

## **TABLE OF CONTENTS**

Introduction	1
Eligibility and prerequisites	1
Enrolment	2
Initial tasks	4
Role of the supervisor	6
Role of the Honours coordinator	6
Communications	7
Skills and abilities statement	8
Orientation session	8
Attendance requirements and work space	8
Formal proposal and introductory seminar	9
Literature review	13
Workplace health and safety	14
Travel requests	14
Fieldwork safety summary	15
Final research seminar	16
Thesis	17
Thesis examination	18
Assessment procedures	18
Extensions and penalties	19
Notification of results	21
Appeals procedure	22
Access to information	21
Ethics and intellectual property	21
Publication of Honours work	22
Printing Your Thesis	22
<a href="#">Timetable</a>	23
Appendices	24
Project proposal and application for funding	25
Introductory seminar and proposal assessment form	28
Guidelines given to examiners	29
Questionnaire on functions of supervisors	32
Recommended structure for an Honours thesis	33
Title page	34
Statement of access	35
Declaration	35
Travel information	36

### **Contacts**

Honours Co-ordinator	Dr Christa Placzek Room 150 Building 034 Christa.placzek@jcu.edu.au
Admin Assistant	Judy Botting (EGRU) Room 160A Building 034 Judith.botting@jcu.edu.au

## **INTRODUCTION**

The aim of an Honours degree is to develop and assess the ability of a student to undertake independent research. Above all, the Honours degree program provides training in research skills. Other work relevant to research and disciplinary goals, and the advice of academic and research staff, support this training. Honours students are traditionally required to complete a thesis, which functions as an essential test of the candidate's capacity as a potential scholar and researcher.

The College of Science, Technology & Engineering (CSTE) offers Honours programs for students who have graduated with, or who are eligible to graduate with, a **Bachelor of Arts**, a **Bachelor of Science**, a **Bachelor of Geology**, a **Bachelor of Environmental Science** or a **Bachelor of Marine Science** degree.

Third year students will be provided with information about the School's Honours Programs and interested students will be invited to register their expression of interest with the Honours coordinator. During November (for First Semester enrolments) or May (for Second Semester enrolments) the Honours coordinator will liaise with students who register interest to determine eligibility and availability of potential projects and supervisors.

Students who are sent provisional offers of candidacy are expected to complete their enrolment by the due date indicated on their re-enrolment forms. Students should liaise with the staff of Undergraduate Admissions in all matters of enrolment. [Enrolment form](#)

Students wishing to enrol in the Honours programme should review the regulations for the degree in the JCU Student Handbook.

## **ELIGIBILITY AND PREREQUISITES**

All students who have completed the requirements for a three year degree, and wish to undertake Honours in the College of Science, Technology & Engineering (CSTE) should contact the Honours coordinator to check eligibility. Students should have cumulative GPA of 4.75 and attained a GPA of 5.0 averaged over relevant subjects taken at third year level (normally subjects taken within CSTE). All students, however, are welcome to register interest for Honours and their application will receive due consideration. Students transferring from another University should contact the Honours coordinator.

## ENROLMENT

Students must enrol in a subject chain, comprising two 12 point subjects (one year full-time) or four 6 point subjects (two years part-time).

Census Date: Semester 1: 24 March 2016  
Semester 2: 25 August 2016

### Full time

EA4401:12 and EA4402:12  
Honours in Earth and Environmental Science

### Part time

EA4501:6, EA4502:6, EA4503:6, EA4504:6  
Honours in Earth and Environmental Science (Part-Time)

The assessment of the programme comprises:

- Thesis and seminar – 15 points (of which the final thesis represents 63% of the grade, the first draft of the thesis accounts for 10%, and the final seminar accounts for 10%)
- Additional studies (further details below) – 9 points

### Additional studies

The objective of this part of the programme is to provide experiences that will assist you with your research.

You are required to do 9 points equivalent of other assessment as part of your Honours programme. These points can be made up of a number of study alternatives. The package is determined in consultation between the student, the prospective supervisor(s), and the Honours coordinator. The package is meant to support your chosen research topic.

#### Compulsory

- Survival Skills (1 point): this is compulsory and to be completed during O-Week or Week 1.

Electives (8 points) must complete three out of five 2 point short courses:

- Analytical and Optical Mineralogy (Jan Huizenga): 2 points
  - Timing:
- Geophysics (James Daniel): 2 points
- Geology of Australia and 5-Day Field Excursion: 2 points
- Ore Textures and Breccias: 2 points
- Minor Project or other accepted assessment item (see below): 2 points

For some students, participation in one or two formal subjects offered in CSTE or elsewhere in the University is possible as an alternative to a minor project. If you

Commented [A1]: Provide dates

participate in formal subjects, YOU DO NOT FORMALLY ENROL IN THESE SUBJECTS, nor will you receive a separate formal grade on your academic transcript. Instead, on request, you will receive a letter from the College detailing your participation and your grade equivalent. Your participation will be organised by the Honours coordinator.

The point value of activities is roughly worked out on the basis of 1 point = 1 week full time work. However there are important qualifications:

1. There must be some form of assessment, normally written. For example, participation in a week long field research trip must be accompanied by some form of assessable work (e.g. data analysis and reporting)
2. There can be no double assessment. For example, your literature review for your thesis can not be submitted for assessment for extra points. A literature based study related to, but distinct from, your thesis, may be appropriate.

Examples of other activities that may make up your assessment

- a. A literature review on a topic related to your thesis topic
- b. Participation in a research project being undertaken by your supervisor or another staff member, with responsibility for analysis and reporting of one aspect
- c. Undertaking experimental work (including reporting) under the supervision of a staff member
- d. Preparation of a paper for publication on a topic related to, but distinct from, your thesis
- e. Participation in a training programme inside or outside the University, where there is assessment or where we can assess your achievement in some way
- f. Other things – Honours is a research training programme. Staff will welcome your ideas and may have some of their own!

Your assessment package needs to be finalised in the week prior to the start of the semester, (immediately after the Introduction Session) particularly if it involves participation in subjects taught outside CSTE.

## **INITIAL TASKS**

### **Honours Introductory Meeting:**

**15 February 2016; SP1 (Time and room to be confirmed)**

**18 July 2016; SP2 (Time and room to be confirmed)**

**Commented [A2]:** This should be set at Monday of O-Week and equiv. date for mid-year start

Over the months of December, January and February (for semester 1 commencement) or June and July (for semester 2 commencement), students are expected to consult with staff in order to come to an appropriate research topic and supervisory arrangement. Most applicants for Honours already know staff and their preferred research field and can talk to staff without assistance from the Honours coordinator. However, if you are having difficulty, or do not know staff or their areas of expertise, you are welcome to talk to the Honours coordinator who will provide assistance. These discussions should result in a ONE PAGE TOPIC OUTLINE.

### **One Page Topic Outline**

Students must submit a one page topic outline due on

**22 February 2016** (students commencing in Semester One)

**01 August 2016** (students commencing in Semester Two)

Electronic versions of the project proposals are to be lodged with the Honours Coordinator by the due date.

