Bachelor of Computer Science (Honours)

Guide for Students, Supervisors and Examiners 2006

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## Principal Dates for 2006-2007

### 2005

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 24 December</td>
<td>Applications for Bachelor of Computer Science (Hons) 2006 due to UniAdvice. Late applications may be accepted but it is dependent on the availability of a supervisor.</td>
</tr>
</tbody>
</table>

### 2006

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday 20 February</td>
<td>CSCI401 Classes commence</td>
</tr>
<tr>
<td>Friday 20 October</td>
<td>Four bound copies of final Research Report for CSCI401 to be submitted for examination by the supervisor.</td>
</tr>
<tr>
<td>Friday 27 October</td>
<td>Applications for Bachelor of Computer Science Honours for 2007 open.</td>
</tr>
<tr>
<td>Thursday 19 October</td>
<td>Post Graduate Research Day for SITACS students. Poster presentations required.</td>
</tr>
<tr>
<td>November</td>
<td>Honours Assessment Committee meeting</td>
</tr>
</tbody>
</table>

### 2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 21 December</td>
<td>Applications for 2007 close. Late applications may be accepted but it is dependent on the availability of a supervisor.</td>
</tr>
</tbody>
</table>
Guide for Students, Supervisors and Examiners

Bachelor of Computer Science (Hons) Degree

The Honours program is an end-on degree in Computer Science and provides an opportunity for candidates to develop, to a sophisticated level, established theoretical and practical skills gained during their undergraduate course. In the Bachelor of Computer Science (Hons) course, the student is given close supervision of a research topic. In addition, a weekly seminar in Autumn Session provides training in advanced research skills specific to disciplines within computer science as well as providing the opportunity to exercise these skills in a peer-reviewed environment. The course provides a pathway to higher research degrees at masters and doctoral levels.

Course Code

The Course Code for the Bachelor of Computer Science (Honours) is 765.

Bachelor of Computer Science (Hons) Program

Objectives

The objectives of the Bachelor of Computer Science (Hons) are to give students:

- a scholarly grounding in academic research
- a high level of research competency
- a strong foundation in theoretical work
- advanced theoretical skills in the computer science
- a preparation for future higher level research degrees
**Duration**

The Bachelor of Computer Science (Hons) is a one year full-time course. It cannot be taken on a part-time basis. Also, if accepted into the Honours program, it is not possible to defer commencement to another year as the availability of supervision cannot be guaranteed. Candidates will be required to submit a new application for consideration for the intended year of study.

**Program of Study**

The Honours program of study comprises;

1. an 18 credit point project;
2. 30 credit points of 400-/900-level Postgraduate Computer Science subjects of which one must be CSCI401 Honours Seminar;
3. with the permission of the Honours Coordinator, candidates may substitute up to 12 credit points of subjects with 300-level Computer Science subjects or 400-level subjects from another discipline;
4. attendance at a series of seminars on research methodology in Autumn Session is compulsory. Seminars will cover the purpose of research, formulating a research question, conducting a literature review and writing a research proposal. Students will learn how to design an appropriate research plan; requirements for scholarly writing will also be discussed and the process of undertaking a research project will be analysed.

Attendance at the SITACS Colloquium is strongly recommended.

Your enrolment record on SOLS only shows as CSCI401 Computer Science IV Honours, 48 credit points. Subjects taken in 1, 2 and 3 above are discussed with the Honours Coordinator who keeps a record of the agreed subject choice.
Requirements for Admission

The Bachelor of Computer Science (Hons) is regarded as a scholarly grounding for further academic research. Prospective candidates need to possess a high level of research competency and a strong foundation in theoretical work; they should have a demonstrated ability to focus on a defined topic and to sustain an argument. Only candidates who have completed the requirements for the Bachelor of Computer Science (144 credit points) or an approved equivalent degree are eligible for entry to the Honours year.

A minimum average mark of 65% in prior undergraduate study is required for enrolment.

Application Process

Candidates should complete an Undergraduate Application form available from UniAdvice in Building 36 from 27 October, indicating Bachelor of Computer Science (Hons) as their course preference. They should also complete the nominated supervisors form (Application to Enrol in BCompSc Honours Program). Completed applications and accompanying documents should be submitted to UniAdvice on or before 24 December 2005. Late applications may be accepted but it is dependent on the availability of a supervisor.

