



# Faculty of Arts Honours Guidelines

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## 1. SCOPE AND APPLICATION

These Guidelines apply to all staff and students at the University of Adelaide from Semester 1, 2021 unless otherwise excluded in the scope of an associated procedure. The Faculty of Arts Honours Guidelines are intended to operate in conjunction with the following University of Adelaide Policies:

- [Coursework Academic Programs Policy](#)
- [Assessment for Coursework Programs Policy](#)
- [Modified Arrangements for Coursework Assessment Policy](#)

As of Semester 1, 2021, these Honours programs are available within the Faculty of Arts:

1. Bachelor of Arts (Hons)
  - Anthropology
  - Chinese Studies
  - Classics
  - Creative Writing
  - Criminology
  - English
  - French Studies
  - Gender Studies and Social Analysis
  - Geography, Environment and Population
  - German Studies
  - History
  - International Development
  - Japanese Studies
  - Philosophy
  - Politics and International Relations
  - Sociology
  - Spanish Studies
2. [Bachelor of Criminology \(Hons\)](#)
3. [Bachelor of International Development \(Hons\)](#)
4. [Bachelor of Social Sciences \(Hons\)](#)
5. [Bachelor of Media \(Hons\)\\*](#)
6. [Bachelor of Environmental Policy and Management \(Hons\)](#)
7. Bachelor of International Relations (Hons)

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8. Bachelor of Languages (Hons)
    - Honours Chinese Studies
    - Honours French Studies
    - Honours German Studies
    - Honours Japanese Studies
    - Honours Spanish Studies
    - Combined Honours in two languages comprising 6 units of core courses from each language and a 12-unit thesis, may also be undertaken with the approval of both language departments.
  9. Bachelor of Music (Hons)
    - Honours Degree of Bachelor of Music (Classical performance)
    - Honours Degree of Bachelor of Music (Classical Voice)
    - Honours Degree of Bachelor of Music (Jazz Performance)
    - Honours Degree of Bachelor of Music (Music Composition)
    - Honours Degree of Bachelor of Music (Music Education and Pedagogy)
    - Honours Degree of Bachelor of Music (Musicology)
    - Honours Degree of Bachelor of Music (Popular Music)
    - Honours Degree of Bachelor of Music (Sonic Arts)
  10. Bachelor of Sociology (Hons)

## 2. Entry Criteria

Students who have completed the required undergraduate program to a satisfactory level may be eligible to apply for the Honours program. The minimum standard of achievement for entry to all Honours degrees in the Faculty (approved by APEAC on 15 September 2020 and submitted for noting to Academic Board 7/20) includes:

- a GPA of 4.5; and
- a major sequence consisting of 24 units in a chosen major, or equivalent; and
- an average grade of Credit 65% or better in a major sequence

## 3. Program Structure

Honours programs will be available for part-time study in all disciplines for the following reasons:

- To provide those students with a disability, or with special circumstances such as carer responsibilities, to undertake Honours without having to do it full time. This is essentially an equity issue.
- To provide a pathway for students who want more than an undergraduate degree but do not want to undertake Masters or PhD level work.
- To provide those students who are enrolled full time but experience difficulties and/or unforeseen circumstances that have an adverse impact on them completing in the full-time Honours time frame with a structure that will support completion in the following year.
- To allow more students to 'up-skill' the Covid-19 pandemic and its related economic impacts.

### 3.1. Full-time Honours Program Structure

The Bachelor of Arts (Honours) is a one-year program that includes advanced coursework and a research project in which students produce an extended piece of work (thesis) on a topic chosen in consultation with an academic supervisor. The Honours year is considered to be a year of full-time study and regular attendance at classes is required. The Bachelor of Arts (Honours) is an AQF Level 8 qualification with a standard full-time duration of 1 year. Study Plans are available at <https://arts.adelaide.edu.au/study-with-us/student-support/enrolment-help/study-plans#honours>.

### 3.2. Part-time Honours Program Structure

That part-time Honours programs be structured around a division of both the course work and dissertation components across two years.

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- 3.2.1. That, for the purposes of part-time Honours, the dissertation be split into two independent courses – Thesis A (6 units) and Thesis B (6 units) – with approximately equal workload requirements.
  - 3.2.2. That the work produced in Thesis A and Thesis B combine to form a coherent final thesis of 15,000-18,000 words or, for languages other than English, of 12,000-15,000 words.
  - 3.2.3. That the grade for Thesis A be recorded as a Result Pending, with the final thesis mark and grade being determined on the basis of the coherent final thesis produced in Thesis B, at which time the RP grade for Thesis A be converted to the same mark and grade as Thesis B.
  - 3.2.4. That Departments structure the division of coursework and dissertation components to approximate an equal student workload across the two years of part time Honours.
  - 3.2.5. That Departments determine the order in which Honours courses are made available to part-time Honours students.
  - 3.2.6. That formal supervision of the dissertation component of a part-time Honours enrolment occur only in the second semester of each of the 2 years of enrolment or, for languages or other disciplines using 3-unit Honours courses, during the semesters during which the dissertation work is being undertaken.
  - 3.2.7. That students may not enrol mid-year in part-time Honours, as this would mean in the vast majority of disciplines that students would begin their thesis before undertaking any coursework.

