

# Bachelor Honours Degree Thesis Procedure

## Section 1 - Purpose

(1) This Procedure states the requirements and processes for the supervision, academic progress monitoring, and marking of a bachelor honours degree Thesis.

## Section 2 - Scope

(2) This Procedure applies to:

- a. a Coursework Unit (unit) that includes a Major Research Component;
- b. a student admitted to a bachelor honours degree and enrolled in a unit that includes a Major Research Component;
- c. a staff member of the University that has a role or responsibility under this Procedure; and
- d. an Affiliate of the University that has a role or responsibility under this Procedure.

## Section 3 - Policy

(3) Nil

## Section 4 - Procedure

(4) A faculty must have at least one Honours Convener.

(5) A student can only be admitted into a bachelor honours degree if there are sufficient resources available.

### Appointment of a Supervisor

(6) One or more academic staff must supervise a student undertaking a bachelor honours degree.

(7) Academic Supervisors are appointed by the Honours Convener.

(8) Academic Supervisors will be appointed as either a:

- a. principal honours Supervisor, or
- b. secondary honours Supervisor.

(9) Sessional academic staff must only be appointed as a Supervisor if there are no academic staff available who are:

- a. employed as continuing or continuing contingent; or
- b. on a fixed-term contract.

(10) If an academic Supervisor is on a fixed-term contract, the fixed-term contract must cover the duration of the

Major Research Component of the course.

(11) An Industry Supervisor may be appointed as a secondary Supervisor if the Research undertaken is in partnership with an industry partner.

(12) If an Industry Supervisor is appointed, the appointment must cover the duration of the Major Research Component of the course.

(13) An Industry Supervisor is appointed by the Honours Convener.

(14) An academic Supervisor will:

- a. have a minimum qualification at least one level higher than the associated course or equivalent relevant professional experience and expertise relevant to the Research;
- b. have current knowledge in the discipline or field;
- c. be engaged in one or both of the following:
  - i. continuing scholarship; and
  - ii. continuing research.
- d. either have knowledge and skills in assessment practices relevant to Research or attain the knowledge and skills on completion of the induction as detailed in clause 23;
- e. be accessible to the student at a level consistent with their learning needs, as agreed to in the supervision agreement as detailed in clause 27.

(15) An Industry Supervisor will:

- a. have a minimum qualification of at least one level higher than the associated course or equivalent professional experience and expertise relevant to the Research;
- b. be engaged by the industry relevant to the discipline or field
- c. be accessible to the student at a level consistent with their learning needs, as agreed to in the supervision agreement as detailed in clause 27.

## **Register of Supervisors and Thesis Markers**

(16) Each faculty that delivers a bachelor honours degree must have a register of Supervisors and Thesis markers, which is maintained by the faculty Honours Convener.

(17) The faculty Honours Convener and Head of Discipline have delegated authority to:

- a. endorse the registration of a Supervisor; and
- b. approve the registration of a Thesis marker.

(18) The Associate Dean, Education has delegated authority to approve the registration of a Supervisor.

(19) Registered academic Supervisors and Thesis markers are required to provide evidence of continuing scholarship or Research at least every two years to maintain registration.

(20) The Associate Dean, Education will monitor and review the register of Supervisors and Thesis markers to ensure supervisors' and Thesis markers' qualifications, knowledge, skills and scholarship or Research requirements are as detailed in clauses 6 to 15.

(21) The Associate Dean, Education will report non-compliance to the Executive Dean of faculty, who will determine the most appropriate way to manage the issue.

## Induction

(22) Thesis Supervisors, Thesis markers and students enrolled in a bachelor honours degree must complete an induction, to be coordinated and delivered by the faculty Honours Convener.

(23) The induction for a Thesis Supervisor must include:

- a. relevant legislation and codes;
- b. relevant University policy;
- c. student privacy;
- d. the roles and responsibilities of a Supervisor;
- e. the roles and responsibilities of a marker;
- f. Thesis marking processes;
- g. ethics;
- h. Academic Integrity and Research Integrity;
- i. work health and safety; and
- j. [Respectful Relationships](#).

(24) The induction for a Thesis marker must include:

- a. the roles and responsibilities of a marker;
- b. relevant University policy;
- c. student privacy;
- d. Thesis marking processes;
- e. ethics; and
- f. Academic Integrity and Research Integrity.

(25) The induction for a student enrolled in a bachelor honours degree must include:

- a. relevant legislation and codes;
- b. relevant University policy;
- c. the roles and responsibilities of being a Research Student;
- d. ethics;
- e. Academic Integrity and Research Integrity;
- f. work health and safety;
- g. assessment requirements, including the process for Thesis marking; and
- h. [Respectful Relationships](#).

(26) The faculty Honours Convener will record Supervisors' and Thesis markers' completion of the induction in the register of supervisors and Thesis markers.

(27) After the student and Supervisors have completed the induction, the principal Supervisor and the student will develop a supervision agreement that includes a supervision schedule, methods of communication, and any other relevant information as agreed to by the two parties.

## Student Academic Progress

(28) Student progress is monitored by an academic Supervisor to support the successful completion and submission of the Thesis.

(29) If a student is considered at risk of not attaining the milestones as detailed in the Unit Outline, the academic Supervisor will communicate this to the student.

(30) An academic Supervisor may refer the student to relevant support services.

(31) Student progress in units that do not include a Major Research Component is undertaken in accordance with the [Academic Progress Policy](#) and [Academic Progress \(Coursework Units\) Procedure](#).

## **Marking of the Thesis**

(32) The Thesis must be marked by an Honours Degree Panel comprised of two independent experts.

