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1. **Objectives**

The distinctive feature of Honours study is that it provides training in research, including practice-led research, and develops higher-level skills. It is often the largest project that undergraduate students undertake. It involves the development and application of organisational, written, oral, analytical, creative, technical and problem-solving skills to an advanced level, and the ability to work independently. In production-based Honours, students develop production skills related to their discipline (see table below for the production-based disciplines).

The skills gained in writing an Honours thesis builds students’ writing and research experience and broadens and improves their employment and further study opportunities. Students’ training and performance in Honours will determine their suitability for subsequent enrolment in a postgraduate research degree, if that is the student’s desired path. Honours Courses are available in the School in the following areas:

<table>
<thead>
<tr>
<th>DISCIPLINE / UNDERGRADUATE MAJOR</th>
<th>HONOURS COURSE</th>
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</thead>
<tbody>
<tr>
<td>Asian Studies</td>
<td>Asian Studies (BA(Hons))</td>
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<tr>
<td>Australian Indigenous Studies</td>
<td>Australian Indigenous Studies (BA(Hons))</td>
</tr>
<tr>
<td>Community Development</td>
<td>Community Development (BA(Hons))</td>
</tr>
<tr>
<td>English and Creative Writing</td>
<td>English and Creative Writing (BA(Hons)) *</td>
</tr>
<tr>
<td>History</td>
<td>History (BA(Hons))</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Philosophy (BA(Hons))</td>
</tr>
<tr>
<td>Religion</td>
<td>Religion (BA(Hons))</td>
</tr>
<tr>
<td>Sociology</td>
<td>Sociology (BA(Hons))</td>
</tr>
<tr>
<td>Theatre and Drama</td>
<td>Theatre and Drama (BA(Hons)) *</td>
</tr>
<tr>
<td>Tourism and Events</td>
<td>Tourism and Events (BA(Hons))</td>
</tr>
</tbody>
</table>

* These degrees can include production-based work related to the creative arts.
These degrees can include production-based work related to creative media.

** These degrees can include production-based work related to communications.

### 2. Study Period

Under Bachelor Degree Regulation 54, Honours takes an academic year of full-time study (24 points) after the completion of an ordinary degree. The Honours Course can be completed within:

- two semesters on a full-time basis,
- no longer than four semesters on a part-time basis,
- or one semester enrolled full-time and two semesters enrolled part-time.

Note: It is not permissible to take two full-time semesters and one part-time semester. An exception is the Bachelor of Religion with Honours which may include 12 points of the ordinary
degree in its 24 point Honours course, thus requiring only one additional full-time semester (12 points). Students should seek advice from the Honours Sub-Committee Chair.

3. **Entry Requirements**

To be admitted to Honours in the School of Arts, a student must have completed the requirements of the corresponding ordinary degree, at Murdoch or at another university. A student is not permitted to commence Honours while completing the last points of the ordinary degree.

Entry to Honours is subject to academic merit, availability of supervision and of places. From year to year, there may be competition for places. Graduates from other higher education institutions seeking admission to Murdoch University Honours courses are expected to have equivalent backgrounds.

4. **Admission to Honours**

Prospective Honours students should consult with the Academic Chair of the relevant course or with the Chair of the Honours Sub-Committee about their study plans. Application to Honours can be made online or via the Student Centre. Before submitting the form, intending students need to consult individual staff members who teach in their area of academic interest, concerning supervision, their topic of study, and their choice of Honours units. Staff details can be found on the Murdoch website.

Applications for commencing study in Semester 1 close in mid-January each year. Students completing their undergraduate degree mid-year may apply by mid-July each year to commence Honours in second semester. Late applications may be accepted. Application forms for Honours are available from the Student Centre or downloaded from:


The minimum academic requirement for Honours is normally a Grade Point Average of 2.5. You can find your Grade Point Average (GPA) in MyInfo via the Course Progress Summary feature. If you have a GPA less than 2.5 (roughly a credit average) at undergraduate level, you will need to give the names of two persons who are willing to act as referees for the application. These two persons should be consulted before their names are entered on the form. An Honours course should be carefully planned at the outset, as all later changes require the approval of the Honours Sub-Committee and the School Dean.
Admission to Honours is based on three criteria:

i) **Academic merit.** Normally students who have obtained a high Credit or better in the majority of Part II units (taken in the area of the proposed Honours course) may be admitted to Honours in the School of Arts.

ii) **Availability of supervision.** It is the responsibility of the student to approach a staff member with the competence to supervise the intended thesis topic. The supervisor may not accept students on a number of grounds. In the School of Arts, for example, academic staff might not be available to supervise a student if they are already fully committed with other research and/or Honours students, or if they expect to be on leave during the student’s period of candidature. Initially, students should seek the advice of the Academic Chair in finding a suitable supervisor. Students need to consult the proposed supervisor(s) before submitting an application.

iii) **Availability of places.** The target set for Honours courses are established by the School of Arts and approved by Academic Council.

Final decisions on admission are made by the School Dean on the advice of the Honours Sub-Committee Chairs, subject to the above three criteria.

**Important Note for production-based theses:**

The student needs to be aware of the limitations they will face regarding time, equipment and crew availability. Generally, it is very difficult for Honours students to produce a sustained piece of "practical" work during their Honours year and in most instances they should not attempt to do so unless they have guaranteed support from pre-arranged sources (a volunteer support team, funding from bodies such as AFC, Screen West, FTI, access to archival material, etc.).

It is quite possible to produce a short (i.e. 5 min) production during the Honours year without outside funding. However, the theoretical content of short productions is difficult to assess and students who anchor their Honours dissertation on a short production run the risk that the theoretical written component that underpins it may not seem convincing.

Students who do not have an independent funding source are encouraged to develop the theoretical (and pre-production) framework for their dissertation first, and then complement the overall thesis by incorporating only those "practical" elements that they are able to produce within the limitations of the Honours Program.
5. **Honours enrolment options**

- Full-time Honours: Honours must be completed over two consecutive semesters.
- Part-time Honours: Honours may be taken part-time over three or four semesters, subject to the availability of units and supervision.
- External Honours: Honours may be taken externally subject to the approval of the supervisor and the availability of Honours-level units. For advice on external Honours enrolment please consult the Chair of the Honours Sub-Committee.

6. **Structure**

The School of Arts Honours programs consist of 24 points:

- 12 points of coursework (first semester) and
- 12 point for the thesis component (second semester).

