HONOURS CO-ORDINATORS

IACT441 IT RESEARCH METHODOLOGY
Associate Professor Dr Peter Hyland
Telephone: 4221 3759
Room: 3:104
Email: phyland@uow.edu.au

IACT441 IT RESEARCH METHODOLOGY
Associate Professor Carole Alcock
Telephone: 4221 3884
Room: 39.150F
Email: carole@uow.edu.au

GENERAL ENQUIRIES
Mrs Sonia Jennings, Administrative Officer
Telephone: 4221 4382
Room: 3:227
Email: jennings@uow.edu.au
First printed at the University of Wollongong Printery 2004

This Edition January 2004

Edited by Sonia Jennings and Associate Professor, Dr Peter Hyland
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.
CONTENTS

Principal Dates for 2003-2004 ............................................................... 5

2003 ........................................................................................................ 5

2004 ........................................................................................................ 5

Guide for Students, Supervisors and Examiners .................................. 6

The Bachelor of Information & Communication Technology (Hons) Degree ............................................................... 6

Course Code ....................................................................................... 6

Bachelor of Information & Communication Technology Program
Objectives ....................................................................................... 6

Duration ............................................................................................... 7

Program of Study ............................................................................... 7

Requirements for Admission ............................................................... 7

Application Process .......................................................................... 7

Leave of Absence ............................................................................... 8

Subject Outline: IACT441 IT Research Methodology ......................... 9

Subject Outline: IACT450 IT Research Report ................................... 14

Bachelor of Information & Communication Technology (Honours) ..... 17

General Information ...................................................................... 17

Change of Research Topic ................................................................. 17

Change of Supervisor ...................................................................... 17

Plagiarism ....................................................................................... 18

Late Submission ............................................................................... 18

Special Consideration .................................................................... 19

Occupational Health and Safety ....................................................... 19

Ethics Requirements ....................................................................... 20

Faculty Librarian ........................................................................... 20

Financial Costs/Assistance ............................................................... 22

Costs ................................................................................................. 22

Services, Facilities and Resources .................................................. 23

Faculty Spaces and Resources ......................................................... 23

University Support Services and Facilities ...................................... 23

Counselling Service ....................................................................... 23

Disability Liaison Officer ................................................................. 24

Awards ............................................................................................... 25

University Medal ................................................................................ 25
Campus Alumni Chapter Honours Year Prize .................................................. 25
Notes for Students ............................................................................................. 27
Responsibilities of Students ............................................................................. 27
Grievances Concerning Supervision .................................................................. 27
Notes on Supervision: The Role of the Supervisor ........................................... 29
Notes on Examinations .................................................................................... 31
Process ............................................................................................................. 31
Adjudicating Examiners .................................................................................. 31
Selection of Examiners ..................................................................................... 31
Appointment of Examiners ............................................................................. 32
Honours Assessment Committee ...................................................................... 32
Determination of Final Marks ........................................................................... 32
Grade of Honours ............................................................................................ 33
Contact with Examiners ................................................................................... 33
Return of Written Material Submitted for Examination and Examiners’ Reports ............................................................................................................. 33
Retention of Written Material .......................................................................... 34
Assessment Grievances .................................................................................... 34
Notes for Bachelor of Information & Communication Technology (Hons) Examiners ........................................................................................................ 35
IACT450 ........................................................................................................... 35
Examiners’ Reports .......................................................................................... 36
Contact with Students ...................................................................................... 36
### Principal Dates for 2003-2004

#### 2003

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 24 December</td>
<td>Applications for Bachelor of Information &amp; Communication Technology (Hons) 2004 should be submitted to the SITACS Admin Officer. Late applications are accepted up to Orientation Week but it is dependent on the availability of a supervisor.</td>
</tr>
</tbody>
</table>

