Honours Program
Policy, procedures and guidelines for good practice 2014
# The Science Honours Program
## Policies, procedures and guidelines for good practice

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1. Introduction

These guidelines, policies and procedures apply to the Science Honours Program which, in 2014, is offered through all of the following approved courses managed by the Faculty of Science:

- Bachelor of Biotechnology
- Bachelor of Environmental Science
- Bachelor of Science (Honours)
- Bachelor of Science Advanced with Honours
- Bachelor of Science (Science Scholars Program) (Honours)

1.1. Scope of these guidelines

In accordance with university Statute 6.1.2 – Courses and Degrees and the university Honours Year Programs Policy and the associated Honours Year Programs Procedures, the faculty has responsibility for:

- making recommendations on course proposals;
- determining requirements for entry into Honours Programs;
- providing formal organisational and administrative structures for the Honours Program involving either a co-ordinator or an Honours Course Committee;
- monitoring the structure and coherence of the Honours course offerings;
- monitoring the effectiveness of the supervision provided;
- establishing explicit criteria for the assessment of theses, including definitions of performance at the various grades of Honours;
- monitoring assessment procedures;
- ensuring where there are significant and distinct components of the Honours Program, with a start and finish date, that these receive a separate assessment including both a mark and grade;
- ensuring the individual components within an Honours Program are identified as separate units and allocated points in multiples of six, where possible and appropriate;
- approving Honours project proposals and the associated supervision.

In effect some of these responsibilities are delegated to schools/departments – these guidelines are intended to make clear the relative responsibilities of schools/departments and the Faculty of Science.

An index of where the university Honours Year Programs Policy and the associated Procedures are addressed in these guidelines is provided in ‘Appendix 1 - Relevant university policies and procedures’.
2. Academic requirements of the Honours course

2.1. Basic program details

The Science Honours Program requires the completion of 48 points of study, including coursework and research. A key component of the course is the completion of a major project, which will normally contribute at least one third of the workload and assessment for the course.

The program is normally completed in one year of full-time study, but part-time study is also available in some areas of specialisation. Depending on the area of specialisation, it is available for commencement in either Semester 1 or Semester 2 in any year and is normally completed in either one year of full-time study or two years of part-time study.

The Science Honours Program is available in most science areas of study listed in the Undergraduate Handbook in which students complete majors and double majors as part of the Bachelor of Science. Cross disciplinary Honours studies are also possible.

2.2. Program objectives

The Science Honours Program aims to provide students with a high level of experience in independent analysis and research in their chosen field of expertise. This experience has vocational aims but the course is not intended to provide specific vocational training in any discipline or in science in general. The program also provides a preparation for postgraduate study by coursework and/or research for the higher degrees of Master of Science or Doctor of Philosophy.

On completion of the course, students will have demonstrated a high-level of understanding of the key theoretical and practical aspects of their area of study, including to:

1. be able to critically review the scientific literature in their specialist area of study;
2. understand the processes involved in the design, development and implementation of a relevant research project;
3. be able to complete and analyse a set of laboratory-based, computer-based, theoretical or other appropriate studies;
4. be proficient in computer based data acquisition (where appropriate), critical analysis of results, appropriate presentation, and scientific word processing;
5. demonstrate communication skills in both oral and written presentations to both a specialist and a non-specialist scientific audience, including the ability to write and present scientific work in a potentially publishable way;
6. have acquired a range of advanced technical skills appropriate to their area of study;
7. have demonstrated the capability to perform a variety of scientific procedures and techniques that are essential to the satisfactory completion and reporting of a research project;
8. have acquired, where appropriate, sound knowledge of OHSE regulations, including hazardous and dangerous materials and risk assessments;
9. have developed, where appropriate, an awareness of the ethical approval processes required when working with humans or animals;
10. have demonstrated potential to pursue higher studies and learning in their area of study;
11. have gained insight into the breadth and diversity of their discipline and its place within the broader scope of science.
2.3. Areas of specialisation (disciplines)

The areas of specialisation for which the Science Honours Program is available to all students other than those enrolled in the Bachelor of Biotechnology are:

- **Clayton campus**

The Bachelor of Biotechnology students complete Honours studies in the area of their chosen stream.

- **Gippsland campus**
  - Biochemistry, Biotechnology, Chemistry, Ecology and environmental management, Medical bioscience, Microbiology.

- **Sunway campus**
  - Tropical Biology, Biotechnology, Medical bioscience, Food science and technology.

The Honours Program in each of these areas of specialisation is facilitated by enrolment in specific Honours component units, as outlined in Appendix 2 and in accordance with the faculty unit structures in section 5.4. In special circumstances, the Dean, acting on the recommendation of the relevant Heads of School/Department, may approve candidature embracing more than one area. Other areas of specialisation may be made available from time to time with the approval of the Science Board of Studies.

2.4. Program structure

The Science Honours Program involves advanced study (theory), professional training (where appropriate), research training and a research project leading to a thesis that will demonstrate a contribution to the knowledge of the subject, and include a critical review of the literature and an oral seminar or defence.

Schools/departments are able to cater substantially for the interests of individual students, although there may be compulsory elements to be completed by all students in some areas of specialisation. No overall guidelines are appropriate, but each area of specialisation will establish appropriate upper and lower boundaries for the proportion of the total assessment allocated to the research project component. The project components of most Honours Programs in science disciplines fall in the range 33-70 per cent.

Where feasible, schools/departments engage in collaboration across institutions so that the range of specialist coursework requirements can be increased.

Students undertaking the Science Honours Program enrol in two or more units. The number of units and their credit point value that are required to complete the 48 credit point program vary by discipline; the units are listed in Appendix 2 under each area of specialisation. Students must pass all units to be awarded the Honours Degree or the relevant degree with Honours.

