School of Business

Honours Information Handbook 2019

This handbook supplements the University’s General Guide to Honours study, available at http://handbook.murdoch.edu.au/study/?section=2c_honours
Welcome

Welcome to Honours in the School of Business. We hope you find studying at Honours level a rewarding experience.

This handbook contains information that covers what you will need to know about the Honours Program, from applying for entry through to receiving your final grade.

If, after reading this handbook, you require more information concerning any administrative aspect of the Honours Program, or you are interested in talking about what you will study and about supervision, you are advised to discuss these matters with the Honours Coordinator, Dr Terri Trireksani. You can find her contact details in Section 22 of this handbook. You can also check the School website at:


or contact the School Office on 61+(0)8 9360 2705.
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1. Introduction

The distinctive feature of Honours study is that it provides training in research, and develops higher-level skills in academic writing and analysis. It involves the development and application of organisational, writing, oral, analytical, creative and problem-solving skills to an advanced level, and the opportunity to work independently on a subject of interest.

Successful completion of Honours in the School of Business improves students’ employment opportunities and it is also the main gateway to higher study opportunities such as a Masters by Research or a PhD. Honours courses are available in the School in the following areas:

Accounting (BBus)
Banking (BBus)
Economics (BBus)
Finance (BBus)
Hospitality and Tourism Management (BBus)
Human Resource Management (BBus)
International Business (BBus)
Management (BBus)
Marketing (BBus)

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 Program can be completed within:

- two consecutive semesters on 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: Students cannot take two full-time semesters and one part-time semester.

3. Entry Requirements

To be admitted into the Honours Program in the School of Business students must have completed the requirements of the corresponding undergraduate degree at Murdoch or at another university. A student is not permitted to commence Honours until completion of the relevant undergraduate degree. For Honours entry purposes
the relevant degree is considered complete when the student has received formal notification of a pass in all units required for completion.

Note: Students completing a double degree need only to have completed the relevant degree to which the Honours study pertains – not both. However, it is strongly recommended that all undergraduate studies are completed prior to Honours entry, simply because of the amount of work involved in Honours.

Entry to Honours is subject to academic merit and to the availability of supervision and places. Graduates from other higher education institutions seeking admission to the Murdoch University Honours Program are expected to have equivalent backgrounds.

4. Admission to Honours

Prospective Honours students should consult with the Honours Coordinator about their study plans: Dr Terri Trireksani (Bachelor of Business - Honours). See Section 22 of this handbook for contact details. The Honours Coordinator will discuss supervision, workload and application issues and will help in identifying possible supervisors the applicant may approach.

After speaking to the Honours Coordinator and the identified Supervisor, applicants may apply for admission to Honours online or via the Student Centre. There are two forms involved in the process and both are best completed after advice from the Honours Coordinator and the Supervisor. The first form is the ‘Admission to Honours’ form and gets students into the program itself. The second form is the ‘Program of Study’ form and this sets out what units the student will study and which academic periods are involved.

Applications for commencing an Honours program are generally accepted up to one month before the start of the relevant semester, but late applications may also be accepted in certain circumstances. Application forms for Honours are available from Appendix A in this handbook, the Student Centre, from either of the Honours Coordinators or may be downloaded from:


(Note: the downloaded form allows fillable fields, which can be useful prior to printing). Generally speaking, applicants must have a minimum GPA of 2.5 and should not have failed any undergraduate units in their relevant degree, particularly second and third year units and especially units relating to their planned field of study. It is also important to be aware that entry is competitive, places may be limited, and applications are only accepted at the discretion of the School. If you have no higher than a Credit average at undergraduate level, you will need to give the names of two people who are willing to act as academic referees for the application, for example,
former lecturers or tutors. These two people should be consulted before their names are entered on the form.

Plan your Honours Program carefully from the start! Making changes later are subject to an approval process.

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 field of the proposed Honours Program) may be admitted to Honours in the School of Business.

ii. **Availability of supervision.** It is the responsibility of the student to approach prospective Supervisors, but the Honours Coordinator will assist with this process. The Supervisor may not accept students on a number of grounds. 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. Students need to have secured a Supervisor before submitting an application.

iii. **Availability of places.** The target set for the Honours Program is established by the School of Business and approved by Academic Council.

5. **Honours Enrolment Options**

5.1 Honours may be taken full-time or part-time. See Section 2. Study Options above for details.

5.2 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 Honours Coordinator.