#### 2004

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 23 February</td>
<td>IACT441 Classes commence</td>
</tr>
<tr>
<td>Monday May 17</td>
<td>Final submission</td>
</tr>
<tr>
<td></td>
<td>- Draft Introduction</td>
</tr>
<tr>
<td></td>
<td>- Literature Review</td>
</tr>
<tr>
<td></td>
<td>- Methodology Chapter</td>
</tr>
<tr>
<td></td>
<td>- Bibliography</td>
</tr>
<tr>
<td></td>
<td>- Seminar Presentation</td>
</tr>
<tr>
<td>Monday 19 July</td>
<td>Enrolment in IACT450 activated if student achieves a mark of 75 or better in IACT441. If this is not gained then the student cannot progress to IACT450</td>
</tr>
<tr>
<td>Thursday 21 October</td>
<td>Bachelor of Information &amp; Communication Technology poster presentations: Note: Prospective Honours candidates for the following academic year are encouraged to attend these presentations</td>
</tr>
<tr>
<td>Monday 25 October</td>
<td>Four bound copies of thesis for IACT450 to be submitted for examination by the supervisor</td>
</tr>
<tr>
<td>Friday 19 November</td>
<td>Honours Assessment Committee meeting</td>
</tr>
<tr>
<td>Friday 24 December</td>
<td>Applications for Bachelor of Information &amp; Communication Technology (Hons) 2005 should be submitted to the SITACS Admin Officer. Late applications are accepted up to Orientation Week but it is dependent on the availability of a supervisor.</td>
</tr>
</tbody>
</table>
Guide for Students, Supervisors and Examiners

The Bachelor of Information & Communication Technology (Hons) Degree

The Honours program is an option in the Bachelor of Information & Communication Technology degree and provides an opportunity for candidates to develop, to a sophisticated level, established theoretical skills gained during their undergraduate course. This option can be activated if a student has a WAM of 67.5, a supervisor and the approval of the Head of School. In the Bachelor of Information & Communication Technology (Hons) program, the student is given close supervision of a research topic. In addition, a weekly research methodology seminar in Autumn Session (via enrolment in IACT441) provides research skills specific to disciplines within the IT area. The program thus provides a pathway to higher research degrees at masters and doctoral levels.

Course Code

The Course Code for the Bachelor of Information & Communication Technology (Honours) is 706A.

Bachelor of Information & Communication Technology Program Objectives

The objectives of the Bachelor of Information & Communication Technology are to give students:

- a scholarly grounding in academic research
- a high level of research competency
- a strong foundation and skills in theoretical work
- a preparation for future higher level research degrees
Duration

The Bachelor of Information & Communication Technology (Hons) is a fourth year option in this degree. Both IACT441 and IACT450 must be taken in the same academic year.

Program of Study

The Honours program of study is comprised of two subjects:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IACT441</td>
<td>IT Research Methodology (Autumn Session)</td>
<td>6</td>
</tr>
<tr>
<td>IACT450</td>
<td>Research Report (Spring Session)</td>
<td>18</td>
</tr>
</tbody>
</table>

Requirements for Admission

The Bachelor of Information & Communication Technology (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. In general, a weighted average mark (WAM) as determined by the University, of 67.5 in the first three years of the Bachelor of Information & Communication Technology degree is required. Only candidates who have completed these requirements in the Bachelor of Information & Communication Technology degree are eligible for entry to the Honours program.

Application Process

300 level candidates enrolled in the Bachelor of Information & Communication Technology 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.
As honours is an option in year 4 of the Bachelor of Information and Communication Technology degree a student who intends to take up this option is required to complete an “Application to Enrol in BInfoTech Honours Program” form, available from the SITACS Admin Officer, room 3.227.

Details of WAM achieved must be completed on the “Application to Enrol in BInfoTech Honours Program” by the Admin Officer. This form is then taken to a SITACS academic of the student’s choice and must be accompanied by a 500 words research proposal. If the SITACS academic agrees to become the student’s supervisor then he/she signs this form and it is returned to the Admin Officer. Completed forms should be lodged no later than the 23/2/04.

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 Information & Communication Technology Honours program is possible. The proper procedures need to be followed. Please contact the Student Registrar in ARD for further information.
Subject Outline: IACT441 IT Research Methodology

Autumn Session 2004

General Information

Subject Co-ordinator: Associate Professor Peter Hyland
Co-ordinator’s Telephone Number: (02) 4221 3759
Email: phyland@uow.edu.au
Location: Room 3.104

Dr Hyland’s Consultation Times During Session:
Day       Time
Monday    10:30am - 12:30pm
Tuesday   10:30am -12:30pm

These times are subject to variation. If they are permanently altered, students will be notified in lectures.

