

School of Social Science

**Bachelor of Criminology and
Criminal Justice (Hons)**

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**Bachelor of Arts (Hons) –
Criminology**

Honours Handbook 2020

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¹ Note: Much of the material in this handbook has been sourced from previous versions of the School of Social Science BA Honours Handbook and the School of Psychology Honours Handbook.

Introduction

This guide has been prepared to provide you with information about Honours in the Bachelor of Criminology and Criminal Justice (Honours) – hereafter referred to as BCCJ(Hons) – and the Bachelor of Arts (Honours) in Criminology (*Criminology-focused stream*).

The BCCJ(Hons) is a four-year (full-time) program that is highly specialised to prepare you for a career as a criminologist. BCCJ(Hons) students who have completed years 1 to 3 of the program are automatically eligible for the fourth year.

The Bachelor of Arts (Honours) in Criminology is a one year full-time intensive program of study following a three year bachelors degree.

Why do honours?

An Honours degree in criminology allows you to develop, extend, and consolidate your knowledge and skills in theory and applied research in criminology and criminal justice and is a valuable additional qualification on entering the job market.

The fourth year in the BCCJ(Hons) aims to:

- Enhance your capacity to think critically about a specific problem/issue related to crime/criminal justice topics;
- Give you experience in conceptualising a project, and executing it from start to finish;
- Provide sufficient training to prepare you for enrolment in postgraduate research degrees and for a specialist career;
- Provide the opportunity to use and develop your research skills.

Similarly, the aims of the Honours year for Bachelor of Arts students are:

- To enable you to pursue further study in a specialised area in more depth than is possible in a 3-year Bachelor degree program;
- To enhance your capacity for independent research and to acquire research skills appropriate to your areas of specialisation; and
- To train to a standard sufficient for enrolment in postgraduate research degrees and for a specialist career.

Honours graduates from UQ are very well regarded by employers for their advanced level knowledge and skills in specialised areas and their capacity for independent work, critical analysis, research and report writing. Honours students are also well placed for entry into Australian and State Government graduate entry programs in a variety of areas. Finally, an Honours degree prepares you for further advanced postgraduate studies at Masters and/or doctoral levels.

Honours Welcome

A welcome for new honours students is held in Orientation Week. The aim of this session is to discuss the program, introduce students to the School, its staff and other honours students. At this session, students will be given an opportunity to discuss their project with their supervisor, as well as meet Industry Partners (if completing the Case Study stream). Attendance is **compulsory** for all honours students. Students will be advised via student email the time and location of this event.

Honours Contacts

Honours Coordinator

Dr Renee Zahnow (r.zahnow@[uq.edu.au](mailto:r.zahnow@uq.edu.au))

Honours Student Administration

Ms Claire Bishop (student.socsci@uq.edu.au)

Program Structure

Bachelor of Criminology and Criminal Justice (Honours)

#16 comprising:

- CRIM4111 #4 – Advanced Research A – Semester 1
- CRIM4112 #4 – Advanced Research B – Semester 2

And either:

- CRIM4103 #8 – Criminology and Criminal Justice Research Thesis - over 2 semesters

Or:

- CRIM4104 #8 – Industry Research Thesis - over 2 semesters

During the honours year, you will complete one of two streams – the Research Thesis stream or the Industry Thesis stream. In both streams, you will have an Academic Supervisor to advise you about your thesis. The Research Thesis stream comprises a one-on-one thesis supervised by an academic and all thesis components such as data collection and analysis are done independently. The Industry Thesis stream includes a thesis which may be collaborative in nature and students will be involved in a research project embedded within an agency, arranged by the School. Both streams lead to the same opportunities for postgraduate study and employment. Further information about both streams is provided below.

Full-time – 2 Semesters – Research Thesis Stream

Semester One			Semester Two		
Code	Title	Units	Code	Title	Units
CRIM4111	Advanced Research A	4	CRIM4112	Advanced Research B	4
CRIM4103	Criminology and Criminal Justice Research Thesis Part A	4	CRIM4103	Criminology and Criminal Justice Research Thesis Part B	4

Full-time – 2 Semesters – Industry Thesis Stream

Semester One			Semester Two		
Code	Title	Units	Code	Title	Units
CRIM4111	Advanced Research A	4	CRIM4112	Advanced Research B	4
CRIM4104	Industry Research Thesis Part A	4	CRIM4104	Industry Research Thesis Part B	4

In 2020, BCCJ(Hons) students must enrol in their fourth year program in Semester 1, and study must be completed full time, unless approved by the executive dean.