6. **Structure**

Honours programs in the School of Business requires completion of 24 academic credit points. These points must be at 500-level, but may include up to 3 credit points at 200/300/400-level and up to 6 credit points at 600-level or above, subject to the approval of the Honours Sub-Committee. This can include units offered by other courses, or by other universities subject to approval of the Academic Chair. (Honours students whose first degree is from another university cannot include units from other universities, as at least 24 Murdoch credit points are needed to take out a Murdoch degree.)
There are coursework units worth a total of 12 points and a 12 points thesis component. The 12 points coursework component normally consists of:

1. **Bachelor of Business, Honours**

First semester (or equivalent for part-time students)

- Four coursework units (including two common research-type units) – 3 pts each
- One or two Honours Topics* may replace coursework units (more may be possible with permission from the Honours Sub-Committee)* — 3 pts each

Following the inter-semester break the second semester (or equivalent for part-time students) would consist of the thesis component:

- Thesis — 12 pts

The length of the 12-point Honours thesis in the School of Business is generally between 12,000-18,000 words (with variations within this limit depending on the discipline and topic). Your Supervisor will talk to you about this.

It is also possible, particularly under the Bachelor of Business structure, for students to undertake their thesis at the same time they are doing some coursework units.

The structure of any Honours program can be customised. It is tailored to each student’s area of study and his or her intended research and also takes into account the study a student has done during the undergraduate degree.

Your Honours Coordinator, in conjunction with your Supervisor, will assist you in the design of your particular program and will discuss this with you at the beginning of your Honours study.

* An Honours Topic allows an academic staff member to develop a special program of study for the student in an area of interest within the discipline, or around the topic of the student’s thesis. Honours Topics can support the research topic without duplicating the thesis. For example, they can allow preparatory or contextualising work to be undertaken, and/or contribute to the design of the research project and the gathering of material pertinent to the research topic. As is the case for undergraduate work, you may not submit the same piece of work for two different codes/units. The written work expected to be submitted for assessment in an Honours Topic is similar to that in an undergraduate unit – approximately 4,500 words.

**Professional Placement**

Honours students may be able to do an internship as part of their coursework component. This gives the students a chance to broaden their skills base through
attachment to an externally-based organisation. Interested students should discuss this with their Honours Coordinator as there are specific requirements attached to a professional placement or internship.

7. Learning Outcomes

Successful completion of the Honours Program should enable you to have demonstrated the following learning outcomes.

Knowledge:
1. Show coherent and advanced knowledge of the underlying principles and concepts in the discipline.
2. Demonstrate an advanced knowledge of appropriate research methods.

Skills:
3. Exercise critical thinking in order to commence development of new theory or the application of existing theory to a new research question.
4. Assess the validity of theoretical and empirical research, and interpret and evaluate the results and argument.
5. Project manage a research thesis, including organisation and time management, under some supervision.

Application of knowledge and skills:
6. Critically apply disciplinary knowledge and skills to formulate researchable hypotheses, appropriate methodologies and conduct rigorous research.
7. Communicate orally and in a scholarly written form the concepts, methodology, analysis and conclusions associated with a research project.
8. Gauge the ethical considerations associated with a research project.

8. Program of Study

The Program of Study form is generally completed in consultation with your Honours Coordinator and your Supervisor. It sets out what coursework units you will study and in which academic period. It also has details of your thesis and the study period in which you will undertake your thesis. You can download the Program of Study form from the University website, or you can obtain a copy from the Student Centre. There is also a copy appended to this Handbook, and the Honours Coordinator can also give you a copy at your first discussion meeting. The link to the form on the university website is:
Once your Program of Study form is filled out and signed by you, your Honours Coordinator will submit it to the acceptance process. It may take two weeks before you are advised of the acceptance of your study program.

Any changes to the approved Honours Program of Study requires the approval of the student, Supervisor, Honours Sub-Committee Chair and the Dean of Learning and Teaching.

Changes to Honours units (withdrawals, etc.) are subject to the same dates and deadlines (e.g. HECS-HELP) as other units. Talk to your Honours Coordinator if you need to change anything. 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

9. Coursework Deadlines

All coursework (12 points) must be completed by the end of the assessment period in the relevant semester. If you are completing ‘normal’ coursework units, check the Unit Guides for details of assessment deadlines, exam times, extensions and penalties for late submission in each case. If you are undertaking an Honours Special Topic talk to your Supervisor about relevant dates.

