On behalf of the College of Asia and the Pacific, I welcome you warmly to the website of the College’s Honours program. The transition from an undergraduate to a higher research degree and/or professional employment is comparable in scale to the one from high school or college to university. Your Honours year is the main bridge across this gap. Honours thus serves as both the culmination of your undergraduate studies and a first taste of what to expect at the graduate level or in the workforce. For many students it means the last phase of university life before entry into full-time employment: the phase in which, perhaps, much of the disciplinary and interdisciplinary work done in the previous years begins to fall into some kind of overall shape. Students are generally given much more autonomy and responsibility for their own intellectual development during this year than previously, especially in the preparation of their thesis. At the same time, they are being made better acquainted with some of the central features of academic life: seminars, workshops, presentation of work to colleagues, and of course the preparation of longer research essays or theses. To enable you to develop these social, professional and intellectual skills the College has certain formal and informal expectations about the arrangements for your Honours year (or years, if part-time).

We trust that this website and the guide it contains will assist you in developing the essential skills necessary to maximise your experience during the Honours year.

Dr Marcus Mietzner
Honours Convenor, CAP

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This publication is intended as a guide only. The University may vary the content outlined in this Honours Student Guide.

No undertakings are binding on the University unless they are obtained in an official letter from the Registrar.
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HOW TO APPLY

Who can apply?
The College of Asia and the Pacific offers the following three Honours programs:

Master of Asia and the Pacific (Honours) is restricted to those students completing the Bachelor of Asia-Pacific Studies or the Bachelor of Asia-Pacific Security, and the Graduate Diploma in Asia-Pacific Studies (Year in Asia-Pacific program, or the equivalent at a different institution) with an overall grade average of at least 75 percent in relevant courses and evidence of proficiency in a regional language sufficient to conduct supervised research in the language (if applicable). That means, for example, that if you wish to do research on dog hotels in Beijing, you will be expected to use sources in Chinese. You will be exempted from such an expectation if you plan to do research on a culture in the Pacific whose language is not offered at the ANU.

Bachelor of Asia-Pacific Studies (Honours) is available to those students completing the Bachelor of Asia-Pacific Studies (or the equivalent at a different institution) with an overall grade average of at least 70 percent in relevant courses and evidence of proficiency of a regional language sufficient to conduct supervised research in the language (if applicable). Once again, students of a Pacific culture whose language is not offered at the ANU are exempted from this requirement.

Bachelor of Asia-Pacific Security (Honours) is available to those students completing

1. a Bachelor of Asia-Pacific Security (or the equivalent at a different institution),
2. a Bachelor of Asia-Pacific Studies (with an Asia-Pacific Security major), or
3. an ANU degree with a cognate major, who have an overall grade average of at least 70 percent in relevant courses. Students enrolled in Bachelor of Asia-Pacific Security (Honours) are exempted from language proficiency requirements.

Preparing for Honours
In the last semester of their Pass Degree, students who are proceeding directly from a Pass Degree (whether at the ANU or another university) to the Honours Year should identify and contact a prospective supervisor and discuss their thesis topic with the proposed supervisor. They should also set aside time to prepare an Honours application, and begin reading and collecting relevant material. Serious work on the thesis topic needs to begin immediately after they have completed their Pass Degree examinations. They should also be present in Canberra well before the semester starts.

The ANU offers a number of Honours scholarships each year. Honours students in the College of Asia & the Pacific should particularly look at the Sir Geoffrey Yeend Honours Scholarship, the Liu Ts’un-Yan and Liu Chiang Szu-Yung Scholarship for students studying Honours in Chinese Studies, and the ANU Honours Scholarship.

Application process
Letters of application should be submitted to the Honours program convener by October 26th 2012. The application must include:

> A research proposal (see requirements below).
> A letter (or email) from your potential supervisor that states his or her willingness to supervise you. Supervisors may be chosen from any School in the College of Asia and the Pacific or, with the approval of the College Honours Committee, from another College.
> If you were unable to find or secure a commitment from a suitable supervisor, you must submit either a list of ANU staff who you believe have the qualifications to serve as your supervisor; or a note that indicates that you seek the Committee’s assistance in finding a supervisor.

The decision on your admission into the Honours program will be made by the College’s Honours Committee, taking into account your grades, the quality of your research proposal and the arrangements made for your supervision. For those students who have not attached a letter of commitment from a potential supervisor and instead submitted a list of possible supervisors or requested the Committee’s help in arranging supervision, the Committee will do its best to allocate a supervisor if it deems the other components of the application to be strong. However, should the Committee’s efforts fail and no supervisor can be found, the overall application is considered rejected.