<table>
<thead>
<tr>
<th>First semester – 12pts</th>
<th>ART503 Honours Seminar in Arts — 3pts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ART604 Advanced Research Methods — 3pts</td>
</tr>
<tr>
<td><strong>Option 1</strong> (all disciplines except English and Creative Writing, Theatre and Drama, and Philosophy)</td>
<td></td>
</tr>
<tr>
<td>Honours Topic (A)* — 3pts</td>
<td></td>
</tr>
<tr>
<td>Honours Topic (B)* — 3pts</td>
<td></td>
</tr>
<tr>
<td><strong>Option 2</strong> (only English and Creative Writing, Theatre and Drama, and Philosophy)</td>
<td></td>
</tr>
<tr>
<td>Honours Topic* — 3pts</td>
<td></td>
</tr>
<tr>
<td>Honours Dissertation Preliminary* — 3pts</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second semester – 12pts</th>
<th>Honours thesis — 12 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>(or equivalent for part-time students)</td>
<td></td>
</tr>
</tbody>
</table>

*for unit codes see table page 9.

**Notes on terminology:**

*Honours Seminar / Advanced Research Seminar:* Honours Seminar and Advanced Research Methods units are listed in the University Handbook.

*Honours Topics:* The Honours Topic is similar to an Independent Study Contract in allowing students to work individually with a supervisor to develop a program of study. The Honours Topic develops a contextual understanding for the thesis and is not a section of the thesis, though it may inform the background. In the case of creative theses, it is acceptable to use the Honours Topic to develop various aspects of the creative work. An Honours topic form (see Appendix B) must be completed with the supervisor, providing details of the Honours Topic. This
form is to be submitted to the Honours Sub-Committee for approval with the Program of Study. For a list of all Honours Topics offered by the School, see Table B, Page 9 (includes unit codes). See more detail below in section 7.

Non-Honours units: It is possible to take units that are not in the Honours program, on approval of the supervisor, as long as these units are level 400 or above. Students may select any 400 or 500 unit offered in a relevant discipline. If enrolling in an established unit, students may negotiate their assessment tasks so that they are relevant to the Honours research. Up to 9 points of Masters level (400-600 level units) units may be included in an Honours Course, subject to approval of the Honours Sub-Committee (Bachelor Degree Regulation 55).

Honours Dissertation Preliminary: The rules for Honours Topics, as indicated above, also apply to Honours Dissertation Preliminary units.

Thesis: The length of the 12-point Honours thesis is generally between 12,000-15,000 words, although programs may vary and length should be discussed with the supervisor. A production-based thesis in Theatre and Drama and Creative Writing may consist of coursework plus a thesis, which comprises a creative component and a theoretical/exegetical dissertation. Production-based theses such as those in Creative Media (Games Art and Design, Graphic Design, Photography, Screen Production or Sound) will also consist of 12 points coursework plus a thesis. The thesis may comprise a creative component and a theoretical/exegetical dissertation. See also section on production-based theses. Find more detail in section 14.

7. Honours Topics

Honours Topics consist of supervised independent study (similar to the undergraduate Independent Study Contract) which the student undertakes with the thesis supervisor(s), or another member of staff.

Honours Topic components support the research topic without duplicating the thesis, e.g. they are for preparatory work or contextualizing work. They contribute to the design of the research project and the gathering of material pertinent to the research topic. As is the case for all undergraduate work, you may not submit the same piece of work for two different codes/units, that is, work done in Honours Topics may not be directly included in the thesis.

The assessment involved in an Honours Topic is similar to that in an undergraduate unit – approx. 4500-5000 words or its equivalent. The supervisor will advise on the Program of Study and units and on the Honours coursework units, and on the design of the Honours Topic, so that
the coursework complements the thesis research. It is a good idea to have a range of staff involved in your Honours topics, so you can gain wider input into your research area.

The following points specify the relevant requirements in relation to the maximum levels of assessment in a unit (University assessment requirements):

- A minimum of two assessment items and no more than four with the volume of each item reflecting its percentage contribution to a student’s overall mark.

- A continuous assessment item with multiple coherent parts may be included in a unit (for example multiple short tests/quizzes, a series of laboratory reports or a portfolio of written exercises, design artefacts or problem-solving solutions). This will constitute a single assessment item.

- Postgraduate unit, including Honours (level 8 and level 9) for (3 credit points): 5000-6000 words equivalent.

Professional Placement: Creative Media Honours students can do an internship as part of their coursework component. This gives the students a chance to broaden their production skills base through attachment to an external production-based organization. Interested students should discuss this with their supervisor as there are specific requirements attached to a professional placement or internship.