2.5. Admission requirements

The normal minimum admission requirement is completion of a relevant science pass degree, or equivalent, with at least such grades in level-three units as required by the course of enrolment.

The admission requirements and standards that are currently approved by the Science Board of Studies are:
For Bachelor of Science (Honours):

1. Completion of a Bachelor of Science or equivalent with at least a distinction grade average (70 per cent) in 24 points (or equivalent) of level-three units in the relevant science discipline. These 24 points of units will normally include at least 18 points in the area of study in which Honours will be undertaken; or

2. Completion of both an undergraduate bachelors degree and a major sequence (or equivalent) in a relevant science area of study with at least such grades in level-three units as are required for applicants with a Bachelor of Science degree; or

3. Students in all double-degree courses with the Bachelor of Science are eligible to apply for admission to the Bachelor of Science (Honours) during their double-degree course once they have completed all of the requirements to graduate with a Bachelor of Science. Normally, this is upon the completion of (a) at least 144pts of units towards the double-degree course in which they are enrolled; and (b) all of the science units for that double-degree course.

For Bachelor of Science (Science Scholar Program) (Honours):

Completion of the Bachelor of Science (Science Scholar Program) with at least a distinction grade average (70 per cent) in 24 points of level-three units in the relevant science discipline. These 24 points of units will normally include at least 18 points in the area of study in which Honours will be undertaken.

For Bachelor of Science Advanced (with Honours):

Students enrolled in the Bachelor of Science (Advanced with Honours) can enter the Honours year of their respective program if they have completed 144 points of units including all of the stage 1-3 requirements for the course, with at least a distinction grade average (70 per cent) in 24 points of level-three units in the relevant science discipline. These 24 points of units will normally include at least 18 points in the area of study in which Honours will be undertaken.

For Bachelor of Environmental Science:

To be admitted to the Honours Program students must have completed 144 points of units including all of the stage 1-3 requirements for the course, with at least a distinction grade average (70 per cent) in 24 points of level-three units in the relevant science discipline. These 24 points of units will normally include at least 18 points of units in the area of study in which Honours will be undertaken.

For Bachelor of Biotechnology:

To be admitted to the Honours Program students must have completed 144 points of units including all of the stage 1-3 requirements for the course, with at least a distinction grade average (70 per cent) in 24 points of level-three units including BTH3012 (Biotechnology science, industry and commercialisation) and 18 points of units relevant to the Honours research project.

In addition, the normal Monash University minimum English language requirements for undergraduate students also apply to the Science Honours Program.

Normally, the level-three studies upon which admission to the Honours Program is based must have been completed no more than five years prior to commencement of the course.

Admission to the Honours Program in some areas of specialisation is also dependent on satisfactory completion of specific units (or equivalent) at level-three. Details of any discipline specific prerequisite studies are published under ‘level three’ in the related ‘Science areas of study and sequences’ section of the Undergraduate Handbook. The Head of the relevant school/department must also certify for each approved application for admission to the Science Honours Program that adequate supervision and facilities are available.

In order to admit a student without any of the normal qualifications outlined above, a case should be made to the Dean of the Faculty of Science for permission. Normally this will not be permitted unless the student is eligible for the award of Bachelor of Science (or equivalent). Should permission be granted to admit the student, a subsequent brief written
statement of reasons for this decision should be submitted to Science Board of Studies for ratification. In each such case, the outcomes for students admitted in this way will be monitored for reporting back to the Science Board of Studies.

In addition to these minimum entrance requirements, schools (or groups of schools) may recommend or require that students seeking admission to the Science Honours Program in their areas of specialisation should have completed particular supplementary studies that would be beneficial to undertake research in that area. Where these supplementary studies are recommended or required, these are published in the Undergraduate Handbook to assist future students.

2.6. Repeating units for Honours admission purposes

Students may apply to repeat a unit that they have already passed for Honours admission purposes because their first attempt at the unit had been adversely affected by personal, financial or health reasons. The application should be made to the Associate Dean (Education), who will consult with the relevant school before making a decision.

A unit repeated for the purposes of improving their result in support of their application for Honours purposes is above degree requirements and must be done on a non-award basis.

Schools/departments will have in place procedures, which will ensure that a student who has attempted a unit for the first time will have precedence over a repeating student where both students have achieved the same result for the unit, or where the student has achieved the same average mark in their relevant level-three studies used to determine eligibility for admission to the Science Honours Program. In order to achieve this end, the marks over the two attempts will be averaged, provided that such averaging will not result in a reduction of the second mark by more than 10 points (out of 100); if the difference is larger than 10 points, then the penalty applied on the mark resulted from repeating the unit will be 10 points (out of 100).

The above process will not affect the mark and grade recorded on the student’s academic transcript for the second attempt at the unit – the averaging of the marks only applies to the averaging process used to determine eligibility for admission to Honours.

2.7. Period of candidature and enrolment

The Science Honours Program is normally completed as a one-year (two-semester) full-time program requiring the completion of a total of 48 credit-points. Enrolment can commence in Semester 1 in all areas of specialisation or in Semester 2 for most areas. Full-time enrolment in the Honours Program is normally undertaken over either both first and second semester (‘full-year’) or both second and first semester (‘Semester 2-Semester 1’).

In some areas of specialisation a part-time enrolment is permitted, with an enrolment of 12 credit points per semester over four consecutive semesters. After four weeks from the commencement of the project unit, students will not normally be permitted to convert from full-time to part-time candidature, and then only with the permission of Associate Dean (Education) and upon the recommendation of both the School Honours Coordinator and the relevant Head of School/Department.

Students are not normally permitted to undertake part-time, or full-time, Honours studies concurrently with any other studies, including any other requirements towards a double-degree program.

