



School of
International Studies

Honours handbook 2009

MHAR — Bachelor of Arts (Honours)

Specialisation: School of International Studies

Strands: International Studies, Language Studies, Sociology

DRAFT VERSION ONLY:

Note that information which is 'highlighted' may well change, particularly specific dates

Welcome!

Welcome to the Bachelor of Arts (Honours) program in the School of International Studies. This handbook is intended to help you know what you have to do and what's going on during the course of your Honours program.

Most of the sections in this handbook are relevant to all Honours students, and I'd suggest you read it and keep it somewhere handy so that you can refer back to it during your program. (If you lose it, we'll also put a copy on the School's website.) At least have a quick look through it, so you know what's in here — if it's here, we've told you about it!!!

We've tried to get everything right here, but obviously if we've slipped up somewhere and anything is in conflict with the official University policies, they're right and we're wrong. You can always check them on the Uni website.

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Contents

Honours	2
School of International Studies	2
Times and deadlines — READ THIS NOW!!!!	3
Extensions policy	4
So what does Honours look like anyway?	4
Structure of Honours	5
Staff and their roles	6
Program Director	6
Program Support Officer	6
Strand Coordinators	6
Supervisors	7
What you can expect from your supervisor	8
What your supervisor can expect from you	8
What does an Honours thesis look like?	9
Physical format	9
Content	9
Submission	9
What happens at the end: Assessment	10
And afterwards?	11
Important policies and codes	12
Honours programs policy	12
Code of good practice: Research in Honours programs	12
Other useful and important links	12
Student services and resources at UniSA	12
Academic regulations, policies and codes	12
Ethics	12

Honours

The Bachelor of Arts (Honours) degree is a one-year, full-time program at the University of South Australia. It can also be done part-time, which means in no more than two consecutive years.

In terms of actual contact ‘in-the-classroom’ hours, there are substantially less hours per year in Honours than in an undergraduate program. But don’t be fooled by this, as it’s not a very useful comparison, especially not if you intend to get a good grade in Honours. There is the thesis — half of your work for the year — which involves no actual classroom contact hours; and several of the Honours courses require a great deal more reading than most undergraduate courses.

You should definitely keep in mind that Honours is the equivalent of, at the very least, a full-time job, and that’s how much time you’ll need to commit. So when you’re thinking about whether to take paid work or how much to do simultaneously with the Honours program, just remember you’re going to be very, very busy!

School of International Studies

For those who aren’t clear about the structure of the University of South Australia, the School of International Studies is one of the Schools in the Division of Education, Arts and Social Sciences. The School offers a number of undergraduate and postgraduate programs, in areas including international studies, sociology, linguistics and applied linguistics, and languages and cultures.

School of International Studies office

Room: Magill B1-11

Website: <http://www.unisa.edu.au/sis>

Email: aci@unisa.edu.au

Ph: (08) 8302-4026

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Mail: School of International Studies
University of South Australia
St Bernards Road
Magill SA 5072

Times and deadlines — READ THIS NOW!!!!

The following timetable assumes that you are doing Honours full-time. If you are doing it part-time, then the first half of the following happens in the first half of your first year, but the second half applies to the second half of your second year.

(Before 30 November: Apply for Honours through Apply Online)

During December/January: Meet with Strand Coordinator (or Program Director) to discuss issues like what your topic might be, who your supervisor might be, and what courses you might undertake. You need to know your topic (in general) and your supervisor before you start Socu4001. If you are already clear on who your supervisor will be, you can discuss the topic and courses with your supervisor; in this case you must let the Program Director know that you have done this.

Enrol in courses, following consultation with Program Director, Strand Coordinator and/or supervisor.

1 February: Last day to enrol yourself in Socu4001.

10-12 and 17-19 February: Classes (9am-12noon, Tuesday–Thursday) for Socu4001 Project Development.

By end of February: Agree with your supervisor about how often you are going to meet to discuss your thesis, in both SP2 and SP5.

9 March: Submit thesis topic/supervision form to Program Director. It would also be a sensible time to give a draft version of your project proposal to your supervisor.

4 April: Seminar presentations on thesis proposals (assessment for Socu4001).

9 May: Final project proposal for thesis due (assessment for Socu4001).

26 May: Literature review due (assessment for Socu4001).

(Either same year if full-time, or following year if part-time)

Late September: Seminar on draft findings of thesis. Supervisor must submit a form about who the examiners will be. You must submit a form about restrictions or not on people accessing your thesis in the University library.