Please note that if you do not successfully complete the requirements of your coursework units on time you could receive a fail grade. Take care!

Note also that deferred assessments are possible in certain circumstances. If this is necessary, you should apply in the same way as for undergraduate units.

Remember also that your thesis has a different completion date and extension process. Refer to the information in this Handbook in Section 13. Honours Thesis.

10. 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 your proposed thesis and discipline. While the Supervisor is normally nominated by the student (make sure you have the Supervisor’s agreement first) in certain circumstances, the Honours Coordinator may appoint a different—or temporary—Supervisor.
The Supervisor’s role include:

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 study 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 Honours seminars;

vi. the final approval of the thesis as ready for examination.

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 the thesis;

iii. assessing and marking the thesis.

11. Student Responsibilities

Students are responsible for:

- ensuring they are correctly enrolled;

- ensuring they have a Supervisor before their first semester of study commences;

- providing their Supervisor, Honours Coordinator, the Chair of the Honours Sub-Committee and the Murdoch University student records system with a current email address and phone number and keeping these up to date; arranging meetings with their Supervisor and to attend scheduled meetings;

- working with the Supervisor or Honours Coordinator to complete a Program
of Study (See Appendix A) within one week of the start of their first semester of study;

• planning the thesis and devote the time needed to research and complete written and non-written components. Generally, studying requires at least 35-40 hours per week for a full-time student;

• informing the Supervisor of any changes in circumstances likely to affect set deadlines;

• preparing a full outline of the thesis for the Supervisor by the first week of their second semester of enrolment. Students enrolled part-time may negotiate a later date;

• submitting substantive drafts early enough for the Supervisor to provide detailed feedback before final submission;

• revising and editing work by taking into account the Supervisor’s comments;

• submitting the completed thesis by the due date. In exceptional circumstances an extension may be granted – see Section 13. Honours Thesis;

• making their own arrangements for word processing and proof reading;

• reading and complying with the University’s Assessment Policy at: http://www.murdoch.edu.au/index/policies/index?Filter=Assessment

• and the University Honours Policy at: http://goto.murdoch.edu.au/Honours

• approaching the Honours Coordinator to discuss any problems with supervision. Supervision arrangements may be changed after discussions with the student and Supervisor.

12. Student Learning

The Centre for University Teaching and Learning (CUTL) 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. Further information is available at:

http://our.murdoch.edu.au/Student-life/Study-successfully/Postgraduate-Students/GREAT-Seminar-Series/
13. Honours Thesis

The thesis will be between 12,000 and 18,000 words in length (with variations within this limit depending on the discipline and topic). The Reference List/Bibliography is not included in the word count. 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.

Students must submit two, unbound hard copies and one electronic copy of their Honours thesis by noon on the Friday of the last study break before final exams in their final semester of enrolment to the Honours Coordinator.

In exceptional circumstances the Dean of Learning and Teaching may approve an extension to the submission date of a student’s Honours thesis, on the recommendation of the Honours Coordinator and the Honours Sub-Committee Chair. The University Deferred Assessment Regulations apply here and details can be found at:


Once the examination process is complete students should make any corrections recommended or required by the two examiners. This will not change the mark given by the examiners, but as the Library keeps Honours theses in digital form in perpetuity, these corrections should be made in conjunction with advice from your supervisor.

Students then submit two bound copies and one soft copy (PDF) of the corrected thesis to the Honours Coordinator.

Students can apply to the School through the Administration Support Officer for Honours (contact details are in Section 22. Key Contacts) for financial support for the thesis printing costs after the thesis has been examined and hard and digital copies have been submitted to the Honours Coordinator.

13.1 Layout of the thesis

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 includes, in the following order:

- A title page: giving the title of the thesis in full, student’s name and the title of the degree;

- 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 the Student Declaration statement in Appendix E;

- 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;
- Reference List (consistent format and in alphabetical order);
- Appendices, if any.

Ranges of acceptable reference styles are detailed on the Murdoch Library website at:
http://library.murdoch.edu.au/Students/Referencing/

A discussion of when to cite references is available from Student Life and Learning at:

13.2 Presentation of the thesis for examination

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 2.54 cm must be provided on the bound side of the sheet. Other margins should be not less than 2 cm. The thesis can be printed double-sided if preferred.

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 to the above page size and margin requirements.

