

# Honours Program Guide 2009



**School of Government**  
Faculty of Arts

<http://www.utas.edu.au/government/>

## HONOURS SCHEDULE

This Schedule is a brief guide to the most important dates and deadlines for the Honours program. Although some dates may be subject to variation, they give students a clear idea of how far advanced the School expects their work to be at particular points in the year. Students should use this Schedule to plan ahead in order to keep their work, particularly preparation for the Honours dissertation, on track. If students require further information on the Honours program, they can contact the Honours Coordinator, Dr Terry Narramore, Room 512, tel. 6226-2332, e-mail T.E.Narramore@utas.edu.au

### SEMESTER 1

#### Preliminary Matters

##### **Induction Session – Friday, 27 February**

Students will be invited to an informal gathering to welcome them into the program and remind them of the requirements for completion of Honours. Launceston students are welcome to attend. If this is not possible they should contact the Honours Coordinator to discuss their program.

##### **Meeting with Prospective Supervisor**

Students should arrange meetings with members of staff to discuss potential dissertation topics (many staff will be present at the initial welcome gathering) and explore suitable supervision arrangements as early as practicable in the new year. Students who have not been able to go through this process should try to arrange a meeting with a suitable staff member as soon as possible or, if in doubt, see the Honours Coordinator.

#### *Week 1*

##### **Correct Enrolment**

It is important to ensure you are correctly enrolled as soon as possible. Please check with Student Administration that you are enrolled in each of the necessary components of the Honours program.

**Full time** Political Science Honours students enrol in ‘HSA400 Political Science Honours full time’ in Semester 1 **and** ‘HSA400 Political Science Honours full time’ in Semester 2.

**Full time** Public Policy Honours students enrol in ‘HSD400 Public Policy Honours full time’ in Semester 1 **and** ‘HSD400 Public Policy Honours full time’ in Semester 2.

*Plus* two coursework units in Semester 1

*Plus* HSA499 Dissertation (Political Science students) **or** HSD403 Dissertation (Public Policy students) in Semester 2.

**Part time** Political Science Honours students enrol in ‘HSA401 Political Science Honours part time’ (first semester), ‘HSA401 Political Science Honours part time’ (second semester), ‘HSA401 Political Science Honours part time’ (third semester) and ‘HSA401 Political Science Honours part time’ (fourth semester).

**Part time** Public Policy Honours students enrol in ‘HSD401 Public Policy Honours part time’ (first semester), ‘HSD401 Public Policy Honours part time B’ (second semester), ‘HSD401 Public Policy Honours part time’ (third semester) and ‘HSD401 Public Policy Honours part time’ (fourth semester).

*Plus* relevant coursework or dissertation unit based on their enrolment plan. For instance, part time Political Science Honours students would choose coursework units as appropriate (one unit per semester), with HSA460 (Political Science Dissertation A) in the first semester of their dissertation year, and HSA461 (Political Science Dissertation B) in the second semester of their dissertation year. The dissertation codes for part time Public Policy students are HSD460 (Public Policy part time Dissertation A) and HSD461 (Public Policy part time Dissertation B) respectively.

#### *Week 2*

##### **Coursework Units Begin**

Students should have contacted the lecturers concerned for details on coursework units and times for seminars, etc. Please note some units begin in Week 1.

#### *Week 4*

##### **Dissertation Topics and Preliminary Research Plan (*full-time students*)**

**Due: Friday, 20 March** via email to the Honours coordinator  
(T.E.Narramore@utas.edu.au)

This will be a brief written outline of half a page and must include: a working title, main topic area, and proposed supervisor. Students should indicate whether or not they have discussed their topic with, and have the approval of, a prospective supervisor. This statement should indicate expected sources of data. Please note that if a survey method of data collection is to be adopted this should be clearly stated to enable appropriate Ethics Committee approval. Students expecting to use interviews with key informants as sources of data need to note this as such interviews need Ethics Committee approval. Ethics Committee approval will be coordinated through your supervisor and the Honours Coordinator.

The main purpose of the preliminary research plan is simply to ensure that each student has a set topic upon which they can work with the guidance of a suitable supervisor. **Students should submit their Dissertation topic to the Honours Coordinator at the email address above.**

*Week 7*

**Confirmation of Dissertation Topics & Supervision (*full-time students*)**

By this time, topics and supervisors will have been confirmed by the Honours Coordinator. Supervision arrangements (e.g. meeting times and frequency) should be agreed between student and supervisor.

