

## Faculty of Science Guidelines

<b>Guidelines Title</b>	Feedback
<b>Parent Policy/Procedure</b>	<a href="#">Assessment in Coursework Units Policy</a> <a href="#">Assessment in Coursework Units: Feedback Procedures</a>
<b>Date Effective</b>	
<b>Review Date</b>	
<b>Guidelines Owner</b>	Associate Dean (Education)
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	1.0
<b>Content Enquiries</b>	<a href="mailto:sci-education@monash.edu">sci-education@monash.edu</a>
<b>Scope</b>	
<b>Purpose</b>	
<b>GUIDELINES STATEMENT</b>	

1. Schools/departments must have processes in place to ensure that Honours students receive regular and effective feedback on their progress through;
  - Progress meetings with a supervisor and/or Honours Coordinator at least once every fortnight. These meetings do not always need to take place face to face
  - At least one draft but no more than two drafts of the thesis;
  - Formative written and/or oral assessment tasks; and
  - All other individual summative assessment tasks, including their individual marks.
2. The School/Department Honours Program Guide should include details of the types of feedback students will have access to during their Honours candidature.

<b>Responsibility for implementation</b>	Honours Coordinators
<b>Status</b>	New
<b>Approval Body</b>	<b>Name:</b> <b>Meeting:</b> <b>Date:</b> <b>Agenda item:</b>
<b>Endorsement Body</b>	<b>Name:</b> <b>Meeting:</b> <b>Date:</b>

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	<b>Agenda item:</b>
<b>Definitions</b>	
<b>Related Policies</b>	
<b>Related Documents</b>	