At the same time, the Committee reserves the right to alter the supervision arrangements even in cases in which students have been able to secure letters of commitment from potential supervisors. For a variety of reasons, the Committee may be of the view that another ANU staff is better positioned to supervise you than your nominee. However, the Committee will only override the declared wish of the student and the nominee’s statement of commitment if it strongly feels that the student will be disadvantaged by the suggested arrangement.

NOTE: If you have graduated from a university other than the ANU, or if you are applying for the Honours program more than six months after having graduated from your ANU Pass Degree, you also need to file a concurrent application with the ANU admission office to become an ANU student (again). If, for example, you graduated from the Bachelor of Asia-Pacific Studies program in July, and you wish to take the College’s Honours program in the following year (starting in February), you will have to put in an application with the ANU to acquire student status again. Please contact the admissions office for details.
Requirements of the Honours Research Proposal

Research proposals can take many forms, but they should answer four questions: “why, what, how, and when”. The proposal should be between 2 and 3 pages (single line spacing) in length, including the bibliography. It must include:

1. Introduction to the topic (“why” and “what”)

Explain why the topic/problem is interesting and important to the field; what is known about the topic/problem in general terms; who has made the most important contributions to the topic/problem; and how your thesis plans to contribute to general debates both within Asian studies and your particular discipline. This would be a very brief “literature review” that may form part of your introduction or chapter 1 later on. Try to integrate the “literature review” with the exposition of the project.

Outline the most important research question you aim to answer, and state your hypothesis. In addition, point to the paradigms or conceptual frameworks of your discipline that you will operate within or challenge.

2. Methodology and sources (“how”)

Provide an overview of the methods (eg, discourse analysis, online interviews, fieldwork). Also, mention the materials that you will use to research your topic (including primary material, such as artefacts, Asian-language magazines or newspapers, films, archival collections or data from primary fieldwork), and an indicative bibliography of secondary works. You should also describe the location and accessibility of materials you propose to use including, if you plan to conduct fieldwork, how you will gain access to your research site and subjects.

3. A research plan (“when”)

A work schedule giving the dates by which you propose to complete each phase of your research, first draft of the thesis, and revision of complete draft. If you plan to conduct fieldwork, you must include in your work schedule the dates on which you propose to submit the ethics application (see Section 15) and conduct the research.

As stated above, applicants are strongly advised to obtain a letter of support from their potential supervisor(s) based on their research proposal. This letter should include a statement that the potential supervisor is satisfied that the student is qualified to carry out the proposed research topic within the time available and that they are willing to supervise the students. If the chosen supervisor will not be available for significant periods of the Honours year the letter should set out what additional supervisory arrangements will be made. This letter (or email) should be submitted together with your application. If you have not secured supervision arrangements by the time of your application, submit a list of possible supervisors and/or ask the Honours Committee to pick a supervisor for you.
What is Honours?
Honours in the College of Asia and the Pacific is a unique program that is recognised as a prestigious qualification, and is an effective path to gain entry into higher degree studies and employment.

The program is undertaken over one year full-time, or one and a half years part-time study. It involves completion of both coursework and a research thesis. Honours dissertation topics are selected by the students with the approval of the proposed supervisor and the Convenor of the Honours program and research is undertaken with academic supervision.

Thesis
The research for, and the writing of the thesis/ sub-thesis is perhaps the single most distinctive feature of any Honours program. It accounts for 75 percent of your total assessment. You decide on the topic you want to pursue: perhaps something that has interested you during earlier studies, or something that you feel is important and interesting and which will allow you to build upon your undergraduate studies. It should include a question, proposition or view of sufficient scale and scope to enable you to develop it at length, offer supporting evidence and address a substantial body of material (this might be a single text, an archive, a social, cultural or political phenomenon, and so on).

While focusing on an issue related to the Asia-Pacific region, the thesis should locate itself within larger disciplinary debates. For instance, if you write about a specific ethnic group in Laos, you need to look at anthropological and ethnographic literature that helps you to contextualise your findings. College staff will help you identify an interesting and challenging research topic on which you will be able to get results or reach a conclusion of some kind in the limited time available. Preparation of an Honours thesis develops your ability to locate and classify relevant information or data efficiently; to analyse complex issues or texts from a range of viewpoints; to provide precise and sustained argumentation; and to communicate effectively, orally and in written or other appropriate form. These are skills that will be invaluable in any career and stage of life.

