1. WELCOME
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 guide will assist you in developing the essential skills necessary to maximise your experience during the Honours year.

Tamara Jacka
Honours Convenor

2. HOW TO APPLY
Who can apply?
The College of Asia and the Pacific offers the following two Honours programs:

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) or the Bachelor of Pacific Studies 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). 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.

NOTE ON “RELEVANT COURSES”: The Honours Committee will calculate an applicant's grade average by adding up the results from those courses that the Committee deems relevant for the student's proposed thesis topic, and dividing the total by the number of those courses. If, for example, a student proposes to write a thesis on the economy of China, the Committee will take into account all ASIA-coded non-language courses, all Chinese language courses, AND courses taken in economics and/or political economy. In other words, the Committee does not only consider courses taken in the field of Asia-Pacific studies, but all courses taken by the student in the past that relate to the proposed topic. This gives the Committee a much better idea of how well an applicant is going to do in the Honours year.

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. For information please see

W students.anu.edu.au/scholarships/hon/

Honours students in the College of Asia and 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. Additional funding for Honours fieldwork research and conference participation may be available. For information please contact the Honours Convener, Dr Tamara Jacka.

Application process
Letters of application must be submitted to the Honours program administrator by 3 October 2014. The application must include:

> A proposal research (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 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 student Committee may be of the view that another ANU staff member is better positioned to supervise you than your nominee. However, the Committee will only demonstrate this on the most restricted 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 admissions 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”)

The “introduction to the topic” is an overview of the field in which you propose to work. You should explain why the topic is important and discuss the general debates about it.

2. Methodology and sources (“how”)

Provide an overview of the methods (e.g., a discussion of your research methodology, including the literature you will use; note that this is not a full literature review). You should also describe the discipline or field of study you will work in. This section will include a discussion of the literature relevant to your project.

3. Definitions

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. 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 thesis is a report of your research and writing. The writing of the thesis is the final stage of your research. It should be a unique piece of work, and it should be comprehensive in its scope. The thesis should be written in a clear and concise manner, and it should be able to be read by someone who is not familiar with the topic. The thesis should show that you have a deep understanding of the topic and that you have the ability to apply your knowledge to a practical situation.

4. WHO'S WHO?

The Honours Convenor – The Honours Convenor is responsible for the overall management of the Honours program. The Honours Convenor is also responsible for the selection of supervisors, the supervision of the program, and the oversight of the program's assessment.

Convenor 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 are the first point of contact for matters relating to process and procedure for enrolment and detriment; program leave; extensions; travel approval and other administrative matters. The Honours administrators for 2015 are Rebecca Morgan and Hiroki Icedo. They are located in the CAP Student Centre, HC Coombs Building, Room. 7013.

5. PROBLEMS

The Academic Skills and Learning Centre (ASLC) (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 tutorials
- Workshops/courses
- Online and print materials and publications
- Podcasts

The Academic Writing File

Students who experience 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, students should contact the Associate Dean, Education for CAP via the CAP Student Centre.

E cap.student@anu.edu.au

Students experiencing personal problems should utilise the ANU’s student support services, links to which can be found at W students.anu.edu.au/.

W anu.edu.au/counseling/ (Counselling Centre)
W anu.edu.au/disabilities/ (Disability Services Unit)

6. 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 develop the skills necessary for your future. 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
Fulfil all the requirements of the Honours course.

Consider advice seriously. If advice is not taken, the
Produce and deliver written material in accordance with the
While preparing the application, to approach potential
Meet/communicate frequently with the student to discuss
Advise on matters of thesis content, organisation and writing,
Financial matters entailed in student-supervisor relations.
will know what to expect of your supervisor and what your
Topic selection should be made by the student, in consultation

Responsibilities of the Supervisor

> Assist the student in selecting and defining the scope of a
> Guide the student in the selection and application of
> Advise on matters of thesis content, organisation and writing,
> Meet/communicate frequently with the student to discuss
> Advise students on gaining ethics clearance to conduct field

Responsibilities of the Student

> While preparing the application, to approach potential
> Consider advice seriously. If advice is not taken, the
> Consult regularly with the supervisor. Students should
> Fulfil all the requirements of the Honours course.
> Where necessary, prepare an ethics submission and obtain

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 Associate Dean (Education), or the ANU Dean of Students.

ANU policies relating to the handling of student grievances can be found at:
W anu.edu.au/dos/appeals_grievances.html

7. 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 examples of theses submitted to CAP (they can be located by contacting the CAP Student Centre) 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. Honours theses 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 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 sharable 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 later will need to select a topic with an expected scholarship 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) 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.

8. 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: The thesis must be between 20,000 and 25,000 words in length, including footnotes, bibliography, tables, and maps, but excluding appendices.

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) etc., name of student, the College Associate Dean or the ANU Dean of the discipline, 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 this thesis 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.

9. 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 written in a clearly legible, size 12 font, and either 1.5 or double-spaced.

> Pages should be numbered consecutively.