In exceptional circumstances students may be granted intermission, or ‘leave of absence’, 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. An application to intermit Honours studies must be endorsed by the relevant Head of School/Department and submitted through the School Honours Coordinator to the Associate Dean (Education). The application must outline the reasons for the request, include full details of the assessment components completed by the student and outline the anticipated timelines for the completion of the remaining components of the program following the period of intermission. Intermission is not normally granted to allow students to pursue other studies during their course. The results for any enrolled assessable units that are completed prior to the intermission must be submitted to the faculty in the normal manner.
The maximum period of candidature for the Science Honours Program is therefore three years, including any approved intermission. Students may only exceed the maximum period of candidature in exceptional and unforeseen circumstances, with the permission of both the Associate 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 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.

2.8. Credit for previous studies, exchange, and cross-institutional studies

No more than 24 points of credit may be awarded towards the Science Honours Program, and this can only apply for coursework units. The research component of the Science Honours Program must be completed at Monash University.

Credit for relevant previous studies at an equivalent level at Monash, or at another institution, will be assessed on an individual basis by the Head of School/Department (or nominee) of the relevant area of Honours study, in consultation with the School Honours Coordinator and the Associate Dean (Education).

Students may also undertake part of their Honours coursework at another institution under complementary study, study abroad and/or exchange study, with the approval of the Associate Dean (Education).

In exceptional circumstances, approved high-achieving students in some areas of specialisation may be permitted, with the permission of the Associate Dean (Education) and upon the recommendation of both the School Honours Coordinator and the relevant Head of School/Department, to complete some component units (up to 12 points) of the Honours course prior to commencing the Bachelor of Science (Honours) course. If those students are subsequently admitted into the Honours Program, those additional studies may be credited towards their Honours course (provided they have not already been counted towards their undergraduate course). With 12 points of approved credit and the provision of a 12-point summer Honours unit, it may then be possible, with the permission of the Associate Dean (Education) and upon the recommendation of both the School Honours Coordinator and the relevant Head of School/Department, for those students to complete their Honours course over one summer (12 points) and one normal semester (24 points) depending on the unit structure of the discipline.

3. Assessment

3.1. Assessment requirements

The assessment of the Honours Program in any area of specialisation must clearly reflect the objectives of the Science Honours Program and any additional objectives specific to that area, and must follow the principles of assessment at Monash outlined in the Assessment in Coursework Programs policy and the rules for good practice stated in the Unit Assessment Procedures.

The assessment regime for the each discipline must be approved by the Science Board of Studies. The development of the assessment regime and its implementation, the assessment of the individual tasks to be completed by students, and the assessment standards are the responsibility of the teaching school/department, and must follow the guidelines for typical Honours assessment tasks outlined below.

Coursework unit(s)

The coursework components of the Science Honours Program will vary according to the area of specialisation but, irrespective of the weighting, they should normally provide students with key specialist skills that have not been taught in their previous studies. Some of the coursework components should also relate to key generic skills that are relevant to graduates in that area, including the Monash Graduate Attributes and (particularly) the development of an advanced level of written and oral communication skills. Honours coursework components should normally be taught at a higher standard than level-three
undergraduate units, and students should demonstrate a greater level of independent learning. Typically, the Honours coursework curriculum might expose students to ‘state of the art’ research and knowledge in their area of specialisation, including peer-reviewed publications from the last five years.

In some cases students may be advised to undertake towards their Honours studies a level-three coursework unit or an Honours coursework unit offered by another school. Normally, no more than one level-three unit can be included in the Science Honours Program requirements for any student, and this unit must be assessed at a higher standard than for students undertaking that same unit at level three.

The final results for coursework units should be determined using a process similar to that for any undergraduate science unit, and normally it should be based upon more than one type of assessable task.

Seminars and oral presentations

All Science 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. The seminar must be assessable and weighted at between 5-10% of the total Honours assessment.

Research project thesis

The research project thesis will normally contribute between 33% and 70% towards the final Honours mark, depending on the discipline.

The Honours thesis is a training ground for learning, and demonstrating mastery of research skills, and 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, even if the topic has been already researched in the literature. Thus the kind of originality expected would be in terms of new insights into a possibly well-established area, rather than a genuinely original research study. It is perfectly acceptable for a student to obtain null results, or to test what a marker may find a rather mundane question. The good student will find imaginative and theoretically sound ways of interpreting their results.

3.2. Publication of assessment requirements

At the start of the program students must be provided with anHonours Program Guide for their discipline including all assessment details as outlined below:

- The assessment regime of the Honours Program, that is, the set of essays, talks, assignments, examinations, thesis and other assessment tasks, and their contribution to each enrolled unit and to the final Honours mark and grade;
- Criteria by which each coursework related assessment task will be evaluated. Only broad criteria are required at the start of the program; further details can be provided at the time of handing out the individual tasks;
- All thesis requirements (word or page limits, structure, conformity to conventions, both scientific and grammatical, formatting, binding, etc);
- Criteria by which the thesis will be evaluated;
- Submission dates; and
- Penalties for late submission.

3.3. Feedback

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.

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

3.4. Special consideration

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 http://www.monash.edu.au/exams/special-consideration.html.

Special consideration applications for in-semester assessment are lodged with and approved by the Honours Coordinator of the relevant school/department.

Extension of thesis submission or deferment of final assessment for Honours component units must be approved by the Associate Dean (Education) upon the recommendation of the relevant Honours Coordinator.

3.5. Late submission of assessment

A penalty of 5% per day late must be applied to all individual assessment tasks of the Science Honours Program, unless an extension or alternative assessment is granted through the special consideration process described above.

3.6. Marking and grading

Marking of coursework

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

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.