Applications will be considered by the Honours Co-ordinators for approval. 300 level candidates enrolled in the Bachelor of Computer Science at the University of Wollongong wishing to apply for Honours should attend a meeting of prospective Honours candidates usually held by SITACS in August. Notification of the exact meeting date is done via email to sitacs_300 student email group.

Students are advised to refer to the following University of Wollongong web site for access to the Code of Practice - Honours:

Leave of Absence

Leave of Absence during the course of the Bachelor of Computer Science (Hons) program is normally not possible, except under exceptional circumstances, as the availability of supervision cannot be guaranteed.
Subject Outline: CSCI401- Computer Science IV Honours

SITACS
School of Information Technology & Computer Science

CSCI401 - Computing Science IV Honours Subject Outline
Subject Outline
Autumn Session 2006

Head of School - Professor Philip Ogunbora, Student Resource Centre, Tel: (02) 4221 3606

GENERAL INFORMATION
Subject Coordinator/Lecturer: Professor Philip Ogunbora
Telephone Number: 4221 5881
Email: philip@uow.edu.au
Location: S3 222

Prof Ogunbora’s Consultation Times During Session
Day: To be advised
To be advised

Lecturer: Professor John Fulcher
Telephone Number: 4221 3811
Email: john@uow.edu.au
Location: S3 223

Prof Fulcher’s Consultation Times During Session
Day: Time
Tuesday 9:30 - 11:30 am
Friday 1:30 – 3:30 pm

Subject Organisation
Session: Autumn and Spring Session, Wollongong Campus
Credit Points: 48 credit points
Lecture Times & Location:
Mon 9:30 – 11:30 am 67 203 Week 1-4
Mon 8:30 – 10:30 am 1 405 Week 5-13

Content
The program of study for BCompSc(Hons), i.e., CSCI401 Computer Science IV Honours will include:

(1) 18 credit point project,
(2) 30 credit points of 400-500 level subjects from the Computer Science Schedule,
(3) With the permission of the Head of School, candidates may substitute up to 12 credit points of subjects with
300 level subjects from the Computer Science Schedule or 400 level subjects from another discipline.
(4) Attendance and participation at a series of seminars on research methodology (including quantitative and
qualitative analysis).

Seminars will cover the purpose of research, formulating a research question, conducting a literature review and writing
a research proposal. Students will learn how to design an appropriate research plan. Requirements for scholarly writing
will also be discussed and the process of undertaking a research project will be analysed. Individual results for subjects
attempted will not be released. Instead, the final result for CSCI401 will be calculated from the total results for the
project and subjects.

Objectives
To qualify for the award of the Bachelor of Computer Science (Honours) candidates must complete CSCI401. The
level of honours awarded at the completion of the course is determined in accordance with University Course Rule
attachment D1(2).
This subject outline can be found at [http://www.itacs.uow.edu.au/current/subject_outlines](http://www.itacs.uow.edu.au/current/subject_outlines)

Students should check the subject’s web site regularly as important information, including details of unavoidable changes in assessment requirements will be posted from time to time. Any information posted to the web site is deemed to have been notified to all students.

**Attendance Requirements**

It is the responsibility of students to attend all lectures/tutorials/labs/seminars/practical work for subjects for which you are enrolled.

Satisfactory attendance at lectures is a requirement for the successful completion of this course. Satisfactory attendance is deemed to be attendance at approximately 80% of the allocated contact hours.

It should be noted that according to Course Rule 3.21 ‘credit point’ is the value attached to a subject as a component of a degree and, for a subject other than a research subject, each credit point has an implied workload of 28 hours over the duration of that subject.

**Method of Presentation**

This subject commences in common with IACT441/940 IT Research Methodology (9:30 – 11:30 Monday), which CS Honours Students take alongside BlinfoTech Honours students. After 4 weeks, they branch off on their own into the Honours Seminar.

These seminars (more accurately “discussion groups”) take place at 8:30-10:30 Monday, and comprise of weekly discussions with the Coordinators and fellow CS Honours Students on both CS research issues and more generally leading edge CS topics.

**Subject Materials**

There are no set texts for this subject, however reading lists, relevant websites etc. will be advised where appropriate – note however that students will be encouraged to conduct their own literature searches, since this is a key aspect of undertaking your own research projects.

These readings/references are recommended only and are not intended to be an exhaustive list. Students are encouraged to use the library catalogue and databases to locate additional readings.