> Margins: Left hand 30mm Right hand 20mm Top 20mm Bottom 30mm

> The thesis must be submitted electronically as a pdf document. The student should not submit a hard copy. The thesis is to be submitted electronically to the CAP Student Centre. The CAP Student Centre will prepare a hard copy of the thesis if requested by an examiner.

> The CAP Student Centre will send email confirmation of receipt of the thesis to the student. This, together with a copy of the thesis, should be retained by the student for their records.

10. HONOURS THESIS ASSESSMENT

Abstract and Chapter Outline

The thesis abstract (250 words) and chapter outline (including 250 words for each chapter, describing the aims and content of the chapter) are worth 10% of the total Honours mark. They are to be submitted to the student’s supervisor for assessment. The due date for the thesis abstract and chapter outline is 5pm Friday, 24 April. Supervisors are advised to submit comments and a mark for the abstract and chapter outline to the student and the Honours Convener within one week of receiving them.

Thesis

The due date for thesis submission in 2015 is Friday 30th October. All Honours theses must be submitted to the CAP Student Centre by 5pm on the due date.

For any other students due to complete their thesis or equivalent work mid-year (eg some part-time students), the due date is Friday 28th May 2015.

11. 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 Course Convener. 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 and on the recommendation of the Convener 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 time for submission of the thesis abstract and chapter outline is granted only under exceptional circumstances at the discretion of the Honours Convener.

An extension of the deadline for thesis submission is granted only under exceptional circumstances at the discretion of the College Associate Dean (Education). W anu.edu.au/disabilities/

Students seeking an extension must fill out the ‘Application for Extension of Time to Submit Honours Thesis’ form and submit it to the CAP Student Centre. The form needs to be signed by both supervisor and Honours Convener. 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:

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2015 Honours Guide 5
been ill while working on it. Minor bouts of illness (eg colds, minor flu) will only be considered grounds for extension if suffered in the final six weeks before the due date;

suffered unforeseen misfortune (eg 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 (eg 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 Associate Dean (Education).

12. 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 “zero”.

13. ASSESSMENT

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 the completion of the assessment period. 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) degree:

The Honours grading system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<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>

1. The main goal of a CAP Honours thesis is to showcase a successful combination of 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 or Pacific 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, including footnotes and bibliography but excluding appendices. 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, potentially, the student being considered for 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 the 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.
14. THE GRADING BANDS AND THEIR MEANING

<table>
<thead>
<tr>
<th>PERCENTAGE VALUE</th>
<th>INTERPRETATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours I</td>
<td>80% - 100%</td>
</tr>
<tr>
<td></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>Honours IIA</td>
<td>70% - 79%</td>
</tr>
<tr>
<td></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>80% - 89%</td>
</tr>
<tr>
<td></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>
</tr>
<tr>
<td></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>≤50%</td>
</tr>
<tr>
<td></td>
<td>Unsatisfactory. The 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>
</tr>
</tbody>
</table>

15. FIELDWORK AND TRAVEL

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 and must comply with national guidelines, as enshrined in the National Health and Medical Research Council’s (NH-MRC) National Statement on Ethical Conduct in Research Involving Humans (1998). Please contact Kim Tiffin, Human Ethics Manager, ANU Ethics Office for additional information. T. 02 6125 3427 E. human.ethics.office@anu.edu.au

All travel undertaken for the Honours program, whether for fieldwork or another purpose, such as participation in a conference or consultation with scholars outside Canberra, requires the approval of the student’s supervisor and the Honours Convenor.

When developing your research proposal and application for admission to Honours, be sure to discuss with your proposed supervisor whether travel and/or 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 travel and ethics 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 2015 (for full-time students).

If you are required to undertake research involving human subjects, please contact E human.ethics.office@anu.edu.au T. 02 6125 3427

Kim Tiffin

16. 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.

17. 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 W academichonesty.anu.edu.au

All students must familiarise themselves with this material. The Academic Skills and Learning Centre is also available to help students who need assistance with academic writing.

18. ADMINISTRATIVE PROCEDURES

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 them from commencing their Honours study as they intended, students who have applied externally are able to defer commencement of their Program. To defer,
students must notify the Honours Convenor in writing. After consultation with the Honours Convenor, the student must notify the University by responding to their letter of offer. Students who are continuing from their ANU Pass Degree directly into their Honours year, in the same situation, must apply for Program Leave.

**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 Associate Dean (Education). 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 Enrolment Change Form and elect to take the Honours course on a Part-Time Basis 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 Convenor. 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, which 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;
- 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 Associate Dean (Education) 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 College Associate Dean (Education). 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 CAP Student Centre 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;
- has 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.
- does not have 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 College Associate Dean (Education) 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 report this to the Honours administrator.

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<tr>
<th><strong>COLLEGE OF ASIA AND THE PACIFIC</strong></th>
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<tr>
<td><strong>Associate Dean (Education)</strong></td>
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<td><strong>Dr Tamara Jacka</strong></td>
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<td><strong>CAP Student Centre</strong></td>
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CONTACT US

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T 02 6125 3207
E cap.student@anu.edu.au
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CRICOS #00120C