### 8. Honours Programs in the School of Arts

#### Table A: Honours Programs by Discipline

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Studies</td>
<td>H1256</td>
<td>Asian Studies Honours (BA(Hons))</td>
</tr>
<tr>
<td>Australian Indigenous Studies</td>
<td>H1256</td>
<td>Australian Indigenous Studies Honours (BA(Hons))</td>
</tr>
<tr>
<td>Communication and Media Studies</td>
<td>H1269</td>
<td>Communication Honours (BCommun(Hons))</td>
</tr>
<tr>
<td>Community Development</td>
<td>H1256</td>
<td>Community Development Honours (BA(Hons))</td>
</tr>
<tr>
<td>English and Creative Writing</td>
<td>H1256</td>
<td>English and Creative Writing Honours (BA(Hons))</td>
</tr>
<tr>
<td>Games Art and Design</td>
<td>H1270</td>
<td>Creative Media Honours (BCrMedia(Hons))</td>
</tr>
<tr>
<td>Global Media and Communication</td>
<td>H1269</td>
<td>Communication Honours (BCommun(Hons))</td>
</tr>
<tr>
<td>Discipline</td>
<td>Honours Topic Code / Title</td>
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<td>-----------------------------</td>
<td>-----------------------------------------------------------------</td>
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</tr>
<tr>
<td>Asian Studies</td>
<td>AST561: Hons Topic in Asian Studies A</td>
<td></td>
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<tr>
<td></td>
<td>AST562: Hons Topic in Asian Studies B</td>
<td></td>
</tr>
<tr>
<td>Australian Indigenous Studies</td>
<td>AIS561: Hons Topic in Australian Indigenous Studies A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AIS561: Hons Topic in Australian Indigenous Studies B</td>
<td></td>
</tr>
<tr>
<td>Communication and Media Studies</td>
<td>COM501 Honours Topic in Communication A</td>
<td></td>
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<tr>
<td></td>
<td>COM502 Honours Topic in Communication B</td>
<td></td>
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<tr>
<td>Community Development</td>
<td>COD561 Hons Topic in Community Development A</td>
<td></td>
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<tr>
<td></td>
<td>COD561 Hons Topic in Community Development B</td>
<td></td>
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<tr>
<td>English and Creative Writing</td>
<td>EGL569: Hons Dissertation Preliminary</td>
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<td></td>
<td>EGL591: Hons Topic in English and Creative Writing</td>
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<tr>
<td>Games Art and Design</td>
<td>CRE561 Hons Topic in Creative Media A</td>
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<td></td>
<td>CRE562 Hons Topic in Creative Media B</td>
<td></td>
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<tr>
<td>Discipline</td>
<td>Modules</td>
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<td>----------------------------------</td>
<td>-------------------------------------------------------------------------</td>
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<tr>
<td>Global Media and Communication</td>
<td>COM501 Honours Topic in Communication A</td>
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<td></td>
<td>COM502 Honours Topic in Communication B</td>
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<tr>
<td>Graphic Design</td>
<td>CRE561 Honours Topic in Creative Media A</td>
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<tr>
<td></td>
<td>CRE562 Honours Topic in Creative Media B</td>
<td></td>
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<tr>
<td>History</td>
<td>HIS511: Hons Topic in History A</td>
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<tr>
<td></td>
<td>HIS563: Hons Seminar in History</td>
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<td>Journalism</td>
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<td>Philosophy</td>
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<td>PHL582: Hons Topic in Philosophy</td>
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<td></td>
<td>COM502 Honours Topic in Communication B</td>
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<tr>
<td>Radio</td>
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<td>COM502 Honours Topic in Communication B</td>
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<tr>
<td>Religion</td>
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<td></td>
<td>REL562: Hons Topic in Religion B</td>
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<tr>
<td>Screen Production</td>
<td>CRE561 Honours Topic in Creative Media A</td>
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<td></td>
<td>CRE562 Honours Topic in Creative Media B</td>
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<td>Sociology</td>
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<td></td>
<td>SOC562: Hons Topic in Sociology B</td>
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</tr>
<tr>
<td>Sound</td>
<td>CRE561 Honours Topic in Creative Media A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CRE562 Honours Topic in Creative Media B</td>
<td></td>
</tr>
<tr>
<td>Strategic Communication</td>
<td>COM501 Honours Topic in Communication A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COM502 Honours Topic in Communication B</td>
<td></td>
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<tr>
<td>Theatre and Drama</td>
<td>EGL569 Honours Dissertation Preliminary</td>
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<tr>
<td></td>
<td>EGL581 Honours Topic in Theatre and Drama</td>
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<tr>
<td>Tourism and Events</td>
<td>TOU561: Hons Topic in Tourism and Events A</td>
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<tr>
<td></td>
<td>TOU562: Hons Topic in Tourism and Events B</td>
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<tr>
<td>Web Communication</td>
<td>COM501 Honours Topic in Communication A</td>
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<tr>
<td></td>
<td>COM502 Honours Topic in Communication B</td>
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</table>
9. Program of Study

The Program of Study form is sent to the student after their admission to Honours. A copy of the Program of Study form is appended to the end of this Handbook. This form lists the details of each component (supervisor(s), points, topics, semester of completion, modes of assessment etc.). You, the student, must complete the form, in consultation with your supervisor. The form asks students for details of each component of their Honours course, including:

- the name of the supervisor;
- the code and name of each unit the student intends to take during the entire Honours Course;
- the number of points the student will undertake each semester of enrolment;
- the mode of assessment for Honours Topics;
- a thesis title.

The student, in consultation with the supervisor, should complete the Program of Study by the end of Week 1, in the first semester of enrolment. Please note that an Honours Topic Form (Appendix B) must be completed for all units that do not have a unit description in the Handbook. Honours Topic Forms must be attached to the Program of Study. The supervisor must then submit the Program of Study to the Chair of the Honours Sub-Committee and the School Dean for approval. The form will then be forwarded to the Student Centre.

Enrolment is not final until the student receives notification that their Program of Study has been approved. The student must allow for a probable time frame of around two weeks from the date of submission to the Honours Sub-Committee Chair until email verification of enrolment from the Student Centre.

Any alterations to the signed Program of Study form must be done in consultation with the supervisor. All changes to the thesis title, completion dates, or supervisor require the submission of a new Program of Study form. This new Program of Study must, again, be submitted to the Chair of the Honours Sub-Committee for approval.

Please note that a change of thesis title does not require a new Program of Study form if the student is in their last semester of Honours.

Changes to Honours units (withdrawals, etc) are subject to the same dates and deadlines (e.g. HECS-HELP) as other units. Students should also make themselves familiar with the Degree
Regulations as they relate to Honours. These regulations can be found in the University Handbook and online at http://handbook.murdoch.edu.au

10. Coursework Deadlines

All coursework (12 pts) must be completed by the end of the assessment period in the relevant semester. The assessment period is clearly delineated in the University Calendar. Of course, in the case of formal coursework, the ordinary assessment deadlines, extension and penalties for late submission for the unit apply.

The thesis is due on the Friday of the last teaching week of semester.

Please note that these ultimate deadlines are set so that work on the thesis can begin in the inter-semester break period (for full-time students). Students who have not completed assessment components by these deadlines, and who have not received a formal extension, will receive a Fail grade.

Extensions beyond the end of semester for coursework components of the Honours program have to be applied for through Student Services, as Deferred Assessments, in the same way as for undergraduate units. Extensions to thesis submission require the approval of the School Dean.

11. Supervision

Supervisors will usually be permanent Murdoch academic staff (normally of the status of lecturer or above) with research expertise and experience relevant to the area of the student’s proposed thesis and discipline. On occasion, the Honours Sub-Committee may advise a different supervisor from the one nominated by the student. The supervisor’s role includes:

i. advising the student on the aims, scope and presentation of the thesis;

ii. initiating and holding frequent and adequate discussions with the student concerning the thesis (usually fortnightly meetings for a full-time student);

iii. assisting in the planning of an individual work program to allow sufficient time for completion of the thesis by the submission date;

iv. reviewing drafts of major sections of the thesis, providing written comments within a mutually agreed period, and commenting critically on the draft of the complete thesis,
and where applicable, the non-production-based component, before it is submitted for examination;

v. in some cases, marking work submitted by the student as part of the assessment for the Honours seminars;

vi. the final approval of the thesis as ready for examination and the appointment of examiners (on the approval of the Hons Sub-Committee). See Appendix H for the Nomination of Examiners form.

The supervisor’s role does NOT include:

i. having a detailed knowledge of all literature pertaining to the thesis topic – the student is responsible for undertaking extensive literature reviews on the topic of their thesis;

ii. re-writing or editing the thesis;

iii. assessing and marking the thesis.