(33) Members of the Honours Degree Panel will:

- a. have a minimum qualification at least one level higher than the associated course or equivalent relevant experience and expertise;
- b. have current knowledge in the discipline or field;
- c. be engaged in one or both of the following:
  - i. continuing scholarship;
  - ii. continuing research; and
- d. have knowledge and skills in assessment practices relevant to Research or attain knowledge and skills by completing the Thesis markers induction as detailed in clause 24.

(34) Thesis markers are selected by the faculty Honours Convener.

(35) Thesis markers must mark independently of each other using one or both of the following:

- a. an Assessment Rubric;
- b. a Marking Guide.

## **Conflict of Interest**

(36) A Supervisor and Thesis marker must declare any real or perceived conflict of interest that exists or arises between their personal interests and their roles and responsibilities as a supervisor or Thesis marker.

(37) The faculty Honours Convener will determine the most appropriate way to manage a declared conflict of interest considering the relevant risks, implications, and University policy.

(38) Any declared conflict of interest, steps taken to address the conflict and the outcome must be included as part of the official records of the register of supervisors and Thesis markers.

## **Exceptions**

(39) The Executive Dean of faculty has delegated authority to approve an exception to this procedure when it relates to an individual student.

# **Section 5 - Roles and Responsibilities**

Who	Responsibilities
Associate Dean, Education	<ul style="list-style-type: none"> <li>• monitoring and reviewing the register of Supervisors and Thesis markers.</li> <li>• reporting non-compliance of the Supervisor and Thesis markers requirements to the Executive Dean of faculty.</li> <li>• delegated authority to approve the registration of a Supervisor.</li> </ul>
Faculty Honours Convener	<ul style="list-style-type: none"> <li>• maintaining the register of Supervisors and Thesis markers.</li> <li>• coordinating and delivering the induction for Supervisors, Thesis markers and students.</li> <li>• registering Supervisors' and Thesis markers' completion of the induction in the register of supervisor and Thesis markers.</li> <li>• determining the most appropriate way to manage a conflict of interest declared by a Supervisor or Thesis marker.</li> <li>• delegated authority to endorse the registration of a Supervisor, and approve the registration of a Thesis marker.</li> </ul>
Executive Dean of faculty	<ul style="list-style-type: none"> <li>• determining the most appropriate way to manage non-compliance of Supervisor and Thesis markers requirements.</li> <li>• delegated authority to approve an exception to this Procedure when it relates to an individual student.</li> </ul>
Industry Supervisor	<ul style="list-style-type: none"> <li>• providing relevant documentation to enable registration as an Industry Supervisor.</li> <li>• undertaking the Supervisor's induction.</li> </ul>
Head of Discipline	Delegated authority to endorse the registration of a Supervisor, and approve the registration of a Thesis marker.
Principal	<ul style="list-style-type: none"> <li>• providing relevant documentation to enable registration and ongoing registration as a Supervisor.</li> <li>• undertaking the Supervisor's induction.</li> <li>• co-developing the supervision agreement with the student.</li> <li>• monitoring and responding to, as required, the academic progress of the student in collaboration with the secondary Supervisor if one is appointed.</li> </ul>
Secondary Supervisor	<ul style="list-style-type: none"> <li>• providing relevant documentation to enable registration and ongoing registration as a Supervisor.</li> <li>• undertaking the Supervisor's induction.</li> <li>• monitoring and responding to, as required, the academic progress of the student in collaboration with the principal Supervisor.</li> </ul>
Student	<ul style="list-style-type: none"> <li>• undertaking the student induction.</li> <li>• co-developing the supervision agreement with the principal Supervisor.</li> <li>• completing and submitting the Thesis in English and with Academic Integrity, Research Integrity, and in accordance with the Unit Outline.</li> </ul>

## Section 6 - Definitions

Term	Definition
Academic Integrity	A commitment to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage ... that serve to inform and improve ethical decision-making capacities and behavior as stated in <a href="#">The Fundamental Values of Academic Integrity 2021</a> .

Term	Definition
Affiliate	Includes: 1. clinical title holders;; 2. adjunct 3. conjoint and honorary appointees; 4. consultants and contractors to the University; 5. holders of offices in University entities; 6. members of boards of University foundations; 7. members of University committees; and 8. any other persons appointed or engaged by the University to perform duties or functions on its behalf.
Coursework Course	One of the following Australian Qualification Framework course types, and approved by the University's Academic Board: 1. Diploma; 2. Advanced Diploma; 3. Associate Degree; 4. Undergraduate Certificate; 5. Bachelor's Degree; 6. Bachelor Honours Degree; 7. Graduate Certificate; 8. Graduate Diploma; 9. Master's Degree (Coursework); and 10. Master's Degree (Extended).
Major Research Component	A unit that includes Summative Assessment tasks that directly contribute to, or include, the Thesis component.
Research	Comprises systematic experimental and theoretical work. The development of the research, and application of the research results in an increase in the dimensions of knowledge.
Research Integrity	Means a commitment to Academic Integrity, and to the fundamental principles for the responsible conduct of research: rigour, transparency, fairness, respect, recognition, accountability and promotion as described in the <a href="#">Australian Code for the Responsible Conduct of Research 2018</a> .
Thesis	The final Research output of a bachelor honours degree.
University	University of Canberra ABN 81 633 873 422

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	29th November 2023
<b>Review Date</b>	31st December 2025
<b>Approval Authority</b>	Academic Quality Standards Committee
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<b>Expiry Date</b>	To Be Advised
<b>Custodian</b>	Michelle Lincoln Deputy Vice-Chancellor
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