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CURRENT STUDENTS  
2017 HONOURS GUIDE

ANU College of  
Asia & the Pacific

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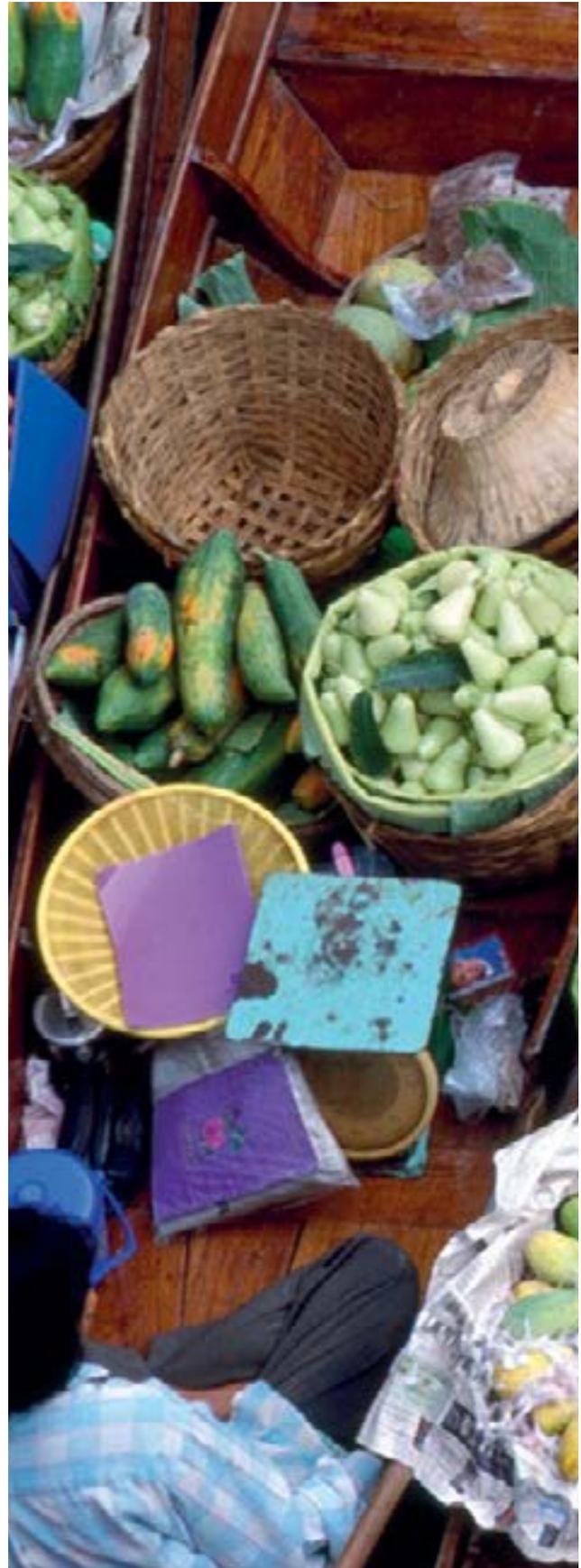
# WELCOME

The transition from an undergraduate to a higher research degree 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 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 much of the disciplinary and interdisciplinary work done in the previous years begins to fall into shape.

In this phase, you are given much more autonomy and responsibility for your own intellectual development, especially in the preparation of your thesis. At the same time, you are getting 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).

This guide will assist you in developing the essential skills necessary to maximise your Honours-year experience. We hope you enjoy your Honours year and delight in the joys of research!





# WHAT IS HONOURS?

## Introduction

Honours at ANU 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 research training coursework and a research thesis, as set out below.

## Learning outcomes

Upon successful completion of an Honours degree at ANU College of Asia and the Pacific, students will have the knowledge and skills to:

- > pose a significant research question relating to the Asia Pacific Region or to international security
- > investigate this question creatively, critically, ethically, and independently, including through sophisticated use of appropriate theory and methodology, and place these investigations in the context of the relevant intellectual tradition
- > communicate their research and its findings through an appropriate medium.

## Course requirements

Once admitted into the Bachelor of Asian Studies (Honours) or Bachelor of International Security Studies (Honours) plan, you must enrol in and complete the following:

Bachelor of Asian Studies (Honours)

> ASIA 4001: Fundamentals of Research Design in Asia-Pacific Culture, History and Languages  
12 units, 1st semester

> THES4502: Thesis in Asian Studies  
36 units: 12 units in 1st semester, 24 units in 2nd semester

OR

> STST4001: Fundamentals of Research Design in Asia-Pacific International, Political and Security Studies  
12 units, 1st semester

> THES 4502: Thesis in Asian Studies  
36 units: 12 units in 1st semester, 24 units in 2nd semester

Bachelor of International Security Studies (Honours)

> STST 4001: Fundamentals of Research Design in Asia-Pacific International, Political and Security Studies  
12 units, 1st semester

> THES 4501: Thesis in International Security Studies  
36 units: 12 units in 1st semester, 24 units in 2nd semester

## Thesis

The research for, and the writing of the thesis is perhaps the single most distinctive feature of any Honours program. 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.