**Assessment**

Honours Seminar work detailed in the table below is marked out of a total of 100.

<table>
<thead>
<tr>
<th>Assessment Items &amp; Format</th>
<th>Percentage of Final Mark</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research proposal</td>
<td>10</td>
<td>Week 5 in class (March 20th, 8:30-10:30)</td>
</tr>
<tr>
<td>Seminar</td>
<td>20</td>
<td>Schedule to be announced in class based on final numbers enrolled. Students will be provided a topic for the seminar 2 weeks prior to the date of the seminar.</td>
</tr>
<tr>
<td>Annotated bibliography</td>
<td>10</td>
<td>Week 7 in class (April 3rd, 8:30-10:30) in hardcopy</td>
</tr>
<tr>
<td>Literature Review</td>
<td>20</td>
<td>Week 12 in class (May 15th, 8:30-10:30)</td>
</tr>
<tr>
<td>Critical reviews of student seminars presented in Honours Seminar meetings</td>
<td>10</td>
<td>Week 13 in class (May 22nd, 8:30-10:30) in hardcopy</td>
</tr>
<tr>
<td>Critical reviews of SITACS seminars including seminars hosted</td>
<td>15</td>
<td>Week 13 in class (May 22nd, 8:30-10:30) in hardcopy</td>
</tr>
</tbody>
</table>
This subject outline can be found at [http://www.itacs.uow.edu.au/current/subject_outlines](http://www.itacs.uow.edu.au/current/subject_outlines)

| Class participation | 15 | Week 13 in class (May 22nd, 8.30-10.30) in hardcopy |

The 18 credit point project report or thesis is marked out of a total of 100. Please refer to the marking guidelines provided in this outline. The project is assessed by the supervisor and an examiner and the marks allocated are weighted as Supervisor – 65%, Examiner – 35%. The project thesis/report is to be submitted in Week 12 of the Spring Session.

**Notes on Assessment**

- The research proposal document must be on the student's own research topic and must include a comprehensive literature survey, a clear specification of the research questions to be addressed and a description of preliminary research outcomes. The document must be submitted in hardcopy in class in Week 13.
- The annotated bibliography will also address the student's own project and must be submitted in hardcopy in class in Week 13.
- All critical reviews of seminars must be submitted in hardcopy in class in Week 13.
- The class participation mark will be based on the student's ability to effectively participate in seminar presentations as a member of the audience – this entails critically evaluating each presentation and asking questions during question time at the end of each presentation.
- Unless an extension on the due date has been sought and granted prior to the due date of an assessment item, late submissions will be penalized in the following manner: 10% of the total mark for the assessment item will be deducted for every day the assessment item is late.

**Thesis (18 credit points) production guidelines**

The project report or thesis should be produced to a high level of quality standard and should be no more than 90 pages (including text and diagrams). Additional material such as appendices can be added at the end of the report if required.

**Thesis (18 credit points) marking guidelines**

The description below gives the basis for marking the report and project components of the Bachelor of Computer Science Honours degree that will be used by the staff of the School of Information Technology and Computer Science. The marks are allocated according to various categories. The categories, the percentage of marks allocated to them, and the basis for the judgment, are described below for both the Supervisor's and Examiner's marking schedule.

1. **Reference Reading and Theoretical Backing** 15%

   In this category, students must show that they have read and understood the relevant references for the project; have used citations appropriately; have listed their references correctly and completely; have read around the subject; and have presented a summary of the techniques that they are using, in a manner that proves their understanding of the techniques. For projects that do not require any literature search, students should indicate that they have read and understood the relevant technical literature, such as data sheets.

2. **Logical and Convincing Presentation/Layout Diagrams and Photographs** 15%

   This is judged according to the level of communication of the document. It includes use of English; structure of the presentation, including separation of text into main body and appendices; clarity of ideas; lack of repetition; good overview; choice of detail; documentation of software; documentation of hardware; quality of project plan and specification; quality of supplemental material; level of detail; presentation of results, etc. This includes the neatness and clarity of the diagrams, the manner in which the thesis report is presented (e.g., has effective use been made of subheadings, etc.).