*Week 10*

**Friday, May 8: Deadline for the submission of Statement of Intent seminar paper to supervisors (*full-time students*)**

In consultation with your supervisor, your paper should address the following aspects of your dissertation:

- scope of proposed research project
- literature review
- thesis rationale
- research design
- methodology
- Papers should be approximately 3,000 words in length, word-processed, and emailed to the Honours Coordinator at T.E.Narramore@utas.edu.au by 5.00pm, **Friday, May 8.**
- All papers will be copied for distribution to the seminar.

*Week 12*

**Friday, 22 May, 1.00pm: Statement of Intent Seminar (*full-time students*)**

The aim of this first seminar is for Honours candidates to present an overview of their research project; literature review; thesis rationale; research design; and methodology. Candidates submit a 3,000-word overview of these thesis components to supervisors and to the Honours coordinator via email for distribution **by Friday, May 15.**

In the seminar, students will give a presentation to the School on their Dissertation topic and work completed to date. This presentation, accompanied by the written research proposal (see above) will be about 10 minutes per student, followed by comments and discussion. This will allow students to incorporate any comments or suggestions for improvement and develop their project as quickly as possible. See section entitled 'What You Should Include in a Research Proposal' for guidance on the format of your written proposal.

*End of Examination Period*

**Final Date for Submission of Coursework**

The final due date for submission of Semester 1 coursework is **Friday, May 29 2009.**

Coursework results are preliminary only and provide an indication of the level/standard you are currently at. All coursework results are subject to review

by a second marker and moderation by the School at the Honours Assessors Meeting held at the end of the year. Coursework results are not final until this meeting is held.

## SEMESTER 2

### *Week 7*

**Friday, August 28:** Deadline for submission of Work-in-Progress seminar papers to the Honours Coordinator via email. These will be printed and circulated. The outline should be somewhere between 2 and 5 pages in length, and should provide the following:

- (i) Title of dissertation/name of candidate
- (ii) Abstract (brief summary)
- (iii) Overview of topic; problems; rationale; methodology; thesis question(s) literature utilized
- (iv) Titles of each chapter and brief summaries of **all** chapters (even chapters not yet fully drafted)
- (v) Findings

Staff and supervisors will be present for this meeting. The objective of the meeting is to engage in constructive criticism of dissertations as the final writing stage is reached. Students should take on board criticism and attempt to address these shortcomings in their theses prior to submission. Staff will, of course, be examining the dissertations, so the criticisms they raise in the seminar, if left unaddressed, are also likely to be raised in their examiners' reports.

### *Week 8*

#### **Friday, September 11, 1.00pm: Work-in-progress seminar**

Students will give a presentation to the School on their Dissertation findings and work completed to this point. This presentation, accompanied by a written research proposal submitted 2 days prior to the seminar, will be about 10-15 minutes per student, followed by comments and discussion. It is intended that the work in progress seminars be presented in one or two intensive sessions. This will allow students to incorporate any comments or suggestions for improvement over the next 4 weeks before submitting a draft to their supervisor. See section entitled 'What You Should Include in a Research Proposal' for guidance on the format of your written proposal.

### *Week 12*

#### **Complete Draft of Dissertation**

Students should have a complete draft of their dissertation done by this week. As a guide, at least **12,000 words must be in your supervisor's hands** at this point (i.e. the main chapters of the thesis, minus the conclusion). This will allow a reasonable amount of time for changes and editing in consultation with their supervisor.

#### **Submission of Dissertation**

The submission date is **5.00pm on Friday, October 23 2009**. Information on the style of presentation of a dissertation is detailed later in this guide.

## **ADMINISTRATIVE MATTERS**

### **Workspace - Hobart**

Students have access to a shared office space in Room 317 on Level 3 of the Arts Building, Hobart Campus. It includes workstations, a tea room and computer lab. A number of other computer labs are also available throughout the Hobart campus. Access to Room 317 is via a swipe card. Cards can be purchased from the Contact Centre in the Union Building. Students should then see administrative staff in the School to arrange for your card to be activated. Access to the room will be removed one week after submission of your thesis or if you withdraw from the program. Lockers are also provided. Students must provide their own key and padlock. It should be noted that padlocks will be removed from lockers at the end of every year so please ensure you remove your padlock and all locker contents on completion of your Honours program.