You are encouraged, however, to submit these as early as possible.

The topic outline should be about an A4 page with:

- An informative title;
- A summary of the topic, spelling out tentative research questions;
- An exposition of why the topic is interesting and important;
- A (very brief) outline of your proposed approach to the topic.

### **Supervision**

- There is no obligation on individual staff to accept any particular Honours student or project.
- Ensure that you liaise closely with your supervisor during these early stages. You must keep your supervisor fully informed of your activities and plans at all times.
- Students must advise the Honours coordinator and their supervisors of any work commitments and work placements that may affect progress in the Honours year.
- Although supervision may be shared between Colleges or outside research organisations, such as CSIRO, students will only be accepted into the program if a member of CSTE staff is willing and available to supervise them.

To pre-empt misunderstandings about the nature of supervisor-student relationships, each student is advised to develop an agreement on supervision with his/her supervisor(s) by **22 February 2016** or **01 August 2016**. This agreement should clarify the expectations of both parties about issues such as:

1. Identification of a research question acceptable to all parties including associate supervisors,
2. The timing and frequency of meetings between student and supervisor,
3. Time frame for the submission of drafts and the turn around time for written work,
4. The need to practice oral presentations,
5. Course work requirements,
6. How the student will deal with other commitments e.g. work, which may interfere with the completion of the Honours program,
7. The role of each supervisor if there is more than one.

It may be useful to use the "Questionnaire on the Functions of Supervisors", found in the Appendices, as the basis for this agreement.

#### **Confirmation of candidature**

Confirmation of candidacy will still be subject to an adequate performance at the Introductory Seminar and the formal Project Proposal (see later in this document).

## **THE ROLE OF THE SUPERVISOR**

The working relationship between supervisors and Honours students is invariably a close one, and requires the commitment of a considerable amount of time by the supervisor. Staff are generally very keen to supervise Honours students. However, agreeing to supervise a student is often based on a supervisor believing the student is capable of successfully completing the project, as well as an academic appraisal, and the right to accept or reject a student is solely that of the prospective supervisor. It is an entirely discretionary decision.

No Honours project can proceed unless the supervisor is available within the College for at least six months. If your chosen supervisor is away during the year, you must arrange for a co-supervisor. Co-supervision may be provided by a member of this College or, if appropriate, by the staff of another College of the University or by an employee of an agency outside the University. The co-supervisor must be approved by the principal supervisor and in the case of outside agencies, by the Honours coordinator.

Except in the case outlined above, students have only one supervisor. Other arrangements (such as co-supervision) can be entered into, but these are informal arrangements. All communication regarding supervision will be with the nominated supervisor. It is the principal supervisor who has overall responsibility for the candidature. This includes ensuring that no ambiguity exists about the area and extent of individual supervisor's responsibilities.

One of the most difficult issues is the nature of a relationship between a supervisor and a student. Should the supervisor have a 'hands on' approach or is a more distant style more appropriate? How often should student and supervisor meet? How heavily should thesis drafts be amended by a supervisor? It is impossible to standardise styles of supervision within a College. However the material attached in the appendices will help students to understand the kind of supervision they are going to receive if the form is completed together with their prospective supervisor.

Regular meetings at mutually agreed times are a minimum requirement. These times have to be negotiated by the student who must be prepared to accommodate their supervisor's work schedule. Supervisors cannot be expected to agree to last minute demands for assistance.

The first draft of the thesis must be submitted three weeks before the final submission deadline (see calendar for exact date). The supervisor will grade the first draft of the thesis, which is worth 10% of the 15 point thesis grade. It is expected that all supervisors will have the first draft graded and edits returned to the student within 1 week.

Your supervisor is required to provide a statement outlining the extent of their input to project design and thesis production at the time of thesis submission.

## **ROLE OF THE HONOURS COORDINATOR**

The Honours coordinator is responsible for administration of the Honours program. They are there to assist each student in the successful and rewarding completion of his or her Honours year. The tasks of the Honours coordinator include:

- Providing orientation to all students
- Tracking the progress of each student
- Notifying results of assessments
- Liaising with University administration on behalf of students in unusual or difficult situations
- Recommending to the Dean the granting (or refusing) of extensions for the submission of program components
- Providing academic counselling.

You should keep the Honours coordinator informed about changes in your candidature (such as changes in research topic/direction, changes in supervisor) or changes in your term or home address.

**All significant and unexpected delays, which may affect your ability to submit your thesis on the due date, should be reported to the Honours coordinator as they arise. Such reports will be taken into consideration by the examiners in awarding your Honours grade or strengthen your application for extensions to your deadlines should you decide to request one.**

The Honours coordinator should be the first person with whom to discuss problems and difficulties that you do not wish to discuss with your supervisor(s). These discussions will remain confidential, and actions initiated as a result of these discussions will require your agreement.

## **COMMUNICATIONS**

During the year students will be notified of current events, issues or news by e-mail. All students are urged play their part in ensuring efficient communication by regularly checking their email.



## **SKILLS AND ABILITIES STATEMENT**

Participation in the Honours Program develops and tests some important skills and abilities. Employers seeking to recruit graduate employees rate many of these skills highly, often over and above the factual knowledge accumulated in the course of undergraduate studies. In accordance with University policy, the skills and abilities developed in an Honours year in CSTE include those tabulated below.

<b>Skills</b>	<b>Seminars</b>	<b>Proposal</b>	<b>Literature review</b>	<b>Thesis</b>
Written communication		•	•	•
Oral communication	•			
Visual communication	•			•
Computer literacy	•	•	•	•
Ability to synthesise information	•	•	•	•
Working independently with limited supervision	•	•	•	•
Time management and meeting deadlines	•	•	•	•
Performance under pressure	•	•	•	•

## **ORIENTATION SESSION**

In the first week of the semester, the Honours coordinator will conduct an orientation session which you are REQUIRED to attend. At this session, work space will be allocated, and you will be introduced to a range of administrative procedures that you will need to know.

### **Honours Introductory Meeting:**

**SP1 - 15 February 2016; (time and room to be confirmed)**

**SP2 – 08 July 2016; (time and room to be confirmed)**

**Commented [A3]:** This should be specified for the Monday of O-Week.

**Commented [A4]:** A similar time should be given for SP2

## **ATTENDANCE REQUIREMENTS AND WORK SPACE**

You have chosen to do the Honours year because you wish to test your potential as a research worker. Since this is the first time that you attempt such undertaking you obviously have a lot to learn about how research is actually done and an important part of that learning comes via interacting, often on an informal basis with fellow researchers. Fellow researchers are members of academic staff, postgraduate students and other Honours students. It is therefore important for you to spend time in the College interacting and building relationships with other researchers. Please feel welcome to use College's facilities and to fully participate in the academic and social events of the College throughout your Honours year.

Work space is a critical issue for all of us. If you are not seen to use the space allocated to you, you will run the risk of your desk becoming allocated to someone else. *If you don't use it, you'll lose it!*

### Special notes:

- 1) We **require** Honours students to attend the Earth Science seminar series.
- 2) Attendance at relevant seminars offered in other Departments is recommended.