12. Student responsibilities

Students have the following responsibilities:

- To ensure they are correctly enrolled.
- To ensure they have a supervisor before their first semester commences.
- To provide their supervisor and the Chair of the Honours sub-committee with a current email address and phone number contact and keep these up to date.
- To arrange meetings with their supervisor and attend scheduled meetings.
- To submit a written Program of Study (See Appendices A and B) within one week of the start of their first semester and submit this to the supervisor who will then forward this to the Chair of the Honours Sub-Committee. The Program of Study will specify the work to be produced in each semester and will indicate the differences between each piece of work and whether each piece will support or be part of the final submitted thesis.
- To plan the thesis and devote the time needed to research and complete written and non-written components. As a rule of thumb, full-time Honours study requires at least 35-40 hours per week.
- To inform the supervisor of any changes in circumstances likely to affect set deadlines.
• To prepare a full outline of the thesis to the supervisor by the first week of their second semester of enrolment. Students enrolled part-time may negotiate a later date.

• To submit substantive drafts early enough for the supervisor to provide detailed feedback before final submission.

• To revise and edit work by taking into account the supervisor’s comments.

• To submit the completed thesis by the due date. Any delay in submission will require approval from the supervisor and Dean of School.

• To make their own arrangements for word processing.

• To read the University’s Assessment Policy at:

• And the University Honours Policy and Procedure:
  http://www.murdoch.edu.au/goto/honours

• To approach the Chair of the Honours Sub-Committee or School Dean to discuss any problems with supervision. Supervision arrangements may be changed after discussions with student and supervisor.

13. **Student learning**

The Student Learning Centre offers a Graduate Research Education And Training (GREAT) program for Honours and Postgraduate students. The program includes a range of free workshops to help students develop their academic research and writing skills.

For more information, visit:

http://our.murdoch.edu.au/Student-life/Study-successfully/Workshops/Postgrad-workshops/

14. **Honours thesis**

In a dissertation-only Honours program (without a creative component), the thesis will be between 12,000 and 15,000 words in length. Students are advised that theses in excess of 15,000 words are likely to have a longer examination period. Examiners may take the overall length of the thesis into consideration when deciding on a grade.

For a creative or production-based Honours thesis, the length of the written component will be no fewer than 6,000 words.
Students will normally submit three bound copies of their Honours thesis on the Friday of the last teaching week in their final semester of enrolment. The thesis is to be submitted to the Academic Support Officer (see School Office).

In *exceptional circumstances* the School Dean may approve an extension to the submission date of a student’s Honours thesis, on the recommendation of the Honours Sub-Committee Chair. Such a request must be put in writing with supporting documentation, and submitted to the School Dean.

Resources for Honours Students: It is University policy that Schools provide appropriate infrastructure and maintenance funds to support the Honours thesis project. Please check with the Administration office for the specific details.

Thesis production: The criteria detailed below represent the minimum standard of production that will meet all the requirements of the examiners. Full credit for the quality of thesis presentation will be given if all the criteria are met.

14.1 Thesis specifications

The layout of the thesis will inevitably depend on the type of research work, and the scope of the project. However, it is conventional that a thesis include in the following order:

- A title page: giving the title of the thesis in full, student’s name and degree(s)
- A statement of presentation in the form “This thesis is presented for the Honours degree of ... at Murdoch University” and the year of submission, together with a declaration that it is the student’s own account of his/her research (see Student Declaration statement, Appendix G)
- Copyright Acknowledgment Form
- An abstract of approximately 300 words
- A Table of Contents
- General acknowledgements of any help given or work carried out by another person or organisation
- Main text
- Appendices (if any)
• Bibliography/References (consistent format, referencing style, and in alphabetical order)


A discussion of when to cite references is available from Student Life and Learning at: http://our.murdoch.edu.au/Student-life/Study-successfully/Referencing-and-citing/

(a) Presentation of the thesis

Honours theses must be word-processed with minimum 1.5 spacing on good quality acid-free white bond paper, and submitted in hard copy. The paper should be of international standard A4 size (30 cm x 21 cm). A margin of 4.5 cm must be provided on the bound side of the sheet. Other margins should be not less than 2 cm. To save paper, the thesis can be printed double-sided. The restriction on the size of paper is lifted on maps, drawings, musical scores or computer tabulations where it is impractical, inappropriate or undesirable for other reasons. Photographs or other illustrations or inserts on non-standard paper must be securely mounted so that they conform with the above page size and margin requirements.

(b) Binding the thesis

Theses must be bound prior to submission in a format and at a minimal cost determined by the University Librarian. The Librarian has approved use of thermo-binding, for which there is a minor charge, paid by the student.

(c) Copyright Form

At the time of thesis submission, each Honours student must be aware of their responsibilities and sign the Copyright Acknowledgment form:


This form should be signed and included in at least one copy of the thesis so that this copy can be lodged in the library after assessment. The library requires a digital and a hard copy of your thesis.
(d) **Production Component**

Where a production or performance component is submitted for examination, the specific role and responsibility of the student under examination must be clearly specified. A copy of the production/performance component must be included in the thesis.

(e) **After Assessment**

After assessment is completed, one bound copy of the thesis and a digital copy will be lodged in the Library and one retained by the supervisor. The original will be returned to the student.

The thesis, unlike a coursework essay, is a public document available for loan in the Library by any person, or via the Inter-Library Loans system in use throughout the world. It is therefore incumbent on the student to produce a highly professional piece of work, with immaculate attention to layout, bibliographical exactitude, typography, spelling and punctuation. Because of this, it is advisable that students decide, early in first semester, upon a dissertation format and use this for all of their submitted work.

Laser printing, for the final dissertation, is available in the School and Library and most common word processing programs are supported (your supervisor can arrange for the use of printing facilities.) If you use the School’s laser printing facilities, please note that you may be charged at the current rate.

15. **Assessment**

15.1 **Regulations**

Honours Policy 4.1 states that “An Honours sub-committee shall appoint at least two persons, to examine the thesis of each Honours student and to provide a detailed written report to the Honours sub-committee.”

In recommending an overall class of Honours, the Honours Sub-Committee will take into account the examiners’ reports on the thesis and the grades obtained in any coursework included in the approved Program of Study. The class of Honours may not simply be the sum of marks obtained for each piece of work (see page 21); it also represents the Sub-Committee’s judgement of the quality of the student’s assessed work during Honours. The Sub-Committee is responsible for maintaining equivalence of standards in assessment across students and years, for that discipline.
15.2 Coursework

Coursework components (including individualised components) must meet the requirements of the Code of Practice – Assessment Policy, including those concerning methods of assessment and written notification of assessment methods to students. In several courses, a seminar is compulsory and may be assessed on a Pass/Fail basis.