13.3 Submission of the thesis to the Library

Students must submit a digital copy of their finalised thesis to the Library at Murdoch University. After all corrections have been made, the thesis should be uploaded to Murdoch Library’s Research Repository at:
At the time of thesis submission, each Honours student must sign the Copyright Acknowledgment form available at:

http://library.murdoch.edu.au/Copyright-matters/Forms-notices-labels.../

This form should be signed and included within the body of the thesis.

The thesis, unlike a coursework essay, is a public document available for loan in the Library to 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 careful 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.

14. **Thesis Examination Process**

The Supervisor and Honours Coordinator will select two appropriate examiners for the thesis and arrange for copies of the thesis (as provided by the student) to be given to examiners. Examiners may be internal to the University and/or external to the University.

14.1 Examination Criteria:

Examiners are instructed to address the following criteria:

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

2. **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.

3. **Presentation and quality of transcript**
   - organisation of the text;
   - layout;
   - clarity of style (including spelling, grammar and syntax);
   - correctness of referencing techniques.
15. **Assessment**

On receipt of final marks and grades for all components of the Honours degree, the Honours Sub-Committee will:

i. establish the final mark and grade for the thesis and coursework before deciding on an overall Honours mark and grade. Note that coursework and thesis / research have equal weighting in the calculation of the overall Honours mark. However, the thesis mark is based only on an average of the marks awarded by the two examiners.

ii. 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 Sub-Committee is guided by, but not necessarily bound by, the mathematical result.

iii. determine whether there is a major discrepancy between marks and therefore a need for a third examiner; in such cases, the Honours Coordinator will appoint a third examiner. If a third examiner is appointed, the Sub-Committee may:

- take into consideration all three examiners' marks/grades in determining a final thesis mark/grade;
- discount one examiner’s mark/grade if it does not reflect the Honours marks overall, or if the report/grade/mark is not deemed an appropriate or accurate reflection of the quality of the thesis;
- in establishing the final thesis mark, seek written advice from an appropriate academic within the discipline (internal to the University).

15.1 **Final Award**

The Honours Sub-Committee 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 considered unlikely to make a good independent researcher and could not normally 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 most or all areas.

If the examiners suggest that major 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. 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 the 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.

For further details on Academic Integrity, see:

http://our.murdoch.edu.au/Educational-technologies/Academic-integrity/

17. Grievances

Difficulties with Honours should be discussed initially with the Supervisor or relevant unit coordinator. If the student is dissatisfied with this response, he or she should approach the Honours Coordinator, particularly if the problem involves lack of feedback on completed work or if there is not enough time to complete work.

18. 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 Program and/or against the grade awarded for their Honours thesis if the grounds for appeal fall within the 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.

19. Enrolment Changes
19.1 Extensions

Supervisors do not have authority to grant an extension. However, at times minor extensions are necessary for medical, data analysis, printing or data gathering purposes – these can be granted by the Honours Coordinator, in consultation with the Supervisor.

Any significant 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 Dean of Learning and Teaching on the recommendation of the Honours Coordinator and the Honours Sub-Committee Chair.

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

19.2 Withdrawal from a component

Students wishing to withdraw from a component of the Honours Program (or to postpone a component to another semester) should do so before the HECS census date (check the date with the Student Centre), 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.

19.3 Intermission of enrolment

If a student needs a period of approved leave/intermission from Honours study, an application should be submitted to the Student Centre using the relevant form, which is available at:

http://our.murdoch.edu.au/Student-life/Get-organised/Useful-forms

An intermission may be granted for a maximum period of two consecutive semesters. A student who intermits from 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 Program, or of Supervisor(s).

19.4 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 Program 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. Withdrawals after that point are 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 24 points credited when Honours is awarded.

20. Scholarship and Prizes

20.1 Scholarships

The Banksia Association Honours Scholarship was established by Murdoch’s Banksia Association members in 2008 to encourage high achieving students to continue their education at Murdoch University by providing them with financial assistance during their Honours year.

For further information, go to:

http://our.murdoch.edu.au/Student-life/Finances/Browse scholarships/HON_Banksia-Association/

20.2 Prizes

High performing Murdoch University Honours students may be eligible for various prizes in their field. Eligibility is determined after final results are published.

Prize for 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.