For the thesis, you decide on the topic you want to pursue: perhaps something that has interested you during earlier studies, or something you feel is important and interesting 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).

# WHAT IS HONOURS?

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.

Throughout the Honours year, you will meet regularly with your supervisor and work closely with him or her to refine the focus of your thesis, conduct research and write up your findings, discussion and analysis. In second semester, you will also be expected to participate in regular presentation and feedback sessions, involving Honours students and invited postgraduate students and academic staff in the College. These sessions, which are not assessed, but which will provide valuable feedback for you on your thesis, will be organised by the Honours Convenor.

The sole piece of assessment for the thesis course is the completed thesis. The thesis abstract and chapter outlines are examined by the Honours Convener in Semester 1 and the thesis in its entirety is examined by two examiners at the end of the year (details below). The thesis accounts for 75 per cent of total assessment in the Honours Program.

## Research Training Course

The CAP Honours program requires you to participate in a 12-unit research training course in semester one of the Honours year. Students undertaking Honours in Asian studies must take either ASIA4001 Fundamentals of Research Design in Asia-Pacific Culture, History and Languages or STST4001 Fundamentals of Research Design in Asia-Pacific International, Political and Security Studies, depending on their disciplinary interests and Honours thesis topic. Those undertaking Honours in International Security Studies must take STST4001 Fundamentals of Research Design in Asia-Pacific International, Political and Security Studies.

These research training courses provide basic training in research design, research methods and ethics. Course assessment tasks, including written work, class participation and oral presentations, account for 25 per cent of total assessment in the Honours program.

## Who's who?

A number of people will assist you in your studies and we recommend 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 people with whom 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

The Honours Convenor is responsible for administering matters relating to all Honours students in the College. 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 is also available to provide pastoral care, support and advice to all Honours students.

# HELP & SUPPORT

## Honours Administrator

The College's Student Advisors are the first point of contact for matters relating to process and procedure for enrolment and deferment, program leave, extensions, travel approval and other administrative matters. They are located in the CAP Student Centre, HC Coombs Building, Rm. 7013.

T 02 6125 3207

E [cap.student@anu.edu.au](mailto:cap.student@anu.edu.au)

## Academic difficulties

The [Academic Skills and Learning Centre \(ASLC\)](#) 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
- > Honours Guide and other 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 are encouraged to utilise the University's student support services. Links to these services (or information for these services) can be found at [anu.edu.au/study/student-experience](http://anu.edu.au/study/student-experience) (including the [Counselling Centre](http://counselling.anu.edu.au/) at [counselling.anu.edu.au/](http://counselling.anu.edu.au/) and the Access and Inclusion unit at [disability.anu.edu.au/](http://disability.anu.edu.au/)).

## 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 constructive 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.

# HELP & SUPPORT

- > Guide the student in the selection and application of appropriate data collection practices, field research methods, conceptual frameworks and analysis procedure, 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 'Fieldwork & travel').
- > Nominate examiners for the thesis (the identity of thesis examiners must not be revealed to students).

## Responsibilities of the student

- > While preparing the application, to approach potential supervisors (normally College staff members) and ascertain their willingness to supervise a thesis on a mutually agreeable topic.
- > Produce and deliver written material in accordance with the schedule agreed on with the supervisor.
- > Consider advice seriously. If advice is not taken, the supervisor should be informed and given the reasons for the decision.

## Difficulties 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 ANU Dean of Students.

ANU policies relating to the handling of student grievances can be found at [anu.edu.au/dos/appeals.php](http://anu.edu.au/dos/appeals.php).

# THE HONOURS THESIS

## 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 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 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 per cent range (see 'Grading bands and their meaning') 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 Asian 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 International Security Studies (Honours) – and theses discussing a Pacific culture whose language is not offered at ANU – are exempted from requirements regarding the use of a regional language.

## Organisation of your 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:

# THE HONOURS THESIS

## 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. 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 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

## Honours thesis submission

The due date for thesis submission is 31 October. All theses are submitted online through WATTLE. You will need to submit two versions of your thesis:

- a Word document for Turnitin to check for text matching
- a pdf version for the examiner.