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

All written assessment tasks contributing 12% 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”.

Marking of the research project thesis

The research project thesis must be marked in accordance with the Honours grade descriptors in Appendix 3 by at least two examiners, one of whom would normally be external to the immediate research group.

Supervisors should be ineligible to examine their students’ research project theses. Exception to this rule must be approved by the Associate Dean (Education) on a student-by-student basis.

Supervisors, however, can contribute up to 20% towards the overall research project 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 see the work being done. Supervisors are the only ones who can 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.)
Reconciling mark discrepancies

As noted above, all Honours research theses should be examined by at least two examiners, both of whom should return a recommended mark. Schools/departments should make known the procedures by which they reconcile marking disagreements. One possible model is suggested below (when two examiners are used):

- If the difference between the two examiners' marks is less than 10% of the maximum mark available, the final mark will be the mean of the two marks.
- If the difference is larger than 10% but less than 20%, the markers will seek to reduce the difference to less than 10% by discussing their reasons for awarding their marks and comparing their examiners' reports. If this succeeds, the mark awarded shall be the average of the two. If the procedure does not result in sufficient agreement, a third marker shall be appointed. Resolution of the final mark should occur through discussion between the third marker and the original markers.
- If the difference is greater than 20%, then the Honours Coordinator will appoint a third marker. The three markers will then discuss their reasons for awarding their marks. As one outcome may be two similar marks and an outlier, it is important to allow for input from the outlying marker rather than taking a simple average or ignoring the outlier. This may entail:
  (a) examining the written comments for fairness and accuracy and/or
  (b) considering the experience and tendency of the markers for "hard" or "easy" marking at other times, and/or
  (c) using any other information (eg. from the supervisor) that may assist in determining the reason for the unacceptably large difference.

Submission of Honours results and grades

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.

The recommendation for the final Honours mark and grade for each student must be submitted to the Faculty of Science Honours Committee and Board of Examiners, according to the timelines for the submission of results for the final semester of enrolment, unless the Associate Dean (Education) has approved an extension due to special consideration.

Marks that are not returned will be recorded as withheld (WH) until the end of the fourth 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.

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. This overall mark and grade is recorded against a zero-point 'dummy unit' on each student’s academic transcript.

The overall mark is normally determined by the points-weighted average of the marks for the component units, with a variation of up to two discretionary marks upon the recommendation of the relevant Chief Examiner. Typically, the discretionary marks might be equivalent to a slightly higher weighting to the mark for the project unit, in reflection of the overall objectives of the Science Honours Program. However, schools/departments may seek approval from the Faculty Honours Committee and Board of Examiners and Science Board of Studies 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 by the Science Board of Studies 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 third class, with the second class further divided into two sub-classes.
Such grades are referred to as:

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<td>Second Class Honours – Division I</td>
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<td>Third Class Honours</td>
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**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 Science Honours Program.

Students who do not pass all required component units for the Science 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, and the following rules apply:

- Students enrolled in the Bachelor of Science Advanced with Honours, will be awarded the Bachelor of Science.
- Students enrolled in the Bachelor of Environmental Science may complete further coursework units to be awarded a Bachelor of Environmental Science pass degree, or take an alternative exit award.
- Students enrolled in the Bachelor of Biotechnology may complete further coursework units to be awarded a Bachelor of Biotechnology pass degree, or take an alternative exit award.
4. Roles and responsibilities

The Faculty of Science has overall responsibility for a range of specific aspects of the administration, admission, supervision and assessment for its Honours Programs. Through its Science Board of Studies, the Faculty Board of Examiners and relevant faculty and school/department staff, the faculty will ensure appropriate coordination and management of the Honours Program in accordance with these university policies and procedures (see Appendix 1.)

The Science Board of Studies is the primary academic decision-making body of the faculty. It is responsible for all matters relating to studies within the faculty. It has specific responsibility for oversight of all matters relating to the curriculum and teaching of courses as well as research and research training.

Subject to section 9 of the Statutes, the Science Board of Studies in respect of the Honours Program has responsibility to:

- manage and control, and advise the Council or Academic Board on, all matters relating to studies within the faculty's academic fields of interest and responsibility, and in particular matters relating to - the teaching of courses in such fields, and, with the assistance of such examiners as the Council may by resolution appoint on the recommendation of the board or the Dean, the conduct of examinations in such courses;
- the curriculum for any degree or diploma the courses for which fall within the faculty’s field of responsibility;
- supervise the course of study and subjects within the faculty's academic fields of interest and responsibility and may, as it from time to time thinks necessary, prescribe outlines of and the books for such courses and subjects;
- have such powers and duties as are conferred or imposed on it by any other statute or by any regulation or resolution of the Council;
- consider and take action upon any resolution transmitted to it from a meeting of the faculty.

4.1. Science Board of Studies (formerly Faculty Education Committee)

Under its approved terms of reference, the Science Board of Studies shall:

- Oversee all matters related to the Bachelor of Science family of courses;
- Develop and implement education policy and quality assurance procedures to ensure an appropriate level of consistency across areas of study;
- Consider recommendations on changes to units, sequences and areas of study;
- Approve amendments to units, sequences and courses where there is no significant strategic or financial impact;
- Lead action items out of reviews and University initiatives;
- Make recommendations on new initiatives and strategies.

Specifically in relation to the Science Honours Program, the Science Board of Studies has responsibility for:

- establishing the criteria for the introduction of such courses and seeking approval for any four-year or longer undergraduate course, or any graduate bachelors degree course to be available with Honours;
- setting admission standards and approving variations to requirements for Honours Programs;
- establishing and amending faculty-level educational policy and procedures;
- leading the establishment of common assessment requirements/guidelines;
- monitoring Honours grades and programs to support benchmarking within disciplines and where appropriate with other institutions.
4.2. **Faculty Board of Examiners (BoE)**

The Faculty of Science Board of Examiners is responsible for the approval of final marks and grades in respect of individual students for all undergraduate units taught by the Faculty of Science, including those at Honours level.