### **Workspace - Launceston**

Students have access to a shared office space in Room L112 on the Ground Floor of the Faculty of Arts Building, Launceston Campus. It includes workstations and computers. A number of other computer labs are also available throughout the Launceston campus. Access to Room L112 is via a swipe card. Contact Faculty of Arts administrative staff in Room L206 to arrange this.

### **Workspace – Conditions of Use**

These rooms are a **shared** space for **all** Honours students within the Faculty and you are expected to maintain appropriate standards of conduct when using these facilities. You should note:

- Space is provided for Faculty of Arts Honours students only. Access and use of facilities by others is not permitted.
- Do not leave any personal belongings in the room. Neither the School nor the Faculty accepts responsibility for such items.
- You cannot claim any workstation as your own. Any items left on workstations may be moved.
- Do not place any materials (posters, etc) on the walls.
- Eating, drinking and use of mobile phones is not permitted.
- You must provide your own tea facilities (tea, coffee, sugar, milk, etc) – applicable to Hobart only.
- The tea room must be kept clean and tidy at all times – applicable to Hobart only.

### **Financial Assistance**

The School normally provides \$100 for full-time and \$50 for part-time enrolled students for photocopying, inter-library loans, or other research-related activities. Contact the School's administrative staff for details. Please note: maximum of \$100 per student; maximum \$50 per semester; no cash payments allowed; and funds cannot be used for the purchase of books or equipment.

## ACADEMIC REFERENCING

In your written work, you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence. Some basic requirements for scholarly referencing are:

- When directly quoting from another author's work, the relevant passages must be indicated by the use of quotation marks, or another acceptable method such as indentation of the quoted passage.
- The exact source and page numbers of the material directly quoted *or* paraphrased must be indicated by citation in the assignment text or by footnote (depending on the referencing method used).
- Complete bibliographic details must be provided in an alphabetical reference list attached to the back of the assignment.

All work submitted for assessment must conform to the requirements of the School of Government 'Essay, Tutorial and Referencing Guide' which is available from the School's website.

Please read the following statement on plagiarism. Should you require further clarification, please see your supervisor or Honours Coordinator.

## PLAGIARISM

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example:

- using an author's words without putting them in quotation marks and citing the source;
- using an author's ideas without proper acknowledgment and citation; or
- copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see <http://www.utas.edu.au/universitycouncil/legislation/>

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.

For further information on this statement and general referencing guidelines, see <http://www.utas.edu.au/plagiarism/> or follow the link under 'Policy, Procedures and Feedback' on the Current Students homepage.

## GENERAL ADVICE ON THESIS WRITING

1. **Read dissertations from previous years.** The School of Government has a large collection of dissertations, available in the main office, which may be borrowed for reading in the 'Mick' Townsley Research Room (opposite the office). **Critique** the dissertation you are reading: is it good, bad or indifferent? Convincing? Clearly presented? Badly-written? Persuasive? Inconclusive?

Some dissertation topics may be within your subject area, broadly, but even those which are not are worth looking at, if only to get a feel of how a student has approached a particular problem and developed an approach to tackling it.

2. **Organize your own writing deadlines.** Build your own timetable for completion, in consultation with your supervisor. For example, set yourself a target of one chapter per month, such as 'Full draft of Chapter 3 by 1 August'.
3. **Refine, refine, refine.** Some of the best writing you will do will be in the editing process. But it also means you must have done the bulk of the research in good time (i.e. by Week 8 of second semester). That means once you have essentially the full draft of the dissertation (by Week 12 of 2<sup>nd</sup> semester), you can be ruthless with your editing, include necessary footnotes, find holes in argument or gaps in factual/empirical information, and develop your conclusions or findings. Your supervisor will help you with this, but the onus is upon you to produce. There is often a major difference between the one-month-out draft, and the final product, and this can be the difference between an average dissertation, and an excellent one. It can also contribute to a significantly better final Honours grade.

## WHAT YOU SHOULD INCLUDE IN A RESEARCH PROPOSAL

In formalising your thesis topic and research program with your supervisor, the completion of a formal research proposal is the best way to proceed.