15.3 Final award

The Honours Subcommittee will recommend a class of Honours to the Board of Examiners after taking into account the results of all units and the thesis. The various classes of Honours are awarded as follows:

HONOURS I (FIRST CLASS): 80% and above

- Indicates an outstanding level of achievement in both coursework and thesis.
- The candidate should clearly be worthy of a postgraduate scholarship

HONOURS IIA (SECOND CLASS DIVISION A): 70-79%

- Indicates a high level of achievement overall and evidence of considerable research ability.
- Candidate can be considered capable of postgraduate research and (possibly) a research scholarship.

HONOURS IIB (SECOND CLASS DIVISION B): 60-69%

- Indicates a good overall performance in coursework and research.
- Candidate unlikely to make a good independent research worker and could not be considered for a postgraduate scholarship.

HONOURS III (THIRD CLASS): 50-59%
• Indicates satisfactory performance but serious inadequacies in research competence, understanding and/or presentation.

FAIL: Below 50%

• Indicates unsatisfactory performance with serious inadequacies in all or most areas.

If the examiners suggest that revision of parts of the thesis is necessary, then the maximum class awarded will be Honours IIB. Generally, for admission into postgraduate research courses, Australian universities accept Honours I and IIA.

16. Examination process

The supervisor will consult with their student on possible examiners and will also look for and approach examiners relevant to the research. The supervisor will then recommend relevant and available names – of internal (to the University) and external examiners – to the Chair of the Honours Sub-Committee (using form at Appendix H). The Honours Sub-Committee will then approve and recommend the required internal and external examiners and the School Office will send copies of the thesis to be examined. On receipt of final marks and grades, in considering the final thesis and Honours grade, the Honours Sub-Committee will:

(a) establish the final mark and grade for the thesis, then for the coursework before deciding on an overall Honours mark and grade.

(b) establish an initial thesis and Honours grade on the basis of mean scores. The Sub-Committee will also take the student’s work in Honours as a whole into account. As such, the Committee is guided by, but not necessarily bound by, the mathematical result.

Where there is a significant disagreement in the final mark recommended by the two examiners, then the following procedures will be followed:

(a) where the discrepancy is up to and including 9 marks or across two grades, the Chair will contact the examiners and the supervisor and seek agreement on a mark;
(b) where no agreement can be reached or where the discrepancy is across three grades a third examiner will be appointed, suggested by the supervisor and approved by the Honours Sub-Committee Chair. The third examiner should be provided with the other examiners’ reports. The role of the third examiner is to provide an adjudication of the two previous examinations and their recommended class of mark for the thesis component and to provide a third recommended class of mark. The Honours Sub-Committee will then use all three examiners reports in reaching a final judgment of the student’s Honours final outcome.

(c) Supervisors may, when special circumstances are demonstrated, request a variance of the Honours examination and request two internal examiners instead of one internal/one external examiner. The supervisor must set out the request in writing with documentation to the Honours Chair who will then consult with the committee and recommend acceptance or rejection to the Dean.

16.1 Examination criteria for non-production theses:

The Honours thesis normally constitutes 50% of the component parts required for the Honours degree. Students will usually have completed the other 50% in the form of Honours coursework prior to submitting the thesis.

The dissertation is normally the first large research project undertaken by students. Honours students are selected students who have sufficiently good grades to be considered able to undertake a research project, normally during an additional year of study. The Honours grade is a major deciding factor in whether the student should go on to further postgraduate work (Masters or Doctoral studies).

Examiners should take into account the specific methodology, theory or paradigm of research in which the student is working, and the student should be judged on those grounds. That is, examiners should not find fault with the approach which the student takes to the topic, but should examine the dissertation in terms of whether or not (and to what degree) it is a competent application of that particular approach.

Examiners are asked to comment on the following criteria:

a. Subject content
   - adequacy of the candidate’s conceptual understanding of the approach to the topic and the topic itself.
• evidence of a critical awareness of previous material in the relevant field of inquiry.

b. Competence in research

• delineation of the topic, or question, and its implications;
• execution and fulfilment of objectives of the project;
• development and discussion of ideas and arguments and, where appropriate, analysis of results.

c. Quality of presentation of the dissertation

• organisation of the text;
• layout;
• clarity of style (including spelling, grammar and syntax);
• correctness of referencing techniques.

17. Production-based theses

17.1 English and Creative Arts and Theatre and Drama Theses

Guidelines are available at Appendix D (Creative Writing) and Appendix E (Theatre and Drama) to advise students on the creative Honours dissertation. In this Handbook the term “creative dissertation” refers to any dissertation in the fields of creative writing, theatre and drama.

a. Creative thesis

The Honours creative thesis consists of a major creative work and an academic dissertation/exegesis, and it is usually undertaken by students in Theatre and Drama or Creative Writing. The creative work and the academic dissertation/exegesis together are referred to collectively as the creative- or production-based thesis.

b. Two components

A creative thesis will consist of a theoretical component (the dissertation/exegesis) and a creative component. The dissertation must be no fewer than 6,000 words. The overall thesis will be between 12,000 and 15,000 words overall. The two parts of the thesis are considered parts of
a whole and therefore will complement each other. Performance-based theses will have three components (see Appendix E).

A major creative work is any sole-authored creative piece prepared for public reception. Such work in the field of creative writing may be one or more short stories, a selection of poems or a self-sufficient section from a longer work (fiction, or literary non-fiction). In theatre and drama it may include a performance or a written play. The type of creative work, or genre, undertaken in a creative thesis will be negotiated with the supervisor and will depend on what the supervisor is willing and able to supervise.

Major creative works will be examined in terms of the degree to which they achieve a level of originality and professionalism appropriate for production at fourth-year university level.

c. Assessment

The creative thesis consists of a written dissertation/exegesis and a creative component. The examiners will provide one grade based on the examination of both components as intrinsic parts of the whole (the two components have equal weight).

Where a creative component involves collaboration with others, the student’s role/responsibility will need to be clearly specified for the purposes of examination.

The examiners are advised of the criteria for marking the thesis as well as the proportion of the Honours year devoted to the thesis itself. Each examiner is asked for a detailed written report. The written report will contain a grade, a mark and detailed comments. When reports from examiners vary widely then the Honours sub-committee may appoint a third examiner to enable a final mark to be reached.

d. Criteria for Assessment

Subject Content:
- the adequacy of the candidate’s conceptual understanding and their understanding of the topic itself, as embodied in the creative work and discussed in the dissertation/exegesis.