#### **4. Student Workload**

- 4.1. That Honours workloads for each component of the program comply with the Coursework Academic Programs Policy.
- 4.2. That the number of words per load point be in the range of 1200 (minimum) and 1500 (maximum); where one of the tasks is an examination, it should contribute to the total at the rate of 1000 words per hour of the examination.
- 4.3. That the Faculty require (i) Honours students to write a dissertation of between 15,000-18,000 words, or 12,000-15,000 words for languages other than English, and that (ii) as far as is practicable, Departments limit all full time Honours course work to the first semester to allow students to devote the whole of second semester to the preparation of the dissertation.
- 4.4. That the Honours dissertation be defined as a written essay, report, or creative piece with accompanying exegesis, on a research topic conducted independently under the guidance but not at the behest of a supervisor.

#### **5. Assessment**

- 5.1. That the assessment set for all Honours components complies with the University's Assessment for Coursework Programs Policy with the exception of the part-time Honours thesis, as per II. Part-Time Honours, above.
- 5.2. That supervisors be precluded from assigning to dissertations marks or grades that may contribute formally to students' overall results.
- 5.3. That, where allowed by workload limits and Department staffing levels, double marking of Honours course work occurs.
- 5.4. That where Departments are not able to provide double marking for all work assessed for Honours, (i) no whole component of a student's program be assessed entirely by one person, and (ii) the Head of Department be informed of and approve the alternative arrangements.

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- 5.5. That marks obtained through the double marking process for the Honours dissertation and course work be submitted to the Department's Honours Coordinator, who has the responsibility for reconciling the two marks, as appropriate. If the Honours Coordinator is one of the markers, the task of reconciling marks should be undertaken by an independent third party.
  - 5.6. That the standard reconciliation of marks obtained through the double marking process, that is, when there are no significant discrepancies between the two marks, be the average of the two marks.
  - 5.7. That procedures for resolving significant discrepancies be initiated when the two marks obtained for a piece of work at Honours level (course work, dissertation) either (i) belong to different grade categories (i.e. are across grades) or (ii) differ by more than 10% within the same grade.
  - 5.8. That the following steps be undertaken to resolve significant discrepancies between Honours marks and grades:
    - *Step 1:* where possible, discussion should take place between the two markers, initiated by the Honours Coordinator (or independent third party where the Honours Coordinator is one of the assessors);
    - *Step 2:* if this discussion fails to resolve the discrepancy, then a third marker should be sought, whose assessment of the piece of work (dissertation or course work) will be entirely independent, ie will be undertaken without any knowledge of the two existing assessments;
    - *Step 3:* if two of the resultant three marks fall within a 10% range and lie within the same grade, then those two marks should be averaged to produce the final mark for that particular piece of work;
    - *Step 4:* if all three marks are significantly divergent (ie show a significant discrepancy, as defined above), then the two highest marks should be averaged to determine the final mark for that particular piece of work.
  - 5.9. That all work produced for Honours that falls in the range of 45-49% be redeemable according to the University's Modified Arrangements for Coursework Assessment Policy (MACA).
  - 5.10. That the due date for the Honours dissertation be set by the Faculty and communicated to all Honours coordinators, and that this due date be adhered to by all Departments. Should students require an extension for any piece of work produced for Honours, they must apply according to the requirements of the MACA policy.
  - 5.11. That students submit their completed dissertations in form/s (electronic, hard copy, or both) designated by Departments.
  - 5.12. That, where Departments require external examiners for dissertations, the Honours Coordinator deliver electronic copies of dissertations and related information to selected examiners.
  - 5.13. That Departments supply students with the marking and grading criteria / rubrics for all Honours work, and that these criteria / rubrics are used as a matter of course by all those involved in the marking of Honours assessment tasks.

## **6. Coordination**

- 6.1. That a Department's Honours Coordinator be at least a Level C academic.
- 6.2. That Education Specialists at level C or above are eligible to coordinate Honours.
- 6.3. That a Department's Honours Coordinator should occupy the position for a maximum tenure of three consecutive years before the position is transferred to another suitably qualified staff member, should such an academic staff member express interest in the role.