3. **Technical Merit** 20%

   In this category, students must show that they have understood the technical or theoretical aspects of their project. The methods used need to be critically analysed and justified. The results that are obtained should be analysed with respect to these criteria. The level of understanding is judged so students must demonstrate that they have a firm understanding of the topic area. Conclusion of recommendations made should be justified and well explained.
This subject outline can be found at http://www.itcex.uow.edu.au/current/subject_outlines

4. Development Work/Confirmation and Development of the Theory 25%

In this section, evidence that students have applied the relevant practical or theoretical techniques competently must be presented. This is a judgment on the final result of the work that they have produced (e.g., is it a creditable design or not?), as well as whether satisfactory progress has been achieved during the course of the project. You will also be judged on your time management, level of commitment and justification of the chosen methodologies.

5. Problem Solving Ability / Ideas and Originality 25%

Students will be judged on their competence in applying the research tools at their disposal. Are the techniques learnt during the course of the degree being applied to a particular well defined problem? Are the standard problems able to be analysed and solved using standard techniques? Evidence of initiative will score marks in this section. Use of novel techniques or solutions proposed which have not been suggested by an academic, show that students have some degree of mastery of the topic area. An ability to critically analyse your own work is expected and judged. At the end of the project you will be assessed on the compliance of the outcomes with the original specifications.

NOTE: When marking the Honours Thesis, staff use the categories as indicated above but also follow the guidelines presented below, which detail the attributes implied by aggregate marks for thesis reports.

High Distinction 85 - 100
- Outstanding and sustained levels of initiative and creativity
- Outstanding level of presentation
- Exceptional rate of progress
- Would indicate possible acceptance to a PhD program
- A mark of 90 or above would usually indicate a thesis with results worthy of publication in a top rate conference.

Distinction 75 - 84
- Clear demonstration of creativity and initiative
- Very good level of presentation
- High rate of progress
- Would indicate possible acceptance to a Masters Program

Credit 65 - 74
- Above average rate of progress
- Above average level of computer science competence
- Above average presentation

Pass 50 - 64
- Above average level of computer science competence
- Adequate rate of progress
- Able to carry out basic computer science analytical tasks
- A comprehensible report

Note: for High Distinction and Distinction, all of the above listed attributes must be clearly demonstrated.

Fail
- Inability to perform the basic research project tasks required of a graduate
- Inadequate rate of progress
- Failure to attend scheduled meetings
- Insufficient time devoted to project
- Inadequate report

Note: This marking scheme has been adapted from that used in the School of Electrical, Computer and Telecommunications Engineering.

Additional Information
This subject outline can be found at http://www.itacs.uow.edu.au/current/subject_outlines

Students must refer to the Faculty Handbook or online references which contains a range of policies on educational issues and student matters.

Supplementary Exams

While the School normally grants supplementary exams when the student does not sit the standard exam for an acceptable reason, each student is treated as an individual case and there is no guarantee a supplementary exam will be granted. If a supplementary exam is granted the date will be determined by the University via ARD. You will be notified via SOLS Mail the time and date of this supplementary exam. You must follow the instructions given in the email message.

Please note that if this is your last session and you are granted a supplementary exam, be aware that your results will not be processed in time to meet the graduation deadline.

This outline should be read in conjunction with the following documents:

| Code of Practice - Teaching and Assessment | Key Dates |
| Code of Practice - Students | Information Literacies Introduction Program |
| Acknowledgement Practice Plagiarism will not be tolerated | Student Academic Grievance Policy |
| Special Consideration Policy | Code of Practice-Honours |
| Non-Discriminatory Language Practice and Presentation | Intellectual Property Policy |
| Occupational Health and Safety | SITACS Internet Access & Student Resource Centre |
| SITACS Student Guide | Informatics Faculty Librarian, Ms Annette Meldrum, phone: 4221 4637, ameldrum@uow.edu.au |
| SITACS Subject Outlines | |
Bachelor of Computer Science (Hons)

General Information

Change of Research Topic

An Honours student who wishes to change his/her research topic from that which was approved on admission must submit a request in writing to the Faculty Honours Co-ordinator no later than Friday of Week 6 of Autumn session. The request must be accompanied by a brief rationale for the change. The Co-ordinator will take into account the merit of the request and the opinion of the supervisor. Students will be advised in writing if the change has been approved. Please note that it is not simply a matter of a supervisor approving a change - except for minor refinements of topic.