- (1) First, you should clearly **state the aims** of your research project. This must involve a clear statement of the **argument** you intend to advance. Stating a clear argument means that you have to be clear on the theory, hypothesis, or problem the research project is designed to test or elucidate. In this sense, it's little use proceeding with empirical or historical research, for example, unless you know why you're doing it and what you are looking for. These questions can only be answered once you have a clear theoretical/conceptual focus for your study. A **literature review** (to spot gaps in the literature or to give you ideas), as well as working through ideas on paper, is the best way forward at this stage. Remember, you must get beyond vague generalities. Your proposal should contain concise information on the area or problem you wish to study; on the argument you intend to develop; and on the theoretical framework or broader questions which guide your study and which your study is designed to test or elucidate. Of course, all this may be asking rather a lot; your initial proposal might not achieve all the aims set out above, and you may need to consult with a supervisor in order to refine your topic. Having said that, however, you should aim to get to the above stage as quickly as possible.
- (2) Your proposal should spell out your **research design**. A research design is your strategy for obtaining answers to your research questions. For instance, will your research project mainly involve an analysis of existing literature, or will it rely more on original research? What sort of information/data does your research question/s require in order to be answered? How will you gather this information? Will you be using specific analytical techniques? Will you be using comparative or historical research methods? These are all questions relating to research design and methodology, and you should have something intelligent to say on each of these questions.
- (3) Finally, you should include a clear **outline of the structure** of your proposed project. This should include chapters/sections. Remember, the overall word length of the finished research product should always be kept in mind when planning and structuring the project. For your Honours thesis, aim at 15,000 words, and certainly no more than that.
- (4) In summary, then, your proposal should contain information covering the aims, methodology and structure of your research project. Your proposal can be as detailed as you like. At a minimum, however, it should be about 1,000 to 1,500 words.

The following assessment criteria may be helpful.

<b>UNACCEPTABLE</b>	<b>ACCEPTABLE</b>
<b>Substance</b> Topic inadequately defined and research objectives poorly articulated	Topic clearly defined and concisely related to research objectives
Many important aspects of topic neglected	Most major aspects adequately dealt with
Little evidence of critical, creative thought; confused description, no analysis; conclusions do not follow from objectives	Evidence of clear, critical and creative thought, clear description linked to coherent analysis and logically-derived conclusions
<b>Logic and Structure</b> Basic concepts muddled or absent	Basic concepts clearly understood and applied well
Lack of reasoned argument, unsupported statements, rambling, repetitious and lacking in structure	Clearly set-out, reasoned argument with appropriate supporting material
<b>Research</b> No evidence of systematic literature or data search around topic	Evidence of systematic literature search and critical assessment of wider relevant material
Literature and data sources inadequate and inappropriately used	References, quotations and data sources correctly used and acknowledged
<b>Presentation</b> Poor expression: sentences ungrammatical and hard to follow... gender-biased use of language	Clear expression and correct English usage: free from gender-bias
Format of text not linked to structure of argument: inconsistent use of headings; poor paragraphing	Format of text complements structure of argument; paragraphs used correctly to express ideas
Illegible, untidy copy: does not conform to standard requirements	Legible, clean copy conforming to standard requirements
Referencing absent or inconsistent	Referencing system understood and used consistently
Numerous spelling and/or typographic errors	Free from spelling and typographic errors

## **REQUIREMENTS FOR SUBMITTING A DISSERTATION**

You will be required to submit to the Honours Coordinator **FOUR UNBOUND** copies (one original, and three copies) **plus one electronic copy** on CD clearly labelled with your name, student ID number and year. The completed dissertation hard copies should be in a protective manilla or document folder. Please ensure the original copy is clearly identified. The printing and copying of dissertations is the responsibility of the student, although you may use the funds allocated to you by the School to help offset the costs.

Please read carefully the guidelines which follow on the specifications required for dissertations.

When the examination of the dissertation is completed, the School will have one of these copies bound for the School collection (at the School's own cost). The binding of any additional copies will be your responsibility.

## **LENGTH**

Length of the dissertation is 15,000 words excluding bibliography, footnotes, appendices and any maps or other illustrative material. Students should aim to be as close to this word-length as possible, but a tolerance of 10% above or below will be acceptable.

## **EXAMINATION PROCEDURES**

### **Penalties for Late Submission**

Dissertations submitted after the deadline without an approved extension will be automatically subject to a penalty of 10%. Further penalties may be imposed by the Head of the School of Government, depending upon the extent of the lateness.