The thesis shows what you can do as researcher, thinker and writer. It can prove that you are capable of doing more research for a doctorate or other graduate degree, or it can be shown to a potential employer, along with supervisors’ references, as a demonstration of your research, organisational, time-management, and communication skills.

Honours elective coursework
Starting from 2013, you will no longer have to choose electives as part of your Honours program. This change was implemented in order to give you more time to focus on your thesis. However, should you find courses across ANU that you believe can assist with the development of your thesis, you are welcome to take them – but they won’t count towards your overall grade.

Compulsory Honours seminars
The CAP Honours program requires you to participate in two compulsory Honours seminars that are offered in succeeding semesters. In semester one, you will take either the Textual Strategies seminar offered in the School of Culture History & Language (CHL), OR the Research in International, Political and Strategic Studies seminar offered in the School of International, Political and Strategic Studies (IPS). Typically, students will take the seminar in the School in which their supervisor is located, but exceptions can be made. This 3-hour compulsory seminar, which discusses methodological, conceptual and theoretical aspects involved in preparing your thesis, will count for 15 percent of the total Honours assessment.

All Honours students also participate in the compulsory second semester Work-in-Progress seminar. This 2-hour seminar contributes 10 percent to your overall assessment. The aims of the Work-in-Progress Seminar series are to ensure that CAP Honours students are provided with opportunities to discuss their writing progress and the development of the argument of their theses in a collegial environment, and to present their research to, and receive feedback from invited ANU academics prior to submission of their thesis.
A number of people will assist you in your studies and we recommend that you take the time to identify your Honours ‘community’; get to know the lines of communication and who you can turn to for guidance when you need it.

- Other Honours students – you are a member of the cohort studying for Honours. You may already know some of the students; others you will come to know during the year. Each is different, as are their chosen topics. Your colleagues are among your most important resources, sharing the highs and lows of the year. In addition, they will often become part of your future social and professional networks.

- Honours Supervisors - your supervisors are the most important contact person to discuss your research. You are working with them, seeking their advice and guidance, while also seeking to become independent in your work. See below for further information relating to the Supervisor-Student Relationship.

- Honours Convenor - is responsible for administering matters relating to all Honours students. These include maintaining records of each student’s coursework and grades (with the assistance of the Honours administrator), advising students on College rules and policy, and arranging examination procedures for theses. The Honours Convenor in 2013 will be Dr Marcus Mietzner.

- Convenors of Honours Seminars – the convenors of the compulsory Honours seminars are important points of contact for you. They are expected to offer courses with direct relevance to the development of your thesis. You can seek their advice both in class and in private consultations.

- Honours Administrator – The College’s Honours Administrators is the first point of contact for matters relating to process and procedure for enrolment and deferment; program leave; extensions; and other administrative matters. The Honours administrator for 2013 is Christina Gee, who is located at CHL in the Baldessin Precinct Building on the 2nd floor.

**Problems**

The Academic Skills and Learning Centre (ASLC) (http://www.anu.edu.au/academicskills/) offers ANU students free and confidential help with their academic work through individual consultations, workshops, courses, podcasts and handouts. Their aim is to assist students to develop the academic, critical thinking and communication strategies that are foundational to all scholarly activity. For ANU students, the ASLC offers:

- Individual consultations
- Workshops/courses
- Online and print materials and publications
- The Language Exchange Program
- The Essay and Report Writing File

Students who encounter academic difficulties should first attempt to discuss and resolve them with their supervisor. If this does not produce satisfactory results, they should then consult the Honours Convenor and then, if the matter remains unresolved, the students should make an appointment to see their Head of School.

Students experiencing personal problems should utilise the ANU’s student support services links to which can be found at http://students.anu.edu.au/ (including the Counselling Centre at http://www.anu.edu.au/counsel/ and the Disability Services Unit at http://www.anu.edu.au/disabilities/).
SUPERVISOR-STUDENT RELATIONSHIP

All students in the Honours program have at least one supervisor.