Change of Supervisor

An Honours student who wishes to change his/her supervisor from that which was approved on admission must submit a request in writing to the Faculty Honours Co-ordinator no later than Friday Week 3 of Autumn Session. The request must be accompanied by a brief rationale for the change. The Co-ordinator will take into account the merit of the request and the opinion of the supervisor. Students will be advised in writing if the change has been approved. Please note that it is not simply a matter of a supervisor approving a change - except for minor refinements of topic.
Plagiarism

Plagiarism is the use of another person’s work or ideas as if it were your own. The other person may be an author, artist, critic, lecturer or another student or material on a web site. When it is desirable or necessary to use other people’s material, students must take care to include appropriate references and attribution - do not pretend the ideas are your own. Take care not to plagiarise unintentionally. Penalties for plagiarism are severe: examples include 0% fail for the particular assessment task, fail grades for the subject, and expulsion from the University.

Students may be required to submit written work via the ‘Turnitin’ plagiarism detection web site.

Students are strongly advised to refer to the following University of Wollongong web site for access to information and policies concerning Acknowledgement Practice and Plagiarism:


Late Submission

A request for late submission of work for examination must be made in writing to the Honours Co-ordinator and in association with an application for Special Consideration via SOLS.

- Work submitted late with approval may incur penalties.
- Work submitted late without approval may incur penalties including the award of a zero mark for the late component.

Special Consideration

Special consideration is a process to help students minimise the impact of certain adverse and unforeseen circumstances on their progression in a course and their performance in subjects.

Students applying for special consideration must produce supporting documentation, which demonstrates that they have:
a) suffered illness or other circumstances beyond their control which have affected their academic performance or prevented them from meeting scheduled assessment requirements; or

b) been unable to sit for the standard examination for religious reasons; or

c) have validated conflicts between scheduled assessments and other commitments such as their carer’s duties, court appearances, participation in sporting or cultural activities at a national or international level.

Students are advised to refer to the following University of Wollongong web site for detailed information as set out in the Special Consideration Policy:


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**Occupational Health and Safety**

The University of Wollongong is committed to ensuring the health, safety and welfare of the working environment for its staff and students and encourages all members of the University community to regard accident prevention and working safely as a collective and individual responsibility. In the first instance, students should consult with their supervisor/s to ensure their research activities comply with all relevant legislation and standards.

Students are also advised to refer to the following University of Wollongong web site for access to information and regulations concerning Health and Safety:

Ethics Requirements

In accordance with the relevant legislation, the University has established the following Ethics Committees: Animal Ethics Committee; Human Research Ethics Committee; and Biosafety Committee. The role of these Committees is to review the ethical aspects of research involving animals, humans or biological matter. Before conducting or commencing any research investigation involving these variables, students are required to submit a research ethics application to the appropriate Committee and obtain approval to ensure that all statutory requirements are met.

Any questions or requests for further information should be directed to the Ethics Officer in the Office of Research. Telephone: 4221 4457.

Students are advised to refer to the following University of Wollongong web site for access to information about Research Ethics Committees and Guidelines:

http://www.uow.edu.au/research/staff/ethics.html

Faculty Librarian

The Michael Birt Library is located in Building 16. The Library web site provides access to a wide range of information resources. These include the Library Catalogue, electronic journals, fulltext databases and links to web sites in various subject areas. To assist students to make the most of these resources the Library offers help/training guides, web-based tutorials and hands-on workshops.

Honours students are encouraged to make an individual appointment with the Faculty Librarian for assistance with identifying and/or locating reference material.

The Faculty Librarian for Informatics is Ms Annette Meldrum who can be contacted by telephone on 4221 4637 or email at ameldrum@uow.edu.au

A number of staff within the Michael Birt Library have taken on responsibility for assisting students with special needs. To contact staff currently responsible for disabilities services in the Library, students should, in the first instance, contact the Ms Meldrum.
Financial Costs/Assistance

Costs

Students are required to meet all costs associated with their research. Exceptional circumstances may be considered.

After Hours Access

After hours access may be available in Building 39.153. The cost of the Proximity Card is $21.00, with a refundable portion of $10.00 on the return of the card in good condition. Application forms are available from the Informatics Student Resource Centre, Building 3 foyer.
Services, Facilities and Resources

Faculty Spaces and Resources

At present the Postgraduate and Honours collaborative space is located in the Faculty in Room 39.153. Room 39.153 has been set up for the exclusive use of research students, there are 11 PCs in this room and the software on these machines include MS Office, Endnote, SPSS, JMP 4.0, Acrobat reader, Mozilla and IE6. To use the computers students need a password which can be arranged by the Technical Officer responsible for this area, Michael Milway. Please contact Michael by telephone on 4221 4361 or email michael_milway@uow.edu.au or in Room 3.228.