September/October: Discuss post-graduate study with supervisor. Apply for post-graduate scholarships.

31 October: **SUBMIT THESIS**

December: Once examiners have reported back, the Program Director and (a subset of) the School research degree committee determine the class of Honours to be awarded. Students are informed of results as soon as possible after this.

Extensions policy

You must submit your thesis by the deadline, 31 October.

The only way to get an extension on the deadline for your thesis is to apply for one from the Program Director. Your supervisor **cannot** give you an extension on your thesis.

The Program Director (if necessary, in consultation with the Head of School) will only give extensions in limited circumstances — there has to have been a specific, unforeseen, and normally documentable reason for an extension (for example, a medical reason). It is not fair to other students to grant extensions for the (usual) stress of doing a thesis; it is not fair to other students to grant extensions for foreseeable circumstances, such as paid employment.

It is really hard to get an extension!!

Where an extension is granted, you will be given an extension for no longer than the period of time for which you were unable to work on your thesis.

If your thesis is not submitted on time, and you have not been granted an authorised extension from the Program Director, your thesis may not be accepted for examination.

To apply for an extension, you must submit a written request to the Program Director, giving at least the following information:

- Your details (name, student ID)
- The reason you are applying for an extension
- The period during which you were unable to work on your thesis
- When you consider is a reasonable revised submission date
- Any appropriate documentation (e.g. doctor's certificate)

So what does Honours look like anyway?

The Bachelor of Arts (Honours) program in the School of International Studies allows you to develop expertise in a specific subfield of interest, and learn advanced research skills and writing skills. It puts you ahead of other students in the job hunt, and also allows you to enrol in an advanced post-graduate degree; if you do well enough in Honours, you're likely to have a good chance of getting a post-graduate scholarship.

Your program of study in the BA(Hons) in the School of International Studies is 50% courses, and 50% writing a thesis of about 18,000 words. It is the equivalent of a full year of study, full-time (i.e. 36 units). Administratively speaking, it involves enrolling in two thesis 'courses' (of 9 units each), and 18 units of other coursework (normally 4 courses). Two of the non-thesis courses are compulsory and shared by all students in the School; the other two courses depend on your strand and your thesis topic — see below for details.

As well as doing your coursework and writing your thesis, as Honours students you are expected to participate in the research culture of the School. Basically, that means that where possible you should attend research seminars held by the School and by research groups that you may be associated with (e.g. the Research Centre for Languages and Cultures or the Hawke Research Institute for Sustainable Societies). Talk to your supervisor about how to get onto mailing lists so that you are advised of upcoming seminars and events.

Structure of Honours

So overall, the structure of the BA(Hons) in the School of International Studies depends on the strand you are in, and your thesis topic. In general, if you are studying full-time, the following is the structure:

	<i>International Studies</i>	<i>Language Studies</i>	<i>Sociology</i>
SP 1	Socu4001	Socu4001	Socu4001
SP 2	Socu4002 other course other course	Socu4002 other course other course	Socu4002 other course (Socu5009) other course
SP5	Lang4010 Lang4011	Lang4010 Lang4011	Lang4010 Lang4011

Note that the thesis ‘courses’ Lang4010 and Lang4011 are an administrative fiction. There is no coursework associated with these courses — your results for the two courses are the grades that the two examiners give for your thesis. You are expected to work on your thesis throughout the year (or two years part-time), although obviously more so when you are not doing coursework in addition.

Exactly which courses you take as ‘other course’ in the above schedule depend on discussions between you, the Program Director, the Strand Coordinator and your supervisor. There are certain restrictions on what the courses can be — for example, they must be advanced-level courses — and in some of the strands there are particular courses which students usually take unless they have a good reason for taking some other course.

Depending on which courses you end up choosing, other structures for the program are possible; Lang4010 is offered in SP2 also, in case students need to ‘even out’ their course loads over the year.

If you want to see the official description of what the Bachelor of Arts (Honours) program involves, complete with all of the footnotes and messy details, the official document is at <http://www.unisanet.unisa.edu.au/programs/program.asp?Program=MHAR>.