This relationship involves obligations on the part of both parties. Your supervisor will assist you with advice, guidance and criticism and help you to achieve your personal academic goals. The supervisor is there to help you choose and design the research project, guide the research in a practical and productive way, and advise you on writing the best thesis of which you are capable. At the same time, your supervisor can only guide your efforts if you produce drafts for them to read and are receptive to, and act upon his/her advice. You must take the responsibility for maintaining communication with your supervisor, meeting deadlines and the final results of your work. So that you will know what to expect of your supervisor and what your supervisor will expect of you, the following indicates some of the responsibilities entailed in student-supervisor relations.

**Responsibilities of the Supervisor**

- Assist the student in selecting and defining the scope of a suitable thesis topic or problem; assist the student in devising a schedule for the year’s thesis work.
- Guide the student in the selection and application of appropriate data collection practices, field research methods, conceptual frameworks, and analysis procedures, and advise on the solution of any difficulties that arise.
- Advise on matters of thesis content, organisation and writing, including the timely provision of comments, written and oral, on drafts or portions of the thesis.
- Meet/communicate frequently with the student to discuss and evaluate each stage of the thesis project. Where there are joint supervisors, they should arrange joint meetings with the student.
- Monitor student progress and advise the student when progress is unsatisfactory.
- Advise students on gaining ethics clearance to conduct field work (see section 15).

**Responsibilities of the Student**

- Take responsibility for their progress overall and to seek advice early if problems arise.
- Fulfil all the requirements of the Honours course.
- Where necessary prepare an ethics submission (see section below).

**Problems in student-supervisor relations**

Students experiencing difficulties in their relationship with their supervisor should endeavour to discuss this, in the first instance, with the supervisor. If it is not appropriate to hold such a discussion with their supervisor, they should consult the Honours Convenor. If the difficulties between student and supervisor cannot be resolved to the mutual satisfaction of both, the student may request the Honours Convenor for permission to apply to another academic for supervision during the remainder of their candidature.

If the matter remains unresolved, the student should contact the College sub-Dean (Undergraduate), Dr Peter Hendricks, or the ANU Dean of Students.

ANU’s policies relating to the handling of student grievances can be found at: http://www.anu.edu.au/dos/appeals_grievances.htm
EXPECTATIONS OF THE HONOURS THESIS

The following guidelines are to assist students unfamiliar with what may be expected of an Honours thesis. It is highly recommended that you look at previous years’ theses submitted to CAP (they can be located by contacting the administrative staff in CHL) and you should discuss the following expectations with your supervisor.

> A thesis topic should be selected by the student and accepted for supervision by a member of staff as part of the application process for the Honours program.

> Generally, an Honours thesis is treated as the work of an undergraduate student and not as the work of an experienced researcher. They are not judged by the same criteria as research Masters or Doctoral theses, or articles submitted to learned journals. They are seen as a student’s first real opportunity to develop a range of research and communication skills and the ability to analyse a body of knowledge and thus demonstrate the potential to succeed in research at more advanced levels.

> Rather than being expected to make a “significant” contribution to the field, Honours theses produced in the College are expected to display familiarity with the Asia-Pacific region and effective disciplinary approaches to studying it. However, it is important to note that several Honours students in the history of the College have made significant contributions to their field and discipline, and shortened versions of their theses have been published in reputable journals. Thus, students who wish to finish in the 90-100 percent range (see Section 14) and plan to do a PhD with a scholarship should aspire to make such a contribution.

> The thesis should demonstrate the ability to find and assess information and particularly to assess the relevance of arguments, theoretical concepts, and methods for your specific problem. This involves a grasp of relevant and accessible literature.

> Information should be presented logically and lucidly. Pretentiousness and jargon should be avoided, and comprehension should be clearly demonstrated.

> The thesis must be written in formal, scholarly English and demonstrate a high level of literacy. It must be carefully proof-read and presented in clean copies for examiners to read.

> Theses submitted for completion of the Bachelor of Asia-Pacific Studies (Honours) and Master of Asia-Pacific Studies (Honours) must demonstrate evidence of the students’ proficiency – and ability to conduct supervised research – in at least one of the languages of the Asia-Pacific region.

> Theses submitted for completion of the Bachelor of Asia-Pacific Security Studies (Honours) – and theses discussing a Pacific culture whose language is not offered at the ANU – are exempted from requirements regarding the use of a regional language.
ORGANISATION OF THESIS

The Honours year is an apprenticeship in the training of researchers, and the thesis represents your first major effort in independent research and writing.

