
- Assist the student to understand the rationale behind the development of the research project;
- Instruct the student in the appropriate experimental techniques, where appropriate;
- Assist the student in the planning of experimental protocols and provide guidance on statistical analyses, where appropriate;
- Assist the student in the critical analysis and interpretation of experimental data;
- Make the student aware of any compulsory ethics clearance and/or health and safety requirements;
- Make the student aware of relevant university and faculty policies and procedures;
- Make the student aware of facilities and resources available to students, in particular the services offered by the library; and
- Assist the student to develop oral and written communication skills.

In particular,

- Prior to the commencement of any thesis, the supervisor/committee must establish that the proposed research component is appropriate in scope, and is feasible in terms of time, facilities, equipment, technical and resource requirements.
- At the commencement of candidature, the supervisor must meet and discuss with the candidate their mutual expectations and establish an approved program of study including clearly identified objectives for the research component; as well as discussing relevant ethical and safety requirements, intellectual property issues, and at this point should establish frequency of communication.
- The supervisor must provide regular and systematic feedback to students.

Progress meetings with a supervisor and/or Honours Coordinator should take place at least 2-3 times a year and on request of the student and/or supervisor. These meetings do not always need to take place face to face but the focus should be on discussing the thesis and working through any problems associated with it. The supervisor should also provide feedback on at least one draft but no more than two drafts of the thesis.

● Appendix 5. Student expectations

Prior to applying for candidature and the commencement of semester, students are required to discuss potential research topics with appropriate school staff. In consultation with the Course Director, the applicant should identify areas of interest and, after discussion with an appropriate potential supervisor, nominate a suitable topic for research in their application.

Students should be made aware, and accept, from the start that their level of success is their responsibility. The supervisor is responsible for suggesting, guiding, advising, assisting, and providing constructive criticism.

Students have a right to receive:

- An appropriate work environment, including desk space, storage facilities, lab space (where required), and access to IT and library resources and services (for honours students only);
- Adequate supervision. They should meet with their supervisor at least once every fortnight for full time students and once a month for part time students to discuss the topic and work through any problems associated with it;
- Constructive and critical assessment of work submitted. In particular students have a right to know when a supervisor considers progress as inadequate or standards of work as being below that generally expected;
- Constructive written feedback on at least one draft but no more than two drafts of the thesis;
- Individual marks for all assigned assessment tasks, and all relevant information on the overall assessment requirements and standards required.

On the other hand, it is the responsibility of the student to:

- Dedicate to Honours an average of 48 hours (full time students) or 24 hours (part-time students) per week;
- Attend the school/department induction session;
- Play an informed part in planning the research project within the time limits identified by the school/department;
- Establish agreed methods of working and a schedule of meetings with the supervisor;
- Keep the supervisor informed of any difficulties and problems being experienced and take an active role in seeking solutions;
- Maintain the progress of work in accordance with the stages and timelines determined by the particular pattern of enrolment;
- Participate in the opportunities offered by the school/department which may include attendance at and presentations in non-assessable research seminars;
- Be familiar with and comply with all requirements relating to ethical conduct, intellectual property, privacy, and occupational health and safety procedures;
- Conform to the faculty's administrative requirements for enrolment, leave of absence, re-enrolment and extensions;
- Understand and comply with relevant university and faculty policies and procedures, including those on:
 - [Special consideration](#)
 - [Plagiarism](#)
 - [Conflict of interest](#)
 - [Acceptable use of information technology](#) facilities by students; and
 - Accept responsibility for preparing an Honours thesis for examination.

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Category	Learning and Teaching
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Content Enquiries	Med-quality-fmnh@monash.edu
Responsibility for implementation	Chief Examiners Course Directors Directors of Education Heads of Department Heads of School
Status	New
Approval Body	Name: Faculty Education Committee Meeting: Out of Session Date: 1 st October 2024 Agenda item:
Definitions	
Legislation Mandating Compliance	
Related Policies	
Related Documents	