For information regarding Turnitin please visit the ANU Online website ([services.anu.edu.au/information-technology/software-systems/turnitin](https://services.anu.edu.au/information-technology/software-systems/turnitin)).

For any other students due to complete their theses mid-year (e.g. part-time students), the due date is 31 May.

# 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, which are available at [drss.anu.edu.au/asqo/census-dates.php](https://drss.anu.edu.au/asqo/census-dates.php).

## Delay in commencement of Honours program

If circumstances prevent you from commencing your Honours study as intended, you are able to withdraw from the Honours program no later than the semester Census Date, without your enrolment appearing on your academic transcript.

Once admitted to the Honours program, students are expected to commence in the semester for which they applied. In exceptional circumstances, deferment may be granted for one or two semesters, but there can be no more than two years' break. Those who wish to defer must seek written approval from the Honours Convenor as well as their nominated supervisor.

Students should then apply for deferment for either one or two semesters, but there can be no more than two years' break. To defer, please contact [cap.student@anu.edu.au](mailto:cap.student@anu.edu.au).

# INTELLECTUAL PROPERTY & STUDENT ACADEMIC INTEGRITY

## 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

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 University's 'Academic Honesty and Plagiarism' page at [academichonesty.anu.edu.au](http://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.



# MEET AN HONOURS STUDENT

## Mirabella Wawn

Mirabella Wawn came to ANU in 2010 to begin a combined Bachelor of Asia-Pacific Studies/Engineering degree, because she was looking for a strong university community.

The former Pymble Ladies' College student took up residence at the University's Burton and Garran Hall in her first year, where new friends immediately made her feel right at home.

"It was the best introduction to a university I could have had," she says. A highlight of her Bachelor of Asia-Pacific Studies degree was doing an in-country language course in India, where she improved her Hindi.

The experience introduced her to Dehradun, the capital of the northern Indian state of Uttarakhand, where she was based for six weeks.

She has just submitted her Honours thesis, which focuses on corruption in India.

"The existence of corruption is armed by empirical data, extensive media coverage of prominent corruption cases, social agitations for action against corruption and a wealth of academic scholarship," she says.

"However, there is little consensus on what 'corruption' actually is. To address corruption as a 'problem', it becomes necessary to take a step back and ask 'what does corruption mean in an Indian context?'"

Mirabella is still deciding what her next step will be. She is interested in doing community work through the Australian Government's Australian Volunteers for International Development program, and may eventually undertake a PhD on India.

"South Asia is a pretty amazing part of the world. It's phenomenally diverse, and full of interesting juxtapositions, so it's quite a compelling place to study," she says.

# 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 assessment has been made and formal notice of results given. The following advice will be given to the examiners of your thesis if you are a student pursuing a Bachelor of Asian Studies (Honours) degree:

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 contextualise 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 in theses relating to Asia. 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, 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 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 per cent), 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 International Security Studies (Honours) degree and students in the Bachelor of Asian Studies (Honours) degree 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 International Security Studies (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.

# EXTENSIONS & PENALTIES

## Coursework extensions

An extension of time for submission of coursework in the research training courses, ASIA4001 and STST4001, is granted at the discretion of the course convenor. 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 extensions

An extension of the deadline for thesis submission is granted only under exceptional circumstances at the discretion of the College Associate Dean (Education). 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 your supervisor and the 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 Associate Dean (Education).

## 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'.

# FIELDWORK, ARCHIVAL RESEARCH & TRAVEL

Although fieldwork and in-country archival research is not expected, or even required of Honours students at ANU College of Asia and the Pacific, some students choose to undertake primary and/or in-country field-based research.

All research involving human subjects (which includes online surveys and phone interviews, but not archival research) 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 (NHMRC) National Statement on Ethical Conduct in Research Involving Humans (1999).

Please contact the Human Ethics Manager, ANU Ethics Office for additional information:

T 02 6125 3427

E [human.ethics.officer@anu.edu.au](mailto:human.ethics.officer@anu.edu.au)

All travel undertaken for the Honours program, whether for fieldwork, archival research 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 in the archives or 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 (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 [researchservices.anu.edu.au/ori/human](https://researchservices.anu.edu.au/ori/human).

All Honours travel is managed through the ANU Global Programs System, which can be found at [anu-au-sa.terradotta.com](https://anu-au-sa.terradotta.com). You will need to create an account the first time you use the system. Once you've created your account you can search for the CAP Honours Fieldwork and Funding Application under 'Program Search' and submit your application.

Honours students on approved fieldwork are eligible to receive the Engage Asia Travel Grant. EngageAsia travel grants are processed as part of your travel application. In addition, a travel handbook, including guidelines is available on the [CAP Honours website](#).

# CONTACTS

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