Shared co-ordination: Associate Professor Carole Alcock
Phone: (02) 4221 3884
E-mail: carole_alcock@uow.edu.au
Location: 39.150F

Dr Alcock’s Consultation Times During Session: TBA

SUBJECT ORGANISATION

Session: Autumn Session, Wollongong Campus
Credit Points: 6 credit points
Contact hours per week: 2 hours workshop/seminar
Lecture Times & Location: Monday 1.30 - 3.30pm 1.G05
Research Seminars: Location TBA
Associated subjects All students enrolled in this subject should ALSO enrol in IACT450 (see coordinator)

CONTENT

The subject provides an introduction to the research process for students undertaking Honours and postgraduate research projects in the School of Information Technology and Computer Science.
Objectives
On completion, students will have achieved the following:
Write a research proposal;
(ii) Conduct a literature search and review to provide a basis for the research project;
(iii) Establish an appropriate methodology for conduct of research in the chosen field;
(iv) Be aware of ethical considerations relevant to the conduct of the research;
(v) Have completed a draft of first three chapters of the report / thesis.

Method of Presentation
A series of workshops/seminars will be conducted on research methodology. An outline of topics covered is presented below including information relating to assessment. Further details will be provided in tutorials and on the WebCT site for this subject.

It should be noted that according to Course Rule 003 (Interpretation Point 2 (f)) each credit point for a single session subject has the value of about 2 hours per week including class attendance. Therefore, the amount of time spent on each 6 credit point subject should be at least 12 hours per week, which includes lectures/tutorials/labs etc.

Students should check the subject's webCT site regularly as important information, including details of unavoidable changes in assessment requirements will be posted from time to time on WebCT (URL: http://www.uow.edu.au/LOL) Any information posted to the webCT site is deemed to have been notified to all students.

This subject has the following assessment components:

<table>
<thead>
<tr>
<th>Assessment Items</th>
<th>Percentage of Final Mark</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Research Proposal</td>
<td>10%</td>
<td>15 March</td>
</tr>
<tr>
<td>2. Initial Bibliography</td>
<td>10%</td>
<td>22 March</td>
</tr>
<tr>
<td>3. Draft Literature Review</td>
<td>10%</td>
<td>5 April</td>
</tr>
<tr>
<td>4 Initial methodology</td>
<td>10%</td>
<td>26 April</td>
</tr>
<tr>
<td>5. Project presentation</td>
<td>10%</td>
<td>10 May – 24 May</td>
</tr>
<tr>
<td>5. Seminar Reviews (4)</td>
<td>10%</td>
<td>3 May</td>
</tr>
<tr>
<td>6. Final submission</td>
<td>40%</td>
<td>Revised Components Due:</td>
</tr>
<tr>
<td>- Draft Introduction</td>
<td></td>
<td>May 17</td>
</tr>
<tr>
<td>- Literature Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Methodology Chapter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Bibliography</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Seminar Presentation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Two copies of assessment tasks are to be submitted to the subject co-ordinator. One of these will be given to your Honours Report Supervisor.
- Penalties may apply to all late work, except if special consideration is deemed necessary or unless an extension has been granted by the subject co-ordinator. Requests for extensions should be emailed to the subject co-ordinator, prior to the due date.
- See Honours handbook for further details of Assessment procedures.

TEXTBOOK

**Recommended Reading:**

Many other useful books will be found in the University Library.

**Attendance at School Research Seminars (Assessment item 5 Seminar Reviews)**

School Research Seminars are held regularly throughout the session. Students in this subject are required to attend at least 4 seminars and provide brief (300 words max.) comment on each.

**Final Written Submission - should contain the following**

Chapter 1 - Draft Introduction / Research Proposal  
Chapter 2- Literature Review  
Chapter 3 - Research Method/Design  
Bibliography

This subject may be used to assist with the writing of the first three chapters of IACT450/950 Research Reports. By concurrently working on the content (product) as well as the process, it is hoped that the underlying research methodologies will become apparent to each student either directly (by experience) or indirectly via the seminars.