University Support Services and Facilities

Counselling Service

The University Counsellors offer free and confidential counselling to students who want to talk through and change areas of difficulty, conflict or crisis in their lives. The counsellors can deal with a wide range of personal difficulties such as:

- feeling stressed, anxious or depressed
- wanting to become more confident and assertive
- family and relationship conflicts
- grief and bereavement
- alcohol and other drug problems
- harassment
- emotional stresses associated with study or work
To make an appointment to see one of the counsellors students should contact the Counselling Service by telephone on 4221 3445, or call in to the office located on the third floor of the UniCentre, Building 11. Evening appointments are available from Monday to Thursday. The service is free and completely confidential.

Disability Liaison Officer

The Disability Liaison Officer (DLO) can provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with disability. Students who need assistance during their studies should contact the Disability Liaison Officer by telephone on 4221 3445 or facsimile 4221 5667, or call in to the office located on the third floor of the UniCentre, Building 11.
Awards

University Medal

Honours students who achieve a minimum of Honours Class I and have outstanding academic results over the entirety of their undergraduate degree may be considered for the award of a University Medal. Nominations for this award will not be made until the results for all potential medalists in the particular year have been finalised.

Campus Alumni Chapter Honours Year Prize

Each year the Campus Chapter of the University of Wollongong Alumni Association awards a prize of a $300.00 book voucher which can be exchanged for purchases at the UniCentre Shop. The prize is awarded to a student enrolled in a one year Honours degree course who performs best, as determined by the relevant Faculty, in the three year pass degree upon which entry to the Honours course was based. Specific details on eligibility and criteria for this prize are available from the Faculty Officer (3.116) early in the academic year.
Notes for Students

Responsibilities of Students

Honours students have the primary responsibility for the timely completion of their Honours submissions and other assessment tasks. They should be familiar with the information in this Guide.

In accordance with Section 4 of the Code of Practice - Honours, specific responsibilities include:

- to develop an Honours project proposal and plan for completing the project within a timeframe agreed to by the supervisor/s;
- to maintain regular contact with the supervisor/s;
- to discuss any proposed variation of enrolment or leave of absence with their supervisor/s and the Honours Coordinator or head of academic unit;
- to establish with the supervisor/s the level of support required for successful completion of the degree;
- to present required written material to the supervisor/s in sufficient time to allow for comments and discussions before scheduled meetings;
- to undertake additional work towards their project identified as necessary by the supervisor/s;
- to accept responsibility for the quality and originality of all submitted work.

Grievances Concerning Supervision

It is expected that students will maintain appropriate progress on both their theoretical and creative work. Should any problems arise, Section 5 of the Code of Practice - Honours sets out the following procedures to deal with grievances concerning supervision:
5.1 Any unresolved problems or disagreements between a student and supervisor during the candidature may be referred in writing by the student to the Honours Co-ordinator. If the matter cannot be resolved at this level then students wishing to take further action must follow the procedure set out in the Faculty of Informatics Grievance Policy which can be found at:


5.2 If the Honours Co-ordinator or one of the people specified in section 2.3.4(ii) is the supervisor, then there is a clear conflict of interest and the student may refer the matter directly to the next designated person in the Faculty.

Students are advised to refer to the following University of Wollongong web sites for access to relevant codes, policies and information:

**Code of Practice - Honours:**

**Code of Practice - Teaching and Assessment:**

**Code of Practice - Students:**

**Authorship Policy:**

**Code of Practice - Research:**

**Acknowledgment Practice/ Plagiarism:**

**Special Consideration Policy:**

**Health and Safety:**

**Non-Discriminatory Language Practice and Presentation:**
http://staff.uow.edu.au/eeo/nondiscrimlanguage.html
Intellectual Property Policy:

Research Ethics Committees and Guidelines:
http://www.uow.edu.au/research/staff/ethics.html
Notes on Supervision: The Role of the Supervisor

The overriding responsibility of a supervisor is to provide continuing support to students in researching and producing an Honours thesis to the best of the student's ability. The supervisor/s must be familiar with the information in this Guide.