### **FORMAL PROPOSAL AND INTRODUCTORY SEMINAR**

Although no formal mark is awarded for your proposal or the introductory seminar, they offer an opportunity for staff to provide honest feedback on your proposed research without costing you marks at an early stage of your project. They are an essential and compulsory part of the Honours program. You must provide a project proposal to the Honours coordinator for distribution to academic staff on or before **Monday 14 March 2016 (SP1) or Monday 22 August 2016 (SP2)**. This document will be used at the seminar to focus thinking of your audience and to direct their comments as to the viability, structure and feasibility of your project. A copy of the proposal will be held on file. **The introductory seminar is held 15-16 March 2016 (SP1) & 23-24 August 2016 (SP2)** - details time & room to be provided.

Commented [A5]: NEEDS TO BE PUSHED BACK BY 1 WEEK

Commented [A6]: NEEDS TO BE PUSHED BACK BY 1 WEEK

Students are expected to have identified their Honours project well before formal commencement of the program. The first few weeks of the program should be spent narrowing the focus of the research topic by voracious reading, consultation with your supervisor(s) and, if necessary, other members of this or other Departments, or organisations external to the University.

A formal proposal must be prepared. The preparation of a proposal is an important step in undertaking any research as poorly designed experiments, surveys etc. are at best difficult, and often impossible, to interpret meaningfully. The formal research proposal allows Department staff to identify potential problems with your research planning early enough to ensure that you can take remedial action, should this be necessary. You must be able to convince readers that your project design will yield data that will unambiguously address the research questions posed and that your project can be achieved in the time available. You should liaise closely with your supervisor(s) while preparing the proposal.

As the first step in developing your proposal, you should prepare a one-page statement in which you answer the following questions, each in 50 words or less.

- What am I going to do?
- Why am I doing it?
- How am I going to do it?
- What will the results mean?
- What will my project cost? (Note that funding available to Honours students from the College is limited to \$1000. You should discuss the need for further resources and where they might come from with your supervisor).
- If I want the readers of this proposal to remember one thing about it, what would it be? (The take-home message!)

You can then expand on these notes to produce the final document which forms the foundation of your project and, ultimately, your thesis.

The primary aims of your proposal are:

- to convince others of the significance of the project and

- to demonstrate that you have a good likelihood of successfully completing the research.

A form that is suitable for the submission of the project proposal is included in the appendices. Please provide the information requested on the model cover page. In the preparation of your proposal the following guidelines should be followed:

1) Project title

The title should be clear and concise.

2) Aims and significance of the project

Clearly outline the questions to be addressed and state your objectives. Show how the results of this research will contribute to the problem(s) identified above.

3) Background (250-500 words).

Provide a brief background to the problem you are addressing to put the project into theoretical and/or historical context.

4) Research plan (250-500 words).

This should make the **scope and limitations** of the project clear and give enough **detail of your research design and proposed analysis** that an assessor will be able to evaluate whether the work is likely to achieve the aims as stated above and the project is realistic and appropriate for the timeframe.

5) Schedule

This should give an overview of the timing of data collection, analyses and writing of the thesis. It should include the timing and frequency of field trips, if appropriate.

6) Detailed budget

Most Honours projects are expected to have a total budget not exceeding \$1,000 unless there is financial support from other sources. Many successful projects however have a budget of a few hundred dollars.

To reduce printing costs submission of proposals etc. is acceptable by PDF. Consult with your supervisor regarding any project expenses eg.travel, services or thin sections, before committing to the expense.

*Example headings for your budget*

*Maintenance*

- items of equipment
- consumables
- printing and photocopying (include printing of three copies of your thesis for the examiners, average page number 350 double sided and , general printing) – 2015 print costs – double sided B/W \$0.13; colour \$0.27
- thin sections
- service charges (e.g. chemical analyses, electron microscopy)
- field expenses (e.g. travel costs, vehicle hire , accommodation, camping equipment, vehicles, first aid course, 4WD training). *Note: Food purchased for consumption during field trips is not funded by the College.*

### *Priority ranking*

A= considered essential for the project to be undertaken

B= items which would be useful in supporting the project

Within category B use numerical ranking to show the relative importance of each item (e.g. B1, B2 ...etc.)

### 7) Justification of budget

Justify the major items (>\$50) of the budget. Briefly explain how you have costed each item and why it is required for the project to succeed.

#### Example 1

"Budget Item 1: The study site is near Bugtown, 200km west of Townsville. It is the closest site to the University where seasonal infestation by the red-legged green bug occurs. Two trips are needed to collect data that allow a comparison of insect abundance between the wet and dry seasons. A University vehicle is the only available transport to this isolated location. Two four day trips @ \$65 per day = \$520, plus fuel \$200, total \$720.

### 8) References

List publications cited.

All staff are encouraged to attend the seminars, but occasionally teaching or other duties make attendance impossible. You should liaise with your supervisor and the Honours convenor to organise the attendance of particular staff members from whom you wish to obtain comments. Your time allocation is a **maximum** of 10 minutes of which delivery should take up **no more than 8 minutes**. The chair will not allow you longer than 10 minutes!

You should rehearse your seminar with your supervisor at least once to ensure the talk is concise, comprehensive and convincing, and that you can operate the audio visual aids with confidence. **Listeners will pay particular attention to your ability to define and justify your research question.** You should clearly outline the methods you wish to use in your research and take careful note of comments, criticisms and advice.

Academic staff are likely to ask themselves the following sorts of questions:

- Is the problem clearly stated and identified?
- Is the problem amenable to research within the time and logistical constraints of the program?
- Will this research require ethics approval?
- Is the scope of the research appropriate for an Honours degree (i.e. are you attempting too much – almost certainly!- or too little?)
- Are any limitations inherent in the research project stated?
- Are any assumptions clearly stated?
- Are the necessary resources available?
- Is the acquisition of any special skills required?
- Is there any dependency on outside agencies for data or for technical support?
- Will it lead to results, which can be published in a professional journal?
- Is this an independent project or does it form part of a broader project, possibly run by somebody else?
- Does it provide an opportunity to gain a first class Honours degree?

Answers to these questions, in conjunction with the written proposal, will determine whether the student is:

- allowed to proceed with the project
- given an opportunity to redefine it;
- advised to transfer to a Postgraduate Diploma Program, (B.Sc/BA/BEnvSci/B.Geol/B.SocSci/B.MarSci), or a Pass degree (B.Plan).