Criminology and Criminal Justice Research Thesis Stream

The Research Thesis stream is designed to be akin to a more traditional criminology honours thesis, whereby students work with an academic supervisor on a research topic of specific interest to the student and supervisor. This allows students to work on a project that may not be as specifically practice-relevant, or a project that is highly theoretical in nature. Students will be required to engage with appropriate and relevant literature and theories within criminology and related disciplines to design and conduct research to answer their research question/s.

Students will be required complete a variety of assessments for their coursework courses (CRIM4111 and CRIM4112) relevant to and aimed at assisting students in completing their thesis. This assessment includes an ethics application and research proposal in CRIM4111 AND 2-page summary report of their thesis in CRIM4112.

Industry Research Thesis Stream

The Industry Thesis stream is designed for students to work on research projects relating to criminal justice agency topics and issues. Students in this stream will work on a pre-designated project that has been agreed to by a specific criminal justice-related agency. In this way, students are able to be exposed to real-world issues these agencies face, and produce research to examine such issues. As with the Research thesis stream, students completing an Industry thesis are required to engage with the appropriate and relevant literature and theories within criminology and related disciplines.

In some cases, students may work in small groups with other students situated within the same agency/department on a broad, over-arching project. However, each student will focus on different aspects of this common research project to create an independent research thesis. Students will work independently to analyse data in order to test their hypotheses and create a thesis. Participation in all steps involved in research, including the formulation of research questions, study design, data collection/collation and analysis, will be required.

Students completing an Industry thesis can expect that they will spend some time within the agency relevant to their thesis project. During this time, students will focus on understanding the agency context and, where relevant, collecting and compiling the data for their analysis. The length and timing of the placement will be negotiated with the agency, and students should get in contact with their academic supervisor and/or the honours coordinator as early as possible should they encounter any issues with the placement.

Students will be required complete a variety of assessments for their coursework courses (CRIM4111 and CRIM4112) relevant to and aimed at assisting students in completing their thesis. This includes a research proposal in CRIM4111 and, as part of their assessment in CRIM4112, students will also be required to produce a 2-page report regarding their thesis and findings for distribution to the placement agency.

Bachelor of Arts (Honours) – Criminology (*Criminology-Focused stream*)

(For BA-Crim students completing Honours through the Social Science stream, please see the Social Science Handbook)

#16 comprising:

CRIM4111 #4 – Advanced Research A – Semester 1
 CRIM4112 #4 – Advanced Research B – Semester 2

And:

CRIM4103 #8 – Criminology and Criminal Justice Research Thesis - over 2 semesters

Full-time – 2 Semesters

Semester One			Semester Two		
Code	Title	Units	Code	Title	Units
CRIM4111	Advanced Research A	4	CRIM4112	Advanced Research B	4
CRIM4103	Criminology and Criminal Justice Research Thesis Part A	4	CRIM4103	Criminology and Criminal Justice Research Thesis Part B	4

Part-time – 4 Semesters

Semester One (Year 1)			Semester Two (Year 1)		
Code	Title	Units	Code	Title	Units
CRIM4111	Advanced Research A	4	CRIM4112	Advanced Research B	4
Semester One (Year 2)			Semester Two (Year 2)		
CRIM4103	Criminology and Criminal Justice Research Thesis Part A	4	CRIM4103	Criminology and Criminal Justice Research Thesis Part B	4

In 2020, Applications will only be considered for semester 1 entry.

Bachelor of Arts – Criminology

When completing honours in criminology through the Bachelor of Arts, students will work with an academic supervisor on a research topic of specific interest to the student and supervisor. Students will be required to engage with appropriate and relevant literature and theories within criminology and related disciplines to design and conduct research to answer their research question/s.

Students will be required complete a variety of assessments for their coursework courses (CRIM4111 and CRIM41112) relevant to and aimed at assisting students in completing their thesis.

*The following information is relevant to **all** students completing honours through the criminology discipline.*

Expectations for an Honours Thesis

You must address and meet the criteria and standards of assessment for the thesis set out in the Electronic Course Profile. Supervisors will offer guidance, at all stages of thesis development. The following are general guidelines:

- Honours theses are treated as the work of students (i.e. "trainee" Criminologists) rather than the work of experienced researchers. They are not considered 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 skills and analyse a body of knowledge, and thus demonstrate the potential to succeed at more advanced levels.
- You should demonstrate familiarity with an area and competence in dealing with it, rather than being expected to make a "significant" contribution to the field. The latter should be seen as an unexpected bonus.
- You should demonstrate an ability to find and assess information, and particularly to estimate the relevance of arguments and methods for tackling specific problems. This involves a grasp of literature rather than an exhaustive scouring of references in obscure sources.
- A high level of literacy is expected and you will be required to present carefully proof-read, clean copies of a thesis for examiners to read. **The word limit is between 8,000 and 10,000 words.**
- Text in figures, diagrams and tables is excluded from the word count. Fore-pages (title page up to the first page of the first or introductory chapter), appendices, and references/bibliography are excluded from the word count.
- The presentation and technical adequacy of a thesis is the joint responsibility of you and your supervisor; your supervisor, however, cannot be held responsible for inadequacies of comprehension or intellectual competence.