Since Honours projects differ in type and content, there is no standard format for writing common to all theses. However, the following organisational requirements are essential:

**Length**
Word limit: From 2013, the thesis must be between 20,000 and 25,000 words in length, including footnotes, bibliography, tables, and maps, but excluding appendices. For students completing the Honours program in 2012, the expected range is 15,000 to 20,000 words. Students whose theses exceed the word limit may be penalised.

It is a good idea to discuss with your supervisor the length of your thesis as writing proceeds, seeking their advice on likely outcomes and ways and means of managing the length.

**Thesis layout:**
> Title page: The first page should set out the title of the thesis, state that it is submitted for the degree of Bachelor of Asia-Pacific Studies (Honours), Bachelor of Asia-Pacific Security (Honours), Bachelor of Languages (Asia Pacific) (Honours) or Master of Asia and the Pacific (Honours) etc at The Australian National University, your name, and the month and year of submission.

> Second page: A signed statement that this is your own work. For example, “Unless otherwise acknowledged in the text, this thesis represents the original research of the author” or alternatively “This thesis is my own work. All sources used have been acknowledged.”

> Table of contents / figures / tables / plates.

> Abstract.

> Chapters numbered, and each beginning on a new page.

> Bibliography: The system of referencing can vary in the College, so you must check with your supervisor.

> Appendices.

**Honours Thesis Format**

The following guidelines have been adopted by the ANU College of Asia and the Pacific for the presentation of Honours theses:

> The thesis should be printed, either 1.5 or double-spaced, on single sided A4 paper.

> Pages should be numbered consecutively.

> Margins: Left hand 30mm

> Top 20mm

> Bottom 30mm

> Duplication by any method that gives a clear, clean copy may be used.

> Three hard copies and one electronic pdf copy of the thesis must be submitted. At least one copy, bound with a hard cover, will be retained by the College. The hard-bound copy must show in gold leaf on the spine the thesis title (shortened, if necessary) and the candidate’s surname, initial of given names, and year of submission. The other two copies must have a minimum of spiral binding. These copies will be at the disposal of the candidate on completion of examination.

**Honours Thesis Due Date**

The due date for thesis submission in 2012 is Friday 26 October 2012. All Honours theses must be submitted to the College Student Office by 5pm on the due date.

For any other students due to complete their theses or equivalent work mid-year (eg some part-time students), the due date is Friday 30 May 2013.
EXTENSION OF TIME TO COMPLETE WORK

Coursework
An extension of time for submission of coursework in the two core seminars is granted at the discretion of the lecturer in charge of the course. An extension will be granted only in the event of unforeseen circumstances having prevented timely submission of work. Applications for extensions should be lodged as early as possible, and must be lodged before the due date of the work for which the extension is requested. Only in exceptional circumstances will applications be considered after the due date. Requests for extensions of time to submit coursework should be supported by medical or other documentation validating the grounds for the extension.

Thesis
An extension of the deadline for thesis submission is granted only under exceptional circumstances at the discretion of the College sub-Dean (Undergraduate). Students seeking an extension must fill out the ‘Application for Extension of Time to Submit Honours Thesis’ form and submit it to the College Student Office. The form needs to be signed by both supervisor and Honours Convenor. It should be accompanied by a letter from the student, setting out in detail his or her case for an extension.

Acceptable grounds for an extension of the deadline for thesis submission may include that you have:

- been ill while working on it. Minor bouts of illness (e.g. colds, minor flus) will only be considered grounds for extension if suffered in the final six weeks before the due date;
- suffered unforeseen misfortune (e.g. illness or death of a family member or close friend, or the need to assume significant caring responsibilities) while working on it;
- through no fault of your own, experienced abnormal, unpredictable, and unforeseen difficulties in carrying out the work (e.g. as a result of the destruction of an archive during your candidature);
- had a significant unforeseen and unavoidable escalation in your paid work hours.

Non-acceptable grounds for an extension of the deadline for thesis submission may include:

- a personal event, such as a wedding or a holiday, during your program of study;
- that you are not a native speaker of English;
- that you could do a better job if you had extra time in which to complete the work.

Applications for extensions should be lodged as early as possible, and must be lodged before the due date of the thesis. Only in exceptional circumstances will applications be considered after the due date.

In all cases, supporting documentation must be lodged along with the application.

If you consider that you have a case for an extension of time in which to submit a thesis on grounds that are not among those listed above, you should consult with the College sub-Dean (Undergraduate).

