

Honours @ Business School stands for:

- *An advanced undergraduate degree for high-achieving students*
- *Providing students with more career options - either in academia, business, government or applied research*
- *Providing students with advanced analytical and problem solving skills required for specialist careers in business and government*
- *Providing students with research skills and advanced knowledge*
- *Providing students with a competitive advantage, increased employability, attractiveness and worth.*

UNSW is a research intensive university. Providing a high quality honours program indicates the Business School stands behind the rhetoric and is committed to producing students who are knowledgeable and skilled in research.

1. Key Principles

Honours in the Business School will:

- be a one year 48 UOC program completed after a minimum of 3 years at undergraduate level
- be a stand-alone year or the final year of an embedded 4-year honours degree (as per BIS (Co-op))
- be open to internal or external (non-UNSW) students who meet the specified entry criteria
- contain a significant independent research project or thesis
- align with any UNSW Honours Policy and Procedure
- comply with any government regulation (e.g. AQF)

2. Entry Requirements

Students need to have completed a minimum of 144 UOC (i.e. 3-years) of an undergraduate single or dual degree, and completed a major within the desired honours discipline or an approved cognate discipline. Minimum entry requirements are that a student has achieved a program WAM of at least 70 and a discipline WAM of at least 70. Disciplines may specify a higher discipline WAM for their honours program and/or completion of essential prior courses.

3. Applications

All students (internal and external) interested in completing Honours should indicate their interest to the relevant Honours co-ordinator no later than during the session prior to the commencement of Honours. Disciplines may require the student to submit a draft proposal at the time of application.

Internal Applicants: Applications are via the approved form available through the Faculty and School's websites. Applications must be submitted by the release of results date for the session prior to the desired commencement of the Honours program.

External Applicants: Applicants may be admitted to an Honours program on completion of an equivalent undergraduate degree. Applications for Honours for external candidates are via the approved online form available through the UNSW website. The completed form, and any required documentation, must be submitted to UAC Admissions Office (Honours) at UNSW by the nominated date on UNSW website.

Entry requirements will be in line with those expected for internal students, i.e. WAM or GPA should be equivalent to that specified for admission to the relevant discipline and will be subject to the proposed area of research being within the relevant School's expertise and capacity to supervise.

4. Supervisors

Honours students typically will have one supervisor within the relevant School who should be Level B or higher. Joint or co-supervision may be possible depending on availability of staff within a School. If joint or co-supervision is undertaken, one supervisor (or the primary supervisor in the case of co-supervision) must be a staff member within the relevant School.

5. Structure

The Honours year/program shall consist of advanced coursework and a research thesis. The Honours year normally commences in session 1; the option of mid-year entry is at the discretion of the School.

The thesis will be:

- weighted 18-24UOC (out of a 48 UOC honours year) and typically undertaken across the entire honours year.
- an empirical or conceptual piece of research in line with traditional research modes in the relevant discipline, or an industry-linked piece of research. All pieces of work should meet academic standards of rigour and presentation.
- 60-100 pages (including appendices, but excluding reference list), i.e. up to a maximum of 100 pages, or approximately 20,000 words.
- written in a traditional thesis-style or "journal-article" style, as specified by the relevant School. Whichever style is adopted, the relevant School may request additional appendices.
- weighted in the Honours mark calculation in proportion to its UOC contribution to the Honours year.

The coursework will be:

- clearly specified in terms of units of credit, number and timing of required courses
- courses at Level 4 or higher.
- weighted in the Honours mark calculation in proportion to its UOC contribution to the Honours year.
- assessed in line with UNSW Assessment Policy and Procedure.

Details for all courses (and thesis) should be specified in a course outline (including learning outcomes, assessment, marking criteria etc) and are to be made available to students before the commencement of session.

Students will be required to give an oral presentation of at least 20 minutes duration in which they will outline and defend their thesis proposal or their finished research to a group of their peers and relevant School academics.

6. Thesis submission dates

Mid-year submission is to be within a 2 week period from the last day of week 13 of semester 1, with the specific date specified by the discipline.

End of year submission is to be within a 3 week period from the last day of week 13 of semester 2, with the specific date specified by the discipline.

7. Examination process

An honours thesis is to be marked by two examiners. Supervisors cannot be an examiner for their own student's thesis. Internal examiners are sufficient. External examiners may be used particularly where sufficient experts in

the relevant field may not be available within a School. If an external examiner is used their qualifications need to be equivalent to the internal standard of level B or higher.

Examiners will be appointed by the Honours Co-ordinator in consultation with the HoS / School Honours Committee. Where the Honours Co-ordinator is a supervisor, the examiners for this student(s) are to be appointed by the HoS / School Honours Committee. Supervisors may be asked for recommendations.

Examiners will be given a 2 week period in which to examine the thesis. Examination of the thesis is to be in accordance with the generic Thesis Marking Sheet, with written comments provided as appropriate. The adapted Marking Sheet used within a School should reflect the style of thesis. The weighting given to different aspects of the thesis may change, depending on the style.

8. Determination of thesis mark

Examiners' recommendations for a thesis mark will be considered by the Honours Coordinator / School Honours Committee in accordance with Honours grade requirements in the marking criteria. The thesis mark would normally be the average of the examiners' recommendations.

In the case that there is a large discrepancy (>10 percentage points) in the thesis marks between the two examiners, a staged resolution process is to be followed:

1. Honours Co-ordinator / School Honours Committee to discuss rationale for marks and may consult with each examiner. If no solution is reached, a 3rd marker may be appointed in line with steps 2 and 3.
2. Thesis to be marked by a 3rd marker who may be the Honours Co-ordinator (where they are not the supervisor of the student under discussion) or another person appointed by the Honours Co-ordinator / School Honours committee.
3. The mark for the thesis will be the average of the two closest marks (i.e. the outlier will be disregarded).

9. Calculation of Honours mark

The Honours mark for the awarding of the class of Honours is to be based on the Honours year WAM (i.e. in proportion to the UOC of the various components).

The final mark is to be rounded to a whole digit (<0.5 rounded down; 0.5 or higher rounded up).

10. Classes of Honours

Classes of Honours and their cut-offs will be:

- Class 1: 85 and over
- Class 2(1): 75 to 84
- Class 2(2): 65 to 74
- Class 3: 50 to 64

11. Nominations for University Medal

An honours student may be nominated for a University Medal in line with the University Medal Policy: <http://www.gs.unsw.edu.au/policy/documents/medalspolicy.pdf> and

University Medal Procedure: <http://www.gs.unsw.edu.au/policy/documents/medalsprocedure.pdf>

In particular, prior to nominating a student, a School should consider the student's:

- Honours WAM in relation to peers in the same program (The relevant peer group, dependent on the name of the program and the major, needs to be justified.)

- Cumulative WAM in relation to the graduating cohort of the program.
- Results in relation to previous medal winners within the program.

School nominations are considered by the faculty's Assessment Review Group (ARG), who then make recommendations to the University Medal Committee. The final decision to award a medal rests with the University Medal Committee.

12. Performance progression for Honours students

Students are to maintain a course average of 70 or more (and satisfactorily pass any Pass/Fail courses) to continue in the School Honours program after the end of their first semester. If the average is below 70 and / or the student is not making satisfactory progress on the research thesis, the student may be required to:

- Graduate with a Pass degree
- Transfer some completed Honours courses to a suitable Masters, where applicable.