The Board of Examiners has responsibility to monitor the Honours grade distributions across all areas of specialisation over a period of time, and where appropriate in relation to students’ previous level of performance, and make recommendations to schools and the Science Board of Studies that assist in the maintenance of uniform standards both within the course and in relation to other similar courses at comparable institutions.

The Board of Examiners shall receive from the relevant unit chief examiners, through the School Honours Coordinators or otherwise, 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 from year to year and shall monitor the moderation processes adopted within each school to ensure best practice. Therefore, under some circumstances, the Board may recommend that the final results for individual students may differ from those recommended initially by the administering school/department.

To assist the Board of Examiners in meeting its responsibilities the faculty will establish a separate ‘Science Honours Board of Examiners’ with delegated responsibilities of the Board of Examiners for all matters related to oversight of all Science Honours Programs at all campuses, prior to their subsequent formal ratification by the faculty Board of Examiners (Approved at Faculty Education Committee meeting 08/04).

4.3. **Associate Dean (Education)**

The Associate Dean (Education) is responsible for providing leadership in the development, implementation and monitoring of Education policy and curriculum within the faculty and assists in the development of education policy in the wider University.

In respect of the Science Honours Program, the Associate Dean (Education) has responsibility to:

- ensure that appropriate academic and administrative support structures are in place to support the Science Honours Program;
- ensure that the curriculum and methods of assessment of the Honours Program provide an appropriate level of consistency of standard of curriculum and assessment across the broad range of science areas of specialisation;
- ensure the faculty establishes and makes available to staff and students guidelines for good practice in supervision, similar to that developed by the university for higher-degree by research programs;
- ensure that the objectives, assessment criteria, expectations and responsibilities of Honours Programs for each area of specialisation are clearly set out and published in a code of practice;
- liaise with staff in the collaborating faculties to ensure that there is a consistent approach to all Science Honours Programs;
- evaluate the Honours Program in terms of success in achieving its objectives, the comparability of its standards, and its equity across students;
- approve offers of admission for the Science Honours Program in accordance with faculty policies;
- assess recommendations from Heads of School/Department (on the recommendation of School Honours Coordinator) to convert from part-time to full-time Honours studies, to intermit their Honours studies, and to extend their candidature beyond the normal maximum period of enrolment;
- liaise with the Associate Dean (Research) and Associate Dean (Graduate Studies) to ensure that there is a clear nexus between teaching and research and, if appropriate, that the Science Honours Program is linked with the research activities of the broader science teaching faculty objectives;
- convene, or oversee, Boards of Examiners for science-managed Honours courses;
• undertake regular comparisons of grade distributions for all students enrolled in Science Honours Programs;
• convene, or oversee, faculty Grievance and Discipline Committees.

In practice, some of these responsibilities are delegated to other members of staff, including the Deputy Associate Dean (Honours), the Honours Coordinators in schools/departments and the Faculty Honours Committee and Board of Examiners.

4.4. Coursework Programs Manager

The is responsible for providing leadership and support in academic administration across the faculty and assisting the Associate Dean (Education) in the development and implementation of policy and procedures in support of educational programs.

In respect of the Science Honours Program, the Coursework Programs Manager has responsibility to:

• ensure information and advice is provided to potential Honours students about all science Honours programs;
• ensure that the units of study approved by the Faculty Education Committee for all science areas of specialisation at Honours level are available for enrolment and the relevant details included in university publications;
• ensure that all commencing students are provided with a copy of The Science Honours Program Policies, Procedures and Guidelines for Good Practice booklet;
• in consultation with the Associate Dean (Education), establish timelines and manage processes to ensure the timely handling of Honours applications, enrolments, and results finalisation in accordance with university requirements;
• ensure that administrative processes and advice provided by Faculty of Science Student Services staff is informed by faculty directions and consistent with university and faculty policies, procedures and guidelines.

4.5. Faculty Honours Committee and Board of Examiners (FHC&BE)

The Faculty Honours Committee and Board of Examiners has responsibility to oversee the academic aspects of the Science Honours Program, including to:

• ensure consistency of policies and encourage consistency of procedures for all Honours Programs in science;
• Ensure that the curriculum and methods of assessment of the Honours Program provide an appropriate level of consistency of standard of curriculum and assessment across the broad range of science areas of specialisation, both within the course and in relation to other similar courses at comparable institutions;
• ensure information and advice is provided to prospective Honours students about all Science Honours Programs, including by presenting an annual Honours information seminar in second semester;
• in consultation with the Associate Dean (Education), assess recommendations from Heads of School/Department for the return of marks for assessable science Honours units beyond the normal deadline for return of results for completed units;
• assist the Associate Dean (Education) and the Heads of School/Department in assessing credit for relevant previous studies at an equivalent level at Monash, or at another institution;
• Make recommendations to the Board of Examiners on final marks and grades for all Honours units, and overall Honours marks and grades, for all Science Honours Programs at all campuses;
• undertake regular comparison of grade distributions with those of faculties/departments in similar institutions, where this information can be obtained;
• liaise with the Associate Dean (Graduate Studies) on research training matters and to assist in scholarship ranking for those students applying for higher-degree by research programs.