In accordance with Section 3 of the Code of Practice - Honours, specific other responsibilities of the supervisor include:

- to advise the head of the academic unit of any situation which might lead to a conflict of interest which could unduly advantage or disadvantage a student, e.g. if there is or has been a close personal relationship between a supervisor and an actual or potential student;
- to advise students about their procedural and substantive rights and responsibilities contained in the Code of Practice - Honours;
- to advise and assist students to comply with occupational health and safety and ethics requirements where relevant;
- to support students in developing a proposal for their Honours project within a negotiated time frame;
- to assist students to develop a plan for completing the Honours requirements within an appropriate time frame;
- to maintain regular contact with students in order to monitor their progress;
- to inform students about any planned absences during the candidature and arrangements for supervision during those absences;
- to provide timely and helpful written feedback to students on any submissions and to assist them to develop solutions as problems are identified;
- to advise students of inadequate progress or work below the standard generally required and to suggest appropriate action;
- to attend meetings of the Faculty Assessment Committees (Honours) where students' grades are determined.
It is essential that the student’s thesis is within the supervisor's field of expertise and that the subject pursued be of interest to the supervisor. Adequate resources for the satisfactory completion of the thesis must be available.

Supervisors should make themselves familiar with the general rules pertaining to the degree of Bachelor of Computer Science (Hons) and the Code of Practice - Honours, and bring these to the attention of the student wherever necessary.

**Code of Practice - Honours:**


Supervisors should meet with students on a regular basis - preferably weekly, but not less than fortnightly - to discuss work in progress and to advise on the direction of the work. They should comment critically on any drafts of the thesis (including aspects of referencing, bibliographic work and proofreading) and/or on the creative presentation as a work-in-progress. They should provide regular advice and timely feedback necessary to the production of a thesis and/or creative presentation of merit.

Students and supervisors should refer to the Checklist - First Formal Meeting between Supervisor and Student set out in APPENDIX I

Supervisors must alert the student and the Honours Co-ordinator of any situation which indicates that the student might not meet the given deadlines for the thesis or appears incapable of attaining appropriate standards.
Notes on Examinations

Process

The position regarding the examination of Bachelor of Computer Science (Honours) students is as follows:

For CSCI401 (18cp Project part) assessment will be by two internal examiners, one of whom will normally be the supervisor. Examiners are required to submit an independent result and confidential report for each assessment.

The student must complete 5 subjects from those offered at 400/900 level by SITACS but can include one 300 level subject not previously taken in the Undergraduate Degree. The 300 level subject must have prior permission of the SITACS Honours Coordinator. Marks awarded for these subjects will be recorded by the Honours Coordinator. CSCI401 Honours Seminar must be one of these 5 subjects. Subject choice is subject to the approval of the Honours Coordinator.

The final Honours mark will be determined as the sum of the marks in the five subjects plus three times the thesis mark, all divided by eight.

Adjudicating Examiner

In the case of there being a difference of more than 10% between the marks awarded by the two examiners, a third (adjudicating examiner) shall be appointed, normally by the Honours Coordinator.

The adjudicating examiner will be asked to take into account the comments of the two original examiners when allocating their mark and to allocate a mark within the range of marks of the two original examiners. That is, the adjudicating examiner may choose to support the view of either examiner or to nominate a mark that falls between the two marks.
Selection of Examiners

Supervisors should give consideration to the choice of appropriate examiners, including potential adjudicating examiners, for each student. Their availability and capacity to meet the required deadlines should be taken into account.

Examiners must be familiar with the expectations of an Honours degree and must also:

- have a degree equivalent to or higher than that being examined; or
- be currently active researchers or have proven research records; or
- have previous successful experience in supervision or examination of Honours students.

Appointment of Examiners

Appointment of examiners is subject to approval by the Honours Co-ordinator in consultation with the Head of School.

Examiners will be notified in writing concerning the work they are to assess and due dates for the submission of their report/s. All examiners will be made aware of the assessment requirements as set out in this guide.

Grade of Honours

The overall grade of Honours is determined by calculation of the weighted average mark (WAM1) as noted above. Honours is awarded in the following categories:

- Class I (WAM 85-100%)
- Class II, Division 1 (WAM 75-84%)
- Class II, Division 2 (WAM 65-74%)
- Class III (WAM 50-64%)
Return of Written Material Submitted for Examination and Examiners Reports

All written material (including thesis, annotations and copies of examiners’ reports) will be available for collection by students from the Supervisor once results have been formally released to students via SOLS.