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

http://handbook.murdoch.edu.au/study/?section=2c_honours

22. Key Contacts

Honours Coordinator for School of Business is:

Dr Terri Trireksani:
T.Trireksani@murdoch.edu.au or (08) 9360 2481

Administrative Support Officer for Honours:
Ms Sandy Clark, (08) 9360 6773 or BGHigherDegree@murdoch.edu.au
Appendix A: Honours Application Form
Honours Application

Use this form if you are applying for an Honours course at Murdoch University.
You do not need to complete this form if you are applying for Psychology Honours or Engineering Honours.

Murdoch University Admissions Office
Domestic Students: DomesticAdmissions@murdoch.edu.au
International Students: International.Admissions@murdoch.edu.au

BEFORE YOU START

Save a copy of this form, then open it in Adobe Acrobat Reader. This enables you to complete the form electronically. Please complete an online application in addition to completing this form [https://qoto.murdoch.edu.au/MyAdmission](https://qoto.murdoch.edu.au/MyAdmission). Upload this form to your online application at Step 9: ‘Document Upload’ or after you submit the application.

FIND A SUPERVISOR

You are strongly encouraged to consult with your proposed supervisor(s) before submitting your application for admission. For more information on how to search for a supervisor, please contact the school Honours Coordinator/Honours Chair via the contact page of the relevant school website.

The following schools require you to have a supervisor prior to submitting your application:
- Arts
- Business and Governance
- Engineering and IT (except Engineering Honours)
- Psychology and Exercise Science (except Psychology Honours)
- Health Professions
- Veterinary and Life Sciences

COMPLETE YOUR HONOURS APPLICATION

Honours applications involve two parts, the application for admission, and the enrolment process.

Application for Admission
1. Please complete Part A and Part B of this application form, and ensure all details are correct.
2. Submit your online application with supporting documentation (see ‘Documents to Provide’ below). You can submit your application for admission after completing Part A and Part B of this form. If you have a supervisor, you can complete Part C before or after you submit your application for admission. Proceed to step 3 below.

The Admissions team will assess your application and forward it to the relevant school for approval.

Enrolment
3. If you have a supervisor, your enrolment may be completed in conjunction with your application for admission. Please proceed to the next page to complete Part C: Honours Program of Study with your supervisor. Alternatively, the Honours Program of Study may be completed independently and submitted to the school Honours Coordinator/Honours Chair.
4. If you do not have a supervisor, you will be required to complete the Honours Program of Study with your supervisor once appointed. International students can complete the Honours Program of Study after acceptance of an offer to an Honours course.

If you are offered a place in an Honours course, your enrolment will not be processed without a completed Honours Program of Study.

Documents to provide:

Please upload the following documents to your MyAdmission application:
- Academic Transcript/s
- A copy of this completed application form (Part A and Part B must be completed)

How to upload the documents:

- Log into the MyAdmission portal using your Applicant ID and password. If you have forgotten your login details, click the ‘Forgotten your details’ option.
- Click on the “Document Upload” button.
- Attach the required documents and/or information.
- Click on the “Upload File” button.
PART A: APPLICATION DETAILS
Please complete the sections below. Incomplete applications will not be assessed.

Murdoch Student Number: __________________________
OR
Applicant ID: __________________________

Surname: __________________________
Given Name/s: __________________________
Phone: __________________________
Email address: __________________________

COURSE DETAILS
Please tell us the Honours Course you are applying for (e.g. Bachelor of Science Honours in Molecular Biology). For more information please go the Honours website.

Course Name: __________________________
Major: __________________________

Full Time/Part Time: Please select
Mode of Study: Please select
Semester: Please select
Year: Please select

It is not permissible to take two full time semesters plus one part time semester.

PART B: PROPOSED HONOURS PROJECT (to be completed by applicant)

1. Proposed Honours project

Most Honours courses involve the preparation of a substantial thesis together with some coursework. Some courses, e.g. Molecular Biology, are based entirely on supervised research and the preparation of a thesis. For more information, please contact the school Honours Coordinator/Honours Chair via the contact page of the relevant school website, or go to your research project.

Please provide, in the space below, a brief description of your proposed Honours project and the reason why you wish to study in this area. Please provide the location of the research project if located off campus.

2. Proposed Supervisor(s) (if known)

If an academic staff member has agreed to supervise your proposed project, please list their name/s below:

Supervisor: __________________________
Co-Supervisor (if you have one): __________________________
## PART C: HONOURS PROGRAM OF STUDY

To be completed by the applicant in conjunction with their supervisor.