Enrolment

It is **your** responsibility to ensure you are enrolled in the correct course code(s) in both semesters.

BE AWARE THAT COURSES CANNOT BE ADDED AFTER THE CENSUS DATE

(31 MARCH/31 AUGUST).

Attendance

There will be regular classes for the coursework courses CRIM4111 and CRIM4112, which you are strongly advised to attend. Although there is no regular class contact for either of the thesis streams, regular on-campus attendance in the Honours year is essential to gain the best result possible.

Put yourself in the best position to do well in 4th year

- This year is stimulating and exciting, but it can also be difficult and stressful. Plan for this.
- You will need to keep up with material relating to your thesis and coursework classes on a weekly basis in order to understand it fully. It will be hard to learn it all in one go at the end of the semester.
- If you are a full-time enrolled student, you are expected to work at least 40 hours per week each semester on your courses and thesis.

You will need to be on campus to complete your thesis project

Many activities for your thesis project may need to be completed on campus. These may include (but are not limited to):

- Regular meetings with your supervisor;
- Preparation of research materials;
- Data cleaning and analysis;
- Attendance at events and workshops run by the School and the University.

Thesis Requirements

NOTE: Students must enrol in their thesis course in consecutive semesters to complete thesis requirements.

Data Collection and Fieldwork

Data comes in many different forms. Your thesis may consist of pre-existing data, or data that you collect yourself. If any **fieldwork** is seen as necessary (e.g. survey, interviews, observations), it will take place at the discretion and under the close guidance of the supervisor. Fieldwork will usually require **ethical clearance** from the relevant ethics review committee, and approval for travel and work off campus must be obtained using the University's standard risk assessment and travel approval procedures. Further information on ethical clearance, risk assessment and fieldwork are available on the School's website under 'Student Support'. Supervisors will provide guidance regarding ethical clearance, risk assessment and travel approval.

In some situations, formal approval to conduct the research may be needed from another body (e.g., the criminal justice agency in which the case study is based). These also must be obtained before any research can begin. You should consult with your supervisor regarding what additional approvals will be required.

Research Ethics

The most important point to remember is that if you are in any doubt about ANY aspect of the ethics clearance or approvals procedure, **DO NOT PROCEED**.

Student research, like all research in the School, is expected to adhere to the University's research ethics guidelines. These guidelines will be discussed firstly in the orientation week session, and further in CRIM4111. Students have the responsibility to learn and understand these guidelines, as well as to make sure that they meet any deadlines for submitting ethics forms for their projects. It is assumed that all Honours projects will fall into the low and negligible risk category for research ethics (see <http://www.uq.edu.au/research/integrity-compliance/low-and-negligible-risk-reviews>).

In addition to complying with ethical principles outlined for the conduct of research, students are expected to report their findings fully and accurately as demanded by the traditions of science. Students are expected to conduct their research in a professional manner. For example, they should be punctual in keeping appointments with participants and others associated with the project, and they should properly represent their student status to these people.

Thesis Format

- The thesis should be structured in the following order:
 1. title page (giving the title of the thesis in full), the name of the candidate, the name of the school associated with the work, the date submitted in partial fulfilment of the requirements of the degree;
 2. a signed declaration (student, and supervisor) – See [Thesis Submission Section](#);
 3. table of contents;
 4. an abstract of not more than 200 words;
 5. an acknowledgement of assistance received;
 6. the main text;
 7. reference list; appendices, if any;
 8. appendices, if any.
- 12pt font (Arial or an equally readable font), 1.5 or double-spaced on both sides of the paper.
- Margins should be at least 2cm on all sides.
- Diagrams, figures and photos should preferably be reproduced on A4-sized paper. All full page figures should form a right hand page with the legend at the bottom, or if necessary, on the page facing the figure.
- Wherever possible tables should be inserted in the appropriate place in the text, except lengthy or bulky matter, which should appear as an appendix.
- Diagrams exceeding A4 size should be folded as to read as a right hand page when open.
- Students should consult the School Assignment Writing Guide (located on the School website - <https://social-science.uq.edu.au/> - under 'Student Support') for details of required citation format.