Notes:

- If your project is in any way reliant on assistance from persons or organisations over which you and your supervisor(s) have little or no control, you (and your supervisor) should develop a written agreement on the terms and conditions pertaining to such assistance at this stage of your project. Such agreements are essential if your deadlines are to be met and will be important in supporting any applications for extensions.
- If, at any point of your candidature, you require the resources (materials, advice of academic or technical staff, equipment etc.) of another College and if you have not formally arranged for the involvement of an associate supervisor from that College already, you must consult with your College supervisor and/or the Honours coordinator before you use any such resources. Failure to comply with this requirement will have serious consequences for you and all future students attempting inter-departmental projects!
- You should check whether you are required to apply for animal research ethics approval. See your supervisor. Information relating to ethical research with animals can be found at:  
[http://www.jcu.edu.au/office/research\\_office/Ethics/animal\\_ethics.html](http://www.jcu.edu.au/office/research_office/Ethics/animal_ethics.html). A general statement relating to ethical conduct of research at JCU can be found at: [http://www.jcu.edu.au/office/research\\_office/Ethics/index.html](http://www.jcu.edu.au/office/research_office/Ethics/index.html)
- Students undertaking research which requires data collected from people including interviews, surveys, or experiments of any kind are legally required to apply for Human Ethics Approval. Information provided by the University can be found at:  
[http://www.jcu.edu.au/office/research\\_office/Ethics/human\\_ethics.html](http://www.jcu.edu.au/office/research_office/Ethics/human_ethics.html).

**Critical proposal related dates are:**

**Written proposal to Honours coordinator: Monday 14 March 2016 (SP1) or Monday 22 August 2016 (SP2).**

**Proposal seminar: 15-16 March 2016 (SP1) or 23-24 August 2016 (SP2).**

**Commented [A7]:** Dates need to be pushed back by one week

## **LITERATURE REVIEW**

Good research is inevitably based on a sound appreciation of the literary underpinning of your discipline and a literature review is an essential part of any thesis. A good literature review surveys the broad range of writing relevant to your topic, critically evaluates the state of research around the topic, identifies gaps in the coverage and places your project into the broader realm of research in the area. A sign that you are on top of the literature is when you can consistently direct your supervisor to interesting morsels that they have not discovered. In consultation with your supervisor(s) you will present a **critical** survey of literature relevant to the research goals of your project. It should be broadly based and allow the project to be developed from a scholarly perspective. It will be an important chapter in your thesis.

Because good communication skills are increasingly becoming a requirement of researchers in both the social and natural sciences, this College requires that your writing be accessible to both the specialist and non-specialist professional reader. You should also bear in mind that your examiners may not be specialists in your area of research and you should write to impress an intelligent lay-person.

The scope of your literature review should be discussed with your supervisor. Your supervisor and you should develop a schedule of submission of drafts and supervisor's turnaround time for each. You need to agree on the date of the final draft to be submitted to the supervisor(s). The Literature Review will be included in the thesis as a chapter.

In reading the literature review chapter, examiners will pay heed to the following general criteria:

- ✓ Is the literature reviewed relevant to the research question?
- ✓ Has the literature been read critically or is the review shallow, incomplete or simply a glorified bibliography?
- ✓ Has the relationship between the project and previous research been clearly outlined? (The most common fault with literature reviews is the failure to do this).
- ✓ Has the study been placed within an appropriate conceptual framework?
- ✓ Is the format of the review appropriate - literary or discursive criticism? essay or report style? or a list of brief summaries?
- ✓ Does the review justify the proposed research schema?
- ✓ Does the review provide evidence of scholarship and the ability to synthesise ideas and information?

It is wise to consult published reviews as examples of the style of this type of academic writing. Your supervisor(s) will be able to direct you towards appropriate examples.

- When you need to complete your literature review is up to you and your supervisor, but it would be expected that a nearly completed version will be finished no later than half way through your thesis year.

- The Literature Review will normally be included in the thesis as a clearly identified chapter.
- It will be marked by examiners as part of the overall thesis.

**REMEMBER: The literature review is an essential first step in the research. It must NOT be left until the last moment!**

### **WORKPLACE HEALTH AND SAFETY**

The University and the College takes its WHS requirements very seriously. The requirements are certainly not simple and you should consult regularly with your supervisor and the College WHS officer (John Renehan [john.renehan@jcu.edu.au](mailto:john.renehan@jcu.edu.au) x14459) regarding the requirements.

Students should look through the JCU WHS website, <http://www.jcu.edu.au/whs/> and should take particular note of the provisions relating to fieldwork.

The use of laboratory facilities requires you to undertake a laboratory induction, undertaken by the laboratory manager. You must not use a laboratory until you have been inducted.

If undertaking fieldwork you MUST fill out a TRAVEL REQUISITION and complete FIELD TRIP TRACKER: <http://ftt.jcu.edu.au/ftt/>

Please do this well in advance of any fieldwork. If you have difficulties with the form, please contact your supervisor or John Renehan.

- Almost all projects that undertake fieldwork will require the student to hold a current First Aid Certificate. Please check with the College WHS officer, to determine the necessary requirement and the opportunities for acquiring it. The cost of attending a suitable course in First Aid may be included as part of the project budget.
- Projects involving use of 4x4 vehicles will require you to have undertaken an internal 4x4 driving course. Consult John Renehan for advice on current requirements.

### **TRAVEL REQUESTS**

ANY work related travel requires the completion of a Travel Request Form, available at

[http://www.jcu.edu.au/fabs/public/groups/everyone/documents/form\\_download/jcu\\_131781.pdf](http://www.jcu.edu.au/fabs/public/groups/everyone/documents/form_download/jcu_131781.pdf). This includes day trips around the local area where this involves fieldwork. These should be submitted well in advance of travel, and if fieldwork is involved, need to be accompanied by a completed Field Trip Tracker online form.

Your supervisor will be highly experienced at filling in these forms, and should be consulted prior to your first attempt.

### **FIELDWORK SAFETY SUMMARY**

Before engaging in any fieldwork you need to have completed and have approved

- a) Field Trip Tracker online form, and
- b) Travel request online form.

IT IS ESSENTIAL THAT ALL FIELDWORK AND ANY OTHER HONOURS RELATED TRAVEL IS PROPERLY AUTHORISED IN ADVANCE. UNAUTHORISED TRAVEL IS NOT COVERED BY THE UNIVERSITY'S CORPORATE INSURANCE POLICY.

[Full travel procedure](#)



## **FINAL RESEARCH SEMINAR**

A penultimate step in the Honours year is presentation of an exit seminar to your peers and the rest of the College. It is an important occasion, reflected in the requirement that all available staff, as well as all Honours students, and as many post-graduate students as possible, are required to attend, and it contributes 10 percent of the final thesis mark.

You will have a 20 minute slot to present your seminar. There will be a maximum of 15 minutes for the talk and a further 5 minutes for questions - this is more than the time allowance at most international conferences! **YOU WILL NOT BE PERMITTED TO EXCEED YOUR TIME LIMIT.** Most of your presentation should deal with whatever results you have, how they were acquired and how they have addressed the original research goals that were stated in the introductory seminar and proposal. Although analyses may not be complete at this stage, the data should still be reviewed and tentative conclusions drawn. Do not simply re-work the proposal seminar as the exit seminar should be an opportunity for staff to provide constructive feedback that can be used to improve the final product.

It is inevitable that the main criteria for assessing an exit seminar are related to presentation rather than research results. A confident and coherent presentation supported by clear and appropriate illustrative material usually goes down well with the audience and assessors. With this in mind, you should make appropriate arrangements for rehearsals with your supervisor.