The Chair of the Faculty FHC&BE will be the Associate Dean of Education of the Faculty of Science.
4.6. Heads of Schools/Departments

Heads of Schools/Departments offering Honours studies in an approved science area of specialisation are responsible for providing a formal organisational and administrative structure for the Honours Program, including such matters as:

- informing students about opportunities for Honours Programs within their disciplines;
- monitoring the structure, coherence and assessment standards of the Honours Program offerings;
- consideration of applications, and allocation of projects and supervisors to students (see below);
- provision of adequate induction (see below);
- provision of adequate supervision (see below);
- provision of adequate office space, lab space and resources (where appropriate), and IT resources;
- establishing, publishing and monitoring assessment requirements and procedures;
- monitoring the assessment of students’ work, including benchmarking with other institutions;
- ensuring that the expectations and responsibilities of project supervisors and students are clearly set out in a code of practice.

The Head of School/Department must ensure that these responsibilities are met, including by specific delegation to either the School Honours Coordinator or other appropriate staff in their school/department.

Allocation of projects and supervisors to students

The process by which students are allocated to projects and supervisors should be made clear to all applicants through the school website or in printed form. The approaches will vary across schools depending on their resources. Students would be normally required to indicate preferences for a particular project/supervisor; the projects are then allocated on the basis of the students’ preferences, students’ marks, and resources required to carry out the projects successfully.

Provision of induction information and Honours Program Guide

All schools/departments contributing to the Science Honours Program should conduct formal induction for all commencing Honours students. An effective induction program will ensure that students are well informed about overall Honours requirements and area of study specific expectations, whether or not they have previously been enrolled as a student at Monash. Induction is considered to be a continuous 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.

Prior to the start of their first semester, schools/departments should 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 (see 3.2);
- feedback processes (see 3.3);
- the roles and responsibilities of the School Honours Coordinator, students, supervisors and co-supervisors;
- school policies and expectations about supervisor–student contact;
- any relevant school and university safety-related information and policies, including copies of all relevant university 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).

Provision of adequate supervision

The academic supervisor must:

• Be a member of academic staff from within one of the teaching schools of the Science
Honours Program. In the case of a supervisor being from another school or from
outside the university, for example Monash Medical Centre 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.

• Be an active researcher.

• Be an accredited Monash Research Graduate School Level 1 supervisor, or have
completed the Graduate Certificate in Higher Education.

• Have access to adequate resources.

• Be available during the relevant academic year. Honours supervisors cannot be away
for long periods of time; and

• Meet with the students at least once every fortnight during the semesters of enrolment.

In the event that supervisors are absent from the university for longer than two weeks
within a given semester, it is important that they inform the School Honours
Coordinator and organise an alternative source of assistance for the student in good
time.

Heads of School/Department must ensure that the total workload of the staff member is
manageable and that the supervision workload including HDR and Honours students is not
higher than 8 equivalent full time students or 12 students at any point in time.

Schools should consider whether each Honours student should also be assigned a suitable
co-supervisor, to provide additional advice and support during the program. Where they are
appointed, their specific roles and responsibilities should be identified to both students and
staff. For example, co-supervisors might be requested to meet with the supervisor and
student to discuss the project at an early stage, and might meet with both at regular intervals
during the year.

4.7. School Honours Coordinator

The Head of School/Department offering an area of specialisation towards the Science
Honours Program must nominate an Honours Coordinator (henceforth the ‘School Honours
Coordinator’) to assist in meeting the school/department responsibilities related to the
offering of an Honours Program. The specific responsibilities of the School 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 Honours Coordinator might typically be responsible for overseeing
all matters related to the Honours Program within the school/department, including:

• Membership of the Science Honours Board of Examiners;

• 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 for
the discipline;

• Monitoring and reviewing students’ progress in conjunction with the supervisor. If the
student is not making satisfactory progress, the School 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 and assessment in comparison both to related areas of science, and to similar courses at comparable institutions;
• 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;
• Maintaining a permanent record of results of individual assessment tasks of all students; and
• On behalf of the school, recommend to the Science Honours Committee and Board of Examiners the mark and grade of Honours for each student, in a timely manner.

The School Honours Coordinator is also responsible for communicating the requirements of the Honours Program to all potential students, and the Faculty office. The School Honours Coordinator may also be required to provide advice to the Faculty office from time to time on other aspects of the Honours Program.

Where the Head of School/Department does not assign all of the above roles to the School Honours Coordinator, they should advise all students and the Faculty Honours Committee and Board of Examiners and Associate Dean (Education) the members of staff who have responsibility for those matters.

In a number of situations outlined in this document, exceptions to normal policies and practices for the Honours Program may be considered by the Associate Dean (Education) and/or the Faculty Honours Committee and Board of Examiners upon the recommendation of the Head of School/Department teaching that area of specialisation. Normally, the final formal approval of those recommendations with the school/department cannot be delegated to the School Honours Coordinator.

4.8. Academic supervisors

Each Honours student will be assigned a primary supervisor for their major Honours research project. The aim of Honours supervision is to guide and inspire the student through the design and conduct of an appropriate research project 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;
• Provide an introduction to the relevant literature and opportunities for its critical appraisal;
• 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 ethic 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 to Honours students by the library; and
• Assist the student to develop oral and written communication skills.
In particular,

- Prior to the commencement of any Honours research project, the supervisor must establish that the proposed research component is appropriate in scope and character for the Honours Program, and is feasible in terms of time, facilities, equipment, technical and resource requirements. Where this is not true, the supervisor should immediately advise their School Honours Coordinator or Head of School/Department.
- 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 and plan an appropriate program of coursework in accordance with approved requirements for Honours in that area of study.
- The supervisor must provide regular and systematic feedback to students on all elements of their performance in the Honours year as it proceeds. The supervisor should meet with students under his/her supervision at least once every fortnight to discuss their research project and work through any problems associated with it. The supervisor should also provide feedback on at least one draft but no more than two draft of the thesis.