Penalties for late submission of work
Written work worth more than ten per cent of the final result in any given course or seminar that is submitted after its designated submission date without an approved extension will have marks deducted at the rate of five per cent per day (including weekends and holidays). Note that this does not apply to the thesis – if you don’t submit the thesis on time without acceptable grounds, it will be marked cero.
Please be aware that assessment at Honours level is both formal and informal. That is, you will receive an indication of your level of achievement in coursework as you complete it and progress reports in the form of written or verbal feedback on your thesis work during meetings with your supervisor. The final grade/Honours classification covering both coursework and thesis, as determined at a final examiner’s meeting, is published on ISIS at the completion of the assessment period.

Students are entitled to a copy of the examiners’ reports after assessment has been made and formal notice of results given.

The Honours grading system is as follows:

<table>
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<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Honours I</td>
<td>80 percent and above</td>
</tr>
<tr>
<td>Honours IIA</td>
<td>70 percent – 79 percent</td>
</tr>
<tr>
<td>Honours IIB</td>
<td>60 percent – 69 percent</td>
</tr>
<tr>
<td>Honours III</td>
<td>50 percent – 59 percent</td>
</tr>
<tr>
<td>Fail</td>
<td>49 percent and below</td>
</tr>
</tbody>
</table>

The following advice will be given to the examiners of your thesis if you are a student pursuing a Bachelor of Asia-Pacific Studies (Honours) or Master of Asia and the Pacific (Honours) degree:

1. The main goal of a CAP Honours thesis is showcasing a successful combination between demonstrated intimacy with the Asia-Pacific region and a disciplinarily grounded contribution to broader scholarly debates. In other words, while CAP expects its students to show their acquaintance with the Asia-Pacific region, it also requires them to contextualize their findings within a disciplinary or multi-disciplinary context. Examiners should assess both aspects in equal measure.

2. It is of utmost importance for a CAP Honours thesis to have an original argument. Purely narrative accounts without a substantial argument or thesis – even if based on well-researched empirical material – should not be marked in the First Class range.

3. As indicated above, use of original Asian language source material is expected. Examiners should assess the quality, frequency, relevance and substantive understanding of these sources within the context of the overall theme of the thesis.

4. When using Asian language source material, students are required to provide both the original text and a translation. Whenever possible, examiners should assess the accuracy of the translations. Significant and frequent mistakes in the translations should lead to a reduction in the overall assessment.

5. Some theses may involve primarily translation of a text from an Asian language and a conceptual contextualisation of that text. In such cases, the translation may be placed as an appendix. However, examiners should still assess the way in which the translation and its interpretation are connected to wider scholarly debates.

6. CAP expects Honours theses to be written in high-quality, scholarly English. Frequent typographical and/or grammatical errors, as well as casual, non-scholarly forms of expression should lead to a reduced overall mark.

7. The maximum length of CAP Honours thesis is 25,000 words (2012: 20,000 words), including footnotes and bibliography but excluding appendixes. Unless there have been special arrangements between CAP and the student, theses that are substantially longer than the prescribed word limit allows should be given a reduced assessment.

8. Examiners are expected to produce a mark and a signed report (approximately one to two pages in length) within two weeks of receiving the thesis. Delayed submission of the mark and report can have serious consequences for the student’s ability to graduate on time and be considered for possible awards and scholarships.

9. Each thesis is examined by two examiners. If the marks awarded by the examiners differ significantly (i.e. if there is a margin larger than 10 percent), the Honours committee will appoint a moderator. The committee will subsequently make a determination based on the advice of the moderator.

For students of the Bachelor of Asia-Pacific Security (Honours) degree and students who focus on an area of the Pacific whose language is not offered at ANU, the advice to examiners is similar, except for one difference:

> While CAP does not require students of the Bachelor of Asia-Pacific Security (Honours) and students who focus on an area of the Pacific whose language is not offered at ANU to demonstrate their proficiency in an Asia-Pacific language, use of original Asia-Pacific language sources is nevertheless encouraged. When using such material, students are required to provide both the original text and a translation. Whenever possible, examiners should assess the accuracy of the translations. Significant and frequent mistakes in the translations should lead to a reduction in the overall assessment.
# THE GRADING BANDS AND THEIR MEANING