Assessors will pay attention to:

- Content
- Organisation of seminar themes and time management
- Dexterity in fielding questions

The latter is a particularly important criterion for non-specialist listeners. A good seminar presentation should not assume too much prior knowledge, even amongst the assessors. The use of plain English is encouraged and rewarded.

**The exit seminar is worth 10 % of the thesis grade.**

Your seminar will be assessed by the Honours Coordinator and two other persons with expertise in your general field of research.

The seminars will be held in the week commencing **3rd October 2016** (for those commencing in SP1) and in **Week 10 of First Semester 2017** (for SP2 2016 starters).

## **EXIT INTERVIEWS**

Exit interviews are not mandatory for all students. After the thesis has been examined by at least two examiners, the honours coordinator calculates the final grade. In the event that the final grade falls just below a grade boundary, the honours coordinator will consult with both examiners to determine if an exit interview should be scheduled to give the student the opportunity to defend certain aspects of their work, which may be used to bring the student's final mark up. The student's mark cannot go down as a result of this interview.

**ALL STUDENTS MUST BE AVAILABLE TO SIT AN EXIT INTERVIEW ON THE DATE LISTED IN THE HANDBOOK; OTHERWISE THEIR GRADE WILL REMAIN AS IS.**

**ALL EXIT INTERVIEWS (IF NECESSARY) WILL BE HELD ON:**

- **15-16 November 2016 for those completing end 2014**
- **On a date specified by the Honours co-ordinator, for those completing mid 2017, generally 2-3 weeks after thesis has been submitted.**

### **THESIS**

The thesis is the culmination of your work throughout the year. It requires a disciplined approach to ensure that the writing is clear, data are well described and analysed and that the arguments presented are coherent, concise and supported by your data. The thesis must not exceed 20,000 words (including the literature review, excluding tables, figures, appendices and bibliography) in length. **THIS LIMIT WILL BE ENFORCED AND PENALTIES WILL APPLY FOR THESES THAT DO NOT COMPLY.**

Submission dates have been set so that grades can be finalised in time for processing with scholarship applications, and for release following the end of semester examiners meetings. Consequently these dates are **absolute deadlines** for all those students intending to apply for an APA or JCU scholarship. Other students may apply, in writing, for an **extension no later than one full week before the final thesis due date**. Applications for extensions must be accompanied by written support from your supervisor. Extensions will only be granted in the most serious circumstances. Students failing to obtain an approval for an extension will be penalised for late submission (see Extensions and Penalties). Theses submitted on the due date will be examined and the results available following the College examiners meeting, normally held in the first or second week of December and the first or second week of July. **Results for theses submitted after the due date, whether or not an extension has been given, may be delayed for an extended period** due to the unavailability of examiners and teaching and assessment committee members who may be undertaking research or taking leave.

### **FIRST DRAFT OF THESIS DUE TO SUPERVISOR:**

The first draft of your thesis is due to your supervisor the same time as the Final Honours Seminars are due. Theses should include figures and tables and will be marked by your supervisors. The first draft is worth 10% of the total thesis mark and are due by THURSDAY AT 4pm the week commencing **3rd October 2016** (for those commencing in SP1) and in by THURSDAY AT 4PM the **Week 10 of First Semester 2017** (for SP2 2016 starters).

Three soft-bound copies of your thesis must be submitted to the Honours Co-ordinator or the EGRU office by the submission deadline. A copy must also be submitted on a CD/USB as a PDF file. This should not be secured with a password so that minor format changes can be made if required for the printing of a hard bound copy for the College collection.

### **The written final thesis document is worth 80% of the total thesis mark**

Three soft-bound copies and a CD (PDF) of the thesis must be submitted by

- **26/10/2017** (Students commencing in Semester 1 2016)
- **Wednesday, Week 13 SP1 2017** (Students commencing in Semester 2 2016)

### **THESIS EXAMINATION**

In CSTE theses are examined by two academic staff. A supervisor is ineligible to examine the final thesis he/she has supervised, but provides a grade on the first draft (10%) and a letter indicating the nature and extent of their involvement in the thesis. Examiners are required to provide an independent assessment to the Honours coordinator. After all reports have been received, the examiners discuss the reports and reach a preliminary final grade. A report (excluding reference to the grade) will then be given to you 24 hours prior to an oral examination (if required; discussed below). At the oral, a list of minor changes to the thesis may be given to you. These will not be substantive and must be completed as soon as possible following the oral examination.

**In the week prior to the examiners meeting (held in late November or early December, and in late June or early July) you may be required to attend a meeting with your examiners and the Honours coordinator.** This is sometimes called an 'oral examination', but it is more an opportunity to clarify questions raised by the examiners. You will be notified of the range of dates over which the oral examinations are held as soon as a date is set (it varies a little depending on the scheduling of University examiners' meetings). The oral examination can only confirm or increase the preliminary grade awarded for the project. **It cannot result in a reduction in marks.** The oral examination will be conducted by at least one of the examiners, and the Honours coordinator. The student's supervisor may also be present but only as an observer. Oral examinations are only required when a student's final mark is on the border of one grade to the next and the examination is used to determine the final grade.

### **ASSESSMENT PROCEDURES**

Each Honours thesis project is assessed on the basis of four different activities - Introductory Seminar (compulsory but not marked), Written proposal (compulsory but not marked), Final Research Seminar (10%), the First Draft of the Thesis (10%) and the Final Draft of the Thesis (90%).

#### **Written Proposal**

All proposals are read by academic staff attending the introductory seminars. Students may be given the option to re-work and re-submit a proposal if it was deemed unsatisfactory in the first instance. Comments that affect the character of the project and its conduct should be used to improve your project.

#### **Introductory and Exit Seminars**

These are attended by academic staff who provide comments and advice. The exit seminar contributes 10 percent to the final mark.

## **Thesis**

The First draft of the thesis is assessed by the supervisor (10%) and the final draft of the thesis is assessed by two examiners.

## **Establishing the Honours Grade**

The grade of Honours is awarded according to the following scale:

First Class	≥ 85%
Second Class (Division A)	≥ 75%
Second Class (Division B)	≥ 65%
Third Class	≥ 50%
Fail (revert to pass degree)	< 50%

The final grade is determined from assessment of the Final Seminar and the Thesis together comprising the equivalent of 15 points, and the other assessment worth the equivalent of 9 points. However, should the final result be close to a grade boundary weight will be given to the thesis and final seminar in the determination of a final grade.

Because intense competition exists for postgraduate research scholarships First Class Honours are ranked into four groups according to the following criteria:

### *IA - Outstanding*

Outstanding in all components of Honours work, especially the research project which must demonstrate originality and flair.

### *IB - Excellent*

Excellence and originality in thesis and in most other components of Honours work.

### *IC - Very Good*

Solid performance in all components of Honours work, but demonstrating less flair and originality than Groups IA or IB.

### *ID - Good*

Variable performance with strong elements of excellence and performance which on balance is first class.