Please note that extensions are not normally given for Honours theses. Extensions may be granted only under special circumstances, however, the School reserves the right to penalise late submissions. Late submission may make you ineligible for graduation at the December ceremony, or for consideration of University prizes and postgraduate scholarships. Applications for extensions to the submission date must be accompanied by relevant documentation (e.g. medical certificate).

### **Penalties for Exceeding Thesis Word Limit**

The prescribed word limit is **15,000 words**, exclusive of bibliography, footnotes, appendices and any maps or other illustrative material. In general, the '10% rule' applies (i.e. an upper limit of **16,500** words).

Students must sign a declaration (see p. 10) stating that their dissertation is not more than 16,500 words in length. Severe penalties will be imposed upon dissertations which exceed the prescribed word limit.

## **Examination Process**

Each dissertation is read by two examiners. External examiners (i.e. outside the School of Government and/or University of Tasmania) may be used. The examiners reports on dissertations are collated with the results from coursework, and the overall results are determined at a School Honours Assessors' Meeting. Coursework assessments are subject to review by a second marker and moderation by the School Honours Assessors' Meeting. These results must then pass through a Faculty Assessors' Meeting for final approval. Examination processes are confidential.

Copies of examiners' reports on dissertations are available on request from the School's Executive Officer following the official release of results to students by the University of Tasmania. Available as hard copy only.

## **PRESENTATION OF DISSERTATION**

The responsibility for the general organisation and composition of the dissertation rests with the candidate after discussion with the supervisor. It is also the candidate's responsibility to ensure that the format and setting out of the dissertation meets the specifications which follow.

The candidate must make clear which part of the work is his or her own contribution and in notes, bibliography or appendices, the extent to which use has been made of the published or unpublished work of others. The dissertation may include an account of any factors that limited the scope of research.

A candidate has the right to submit the dissertation for examination despite contrary advice from the supervisor. However, in doing so, the candidate should realise that criticisms made by the supervisor are also likely to be made by the examiners.

## FORMAT

The dissertation should incorporate the following (in order):

1. A separate **title page**, appropriately formatted, which should contain:

(Title)

by

(author's name, degrees/qualifications)

Submitted in fulfilment of the requirements  
for the degree of

Bachelor of Arts with Honours  
Political Science/Public Policy (*delete whichever does not apply*)

School of Government  
University of Tasmania  
(month, year)

2. A **signed statement** (on a separate page) as follows:

I declare that this dissertation contains no material which has been accepted for the award of any other higher degree or graduate diploma in any tertiary institution and that, to the best of my knowledge and belief, this dissertation contains no material previously published or written by another person, except where due reference is made in the text of the dissertation.

I declare that this dissertation is not more than 16,500 words in length, exclusive of bibliography, footnotes, appendices and any maps or other illustrative material.

Signature/Name/Date

3. An **acknowledgment** (on a separate page) of any help given, or work carried out, by another person or organisation.
4. **Table of contents.**
5. The **main text/body** of dissertation.
6. **Citations/footnotes:** the School accepts either the 'author-date'/Harvard system as described in the latest edition of the Australian Government Publishing Service *Style Manual*, or traditional footnotes in accordance with the latest edition of *The Chicago Manual of Style*. Examples of both are given in the School of Government's *Essay, Tutorial and Referencing Guide* which is available from the School's website or from the School (Hobart only) at a cost of \$2.00.
7. **Reference list.**
8. **Appendices** including supplementary published work, if any.

## **WORD PROCESSING / PRINTING**

1. The dissertation must be word processed on one side of consecutively numbered A4 pages (297mm x 210mm). The original must be on good quality paper, the second, third and fourth copies may be photocopied.
2. The print size of the text in the main body of the dissertation should be no less than 12 point. Text should be either 1.5 or double spaced.
3. The printing should be of laser printer quality.
4. Margins should be not less than 45mm on the binding side (left-hand margin) and other margins should be at least 20mm.

## **HONOURS GRADES**

80-100%	HF	Honours, First Class
70-79%	HU	Honours, Second Class Upper Division
60-69%	HL	Honours, Second Class Lower Division
50-59%	HT	Honours, Third Class
0-49%	HN	Honours, Failure