

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 degrees the thesis will normally be between 10,000 – 15,000, but not more than 18,000 words in length.

1.2 Composition and structure of the thesis

- (a) The thesis will comprise a number of chapters which will be determined by the research method employed.
- (b) The thesis may also be written in a format which incorporates a component for journal submission.

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 is to be completed by the student. The student’s principal supervisor is to complete the “Supervisor’s Report” form.

1.5 Presentation of the thesis for examination

The student is required to submit for examination three copies of the thesis bound in a temporary form. 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

There will normally be two examiners appointed, one internal and one external.

2.2 Appointment of examiners

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

2.3 Criteria for selection of examiners

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

- (a) knowledge of the subject area of the thesis;
- (b) knowledge of the research method used;
- (c) 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 Criteria for evaluation of an Honours thesis

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

2.6 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 Faculty of Health Sciences, the candidate shall provide copies of the thesis to the University in the form prescribed in the University Research Degrees Regulations.

3. GRADING SYSTEMS

3.1 Honours Thesis

The examiners shall examine the thesis, assign both a grade and a numerical mark and make separate reports, incorporating a short statement of the reasons for the mark awarded for the thesis. This report will be submitted for consideration by the School Committee responsible for conducting the program. The grade is awarded based only on the document presented for examination and using the grading system as per the Academic Regulations.

The final grade for the Honours degree will be calculated as the average of the marks obtained by the student in all units comprising the Honours program, weighted by the credit point value of each unit and awarded in accordance with the table of Grading Codes contained in the Academic Regulations.

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