

FACULTY OF HEALTH SCIENCES

FACULTY POLICY PERTAINING TO STUDENTS UNDERTAKING HONOURS

(To be read in conjunction with the University Policy on Honours Programs)

1. *The Thesis*

1.1 *Length of the thesis*

For Honours completed using the 'traditional' style, the thesis will normally be between 10,000 – 15,000, but not more than 18,000 words in length. Where the journal format is used, the approximate length of the 'Body of the thesis' will depend upon journal requirements for the size of a research-related manuscript (2,500-5,000 words) and/or a paper detailing the literature review (3,000-5,000 words), and, if option a) chosen, an expanded method/methodology section (1000 - 2000 words).

1.2 *Composition and structure of the thesis*

a) Traditional style, in which the thesis will comprise a number of chapters determined by the research method employed.

b) Alternative format, in which the completed project incorporates a component for journal submission. (See Attachment A)

1.3 *Date of submission*

The final date for submission of the thesis will normally be by the third Monday in October.

1.4 *Submission of the thesis*

Before a thesis can be accepted for examination the "Submission of Thesis" form (Attachment B) is to be completed by the student. The student's principal supervisor is to complete the "Supervisor's Report" form (Attachment B).

1.5 *Presentation of the thesis for examination*

The student is required to submit for examination two copies of the thesis bound in a temporary form and one electronic copy. A copy will be sent to each examiner while the third copy will be retained by the relevant Head of School.

2. *Examiners and Examination of the Thesis*

2.1 *Examiners*

For Honours theses there will normally be two examiners appointed, one internal and one external. In exceptional circumstances, two internal or two external examiners may be appointed. A third examiner may be appointed at the discretion of the School Committee.

2.2 *Appointment of examiners*

Examiners will be appointed by the relevant Head of School and after recommendations by the principal supervisor.

Instructions to Examiners

2.3 *Criteria for selection of examiners*

In selecting suitable examiners the Head of School should consider the potential examiner's:

- knowledge of the subject area of the thesis,
- knowledge of the research method used,
- qualifications. (Examiners of Honours theses are to hold at least a Master's level qualification or be able to demonstrate equivalent academic ability).

2.4 *Student input into the appointment of examiners*

The student may be given opportunity to comment on the list of proposed examiners. The student may not demand or reject the appointment of any particular examiner. Contact with examiners by the student during the examination period is not permitted.

2.5 *Communication between examiners*

Communication between examiners during the thesis examination period is permitted.

2.6 *Criteria for evaluation of an Honours thesis.*

Attachment C details the criteria to be used by examiners to grade the thesis.

2.7 *Presentation of the thesis – post-examination*

A student whose thesis passes examination, prior to the award of the degree, is required to ensure that any typographical and grammatical errors identified by the examiners are rectified to the satisfaction of the principal supervisor.

Once the completed thesis has received the approval of the relevant school committee within the Faculty of Health Sciences, the candidate shall present two (2) bound copies of the thesis to the Head of School. The Head of School shall deposit one copy with the Library and retain one in the School Office. The student will make one copy available to his/her supervisor.

3. ***Grading Systems***

3.1 *Honours Thesis*

The examiners who examine the thesis shall assign a grade and a mark within that grade and make separate reports, incorporating a short statement of the reasons for the mark awarded for the thesis, which shall be submitted for consideration by the Research Committee of the school responsible for conducting the program. The grade awarded by examiners is based only on the document presented for examination and using the grading system, as per the Academic Regulations. (See Attachment C)

The final grade for the Honours degree will be calculated on a credit point pro-rata basis for coursework and thesis.

A copy of the full policy including Attachments may be obtained from the Faculty or School upon request.