Honours programs of study shall consist of studies at 400 level, except that up to four points may be at 200-300 level and up to eight points may be at 500-600 level. Coursework components (including individualised components) must meet the requirements of the Code of Practice – Assessment Policy.

Graduates of other institutions are required to undertake all units at Murdoch University.

### Semester 1

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<th>Unit Code</th>
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<th>Unit Title</th>
<th>Mode of Study</th>
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Total Points: 0

### Semester 2

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Total Points: 0

### Semester 3

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Total Points: 0

### Semester 4

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Total Points: 0

## THESIS DETAILS

**Thesis Title:**

I declare that the information I have supplied on this form is, to the best of my knowledge, complete and correct. I acknowledge that it is my responsibility to enrol correctly in accordance with the Degree and program requirements, and where appropriate, the HECS and PELS legislation. I undertake to comply with the requirements of the statutes, by-laws and regulations of Murdoch University, and of any other University at which I may enrol as a cross-enrolled student.

**Student Name:**

**Signature:**

**Date:**
Honours Application

PART D: ACADEMIC ASSESSMENT OF PROPOSED HONOURS PROJECT

University use only: NOT to be completed by the applicant.

Academic staff will complete this section when assessing your Honours application to the university.

To be completed by the proposed supervisor or co-supervisor:

1. Do you agree to supervise this student?
   - [ ] Yes
   - [x] No (If no please provide a reason)

2. Please give your assessment of the applicant's undergraduate record in the Part II units related to the proposed Honours course.
   
<table>
<thead>
<tr>
<th>HD (A)</th>
<th>D (B+)</th>
<th>C (B-)</th>
<th>P (C)</th>
<th>N (F)</th>
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3. Course Grade Point Average: 

If the applicant has less than an overall Credit Grade Point average but you still believe they would be a suitable Honours candidate, please provide your reasoning here:


Please confirm your agreement to undertake supervision by signing below. If you are not willing to accept the application, please provide the reason:

Supervisor Name (print):

Supervisor’s signature: Date:

Supervisor: Please provide this form to your Honours Coordinator/Honours Chair

To be completed by the Chair of the School Honours Sub-Committee

Admission/Program of Study Approval:
   - [ ] Recommended
   - [x] Not Recommended

If not recommended please provide reason:

Honours Chair:

Chair’s Signature: Date:

To be completed by the Dean or Nominee

Admission/Program of Study Approval:
   - [ ] Approved
   - [x] Not Approved

Dean (or Nominee):

Dean’s (or Nominee) Signature: Date:
Appendix B: Honours Applications for Intermission Form

Also available online at:
http://our.murdoch.edu.au/Student-life/Get-organised/Useful-forms/
<table>
<thead>
<tr>
<th>Period of Intermission Commences:</th>
<th>Returning to Study:</th>
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</thead>
<tbody>
<tr>
<td>Semester 1 Year (e.g. 2016):</td>
<td>Semester 1 Year (e.g. 2016):</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Semester 2</td>
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</tbody>
</table>

**Reason for Request** (please tick one)

- Personal
- Medical Visa
- Financial
- Employment Reasons
- Other (please add reason below)
- Family Academic Reasons

**Statement by Student:** By submitting this form I confirm I understand the maximum total period of course intermission. I am aware that I will not have library access during the approved leave period. I will ensure that I will meet any enrolment deadlines when I am due to return to study.

Signature: ___________________________ Date: ___________________________

**Submission of Form:** Please send attachment via:

1. **MyAnswers** > Ask A Question (http://www.murdoch.edu.au/go/MyAnswers) or,
2. email to studentcentre@murdoch.edu.au using the Submit Form button below.

Please send from the email address recorded in MyInfo.
Appendix C: Useful Websites

Honours Application Form:


Copyright Acknowledgement Form:

http://library.murdoch.edu.au/Copyright-matters/Forms-notices-labels.../

The Banksia Association Honours Scholarship:

http://our.murdoch.edu.au/Student-life/Study-successfully/GREAT-Seminar-Series/

Student Learning

Student Learning – GREAT program:

http://our.murdoch.edu.au/Student-life/Study-successfully/GREAT-Seminar-Series/

Degree Regulations

Honours Regulations:

http://handbook.murdoch.edu.au/study/?section=2c_honours

Student Appeals:

http://our.murdoch.edu.au/University-Secretarys-Office/Governance-Services/Student-appeals/
Appendix D: 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 University.

Signed   

Full Name  

Student Number  

Date  