**Seminar Presentations:** Weeks 11, 12 and 13, depending on numbers.

**LECTURE SCHEDULE**

The subject co-ordinator may invite guest speakers to present specialised topics as part of the lecture schedule. To accommodate these guest speakers and other unforeseen events, the lecture schedule below may change from time to time. Students will be notified of any such changes either on the WebCT site for this subject, in tutorials or both.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23 Feb</td>
<td>Introduction to subject</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research as a process</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research proposals</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1 Mar</td>
<td>Research Concepts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Library Resources</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>8 Mar</td>
<td>Research Concepts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Literature Review - Structure</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 15 Mar</td>
<td>Ethics Research Proposal Due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 22 Mar</td>
<td>Methods 1 Annotated Bibliography Due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 29 Mar</td>
<td>Methods 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 5 Apr</td>
<td>Methods 3 Literature Review Due</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>R E C E S S 9 - 16 APRIL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 19 Apr</td>
<td>Literature Review - Peer review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 26 Apr</td>
<td>Holiday (Note: the methodology is due by 27th Apr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 3 May</td>
<td>Presentation Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 10 May</td>
<td>Student Presentations - Your Project to-date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 17 May</td>
<td>Student Presentations - Your Project to-date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 24 May</td>
<td>Student presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summing Up</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>STUDY RECESS: 31 May - 4 June</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 School. Supplementary exams will take place in the last week of mid year break for Autumn and early February for Spring. You will be notified in writing/e-mail concerning the time and date of this supplementary exam. Thus, it is important to have your correct address and telephone number listed on SOLs. You MUST acknowledge this email message by return email (normally within 24hrs). Acknowledgment will ensure your position at the exam.

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.

**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.

**Additional Information**

This outline should be read in conjunction with the Honours Handbook and the following documents:
<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key dates</td>
<td><a href="http://www.uow.edu.au/student/dates.html">http://www.uow.edu.au/student/dates.html</a></td>
</tr>
<tr>
<td>Information Literacies Introduction Program</td>
<td><a href="http://libilip.uow.edu.au/cgi-bin/ilip/">http://libilip.uow.edu.au/cgi-bin/ilip/</a></td>
</tr>
<tr>
<td>Non Discriminatory Language</td>
<td><a href="http://staff.uow.edu.au/eeo/nondiscrimlanguage.html">http://staff.uow.edu.au/eeo/nondiscrimlanguage.html</a></td>
</tr>
</tbody>
</table>
Subject Outline: IACT450 IT Research Report

Spring Session 2004

GENERAL INFORMATION

Subject Co-ordinator: Associate Professor Peter Hyland
Co-ordinator's Telephone Number: (02) 4221 3759
Email: phyland@uow.edu.au
Location: 3.104

Assoc.Prof. Peter Hyland’s Consultation Times During Session:
Day       Time
Monday    10:30am - 12:30pm
Tuesday   10:30am - 12:30pm

Shared co-ordination: Associate Professor Carole Alcock
Phone: (02) 4221 3884
E-mail: carole_alcock@uow.edu.au
Location: 39.150F

Dr Alcock’s Consultation Times During Session: TBA
Day       Time

Consultation times are subject to variation. If they are permanently altered, students will be notified via WebCT.

Subject Organisation

Session: Spring Session
Credit Points: 18 credit points
Contact hours per week: Not applicable

Method of Presentation

With the exception of the Honours presentations in week 13, this subject has no formal sessions. However, to ensure acceptable progress in their research project, students are expected to have regular contact with their supervisors.

Assessment

This subject has the following assessable components.