Competence in Research:
- evidence of a thorough, critical review of research material in the relevant field of enquiry.

Quality of the Creative Work:
• the achievement of technical excellence;
• the full realisation of the creative concept.

Presentation and Quality:
• organisation and structure of the content;
• editing of the material;
• clarity of style (including spelling, grammar and syntax);
• correctness of referencing techniques.

17.2 Media Production Theses

Where a thesis has a practical screen production, sound or digital media component, then the dissertation which accompanies it will be no less than 6000 words in length excluding the production narration, script, appendices, etc. In general the written component or dissertation discusses:

• the theoretical underpinnings of the production component, and/or the candidate's contribution to it, and
• the methodology including analysis of treatment, the candidate’s contribution, the context in which the contribution was made, and script or technical report as appropriate.

The two parts of the thesis are considered parts of a whole and therefore will complement each other; examiners are instructed to assess and grade the thesis as a whole and not as two separate pieces of assessment.

Production-based Honours students may arrange with their supervisors to submit a Production Diary (no specified length) that will give a reflexive account of the production process from beginning to conclusion.

17.2.1 Additional specifications for Production theses

Where a dissertation has a practical screen production, sound or digital media component, the candidate must be the primary researcher and conceptual originator of the project. For screen
productions the candidate must perform one or more of the following primary roles: writer, director, designer, cinematographer or editor.

In radio or other audio-based productions the candidate’s role may cover producing, presenting, editing, remixing and/or recording. The candidate will be expected to cover all editorial, production and technical roles that are required in this sort of production, relating specifically to research, interviewing, presentation, sound recording, mixing, and editing.

Collaborative Production: There may be circumstances in which a group of students are able to collaborate on a specific project and collectively produce a sustained piece of work (in which each student has a specific function, i.e. editor, cinematographer, sound recordist, production manager, designer, programmer etc.). For example, it is possible to imagine an ethnographic project in which each member of the production group is able to work on their own (independent) project within a larger project, while collaborating on the overall production process. It should be noted, however, that a collaboration of this kind at Honours level requires that each student develop his or her own theoretical framework, and that this theorising be independently documented. (That is to say, collaborative projects require more documentation and theoretical reflection, rather than less).

Collaborative projects should not be attempted if difficulties encountered by any one student can have major consequences for other students in the production group. Such a project must be approved by the relevant Academic Chair of the Program, and this approval will be given only once a detailed contract has been agreed to by all those concerned (including bail-out contingencies). Participants in such a project must also sign and submit to the School Office, the Student Contract contained in Appendix 2, by the end of Week 1.

18. Plagiarism

All forms of dishonesty, including unauthorised collaboration and plagiarism will result in penalties, including failing the unit and possible exclusion from the University.

Plagiarism and collusion are defined as including any of the following five types of behaviour and apply to work in any medium (for example, written or audio text, film production, computer programs, etc):

1. Inappropriate/inadequate acknowledgement: Material copied word for word which is acknowledged as paraphrased but should have been in quotation marks, or material paraphrased without appropriate acknowledgement of its source.
2. Collusion: Material produced in concert, collectively or in collaboration with others and giving the false impression that the work is the sole output of the student submitting it for assessment.

3. Verbatim copying: Material copied word for word or exactly duplicated without any acknowledgement of the source

4. Ghost writing: Assignment written by third party and represented by student as her or his own work.

5. Purloining: Material copied from another student’s assignment or work without acknowledgement, or with acknowledgement but without that person’s knowledge.

See the University’s Student Discipline Regulations: 


19. Grievances

Difficulties with Honours should be discussed initially with the supervisor(s). If the student is dissatisfied with this response, he or she should discuss the matter with the Chair of the Honours Sub-Committee or, if the Chair is the supervisor, with the School Dean.

Difficulties with supervision (in particular, concerning clear formulation of the project in time for the student to complete the work, or concerning adequate feedback on work or production components) should be taken immediately to the Chair of the Honours Sub-Committee, or in the case that the Chair is the supervisor, to the School Dean.

It is far preferable for all concerned if any problems with supervision are identified early, so that improvements can be made or an alternative supervisor found. If necessary, an extension of time to complete the Honours course may be granted in such cases.

20. Appeals

In recognition of the uniqueness of Honours, the Student Appeals Committee has developed particular processes for appeals by Honours students.

An Honours student may appeal to the Student Appeals Committee against a grade awarded in a Unit undertaken as a component of their Honours and or against the grade awarded for their
Honours thesis if the grounds of appeal fall within Student Appeals Policy guidelines that are set by Academic Council.

Following consultation with the Chair of the Honours Sub-Committee, the Student Appeals Committee can reaffirm the Thesis grade, recommend a different Thesis grade, or appoint an additional examiner. If an additional examiner is appointed, the Honours Sub-Committee, after considering that examiner’s report, shall recommend to the Board of Examiners a class of Honours.

It is not permissible to appeal against the final result of the examination of an Honours thesis on the basis of circumstances that adversely affected a student’s performance in the preparation of the thesis. Mechanisms exist for the resolution of such problems before submission of the thesis and an extension of time for completion of the thesis would normally be allowed in such circumstances if appropriate.

21. Changes to Enrolment

21.1 Extensions

Any extension of an individual student’s program of study (i.e. of the thesis submission date) can be granted only in exceptional circumstances; approval is by the School Dean on the recommendation of the Honours Sub-Committee Chair. Supervisors do not have authority to grant an extension.

Where an extension has been granted and the work is not submitted by the start of the following semester, the student will be enrolled for administrative purposes for the period of the extension. This does not attract additional credit towards the degree, and does not incur any extra HECS/tuition liability.

21.2 Withdrawal from a component

Students wishing to withdraw from a component of an Honours course (or to postpone a component to another semester) should do so before the HECS census date (check date with Student Services), as any changes after then will be recorded on the student’s academic transcript, will increase HECS liability and will not entitle the student to extra time to complete Honours. Withdrawals and failures in Honours components are taken into account when arriving at the final class of Honours, but neither necessarily disqualifies the student from graduating with Honours.
21.3 Intermission of Enrolment

If a student needs to suspend Honours enrolment, an application should be submitted to the Student Centre. A suspension may be granted for a maximum period of two consecutive semesters. A student who suspends Honours for one or two semesters will need to change their study program and therefore will need to complete a revised Program of Study form. In some cases this may require changes to the components of the Honours course, or of supervisor(s).

21.4 Withdrawal from Honours

Honours withdrawals appear on academic transcripts according to the same withdrawal dates and codes as other unit withdrawals.