## **EXTENSIONS AND PENALTIES**

### ***Extensions***

Each student must evaluate their own personal circumstances at the start of an Honours program and ensure that they can fulfil the degree requirements. Unexpected circumstances can arise from time to time and hinder a student's progress. If the submission deadline for any assessment cannot be met then the student must notify the Honours coordinator in writing as soon as possible. In cases where students require special consideration because of ill health or other extenuating situations relating to the research itself, supporting documentation, such as medical certificate or counsellor's recommendation is required. In such

circumstances enrolment in the program may be suspended temporarily, an extension to the program may be given, or due consideration to the matter given by the examiners at the examiners' meeting when awarding the Honours grade. However, any of these options are not granted lightly.

Here are some examples of circumstances that would be considered "extenuating" (derived in consultation with the University Counsellors).

- Breaking up with partner of >1 year
- Serious illness (e.g. diabetes, serious injury, acute/chronic clinical depression) which is fully documented
- Death/sickness in immediate family
- Other unexpected and serious circumstance relating to the candidature/research itself.

Circumstances that cannot be considered "extenuating":

- Your failure to manage your time and resources
- Breaking up with partner of a few months
- Cold with headaches, cough and runny nose, with/without certificate
- Cold with headaches, cough and runny nose and fever with/without certificate
- Death in non-immediate family

Examples of circumstances about which you should have consulted the Honours coordinator when the situation arose. Last minute applications for extensions on these grounds will not be granted:

- Falling out with supervisor
- Supervisor not reading things "in time"
- Financial difficulties - research related – and their consequences
- External agent (i.e. weather, analytical/statistical expert, supplier of goods etc) upon which thesis relied, has not delivered on time.

### ***Penalties for Late Submission***

The meeting of submission deadlines for all assessed work is crucial to the successful completion of an Honours program. In order to make assessment as fair as possible for all students a uniform formula of escalating penalties is imposed according to University guidelines. This formula is 5% of the total mark available per day, including part-days, weekends and public holidays. Discretion in imposing penalties is retained by supervisors in cases of genuine need.

## **NOTIFICATION OF RESULTS**

Students will receive informal notification of the final Honours grade after confirmation by the Teaching and Learning Committee at the end of semester examiner's meeting. Formal notification will follow by normal University processes.

**Students who submit theses after the due date (with or without a permitted extension) can expect a significant delay in the notification of their results.**

This is due to fact that many staff are busy marking exams, may be away on field research, or may take annual leave. In their annual timetables, staff make time allowances for examining Honours theses, but they cannot be expected to change their schedules as a result of unexpected delays in timing of thesis submissions.

For students required to retain samples (including specimens, questionnaires etc), results will not be released to the student until the Honours coordinator is satisfied, by consultation with the supervisor, that the requirements have been completed or adequate arrangements have been made.

## **APPEALS PROCEDURE**

Students who wish to appeal against the assessment of any portion of their Honours program should raise the matter in the first instance with their supervisor or the Honours coordinator. If this does not satisfy the student, the matter should then be raised with the Dean of CSTE. Following that, the University has a review process.

See: [http://www.jcu.edu.au/policy/student/assessment/JCUDEV\\_005333.html](http://www.jcu.edu.au/policy/student/assessment/JCUDEV_005333.html)

## **ACCESS TO INFORMATION**

The Judicial Review Act of Queensland 1991 clearly states the rights and the circumstances in which any individual can gain access to files or documents that contain details relating to their academic, professional or personal lives.

## **ETHICS AND INTELLECTUAL PROPERTY**

The 'Guidelines for Responsible Practices in Research' available on the web in the University Policy and Procedures Manual advises on the conduct required of a supervisor and of student researchers. Students should read the university policy on intellectual property also available on the web

<http://www.jcu.edu.au/div2/rido/ip.html>, and refer to the Student Handbook for policy relating to conflicts of interest, and misconduct, in particular plagiarism and falsification.

All material purchased for, or produced by a research project, whether it is hardware, software, databases or any other product are the property of the University. Any outside financial support for a project has to be paid to the University and administered by the Dean of CSTE or project supervisor.

### **PUBLICATION OF HONOURS WORK**

Students are encouraged to publish their Honours research. Publications improve your chances of winning postgraduate scholarships, and many employers also consider applicants who have published the results of their work favourably. The Honours program has been scheduled to allow time after submission of the thesis for examination, for students to produce a draft paper for publication in an appropriate journal.

In some circumstances it may be desirable to draft a paper under the auspices of the other assessment component of the research and count this towards the coursework obligations of the Honours year. This option must be agreed with your supervisor and the Honours coordinator early in the Honours year. The paper will be scrutinised by your supervisor and assessed by the Honours coordinator. A mark will be awarded according to the degree the paper is believed to be "publishable", i.e. according to the amount of editing and re-writing required to bring it to a state acceptable for submission to a reputable journal. The supervisor will be required to report on the extent to which the paper is the sole work of the student.

For a year following the submission of a thesis, publication of any academic papers based on the contents of that thesis is the prerogative of the student. After a year has elapsed, the project supervisor(s) may take the initiative in publication. Honours students, who are generally producing their first academic paper, need substantial input from supervisors when preparing papers for publication. This should be recognised through joint authorship of the paper. In most circumstances the student will be senior (or first) author on papers arising from thesis work.

### **PRINTING YOUR THESIS**

It is recommended, but it is not compulsory, you print and bind hard cover copies of the final corrected version of your thesis. Advise on how this can be done and the cost involved will be supplied after you have submitted your copies to the examiners.

### **EXIT CHECKLIST**

An exit checklist is to be completed and will be emailed to you once you have submitted your copies to the examiners.

## **TIMETABLE**

The Honours course is a program of coursework and supervised research that commences in February or July. The following are significant deadlines in the Honours program. All items are to be handed to the coordinator by 4pm on the dates specified below. Penalties may apply for late submission.

Note that the following timetable is for a student studying full-time. Appropriate dates will be set for students studying on a part time basis.

### **First semester start**

➤ Introductory Meeting	15/02/2016
➤ Commencement	15/02/2016
➤ Start Course work	22/02/2016 (SP1)
➤ Preliminary project proposal	22/02/2016
➤ Lodging supervision agreement	22/02/2016
➤ Formal Proposal	14/03/2016
➤ Introductory Seminar	15-16/03/2016
➤ Subject Census Date	24/03/2016
➤ Literature Review	By agreement with Supervisor
➤ Exit Seminar	week beginning 03/10/2016
➤ Submission of Thesis First Draft	26/10/2016
➤ Submission of Thesis Final Draft	26/10/2016
➤	
➤ Exit Interview	15-16/11/2016
➤ Check List submission	27/11/2016

Commented [A8]: Push back one week

Commented [A9]: change

### **Second semester start**

➤ Introductory Meeting	08/07/2016
➤ Commencement	08/07/2016
➤ Start Course Work	25/07/2016( SP2)
➤ Preliminary project proposal	01/08/2016
➤ Lodging supervision agreement	01/08/2016
➤ Formal Proposal	22/08/2016
➤ Introductory Seminar	23-24/08/2016
➤ Subject Census Date	25/08/2016
➤ Literature Review	by agreement with Supervisor
➤ Exit Seminar	Week 10, SP 1, 2017
➤ Submission of Thesis First Draft	
➤ Submission of Thesis First Draft	Wednesday, Week 13, SP1, 2017
➤	
➤ Exit Interview	2-3 weeks after thesis submission
➤ Check List Submission	2-3 weeks after thesis submission

Commented [A10]: push back 1 week

Commented [A11]: add

Commented [A12]: NEEDS TO BE UPDATED AS DISCUSSED ABOVE

The academic calendar for 2017 has yet to be set; hence some relevant dates for 2017 are set by their relevant week #'s.