If you are studying part-time, there are two possibilities. Probably best would be to take Socu4001 and Socu4002 followed by Lang4010 (thesis) in your first year; then in the second year you would take two other courses in SP2 followed by Lang4011 (thesis). If there is no particular reason that you couldn’t be technically full-time, but want to study over two years, then you might consider doing an extra course in SP2 in your first year, and only a single course in SP2 in the second year, so that you’ve got more time to concentrate on your thesis. Alternatively, you could decide to do all the coursework in the first year, and then enrol in Lang4010 in SP2 in the second year and Lang4011 in SP5 in the second year. This is possible, however you should realise that this often leads students to feel quite isolated in their second year (since they have no contact with other students), and in fact often students who intend to do this never get around to finishing their thesis.

Staff and their roles

Program Director

The Program Director — currently Tim Curnow — is responsible for the overall running of the BA(Hons) in the School of International Studies. He is the primary source of advice on the degree, responsible for student progress, and signs all the paperwork associated with the program, such as changes to enrolment, leave of absence, amendments to results, and so on. Any issues which you have that relate to your performance overall or in a number of courses (e.g. health issues) should be discussed with the Program Director. If you're not sure who you're supposed to talk to, it's probably the Program Director. **The Program Director is the only staff member who can grant you an extension on your thesis.**

Program Support Officer

The Program Support Officer — currently **Carolyn McArthur** (Ph. (08) 8302 4797 or email carolyn.mcarthur@unisa.edu.au) — is available to assist you with administrative issues and general advice. She can help you make sure you are enrolled in courses if you require an override, let you know which forms you'll have to fill out when, and advise you about who to talk to for any issues which arise during your progress.

Strand Coordinators

Because the BA(Hons) in our School covers a broad range of fields, the Program Director doesn't know about all of them. Consequently, there are Strand Coordinators, one for each of the School of International Studies strands:

International Studies: David Chapman

Language Studies: Tim Curnow

Sociology: Rodney Fopp

These staff are involved in academic issues relating in particular to your field of study. For example, they are involved in discussions about which courses you should be taking, and who your supervisor should be.

Supervisors

Your supervisor is responsible for overseeing the thesis component of your program. They will assist you with devising a precise research question, the project proposal, reading drafts of your thesis chapters, and issues relating to the progress of your thesis writing. You and your supervisor will organise early on (certainly by the end of February) how often you will meet, and what will happen in those meetings. Commonly, for example, students and supervisors agree to meet every couple of weeks; and students submit draft copies of thesis chapters to their supervisor a week or so before a meeting. But the precise arrangements are up to you and your supervisor to work out.

Staff who are able to supervisor Honours students are listed below. Note that just because a staff member is listed here, does not necessarily indicate that they are able to be your supervisor — particular staff members may be on leave, may already be supervising too many students, etc; in addition, the topic you are interested in may not fall in their area of research expertise. It is your responsibility to organise a supervisor (in consultation with the Program Director or Strand Coordinator) **by the middle of February**.

The page http://www.unisa.edu.au/sis/research/research_activities.asp lists the research interests of staff in brief. This listing does not necessarily cover all topic areas which staff may be willing to supervise; it simply gives some idea of their current areas of research.

International Studies

Daniel Biró
David Chapman
Giancarlo Chiro
Laura Dales
Shamsul Khan
David Lundberg
Zai Marshallsay
Terry O'Callaghan
Lis Porter
Adam Simpson
My-Van Tran

Sociology

Bob Ellis
Rodney Fopp
Suzanne Franzway

Language Studies

David Chapman
Giancarlo Chiro
Jonathan Crichton
Tim Curnow
Laura Dales
Ibrahima Diallo
Isobel Grave
Kathleen Heugh
Tony Liddicoat
Neil Murray
Angela Scarino
Andrew Scrimgeour
Kazuyo Taguchi
Enza Tudini

What you can expect from your supervisor

The supervisor can be expected to provide advice in the following areas:

- The supervisor may help the student to refine a thesis topic by discussing the student's areas of intellectual interest with him or her, and assisting with knowledge of debates, existing bodies of empirical research, and relevant publications in those areas. The supervisor should be attentive to the student's interests and competencies to avoid devising the topic for the student, as this is an important part of the development of the student's research capacity. At the same time, the supervisor should be able to advise the student of the intellectual worth of the topic formulated and of the appropriateness of its scope for an Honours thesis (e.g. that it is possible to successfully research and complete in the time permitted and the length allowed).
- The supervisor should help the student with the development and use of appropriate theories and methodologies, and with any theoretical or methodological problems encountered. This may include facilitating contact between the student and specialists in adjacent fields of study.
- Students should discuss in detail their proposed research methodology and the argumentation they will use in their thesis with their supervisor.
- The supervisor should help the student plan his/her research and writing program over the time frame, and provide comment on drafts and the overall progress of the thesis. The supervisor can also be expected to advise on matters of presentation of the thesis, including editing and proofreading. The student should give the supervisor drafts of chapters as they are completed, and the supervisor should provide prompt comment upon these drafts, which give the student a clear indication of the supervisor's view of the progress of the student's research and suggestions for future work.
- The supervisor also recommends examiners and reads critically the final draft of the thesis.