Retention of Written Material

Written material submitted by students for examination will be retained in the SITACS Thesis Library.

Assessment Grievances

Where there is a grievance concerning the assessment outcome for the Bachelor of Computer Science (Hons) students and supervisors should refer to Section 8 of the Code of Practice - Honours and Section 2.3.4 of the Code of Practice - Teaching and Assessment.
Notes for Bachelor of Computer Science
(Hons) Examiners

CSCI401

In making an assessment of the thesis submitted for CSCI401, examiners should keep in mind that the Bachelor of Computer Science (Hons) is a scholarly grounding for further academic research. Students should have demonstrated a high level of research competency and the argument should be strongly founded in theoretical work. It would be expected that the level of academic scholarship and sophistication would be situated between the final year of an undergraduate degree and a postgraduate research Masters degree. Whilst Honours students would not be expected to have made a significant contribution to knowledge in this minor thesis - rather demonstrating their capacity to thoroughly investigate a given area and to develop readings and interpretations within this - original thought and a sense of vision should be acknowledged.

The thesis should demonstrate a thorough general knowledge of the field in which its particular topic is situated. It would be expected that the thesis make frequent reference to major authors and texts in this area. The topic should be appropriately introduced and its conclusion should draw together the various elements of the argument. There should be a logical and sustained development of argument throughout the thesis.

Ideas should be clearly expressed - though not to the exclusion of sophisticated concepts - logically developed and substantiated with appropriate argument and/or evidence. There should be an overall coherence and flow of ideas. Chapters should be appropriately weighted to best further the development of the argument.

The thesis should be grammatically correct; it should be proof-read for spelling, typographical and formatting errors.

All references to texts should be suitably acknowledged. Referencing and bibliographic work should be scrupulous in its accuracy.
In addition to general comments made in the examiner’s report, examiners may mark errors and corrections etc. of a typographical kind in pencil in the thesis itself. Copies of examiners’ reports will be given to the student concerned.

For the purposes of benchmarking, copies of previously submitted theses are available from the SITACS Thesis Library. Contact the Admin Assistant in 3.226.

Examiners Reports

In order to meet University deadlines for the declaration of marks so that students may be considered for graduation and scholarships, examiners are asked to attend the SITACS Honours Assessment Meeting usually held a week after the end of UOW exam week.

Contact with Students and Supervisors

Examiners must not engage in any discussion with the student concerning the assessment of Honours work until the results are formally released to the student by the University, via SOLS.

If communication between the examiner and the student regarding the Honours work is necessary, it must be directed through the Honours Co-ordinator.
CHECKLIST

FIRST FORMAL MEETING
BETWEEN SUPERVISOR/S AND STUDENT

At their initial meeting or within a month after this, the BCompSc(Hons) student and supervisor/s should discuss the Code of Practice: Honours with particular reference to the sections dealing with the responsibilities of the supervisor/s and student. Where there is more than one supervisor, the student should be notified of the particular responsibilities of each supervisor. Student and supervisor/s should then discuss and agree upon or note:

1. the duration, location and timing of future meetings;
2. the structure of future meetings, including which supervisor/s will attend and the responsibilities of student and supervisor/s in the event of postponement of a meeting;
3. timetabling of and completion and presentation of research proposal; the details of what is required in the thesis/creative proposal and criteria for an acceptable thesis/creative proposal;
4. a broad timetable, taking into account the level of the thesis/creative work, the student's timetable for the thesis/creative work, any foreseen intervening matters (e.g. major conferences), coursework required and the timetable agreed for completion and criteria of such work;
5. 'remedial' work required and a timetable agreed for completion and criteria of such work;
6. processes for submission of work e.g. whether material should be submitted before meetings;
7. access to equipment, study space, computer/software, and where and when these are/will be available and likely resource implications;
8. requirements to attend seminars/orally present research material;
9. the question of whether or not to keep a diary of meetings or another method of record keeping;
10. Intellectual Property Policy, and careful explanation of the consequences of this for the student's research;
11. Human Ethics Policy and its requirements;
12. Grievance policy and procedure;
13. Support services available (Disability, Learning Development, etc.)