Bachelor of Computer Science (Honours)

Guide for Students, Supervisors and Examiners 2004

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Edited by Sonia Jennings and Senior Lecturer, Dr Ian Piper with input for the booklet from members of the School of Information Technology and Computer Science, University of Wollongong

The University has attempted to ensure that the information contained in this publication is up to date at the time of printing January 2004 but this information may be amended without notice by the University in response to changing circumstances or for any other reasons.
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## Principal Dates for 2003-2004

### 2003

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 24 December</td>
<td>Applications for Bachelor of Computer Science (Hons) 2004 due to UniAdvice. Late applications may be accepted but it is dependent on the availability of a supervisor.</td>
</tr>
</tbody>
</table>

### 2004

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 24 February</td>
<td>CSCI401 Classes commence</td>
</tr>
<tr>
<td>Friday 22 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 29 October</td>
<td>Applications for 2005 open. Late applications may be accepted but it is dependent on the availability of a supervisor.</td>
</tr>
<tr>
<td>Late November Date to be advised</td>
<td>Post Graduate Research Day for SITACS students. Poster presentations required.</td>
</tr>
<tr>
<td>Friday 19 November</td>
<td>Honours Assessment Committee meeting</td>
</tr>
<tr>
<td>Friday 24 December</td>
<td>Applications for 2005 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.

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 29 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 2004. 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

General Information

Lectures/Seminars:
- up to mid-session break (weeks#1-4) approx. Monday 1330-1530 1.G05
- after mid-session break (weeks#5-13) Tuesday 1630-1830 22.G23

Honours Co-ordinator:
- Professor Aditya Ghose
  - Co-Ordinators' Telephone Number: (02) 4221 4051
  - Email: aditya_ghose@uow.edu.au
  - Location: 3.105

Honours Co-ordinator:
- Dr. Ian Piper
  - Co-Ordinators' Telephone Number: (02) 4221 3157
  - Email: ian@uow.edu.au
  - Location: 3.103

Aditya Ghose’s Consultation Times During Autumn Session

<table>
<thead>
<tr>
<th>Day</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>12:30 – 13:30</td>
</tr>
<tr>
<td>Friday</td>
<td>08:30 – 11:30</td>
</tr>
</tbody>
</table>

Ian Piper’s Consultation Times During Autumn Session

<table>
<thead>
<tr>
<th>Day</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>13:30 – 15:30</td>
</tr>
<tr>
<td>Wednesday</td>
<td>13:30 – 15:30</td>
</tr>
</tbody>
</table>

These times are subject to variation. If they are permanently altered, students will be notified in lectures. To see Lecturer at other times you must make an appointment.

NOTE: This Subject Outline should be read in conjunction with that of IACT441/940 IT Research Methodology

Entry to Honours

CS Honours is available to those students who have met all the requirements of the Bachelor of Computer Science, and who have achieved a credit-level average or better. A zero-quota exists on CSCI401 (765), which means a written application needs to be made (students are unable to enrol via the web).

Course Structure

Computer Science Honours is structured as follows:
Honours Project (18 CP) + 5 subjects (usually 3 in Autumn & 2 in Spring), however students enrol only in CSCI401 (765). One of these 5 subjects must be Honours Seminar, taken in Autumn Session. This subject carries the same weighting as the other 4, and attendance is compulsory.

**Subject Organisation**

This subject commences in common with IACT441/940 IT Research Methodology (13:30 – 15:30 Mondays in 1.005), which CS Honours Students take alongside BInfoTech Honours students. After 4 weeks, they branch off on their own into the Honours Seminar.

These seminars (more accurately “discussion groups”) takes place at 16:30 – 18:30 Tuesdays in 22.G23, and comprises weekly discussions with the Coordinators and fellow CS Honours Students on both CS research issues and more generally leading edge CS topics. Topics for the following week’s discussion will be advised at the end of each session, and students will be expected to perform the necessary background research during the coming week (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).

In conjunction with these weekly Honours Seminars (= discussion groups), CS Honours Students will be required to attend the regular SITACS Seminar series, held 1230-1330 Thursdays in 3.121 (Seminar Coordinator = Dr. Koren Ward). Not only are students expected to attend, but they must write their own summaries of each seminar (for subsequent assessment).

**Objectives**

By the end of this subject, students will be well grounded in research methodology, sufficient to undertake a graduate project leading to either PhD (Honours-I or Honours II, Division 1) or Research Masters (Honours II, Division 2). They will also have significantly improved their capacity for independent, critical thought.

**Subject Assessment**

<table>
<thead>
<tr>
<th>Item</th>
<th>Due Date</th>
<th>Proportion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Proposal (own Honours Project)</td>
<td>week#5</td>
<td>10%</td>
</tr>
<tr>
<td>Annotated Bibliography (own Project)</td>
<td>week#7</td>
<td>10%</td>
</tr>
<tr>
<td>Literature Review (own Project Thesis Chapter)</td>
<td>week#12</td>
<td>20%</td>
</tr>
<tr>
<td>Trial Seminar (on topic unrelated to own Thesis)</td>
<td>week#6-13</td>
<td>10%</td>
</tr>
<tr>
<td>Trial Poster (on topic unrelated to own Thesis)</td>
<td>week#6-13</td>
<td>10%</td>
</tr>
<tr>
<td>Trial Written Paper (on topic unrelated to own Thesis)</td>
<td>week#6-13</td>
<td>10%</td>
</tr>
<tr>
<td>Critical Review Log (~1/2 – 1 page each) of Student Seminars/Posters/Papers</td>
<td>week#13</td>
<td>15%</td>
</tr>
<tr>
<td>Critical Review Log (~1/2 – 1 page each) of SITACS Seminars (Fridays 1230-1330)</td>
<td>week#13</td>
<td>15%</td>
</tr>
</tbody>
</table>

(both logs are due by the last Friday of Session-I)

**NB** the LAST day for submission of Final Project Report is the Friday of week#13, Session-II!

**Additional Information**
Special consideration

Penalties may apply to all late work, except if special consideration is deemed necessary or unless an extension has been granted by your subject co-ordinator or lecturer. Requests for extensions should be emailed to the lecturer or co-ordinator, prior to the due date.

Reading Lists

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

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

<table>
<thead>
<tr>
<th>School Computer Usage Rules</th>
<th>Plagiarism</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SITACS' Student Guide to Some of the University's Regulations, Codes of Conduct and School Policies</th>
<th>University Codes of Practice – Teaching and Assessment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Special Consideration</th>
<th>Subject Outlines</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SITACS Style Guide for Footnotes and Documentation</th>
<th>Internet Access and Student Reception and Resource Centre</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Key dates</th>
<th>Information Literacies Introduction Program</th>
</tr>
</thead>
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<tr>
<th>Disability Services and Non-sexist and non-racist language</th>
<th></th>
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</table>

Submission

Students shall submit to their Supervisor four bound copies of the thesis for examination by 4.00pm Friday 22 October, 2004 (Week 13 of Spring session). The student should complete and attach an Assessment Coversheet available from the Faculty’s Enquiry Counter. The thesis will be assessed by two internal assessors, one of whom shall usually be the supervisor.
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 2 April (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 12 March (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

TBA
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 section 2.3.4(iii)-(vii) of the Code of Practice - Teaching and Assessment which can be found at:


5.2 If the Honours Co-ordinator or one of the people specified in section 2.3.4(iv) 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. 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 2 (WAM 65-74%)
- Class II, Division 1 (WAM 75-84%)
- 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.)