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE VALUE</th>
<th>INTERPRETATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours I</td>
<td>90% - 100%</td>
<td>Work of exceptional quality demonstrating a high level of originality, and making a fundamental contribution to the field. There is very little the student could have done additionally or alternatively. The thesis suggests outstanding potential for future research work.</td>
</tr>
<tr>
<td></td>
<td>80% - 89%</td>
<td>Work of exceptional quality showing clear understanding of subject matter and appreciation of issues; well formulated; arguments sustained; relevant literature referenced; marked evidence of creative ability and originality; high level of intellectual work. The thesis suggests excellent potential for future research work.</td>
</tr>
<tr>
<td>Honours IIA</td>
<td>70% - 79%</td>
<td>Work of good quality showing strong grasp of subject matter and appreciation of dominant issues though not necessarily of the finer points; arguments clearly developed; relevant literature referenced; evidence of creative ability; solid intellectual work. The thesis suggests good potential for future research work.</td>
</tr>
<tr>
<td>Honours IIB</td>
<td>60% - 69%</td>
<td>Work of solid quality showing competent understanding of subject matter and appreciation of main issues though possibly with some lapses and inadequacies; arguments clearly developed and supported by references though possibly with minor red herrings and loose ends; some evidence of creative ability; well prepared and presented. The thesis suggests limited potential for future research work.</td>
</tr>
<tr>
<td>Honours III</td>
<td>50% - 59%</td>
<td>Range from a bare pass to a safe pass. Adequate, but lacking breadth and depth. Work generally has gaps. Frequently work of this grade takes a simple factual approach and does not attempt to interpret the findings. At the lower end, indicates a need for considerable effort to achieve improvement. The thesis suggests little potential for future research work.</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt;50%</td>
<td>Unsatisfactory. This grade characterises work that shows a lack of understanding of the topic. Inadequate in degree of relevance and/or completeness. The thesis does not suggest any potential for future research work.</td>
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Fieldwork and Ethics Approval

Although fieldwork certainly is not expected, much less required, of Honours students in the College of Asia and the Pacific, some students choose to undertake interviews or other forms of primary and/or in-country, field-based research involving human subjects.

All research involving human subjects (including online surveys and phone interviews) requires the approval of the University’s Human Research Ethics Committee to comply with the national guidelines, as enshrined in the National Health and Medical Research Council’s (NHMRC) National Statement on Ethical Conduct in Research Involving Humans (1999).

When developing your research proposal and application for admission to Honours, be sure to discuss with your proposed supervisor whether research with human subjects is desirable, or necessary for your thesis. You should also discuss with them ethics issues and the time needed to apply for approval and carry out the proposed research in your research plan.

You must factor in the process of gaining approval for your research early in the development of your research project plan and incorporate the lead-time in the timetable for your Honours year. An ethics application should have been approved, at the very latest, one month prior to the date on which you plan to start the research. If you wish to conduct in-country field-based research toward your thesis, it is recommended that the research is completed no later than the middle of July 2013 (for full-time students).

Advice on ethics training and the approval process should be sought from the ANU Ethics Office prior to the development of your ethics protocol. Information about ethics training sessions and application processes is available at http://www.anu.edu.au/ro/ORI/Human/human_index.php

Please contact Kim Tiffin, Human Ethics Officer. ANU Ethics Office for additional information.

T  02 6125 3427
E  human.ethics.officer@anu.edu.au

Intellectual Property

The ownership of intellectual property remains entirely with the University. The following paragraph is taken from the University's official policy on intellectual property.

“Whilst there is no employment relationship between the University and student, if intellectual property is developed by a student using University resources or facilities, or where a student is working as part of a team responsible for generating intellectual property, then the student would be in the same position as University staff members who develop intellectual property in the course of their employment. In the event that intellectual property was originated by a student independently or privately, then the University would not consider assisting the student to protect or develop the property unless the rights were assigned to the University. This general rule also applies to visitors undertaking research at the University.”

The College does not have the discretion to vary this rule.

Student Academic Integrity

The ANU College of Asia and the Pacific is committed to upholding the principle of academic honesty. Students should develop the ability to think independently and to express themselves clearly and cogently in their own words. This principle is expressed in the College’s chapter of the Undergraduate Handbook:

“Students enrolled in the College are expected to be able to express themselves and to sustain an argument in their own words. They may not submit written work containing improperly acknowledged transcription or excessive quotation of the work of others. The University considers academic dishonesty a most serious academic offence and severe penalties may be imposed on anyone found guilty of it. The University’s policy and other important information and advice can be found on the ANU’s ‘Academic Honesty and Plagiarism’ page at: http://academic honesty.anu.edu.au/”.