What your supervisor can expect from you

Supervisors can expect from students they supervise:

- Students will attend agreed meeting times, or give sufficient prior indication of an inability to attend or of a need to alter meeting times. A student who regularly misses meetings will be deemed to be at risk.
- Students will produce chapters in draft by negotiated timelines.
- Students will initiate their own work and address research problems for themselves, relying on supervisors for assistance and advice rather than the initiation of research.

What does an Honours thesis look like?

The following gives some details as to the form that your Honours thesis must take. There may be further requirements, depending on the field of study (e.g. particular referencing style); these issues are left to you to decide, in consultation with your supervisor.

Physical format

The thesis of approximately 18,000 words must be typed, and submitted in both a bound printed copy (2 copies, loosely bound in soft covers) and electronically (PDF format preferred). The thesis may be single or double sided, must be in at least 12 point font, and should be in either double space or 1.5 line space; quotations and footnotes may be spaced like the main text, or in single space. The margins must be at least 35mm on the bound side, and at least 15mm on the other three sides.

Content

The thesis should incorporate in the following order:

- 1) a title page giving the title of the thesis in full, the name and any previous degrees of the student, the name of the supervisor(s), the name of the degree for which the thesis is being submitted (i.e. "Bachelor of Arts (Honours)"), the name of the School (i.e. "School of International Studies, University of South Australia"), and the date of submission;
- 2) a table of contents;
- 3) a summary/abstract in not more than 500 words;
- 4) a signed statement of authorship, to the effect that: "This thesis contains no material which has been accepted for the award of any other degree or diploma in any tertiary institution and, to the best of my knowledge and belief, this thesis contains no material previously published or written by another person, except where due reference is made in the text of the thesis";
- 5) an acknowledgment of any help given or work carried out by another person or organisation;
- 6) the main text;
- 7) appendices, if any;
- 8) reference list.

Submission

The two bound copies plus an electronic (preferably PDF) copy on CD/DVD should be submitted to the Program Support Officer or the School Office, on or before the due date; the electronic copy can alternately be emailed to the Program Support Officer. You will be provided with an acknowledgement of receipt.

Note that unless you explicitly request otherwise, by submitting the thesis you accept that a copy of your thesis (either printed or electronic) may be deposited in the UniSA library after you complete your program, and that this copy may be available for loan and for photocopying. **If there are concerns about privacy, intellectual property or material of a sensitive nature in your thesis**, you should advise us of this in writing when you submit your thesis or before, so that we can ensure it is not generally available.

What happens at the end: Assessment

The bound copies of your thesis are then sent to two examiners, who mark them. One examiner is external (i.e. not a member of the University of South Australia), one is internal. The School retains the electronic version for our records. After we receive reports back from the examiners, we make them anonymous, and then provide them to you. The marks which you receive for your thesis from the two examiners are entered as the results for your courses Lang4010 and Lang4011. (If the marks are widely different, a whole new process intervenes here; see the University's official Honours policy for details.) The precise timing for all of the following depends in part on when you submit your thesis and when the examiners return their reports.

For Honours you receive an academic transcript, which lists the courses that you took, and the results for those courses. It also lists the result for the two Honours thesis 'courses' (i.e. your results from the two examiners). However, in addition to the results for individual courses, you also receive an overall result for Honours, which is determined by the School's research degree committee (or a sub-committee) once you have finished all your courses and the results are in from the two examiners. For full details, see the University's Honours policy (link below), but in summary, you receive one of the following overall classes of Honours:

First Class Honours

Second Class Honours 2A

Second Class Honours 2B

Third Class Honours

(Fail)

While the precise final result is decided by the School's research degrees committee, in general we use the following process:

First, we determine your thesis mark and your overall mark.

Your thesis mark is the average of the two thesis examiners' marks, provided their marks do not differ by more than a single grade; if they differ by more, a third examiner is appointed, and the research degrees committee (or a sub-committee) determines the thesis mark after the third examiner's report is received.