<table>
<thead>
<tr>
<th>Assessment Items</th>
<th>Percentage of Final Mark</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Report</td>
<td>90%</td>
<td>Monday of Study Recess (25 October)</td>
</tr>
<tr>
<td>Honours Presentation</td>
<td>10%</td>
<td>Thursday of week 13 (21 October)</td>
</tr>
<tr>
<td>(and Trade Show)</td>
<td></td>
<td>Posters due on Tuesday of week 11 (5 October)</td>
</tr>
</tbody>
</table>
Research Report
A Research Report of 12,000 to 15,000 words, 4 copies of which are to be submitted to your Research Project Supervisor by close of business on Monday of study recess (25 October). Report format and presentation will be discussed in the formal seminars in IACT441 during the preceding Autumn Session. One copy of your Report is returned to you with the other three being kept by the School. Please note the emphasis for the Report is on quality not quantity.

Trade Show Presentation
The School will hold a combined Honours presentation and Trade Show during week 13 (Thursday 21 October). It is expected that all Honours students will present a poster outlining their research on this day. The poster should contain the following information:
- your topic - what you set out to do
- your process - how you set about achieving your goal(s)
- methodological analysis - why, how etc
- your results/outcomes and conclusions - what you actually found or determined
- future research/direction - if appropriate
- limitations/problems/caveats/advantages etc. accruing from your work

Students will be expected to be present during the Honours and Trade Show and to remain in the vicinity of their poster to answer questions about their project. All posters will be presented on one A2 (=2xA3) size laminated sheet. Students must use an A2 sheet of a specific colour and appropriate coloured A2 sheets are available from the school from Wednesday 15th September. All completed posters are to be returned to the School by Tuesday the 5th of October, so that there is sufficient time to have them laminated.

Notes on assessment tasks
- Assessment tasks are to be submitted to your Honours Project Supervisor.
- Penalties may apply to all late work, except in the case of protracted (and certified) illness.
- The Poster is to be submitted initially to the School for laminating. It is then the responsibility of the student to display that laminated poster on the day of the Honours and Trade Show. After the Honours and Trade Show, the poster should be submitted to your Honours Project Supervisor.
- The usual Faculty penalties may apply to late submission of the poster, except in the case of protracted (and certified) illness or other valid reason. Since the Honours and Trade Show can only be held on a specific date, students who fail to attend that show will be given zero for that assessment component, except in the case of protracted (and certified) illness or other valid reason.
- The Final Report is to be submitted to your Honours Project Supervisor.
• The deadline for the submission of the final version of the research report is not negotiable. Faculty penalties will apply if the final report is submitted late. If a student is unable to submit that report on time, he or she may apply for an extension by a) submitting an application for Special Consideration in SOLS and b) completing and submitting an Application for an Extension to an Honours Project. This application will be assessed by your Honours Project Supervisor and will need the approval of the Head of School. Extensions for the final report will only be granted in exceptional circumstances.

Additional Information

Honours students have access to a special Honours lab in building 39 during regular hours. Students who require access outside of these times should contact the subject co-ordinator. The computers in the Honours lab are equipped with many packages that would be used by research students e.g. Endnotes, stats packages etc.

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

| Key dates                                    | http://www.uow.edu.au/student/dates.html |
| Information Literacies Introduction Program  | http://libilip.uow.edu.au/cgi-bin/ilip/ |
| Non Discriminatory Language                  | http://staff.uow.edu.au/eeo/nondiscrimlanguage.html |

Submission

Students shall submit to their Supervisor four bound copies of the thesis for examination by 4.00pm Monday 25 October, 2004 (Monday of Study Recess). 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 be the supervisor.
Bachelor of Information & Communication Technology (Honours)

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

All assessment components for the Bachelor of Information and Communication Technology (Honours) will be subject to the usual procedures and penalties set out in the Faculty’s Late Work Policy. These are:

Work submitted within three (3) working days beyond the due date will be marked at no higher than within the Pass Grade (50-64%);

- Work submitted beyond three (3) working days beyond the due date will be assessed as a component of the subject but no mark will be awarded.

Since it is not physically possible to attend the Honours and Trade Show after it has happened, students who fail to attend that show, without due cause, will automatically score zero for the presentation component, only. The Poster component will be treated as a separate assessment task.

Special conditions apply to late submission of the Research Report. Students who are unable to submit the report on time may apply for an extension by a) completing an application for Special Consideration via SOLS and b) completing and submitting a Request for Extension to an Honours Project. This application will be assessed by your Honours Supervisor and will need the approval of the Head of School. Such extensions will only be granted in exceptional circumstances.
If an extension is not granted the Report will incur the usual penalties as set out in the Faculty’s Late Work Policy.