4.9. Students

Prior to applying for candidature, students are required to discuss potential Honours research topics with appropriate school staff. In consultation with the School Honours Coordinator, 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 in the Honours Program is their own responsibility. The supervisor is responsible for suggesting, guiding, advising, assisting, providing constructive criticism, but is not required to apply any pressure on a student to complete their studies in a timely manner.

Honours 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
- Adequate supervision. They should meet with their supervisor at least once every fortnight 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 feedback on at least one draft but no more than two draft 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 studies 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
  o Special consideration
  o Plagiarism
  o Conflict of interest
  o Acceptable use of information technology facilities by students; and
• Accept responsibility for preparing an Honours research project thesis for examination.
5. Enrolment administration

5.1. Admission and enrolment

The Faculty of Science office provides support to staff and students in the administration of the Honours course. The faculty has responsibility for:

- Coordinating applications for the Science Honours Program and providing supporting information on the eligibility of individual applicants for consideration by the Associate Dean (Education) and School Honours Coordinators and other staff;
- Processing offers of admission and coordinating the enrolment and re-enrolment processes;
- Recording the award of overall Honours marks and grades for individual candidates.

In particular, staff in schools/departments are not authorised to offer, officially or unofficially, any applicant a place in the Science Honours Program or to amend the enrolment of a current Honours student.

5.2. Deferment

Students who are made an offer for the Bachelor of Science (Honours) or the Bachelor of Science (Science Scholar Program)(Honours) are not permitted to defer their place in the Science Honours Program. Students who apply and are granted a place but then wish to defer their enrolment in the Honours Program will be advised that they must reapply when they are in a position to commence study.

In all other courses where an Honours year forms part of the course, normal intermission course entitlements may be used prior to the commencement of their Honours studies.

5.3. Load management and quotas

The Faculty of Science does not impose minimum or maximum intake targets for the Science Honours Program. At any given time Honours enrolments in schools/departments will reflect the eligibility of applicants and will be limited only by the availability of appropriate resources and appropriate academic supervision.

In areas of science for which the number of applications for entry to the Honours course exceeds the available supervision, the relevant Head of School/Department, in consultation with the Faculty Honours Coordinator and Associate Dean (Education), may recommend to the Faculty that only a limited number of places be offered to eligible applicants for the Honours course in that area of study. Where this occurs, the quota must be advised to the Coursework Programs Manager in advance of selection for the science Honours course, and admission to the course in that area will be determined on the basis of academic merit (only).

5.4. Honours units

The typical unit structures and normal enrolment pattern is shown in Appendix 2 for both full-time and part-time study for both Semester 1 and Semester 2 commencement. Where it is possible with the existing approved unit offerings, the order in which the units are taken can be varied with the approval of the relevant Honours Coordinator.

Changes to the approved Honours unit structure must be approved by the Faculty Education Committee as a formal amendment to the existing units, including making part-time studies available to students in areas of study that are normally only available full-time.

Where part-time study is available, all units labelled ‘part time I’ are ‘not examinable’ (NE) as the units are only split into two parts to facilitate enrolment across two academic years; all other full-time and part-time units must have both a mark and grade returned at the completion of the enrolled period.

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

Where feasible and appropriate, schools/departments should provide sufficient flexibility in their unit structure to allow students to complete a range of assessable specialist coursework offered by other suitable institutions, and to allow students from other institutions to complete appropriate assessable units at Monash.
Other unit structures and enrolment patterns may be approved by the Science Board of Studies for individual areas of study but, where appropriate and possible, these existing patterns are preferred. The unitised structure provides an opportunity to provide some cross-disciplinary preparatory units in the longer term, for example in research methods and/or OHSE, but this is not anticipated in the short term.

5.5. 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/.

5.6. Graduation

Under university policy, 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 not be awarded both degrees on the same day.

Approved by Faculty Board 06/09
Appendix 1 – Relevant university policies and procedures

University legislation, policies and procedures
• Honours Year Program Policy and Procedures
• Statute 6.1.5 Assessment
• Assessment Regulations
• Assessment in Coursework Program Policy
• Unit Assessment Procedure
• Grading Scale Policy and Procedures
• Special Consideration Policy and Procedures
• Plagiarism Policy and Procedures
• Monash Graduate Attributes Policy
• Credit Policy and Procedures
• Course structure policy

Faculty legislation, policies and procedures
• Faculty of Science Regulations
• Limits on credit given for science undergraduate courses
Appendix 2 – Full-time and part-time Honours unit structure

Clayton campus - Semester 1 and Semester 2 commencement

For each area of study, the new Honours units to be taken and their semester and year timings are shown below for both full-time (FT) and part-time (PT) study for both Semester 1 and Semester 2 commencement. Each unit should be taken with the ‘offering’ shown in the ‘Semester’ (Sem) column, unless approved by the relevant School Honours Coordinator.

Where part-time study is available, all units labelled ‘part time I’ are ‘not examinable’ (NE); all other full-time and part-time units must have both mark and grade returned at the end of the shaded period.