All students must familiarise themselves with this material. The Academic Skills and Study Centre is also available to help students who need assistance with academic writing.
Administratively, Honours is a separate undergraduate program, taken after completion of a Pass Degree. The College’s Honours program begins at the start of each first semester. Mid-year entry is currently not available. Most students enter Honours directly on completion of their Pass Degree, or within a year of that event. Generally, the College does not accept applications from students who completed their Pass Degree more than five years before filing their Honours application, except in truly extraordinary circumstances.

The Honours year has rigid deadlines to test your organisational skills, ensure equity among candidates and facilitate the organisation of assessment and determination of results for the class. Please be aware that the University and the College have set a number of deadlines for enrolment variations and other processes. Make sure you are aware of the Census Dates for the year.

Deferment of commencement of Honours program

If circumstances prevent you from commencing your Honours study as you intended, students are able to withdraw from their Honours program no later than the semester Census Date, without their enrolment appearing on your academic transcript. Students should then apply for deferment for either one or two semesters but there can be no more than two years break. To defer, students must submit an ‘Application for Deferment’ form with the written approval of the Honours Convener to the College Student Office. Students commencing study after a period of leave must advise the College Student Office in writing (email) of their intention to enrol.

Part-Time Honours

A student who is enrolled part-time is given more time than a full-time student to complete the Honours program (three semesters instead of two). However, part-time enrolment in Honours is not an automatic option, but is granted at the discretion of the sub-Dean (Undergraduate). This is true whether the student is newly entering the Honours program, or has already commenced studies and wants to convert from full-time to part-time status. Students who wish to enrol part-time must fill out the ‘Application for Approval to Undertake Honours on a Part-Time Basis’ form and submit it to the College Student Office before the semester Census Date. The form needs to be signed by both your supervisor and Honours Convener. It should be accompanied by a letter, setting out in detail your case for part-time status.

Acceptable grounds for part-time enrolment may include that the student:

> is undertaking full-time (minimum 35 hours/week) paid work;
> has significant other responsibilities (e.g. caring for a seriously ill parent, spouse or child);
> has a significant ongoing health problem or disability that prevents full-time work at his or her studies.

Non-acceptable grounds for part-time enrolment include that the student:

> is undertaking part-time paid work;
> that the student wants to take more time over his or her Honours studies.

In all cases, supporting documents (e.g. medical certificates or a statement from an employer confirming ongoing fulltime employment) must be lodged along with the application.

Students who consider that they have a case for part-time enrolment on grounds that are not among those listed above are encouraged to consult with the College sub-Dean (Undergraduate) as soon as possible.
Program Leave

Once a student has commenced his or her Honours program, Program Leave is permitted only under exceptional circumstances and is granted at the discretion of the sub-Dean (Undergraduate). The maximum leave available is one year. If granted Program Leave, full-time students must complete their Honours year within two years of enrolment and part-time students within three years of enrolment.

To apply for Program Leave you must fill out an ‘Application for Leave’ form and lodge it at the College Student Office before the semester Census Date. The form needs to be signed by the Honours Convenor. It should be accompanied by a letter, setting out in detail your case for Program Leave.

Acceptable grounds for Program Leave may include that the student:

> has developed a serious health problem that makes it difficult for him or her to study;

> had an occurrence of major unforeseen misfortune (eg death or serious illness of an immediate family member, or the need to assume significant caring responsibilities for a family member) is making it difficult for the student to study.

Non-acceptable grounds for Program Leave include that the student:

> wants to take a year off in order to broaden his or her horizons;

> has a short-term illness (in this case you are advised to apply for an extension).

In all cases, supporting documentation must be lodged along with the application. Students who consider that they have a case for Program Leave on grounds that are not among those listed above should be encouraged to consult with the Associate College sub-Dean (Undergraduate) as soon as possible.

Re-enrolment

Part time students must re-enrol in the 3rd semester of their Honours program by contacting the Honours administrator prior to the beginning of the semester. The administrator will then enrol the student in the course. Subsequently, students should check their enrolments as they appear in ISIS and ensure they are correct. If students find that their entries in ISIS are incorrect, it is their responsibility to the report this to the Honours administrator.

Contacts

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<thead>
<tr>
<th>COLLEGE OF ASIA &amp; THE PACIFIC</th>
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<tbody>
<tr>
<td><strong>Sub-Dean</strong></td>
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<tr>
<td><strong>Honours Convenor</strong></td>
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<tr>
<td><strong>Honours Administrator</strong></td>
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