A student may withdraw at any time from an Honours course. However, a student who has withdrawn from an Honours course is not permitted to enrol again in an Honours course in the same disciplinary area, unless the withdrawal took place before the end of the first semester of the course (for a part-time enrolment, before the end of the second semester) as per Degree Regulation 60.

Where a student withdraws from the entire Honours course before the commencement of the second semester of enrolment (or third semester, in the case of a part-time student), this is not treated as an attempt. Withdrawal after then is regarded as an attempt. A student is permitted only one attempt at an Honours course within a disciplinary area or group of closely related disciplines. Students who withdraw from Honours do not receive any academic credit for any coursework already completed; there is only a total of 24 points credited when Honours is awarded.

22. Scholarships and Prizes

22.1 Scholarships

Scholarships may be available to assist you in your studies during Honours, for example the Murdoch University Academic Excellence Awards, and from time to time, some program-specific bursaries and awards. For further information, visit: http://our.murdoch.edu.au/Student-life/Finances/

22.2 Prizes

Honours thesis on an Australian topic:
• The Geoff and Lyn Field Prize in Australian Studies ($350)
Religion Honours thesis:

• St Ephraim The Syrian (Mor Aphrem Suryoyo) Prize ($150)

Entry to Honours: From time to time the School may be able to award additional scholarships and prizes to the best undergraduate entrants to Honours.

23. Honours Regulations

Please refer to the following web pages for further information regarding Honours Regulations:


24. Key Contacts

The Honours Co-Chairs for 2018 are:

Dr Anne Schwenkenbecher: A.Schwenkenbecher@murdoch.edu.au

Dr Leo Murray: L.Murray@murdoch.edu.au

Academic Support Officers for Honours:

Creative Arts Cluster: Yolie Masnada – Y.Masnada@murdoch.edu.au

Humanities Cluster: Tracey-Joy Francis – T.Francis@murdoch.edu.au

Society and Communication Cluster: Jayne Horler – J.Horler@murdoch.edu.au

If you are unsure of your contact, please email arts@murdoch.edu.au

Academic Chairs:
For advice on the current holders of these positions please check the website:

http://www.murdoch.edu.au/contacts/academic/
# Appendix A: Program of Study form

## Honours Program of Study

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<td>Course</td>
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### First Semester

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### Thesis Details

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<th>Thesis Supervisor(s)</th>
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<tr>
<td>Student Signature</td>
<td>Supervisor Signature</td>
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<td>Name</td>
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**DISCOVERERS WELCOME**
**Honours Program of Study**

...continued

**Assessment Methods**

Only to be completed where the unit (excluding Thesis) does not appear in the current Murdoch University Handbook.

<table>
<thead>
<tr>
<th>Unit Code</th>
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**Approval of Program of Study per Degree Regulation 56**

- Form Completed
- Signatures
- Candidate's Note
- Enrolment Altered
- Completion Date Altered
- Student Informed
- Supervisor Informed
- Honours Sub Committee Chair/Program Chair Informed

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<thead>
<tr>
<th>Honours Sub Committee Chair/Program Chair</th>
<th>Head of School</th>
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Name:

Name:

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DISCOVERERS WELCOME
Appendix B: Honours Topic form

SCHOOL OF ARTS

HONOURS TOPIC FORM A/B
Please submit with Program of Study to the Chair of the Honours Sub-Committee

A. Student Details

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<th>1. Student Name</th>
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<td>3. Honours Course Code</td>
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<tr>
<td>4. Unit Code for Honours Topic</td>
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</table>

B. Honours Topic Details

1. Title of Honours Topic

2. Honours Topic Outline

Provide an outline of your topic, explaining the material to be covered, what the work will entail, and how it relates to your thesis.

3. Methods and frequency of assessment

Each Honours Topic is expected to require approximately 1,500-2000 words of written work per point – e.g. 4,500-6000 words for most 3-point Honours Topics – although this may vary depending on the discipline, and other modes of assessment as may appropriate for creative and production-based disciplines. More than one piece of assessment is required.

<table>
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<tr>
<th>Description of assessment components</th>
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Student’s signature | Date:  
Supervisor’s signature | Date:
Appendix C: Creative Writing Guidelines

1. Admission to Creative Writing honours is available to students who have completed a major in English and at least four Creative Writing units in their BA.

2. Honours in creative writing students must submit two components as their thesis:
   • a major creative work;
   • a critical/theoretical dissertation.

   The thesis will consist of a written and critical component. The theoretical component will be no less than 6,000 words. The overall thesis will be between 12,000 and 15,000 words overall. The two parts are considered as parts of a whole and therefore complement each other. The examiner gives one mark for the entire thesis.

3. Major creative works will be evaluated in terms of the degree to which they achieve a level of originality and professionalism appropriate for production at fourth year university level. A major creative work is any sole-authored creative piece capable of public reception. It may consist of one or more short stories, a selection of poems or a self-sufficient section from a longer work (fiction, or literary non-fiction). The type of creative work, or genre produced in Honours in Creative Writing may be negotiated with the supervisor and will depend on what the supervisor is willing and able to supervise.

4. Preparation of Honours thesis: The Honours in Creative Writing thesis is made up of a creative writing component and an academic dissertation, together these comprise the Honours thesis. It is advisable to write some of the creative work before deciding on the subject of the dissertation as the two components must complement each other. It is also advisable to write a portion of the critical thesis before finishing the creative writing so that the creative work benefits from the critical work. The two parts of the thesis – critical and creative – will complement each other, in relation to content or form. For example, if the creative work is a short story it may be appropriate to write a critical thesis arguing a relevant point about a particular writer’s short stories, or about the point of view or symbolism in a writer’s work. It is expected that the critical dissertation will address the same research question as the creative work.

5. Examination criteria for Honours in Creative Writing: The aim of a creative writing thesis is to study others’ writings in order to produce better creative work. Whether your work includes some discussion of your own work will depend on whether this is relevant to the critical argument and this can be decided with your supervisor. Keep in mind that the dissertation is a critical, academic argument and, as such, it will argue a particular point. The argued point will be narrow and specific rather than broad, and will be supported with evidence from the primary texts studied. As in an essay, the aim of the critical thesis is to show how the various points argued differ from, or are similar to, points made in other academic research. Bear in mind that the academic dissertation will analyse, evaluate, criticise and argue, not just summarise and describe.
(a) **Subject Content**
- the adequacy of the candidate’s conceptual understanding of the approach to the topic and the topic itself, as embodied in the creative work and discussed in the critical essay.

(b) **Competence in Research**
- evidence of a thorough, critical and discriminatory review of research material in the relevant field of enquiry.