## **APPENDICES**

Project proposal and application for funding

Introductory seminar and proposal assessment form

Thesis examination

Questionnaire on the functions of supervisors

Recommended structure for an Honours thesis

Thesis title

Statement of access and declaration

Travel procedure

## Project Proposal and Application for Funding

1

**Name:**

2

**Project title:**

3

**Supervisor(s)**

**Name**

**Affiliation**

**Name**

**Affiliation**

**Name**

**Affiliation**

4

**Best contacts: Address**

**Landline**

**Mobile**

5

**Aims and significance of the project** (summarise in no more than ten lines)

## 6 Budget

Detailed Budget Items	Priority Ranking	Amount requested * (Identify source. i.e. CSTE, EPA, CRC etc)
-----------------------	---------------------	---

### **Total funds requested**

(from each funding organisation)

### **TOTAL for project**

(Sum of funding requested from each source)

Note: The maximum sum able to be provided from College funds is \$1000. Should your research cost more than that, you should discuss the availability of the required funds with your supervisor. This will help determine the viability of the project.

7 **Background** (250-500 words)

8 **Research Plan** (250-500 words)

9 **Justification of Budget**

10 **Time table**

11

**Supervisor's Statement**

In the statement please itemise services or equipment required by this project, which are not listed in the budget but are available to the student. Specify source. If budget exceeds \$1000 please indicate how additional funding will be obtained.

Principal supervisor

Date

## Introductory Seminar and Proposal Assessment Form

**Assessors please note:** The seminar and proposal are not marked. The grades are indicative only. The purpose is to provide critical but helpful feedback to allow students to improve their project design.

STUDENT NAME:

ASSESSOR:

	N	III		IIB		IIA		I	
Assessment Criteria	<50	50-59	60-64	65-69	70-74	75-79	80-84	85-94	95-100
<b>Introduction and background to the project</b>									
Clear statement of aims of research									
Research placed into an appropriate theoretical context									
Development of hypotheses/ research questions									
<b>Methodology</b>									
Appropriateness of the method to the study									
Understanding of methods									
Appropriate training in the use of method demonstrated									
Appropriate research plan									
Budget realistic and well justified									
<b>Data Analysis</b>									
Appropriateness of proposed analysis									
<b>Expected outcome</b>									
Can the proposed methodology successfully achieve the aims and answer hypotheses/research questions?									
<b>Overall organisation, clarity, conciseness of the proposal document:</b>									
<b>Overall organisation, clarity, conciseness of the presentation:</b>									

Should the candidate be allowed to continue?

Yes

No

COMMENTS: Please use the back of this sheet or separate sheets

In your comments consider the followings:

- Does the project have the potential to earn a first class result?
- Is the project too dependent on external factors (e.g. analytical laboratory, weather)?
- Is supervision adequate?
- Any other problems that you foresee?

## THESIS EXAMINATION

### *The following guidelines are given to examiners assessing theses*

The Honours thesis is normally the first large research project undertaken by students who therefore have had limited opportunity to develop research judgement. Examiners should take into account the specific methodology, theory or paradigm of research in which the student is working - and the student should be judged on those grounds.

### **Criteria for assigning Honours degree class to a thesis**

#### **Criterion 1 - Research Judgement**

Have the thesis topic, research question(s), and their significance been clearly and unambiguously stated?

#### **Criterion 2 - Conceptual Originality**

Does this thesis demonstrate independent thinking in the approach to the problem, and originality in the analysis and synthesis of results?

#### **Criterion 3 - Methodology**

Are survey or experimental design, and data collection procedures and subsequent analytical techniques appropriate for the research objective? Is there any evidence of ingenuity in the development of these procedures? Has the project been unduly constrained by the functions available in a particular package or have all alternatives been considered?

#### **Criterion 4 - Data/work Quantity**

Has the work effort in this thesis been intelligently directed? Is the work complete and could more have been done in the time available? In assessing this criterion please consider the time available to complete the research project.

#### **Criterion 5 - Data Analysis**

Is the choice of analytical method(s) appropriate for the type of data collected and the research question asked? Does the student understand the analytical technique? Is assistance obtained in the analysis duly acknowledged where appropriate?

#### **Criterion 6 - Data Interpretation and Discussion**

Are the conclusions reasonable and relevant to the project aims? Have they been over or understated? Is there a logical link between the introduction and the conclusion of the thesis?

**Criterion 7 - Quality of written text**

Is the thesis free of grammatical errors and spelling mistakes? Is the language free of unnecessary jargon? Is the thesis written using succinct form of expression?

**Criterion 8 - Quality of figures, tables etc.**

Rate clarity of legends and captions, the design of tables and figures, and general standard of presentation of the thesis.

***Classes of an Honours Thesis***

On the basis of the assessment criteria examiners are asked to award grades, in the following classes, to the thesis:

**First Class 85% and over**

The thesis is excellent in that it shows flair and originality and displays a well developed capacity and potential for independent research. The thesis represents a worthwhile contribution to scholarship.

The problem for investigation has been well chosen. The aims and conclusions are clearly stated within the context of a range of relevant literature.

The research design and investigation procedures are appropriate to the problem selected.

The analysis of data and observation are appropriate, accurate and efficient.

The discussion of findings show that the author is able to assess their significance and shows awareness of the limitations of the work.

The report is clear, grammatical, concise and coherent. The logical sequence of thesis sections is easily seen, Tables, graphs and maps are well presented, identified as to sources and neatly executed and checked. References are correctly cited and, where necessary, detailed data and statistical analyses are included in the appendices.

**Second Class, Division A, 75% to less than 85%**

A very competent piece of work showing strong capacity for independent research. The originality and flair of a first class thesis may not be apparent but the work contains 'flashes of inspiration'. The other qualities listed above are present but to a lesser degree. Nevertheless the thesis demonstrates that the author has the capacity to embark on a PhD. or a Research Masters degree.

**Second Class Division B, 65% to less than 75%**

The thesis is a competent report illustrating some capacity for independent inquiry but not showing high promise for higher degree work by research. There will be a number of deficiencies in terms of research design, presentation and analysis but there will be useful empirical observations and a high degree of reliability in their presentation.

**Third Class, 50% to less than 65%**

Significant deficiencies in most of the following - grasp of the literature, research design, analysis and presentation. The thesis does not show promise of ability to undertake reliable research.