Your overall mark is the weighted average of your coursework and thesis marks; if one or more of your courses has a non-graded pass result or is cross-institutional, the marks for the other courses are weighted so that 50% of the overall mark is based on coursework and 50% on the thesis.

Then, to get any particular final result, you must reach at least a particular overall mark *and* a particular thesis mark — see the next page for details.

If you reach the minimum overall mark but do not reach the minimum thesis mark for that category, you do not receive that final result. For example, if you receive 82% as your overall mark, but you only receive 75% for your thesis, your final result will be Honours 2A.

First Class Honours

- Minimum 80% overall mark *and*
- Minimum 80% for thesis mark

If overall mark is within 2% (i.e. 78% or 79%), and thesis is of exceptionally high quality (e.g. 85%) and depending on the overall spread of marks, the committee may decide to award a First using their discretion.

Second Class Honours 2A

- Minimum 70% overall mark *and*
- Minimum 70% for thesis mark

If overall mark is within 2% (i.e. 68% or 69%), and thesis is of considerably higher quality (e.g. 75%) and depending on the overall spread of marks, the committee may decide to award Honours 2A using their discretion.

Second Class Honours 2B

- Minimum 60% overall mark *and*
- Minimum 60% for thesis mark

If overall mark is within 2% (i.e. 58% or 59%), and thesis is of considerably higher quality (e.g. 65%) and depending on the overall spread of marks, the committee may decide to award Honours 2B using their discretion.

Third Class Honours

Minimum 50% overall mark

And afterwards?

So, you've finished Honours. What now?

First off, employers generally regard Honours degrees very well. They'd much rather employ someone with an Honours degree over someone with just a bachelor's degree. They're aware that by doing Honours, you've learnt advanced research skills, worked on an extended project, and most importantly for many of them, you've acquired good writing and communication skills.

If you're contemplating a post-graduate degree, Honours is a great thing to have; it's kind of the first stage in an apprenticeship into an academic career. You've had experience in research, in a supported way, before you have to launch into a huge research project on your own. At most universities, a good result in Honours is enough to let you apply directly for a PhD; when students have just a Bachelor's degree without Honours, they're usually expected to do a Master's degree first. If you do well enough in Honours, you are much more likely to be able to get a government or university scholarship to do a PhD, which makes life so much easier!

Want to improve your chances even more? Well in that case, you need to think about publishing an article based on some of your Honours research. It's really quite achievable, and looks great on your CV — talk to your supervisor about it now!

Important policies and codes

The whole Honours degree process is governed by a number of University-level policies. All University policies can be found at <http://www.unisa.edu.au/policies/default.asp>. While they aren't especially exciting reading, we strongly recommend that you have a look at the following two policies, which are directly related to Honours, and govern the way we are obliged to behave, the precise rules which you must follow, how assessment is governed in Honours degrees, how you can appeal your result, and other similarly important issues. Really, have a glance at them at the very least!

Honours programs policy

<http://www.unisa.edu.au/policies/policies/academic/A42.asp>

Code of good practice: Research in Honours programs

<http://www.unisa.edu.au/policies/codes/goodprac/research.asp>

Other useful and important links

There are many other University documents which you may find useful. We've selected three that we think are the most important and useful; have a look at them!

Student services and resources at UniSA

<http://www.unisa.edu.au/newstudents/services/student.asp>

Particularly if you haven't studied at UniSA before, you might want to have a look at this page. It's got details of many of the services and resources which you should know about to study at UniSA. In particular, it gives you some information on and links to: Campus Central (the part of the University that deals with enrolment, student cards, fees and charges, and many other items); Learning Connection (information on careers, counselling, disability services, advice on learning); Student Association; Computing and IT services; UniSA Library.

Academic regulations, policies and codes for research degree students

<http://www.unisa.edu.au/resdegrees/candidates/policies.asp>

It sounds very boring, but actually has quite a bit of useful information for research students. It's actually been designed for post-graduate students, but there's information on things like responsible practice in research, research misconduct, issues of intellectual property, plagiarism, how to do referencing, and a whole lot of other stuff.

Ethics

<http://www.unisa.edu.au/easacademicservices/committees/ethics/>

If your research is going to involve contact with actual humans, rather than just reading books, you might also want to have a look now at the Division's ethics committee page, which discusses the whole ethics process, what you have to do, forms, and dates for meeting.