(c) **Quality of the Creative Work**
- the achievement of technical excellence;
- the full realisation of the creative concept.

(d) **Presentation and Quality**
- organisation and structure of the content;
- editing of the material;
- clarity of style (including spelling, grammar and syntax);
- correctness of referencing techniques.

6. **Assessment:** Examiners of Creative Writing Honours theses are instructed to provide one grade, examining both components as intrinsic parts of the whole (the two components have equal weight). The theoretical component will be no less than 6,000 words. Each examiner is asked for a detailed written report.

7. **Non-discriminatory language:** Guidelines on non-discriminatory language apply to academic work rather than creative work (where the context needs to justify the use of such language).
Appendix D: Theatre and Drama Guidelines

1. **Honours thesis**: Students undertaking this option may submit the following:
   - a major creative work (weighted at 50%),
   - a thesis (weighted at 30%); for creative writing this weighting is 50%
   - a commentary or production report— not for creative writing (weighted at 20%).

2. **A major creative work** is any sole-authored creative piece capable of public reception. A major creative work may be one solo exhibition of material designed by the student (from computer graphics to designs for costumes and sets); one installation work; one DVD of at least twenty minutes’ duration; one musical score (for a play/performance of at least sixty minutes’ duration) and/or its arrangement for performance; two performances or dance work. Major creative works will be evaluated in terms of the degree to which they achieve a level of originality and professionalism appropriate for production at 4th year university level. Works should be contained within a 20-60 minute time frame. Works which fall outside this time-frame will need to be approved in writing by the Honours Sub-Committee no later than one month in advance of the performance. Such approval will be granted only in exceptional circumstances.

3. **The thesis component** will be a maximum of 6,000 words. There is no word length for the commentary or production report as this is dependent upon the requirements of the particular project and should be negotiated with the student’s supervisor. The thesis should comprise a literature survey of the chosen field informing the creative piece and should show evidence of critical engagement with this survey. This thesis should not deal with the requirements of the student’s particular piece but should focus on the student’s theoretical approach and its relationship to the field. It should be accompanied by a bibliography, appropriate for a project at Honours level, indicating the extent of the research undertaken.

4. The commentary or production report provides a site for the student to explain the chosen methodology and its relationship to the particular performance work; however, whilst this commentary/report may make general statements and propose ideas, the student must provide a rationale for his or her choice of methodology. This rationale must include descriptions of the ways in which the chosen methodology is
translated into the creative work.
This may, for example, include discussion of: lighting; design; acting style(s), and choice of location. The Commentary/Production Report must meet the usual formal requirements for a project undertaken at Honours level. (Hand-written journal notes are generally not acceptable but may be submitted, if necessary, as an Appendix attached to the commentary/report.)

5. **Supervision:** In order to facilitate adequate preparation for the major creative work students must ensure at the outset that the nominated supervisor has the time and resources available for the project to be realised.

6. **Drama workshop and technical assistance:** In order to facilitate adequate preparation for the major creative work students are expected to make a weekly booking in the Drama Workshop in week 1 of Semester 1. At this time (unless alternative arrangements are made with the supervisor) students must apply for and book the Drama Workshop for their intensive pre-performance rehearsal time (outside teaching hours) in weeks 10 or 11. Technical assistance for the production and for the intensive pre-performance rehearsal time in week 10 or 11 must also be applied for in week 1 of Semester 1.

7. **Submission:** Students must submit the major creative work in week 12 of their final semester. The thesis and commentary or production report is to be submitted on Friday of the following week.

8. **Examination:** Candidates will be assessed on the overall quality of their performance and supporting material. Examiners will take into account the specific methodology, theory or paradigm of research in which the student is working. Examiners should not find fault with the approach that the student takes to the topic, but should examine the dissertation in terms of whether or not (and to what degree) it is a competent application of that particular approach.

Examination criteria for Honours in Theatre and Drama:

1. **Subject content and form.** Adequacy of the candidate’s conceptual understanding of the approach to the topic and the topic itself, as embodied in the performance and discussed in the written components. Execution of the project, including the level of
professional competence demonstrated in both the written and performance components, and justification of the form and style chosen for the stated purpose.

2. **Competence in research.** Evidence of a thorough, critical and discriminatory review of previous material in the relevant field of inquiry, or performance genre or tradition.

3. **Formal quality of the performance.** Appropriate technical excellence in the relevant skill area (for example: direction, voice, movement, and production). This is based on the nature of the specific project as outlined in the proposal.

4. **Presentation and quality of the written component.** The student must demonstrate the following:
   
   a. Sound organisation and structure of the content.
   b. Appropriate editing of the material.
   c. Clarity of style that includes correct spelling, grammar and syntax.
   d. Correctness of referencing techniques.
Appendix E: Nomination of Examiners form

### NOMINATION OF EXAMINERS FOR HONOURS THESIS
School of Arts

*Please complete all sections*

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Student number:</td>
<td></td>
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<tr>
<td>Honours Degree in:</td>
<td></td>
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<tr>
<td>Bachelor program:</td>
<td></td>
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<tr>
<td>Thesis title:</td>
<td></td>
</tr>
</tbody>
</table>

Production component: **YES / NO**

**Supervisor name:**

**Co-Supervisor name:**

**Supervisors are required to contact the nominees first. If the nominee agrees to examine the thesis, the name and full* address of the nominee MUST be provided below.**

*Many tertiary institutions have more than one campus; to avoid any delays please ensure that you provide full details of the relevant campus.*

---

**Nominee 1 – External Examiner**

Name and title:  
Position:  
Full postal address:  
Telephone:  
Fax No:  
E-mail:  
Reasons for nomination:  
*(Clearly state field of expertise and relevance to student’s topic, with link to publications or profile)*

---

**Nominee 2 – Internal Examiner**

Name and title:  
Position:  
Full postal address:  
Telephone:  
Fax No:  
E-mail:  
Reasons for nomination:  
*(Clearly state field of expertise and relevance to student’s topic)*
Nominee 3  (Not required unless specifically requested by the Honours Committee)

Name and title:
Position:
Full postal address:
Telephone: Fax No:
E-mail:
Reasons for nomination:
  (Clearly state field of expertise and relevance to student's topic, with link to publications or profile)

-----------------------------------------------

Name of Supervisor:
Signature of Supervisor: Date:
Approved: Date:
(Chair of Honours Committee)
Appendix F: Student Declaration

Declaration:

I declare that this thesis is my own account of my research and contains, as its main content, work that has not previously been submitted for a degree at any tertiary educational institution, including Murdoch.

Signed:

Full name: ____________________________

Student number: ______________________

Date: ________________________________