### Astrophysics

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<tr>
<th>Unit code</th>
<th>Name</th>
<th>Pts</th>
<th>Sem</th>
<th>S 1</th>
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<tr>
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<tr>
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<td>ASP4200 Astrophysics Honours part 1</td>
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* Alternative timings may be permitted with approval of the school Honours Coordinator

The final honours mark and grade will be recorded under the following unit code:

**ASPHONS** – Final grade astrophysics honours

### Atmospheric science

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<th>Unit code</th>
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The final honours mark and grade will be recorded under the following unit code:

**ATMHONS** – Final grade atmospheric science honours
### Biological Sciences disciplines (full-time only)

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The final honours mark and grade for the respective Biological Sciences disciplines will be recorded under the following unit codes:
- **ECYHONS** – Final grade ecology and conservation biology honours
- **GENHONS** – Final grade genetics honours
- **MFBHONS** – Final grade marine and freshwater biology honours
- **PLSHONS** – Final grade plant sciences honours
- **ZOOHONS** – Final grade zoology honours

### Biomedicine Disciplines

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The final honours mark and grade for the respective Biomedicine disciplines will be recorded under the following unit codes:
- **BCHHONS** – Final grade biochemistry and molecular biology honours
- **DEVHONS** – Final grade anatomy and developmental biology honours
- **IMBHONS** – Final grade immunology and medical biology honours
- **MICHONS** – Final grade microbiology honours
- **PHAHONS** – Final grade pharmacology honours
- **PHYHONS** – Final grade physiology honours
### Chemistry

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The final honours mark and grade will be recorded under the following unit code: **CHMHONS** – Final grade chemistry honours

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Advanced computer science electives (students must complete at least one of the following units plus two additional electives as approved by the Computer Science honours coordinator):

- FIT4009 Advanced topics in intelligent systems | 6 | S1
- FIT4010 Advanced topics in algorithms and discrete structures | 6 | S1
- FIT4012 Advanced topics in computational sciences | 6 | S1

The final honours mark and grade will be recorded under the following unit code: **CSEHONS** – Final grade computational science honours

### Geographical science

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* Alternative timings may be permitted with approval of the school Honours Coordinator

The final honours mark and grade will be recorded under the following unit code: **GESHONS** – Final grade geographical science honours
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**GPSHONS** – Final grade geophysics honours

### Geosciences

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**ESCHONS** – Final grade geosciences honours

### Materials science

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**MSCHONS** – Final grade materials science honours
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**MTHHONS** – Final grade mathematics and statistics honours

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The final honours mark and grade will be recorded under the following unit code:

**PHSHONS** – Final grade physics honours

### Psychology (Semester 1 commencement only)

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Contemporary issues in psychology elective unit (students must choose one of the following units.
(Note: - elective offerings may vary each year)

| PSY4110   | Psychology in society                             | 6  | S2  |     |     |     |     |     |
| PSY4120   | Mental health and illness                          |     |     |     |     |     |     |     |
| PSY4130   | Developmental psychology and clinical neuroscience | 6  | S2  |     |     |     |     |     |
| PT S 1    |                                                    |     |     |     |     |     |     |     |
| PSY4210   | Statistics and research design for professional psychology | 6  | S1  |     |     |     |     |     |
| PSY4220   | Ethical and professional issues in psychology      | 6  | S1  |     |     |     |     |     |
| PSY4270   | Psychological assessment                           | 6  | S2  |     |     |     |     |     |
| PSY4100   | Psychology honours research project                | 24  | FY  |     |     |     |     |     |

Contemporary issues in psychology elective unit (students must choose one of the following units.
(Note: - elective offerings may vary each year)

| PSY4110   | Psychology in society                             | 6  | S2  |     |     |     |     |     |
| PSY4120   | Mental Health and Illness                          | 6  | S2  |     |     |     |     |     |
| PSY4130   | Developmental psychology and clinical neuroscience | 6  | S2  |     |     |     |     |     |

The final honours mark and grade will be recorded under the following unit code:

**PSYHONS** – Final grade psychology honours

### Stem cell and regenerative medicine

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The final honours mark and grade will be recorded under the following unit code:

**MISHONS** – Final grade stem cell and regenerative medicine honours

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**Bachelor of Biotechnology**

![Table]

*Students will enrol in the research project relevant to the School they are accepted to.*

The final honours mark and grade will be recorded under the following unit code:

**BTHHONS** – Final grade biotechnology honours

---

**Gippsland campus – Semester 1 commencement only**

Biochemistry, Biotechnology, Chemistry, Ecology and environmental management, Medical Bioscience, Microbiology

![Table]

The final honours mark and grade for the respective Gippsland campus disciplines will be recorded under the following unit codes:

**BCHHONS** – Final grade biochemistry honours

**BTHHONs** – Final grade biotechnology honours

**CHMHONS** - Final grade chemistry honours

**ENVHONS** – Final grade ecology and environmental management honours

**MBSHONS** – Final grade medical bioscience honours

**MICHONS** - Final grade microbiology honours
## Monash Malaysia campus

### Biotechnology (full-time only)

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### Medical Bioscience (full-time only)

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### Food Science and Technology (full-time only)

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### Tropical Biology (full-time only)

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The final honours mark and grade for the respective Monash Malaysia campus disciplines will be recorded under the following unit codes:

- **BIOHONS** – Final grade biology honours (note this is for Tropical Biology)
- **BTHHONS** – Final grade biotechnology honours
- **FSTHONS** – Final grade food science and technology honours
- **MBSHONS** – Final grade medical bioscience honours

### Faculty Administrative units

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These units can be used in different combinations where there is a non-standard Honours enrolment that has been approved by the Honours coordinator and the Faculty.
Appendix 3 – Grade descriptors for the research project thesis

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 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 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.

**H3 (50 - 59)**

**Broad features**
The project 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.

**Fail (0 - 50)**

**Broad features**
The project is characterised by most of the following:
• the work is very poorly written and shows a serious inability to structure and present a logical argument;
• coverage of the necessary literature is inadequate, with little information provided relevant to the claims made, or conclusions drawn, within the thesis;
• serious misunderstanding of key concepts and issues;
• knowledge of research methods is lacking;
• serious flaws exist in the design of the research project making it difficult or impossible for the research to meet its aims;
• data analysis techniques are inappropriate and the results are presented inadequately;
• an inability to show how the results of the research project relate to the theoretical framework; serious misinterpretations of results.

**Overall:** Think carefully before awarding this grade - it casts doubt on the student's admission in the first place.