**Fail, less than 50%**

Work which fails to satisfy minimum requirements of scholarship, research skills and / or thesis content and presentation. Students achieving less than 50 percent in their Honours year will revert to a pass degree.



## Questionnaire on Functions of Supervisors

Below is a list of possible functions of supervisors. How important are they to you in your actual supervisory arrangement? Please tick the appropriate box for each statement. Please remember - there are no right or wrong answers. It may be useful to use this form in initial discussions with your supervisor. Also, if an arrangement is made, or there is an expectation developed, it involves a commitment on both sides.

### Functions of Supervisors

A = Essential, B = Very Important, C = Important, D = Not Very Important, E = Not at all

#### **ABCDE**

1. Assist the student to select a promising topic.
2. Decide on a theoretical frame of reference.
3. Advise on the aims and scope for the project.
4. Direct in the development of an appropriate program   
of study and research.
5. Maintain close personal contact with the student.
6. Know at all times about the state of the project.
7. Ensure that the final product is of a high standard.
8. Support the student in the work regardless of your   
personal opinion of it.
9. Advise on publications which might arise from the thesis.
10. Train in research methods.
11. Review all major sections of the thesis.
12. Assist in the writing of the thesis.
13. Ensure that the presentation of the thesis is acceptable.
14. Comment critically to the student on the draft of the  completed thesis before it is  
submitted.
15. Ensure the thesis is proceeding at a pace that will   
Enable on-time submission
16. Meet the student regularly to discuss work.
17. Assist the student in general welfare matters

## **Recommended Structure for an Honours Thesis**

These are general guidelines only, and the final structure, appropriate to your field of research, should be discussed with your supervisor

- Title Page (see attached)
- Statement of Access (see attached)
- Statement of Sources Declaration (see attached)
- Abstract (300-500 words)
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- Chapter 1 - Introduction
  - Significance and Aims of Project
  - Research Questions / Format of Thesis
- Chapter 2 - Literature Review (may be named differently)
- Chapter 3 - Study Area and Methods \*
- Chapter 4 - Results\*
- Chapter 5 - Discussion
- Chapter 6 - Conclusions / Recommendations (optional)
- References
- Appendices (if necessary)

\* Note that in some theses it may be more convenient to have the methods/results in a single chapter per sub-project if there are several different sub-projects in the thesis.

## **Thesis Format**

- 1.5 line spacing
- text: 11 pt font, headers/sub-headers: 12-16 pt
- Double-sided printing and copying

Thesis Title

(22 pt)

Thesis Submitted By:

(Name of Student)

(16 pt)

In (Month Year)

For the (Name of Degree)

Department of Earth and Oceans

In the College of Science Technology & Engineering

James Cook University, Townsville, Queensland

(16 pt)

### STATEMENT OF ACCESS

I, \_\_\_\_\_, the author of this thesis, understand that this thesis will be made available for use to others. All users consulting this thesis will have to sign the following statement:

*In consulting this thesis I agree not to copy or closely paraphrase it in whole or part without the written consent of the author; and to make proper public written acknowledgement for any assistance which I have obtained from it.*

Beyond this, I do not wish to place any restriction on access to this thesis.

.....

(Author's signature)(Date)

### DECLARATION

I declare that this thesis is my own work and has not been submitted in any form for another degree or diploma at any university or institution of tertiary education. Information derived from the published or unpublished work of other has been acknowledged in the text and a list of references is given.

.....

(Author's signature)(Date)

## Travel Information

[FMPM 741 Procedure - Travel](#)

[Authorised Limits](#)

**Approved Travel Providers must be used**

**Domestic & International**

World Travel Professionals - [jcu@worldtravel.com.au](mailto:jcu@worldtravel.com.au)

### Note:

Do not pay or book any domestic travel without your supervisors' approval.  
Do not pay or book any international travel without approval from Travel.

Keep all your tax invoices if your supervisor has agreed to expense reimbursement on return.

Assistance with travel procedure or refunds – [DTEStravel@jcu.edu.au](mailto:DTEStravel@jcu.edu.au)

Assistance with completing your travel requisition – Judy Botting

Assistance with Trip Tracker and RiskWare – John Renehan x14459

[john.renehan@jcu.edu.au](mailto:john.renehan@jcu.edu.au)

### Pre - Travel Procedure

Travel costs paid from a JCU account

Domestic Travel

- Discuss travel expenses with your supervisor and how they are to be paid (charge code)
  - Request to be added to the travel portal by emailing [travel@jcu.edu.au](mailto:travel@jcu.edu.au)
  - Obtain quote from World Travel Professionals [jcu@worldtravel.com.au](mailto:jcu@worldtravel.com.au)
  - Complete Field Trip Tracker if field trip is involved
  - Complete a travel requisition - online form available at [http://www.jcu.edu.au/fabs/public/groups/everyone/documents/form\\_download/jcu\\_131781.pdf](http://www.jcu.edu.au/fabs/public/groups/everyone/documents/form_download/jcu_131781.pdf)
  - Complete and sign form digitally, send to supervisor for signature,
  - Confirm your travel with WTP and supply a charge code
- then send travel requisition to [DTEStravel@jcu.edu.au](mailto:DTEStravel@jcu.edu.au)
- with itinerary, tax invoice and accommodation details

International Travel

- Discuss travel expenses with your supervisor and how they are to be paid (charge code)
- Request to be added to the travel portal by emailing [DTEStravel@jcu.edu.au](mailto:DTEStravel@jcu.edu.au)
- if you are not already in the portal
  - Obtain quote from World Travel Professionals [jcuwtp@worldtravel.com.au](mailto:jcuwtp@worldtravel.com.au)
  - Complete a travel requisition - online form available at [http://www.jcu.edu.au/fabs/public/groups/everyone/documents/form\\_download/jcu\\_131781.pdf](http://www.jcu.edu.au/fabs/public/groups/everyone/documents/form_download/jcu_131781.pdf)
  - Sign form digitally, send to supervisor for signature, then send to [DTEStravel@jcu.edu.au](mailto:DTEStravel@jcu.edu.au) with itinerary, and accommodation details and any other details eg conference registration web address

- Complete Field Trip Tracker if field work or visit (eg conference) is involved. Include FTT number in travel form or email to [DTEStravel@jcu.edu.au](mailto:DTEStravel@jcu.edu.au) when known
- Once you receive approval from travel then you can confirm your booking. and you must Include your travel requisition number and charge code in the confirmation email

Travel costs paid from personal funds eg attending MTEC course -

- Seek approval for travel from supervisor
- Book and pay for your travel and accommodation – JCU preferred suppliers do not have to be used
- Complete travel requisition online and trip tracker if required and indicate in the comments section 'No cost to JCU'
- Sign form digitally, send to supervisor for signature, then send to [DTEStravel@jcu.edu.au](mailto:DTEStravel@jcu.edu.au)
- with itinerary, tax invoice and accommodation details and any other receipts eg conference registration

**On Return if you have approved expenses to be refunded**

- Complete Part 2 of travel Request Form
- Scan and email all tax invoices with signed form to [travel@jcu.edu.au](mailto:travel@jcu.edu.au)