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:


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.

A great deal of the work carried out in the BICT (Hons) program does, in fact, need Ethics approval. This often comes as a surprise to students and may, as a consequence, significantly delay their research. This is particularly true when their research involves children, even if they are friends or family members. If your research involves gathering information from any humans, you are strongly advised to seek advice about ethics approval and to do so as early as possible in your Honours Project.

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 annette_meldrum@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.
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 11PCs 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.

Apple Computer Australia Prize for Final Year

The award shall be open annually to all candidates enrolled in Bachelor of Information and Communication Technology degree and will be awarded to the candidate with the best weighted average mark at the end of fourth year or equivalent.

VALUE OF PRIZE : $250

PricewaterhouseCoopers Prize

The award shall be open annually to all candidates enrolled in the Bachelor of Information and Communication Technology degree. It will be awarded to the candidate with the best grade in IACT440 Research Project (Honours).

VALUE OF PRIZE : $500
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 Co-ordinator 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 Information & Communication Technology 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 creative presentation or appears incapable of attaining appropriate standards.
Notes on Examinations

Process

The position regarding the examination of IACT450 students is as follows:

Assessment will be by two examiners comprising one internal assessor and the other being the supervisor. Examiners are required to submit an independent result and confidential report for each assessment. They must confer and agree on a mark (along with a 10% allocation for the poster) before the SITACS Honours Assessment Committee meeting.

Adjudicating Examiners

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.

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.

Supervisors in conjunction with the Honours Coordinator will nominate examiners and adjudicating examiners by the beginning of October.

Appointment of Examiners

Appointment of examiners is subject to approval by the Honours Coordinator 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.

Honours Assessment Committee

The assessment reports from the examiners and the mark awarded for IACT450 shall be forwarded to the Faculty Honours Assessment Committee. The members of this Committee are:

• Faculty Honours Co-ordinator (Chair)
• Heads of School
• Supervisors

The Terms of Reference for this Committee will follow those set out by the University for Unit Faculty Assessment Committees.

Determination of Final Marks

At the Honours Assessment Committee meeting the supervisor/s or his or her nominee/s will be invited to comment on the proposed mark. The Honours Assessment Committee shall then recommend to the SITACS Assessment Committee the final mark for IACT450 and the grade of Honours to be awarded for the course.

The names of the examiners and copies of the examiners' reports will be made available to the student only after the final results have been officially released to the students by the Academic Registrar’s Division. Until that time, all results and reports remain confidential.
Where an Honours student submits final or revised work after the Faculty Honours Assessment Committee has met, then this Committee shall reconvene. The reconvened meeting should, wherever possible, be scheduled to work in with the Academic Registrar’s Division results submission deadlines.

Grade of Honours

The overall grade of Honours is determined by calculation of the weighted average mark (WAM2). Honours is awarded in the following categories:

- Class I (WAM 77.5-100%)
- Class II, Division 2 (WAM 72.5-77%)
- Class II, Division 1 (WAM 67.5-72%)

Contact with Examiners

Until the assessment of Honours work is complete and a report is submitted by an examiner, all communication between the examiner and the Faculty regarding the Honours work must be directed through the Honours Co-ordinator or Head of School if he/she is the student’s supervisor.

Students and supervisors must not contact any examiner concerning the assessment of Honours work until the reports of all examiners are returned to and acted on by the Honours Assessment Committee.

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

One copy of the final report 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 Information & Communication Technology (Honours) 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.
In making an assessment of the thesis submitted for IACT450, examiners should keep in mind that the Bachelor of Information & Communication Technology (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. As a guide SITACS uses the following as its manual for style of documentation: http://www.itacs.uow.edu.au/info/current/styleguide.pdf
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 Assistants 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

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.
SCHOOL OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE

CHECKLIST
FIRST FORMAL MEETING
BETWEEN SUPERVISOR/S AND STUDENT

At their initial meeting or within a month after this, the BInfoTech (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.)