You should provide **two word counts** on the title page of your thesis. The first should be labelled the 'Assessable Word Count' and should include the word count of the thesis text (excluding the title page, originality statement, acknowledgements, abstract, Tables, Figures, Reference List or Appendices). The second, labelled the 'Total Word Count', should show the word count of your thesis in its entirety (so, the Assessable Word Count + the words from the Title page, Originality statement, Acknowledgements, Abstract, Tables, Figures, Reference List and Appendices).

Thesis Submission

The final version of the thesis is due at **2pm on Friday the 16th of October 2020**.

The final thesis must be submitted to the School of Social Science on or before the [deadline](#). No coversheet is required.

- A PDF version of the thesis must be submitted to the School of Social Science through Turnitin on the due date.

A signed declaration of originality of work must appear at the beginning of the thesis, immediately following the title page. You also need your supervisor to sign your thesis; this signature can be electronic.

Example of Declarations

Student

I declare that the work presented in this thesis is the result of my own independent research, except where otherwise acknowledged in the reference list. This material has not been submitted either in whole or in part, for a degree at this or any other university.

Signature: _____

Supervisor's Certificate of Approval

I certify that this thesis is the work of this student and is ready for submission in accordance with the thesis requirements as set out in the School of Social Science policy documents.

Signature: _____

Extension Requests

Requests for extensions are only possible under circumstances such as serious illness or personal hardship, and must be supported by documentation and consultation with your supervisor and the Honours Coordinator. Extensions need to be approved by the Chief Examiner if past the date for grade upload for the relevant semester, as well as the Associate Dean, Academic from the HASS Faculty if past the grade finalisation date for the thesis course. **NOTE: Where extensions are approved, the thesis will not be marked and finalised in time for the graduation ceremonies of the relevant semester.**

Thesis Examination Policy

Who marks my thesis?

- Theses will be marked by two appointed examiners with some knowledge of the broad area that the thesis topic falls into. The markers will not be supervisors of any of the theses that they mark.
- Each marker assigns a mark and writes an examiners report before meeting with the other marker of the thesis. The pair of markers discuss their marks for each thesis and compile a final Examiner's Report for each thesis with an agreed upon mark.
- Where there is a significant discrepancy in the marks, the Honours Coordinator may request a third, independent assessment of the thesis. The overall thesis grade is decided in an examiner's meeting.
- Following an examiner's meeting, the Honours Coordinator (or Head of School) will determine the final level of honours, based upon the total of (proportionately weighted) grades awarded for honours coursework and the honours thesis, in accordance with the University Guidelines set out below.
- Following the examination of the thesis, the student will be provided with copies of the examiners' reports.

Calculation of the Class of Honours

The class of Honours will be calculated from the weighted grades for all courses contributing to Honours. The following grade cut-offs will be used to determine the class of Honours:

GPA	Class of Honours
6.200 – 7.000	Class I
5.650 – 6.199	Class IIA
5.000 – 5.649	Class IIB
4.000 – 4.999	Class IIIA
<4.000	Class IIIB

Thesis Marking Criteria

Criteria	Descriptor
Setting out the research problem or issue to be addressed (15 marks)	Clear outline of research question/issue set in literature; rationale and significance explained; thesis structure outlined; results foreshadowed.
Theoretical / conceptual approach (15 marks)	Demonstrated understanding of relevant concepts, engaging appropriate literature.
Methodology, methods, case materials, empirical data (15 marks)	Research strategy/methodological orientation established using literature; data types/case studies/textual sources/etc. identified; methods used described and justified. Depending on the thesis type, data discussed may include quantitative or qualitative raw data, case studies, ethnographic descriptions, oral histories, survey/focus groups/interview results.
Critical analysis and discussion (30 marks)	Critical analysis of specific empirical/conceptual materials is logical, well ordered, and contextualised in the theoretical/methodological literature. Explication of results discussed in the context of literature; wider implications explored.
Thesis presentation (20 marks)	Thesis and writing is stylistically consistent; spelling and grammar correct; references complete and correct; layout, figures, tables, graphs, maps, photographs, etc. are clear and correctly labelled and relevant to the thesis topic. The thesis demonstrates an overall coherence.
Scholarship (5 marks)	Originality/innovation; creativity of the study
TOTAL (100 marks)	

Student feedback and appeal

Students should discuss any concerns about thesis marks with their supervisors and then with the Honours Coordinator.

Further information about grounds for appeal can be found here:

- My.UQ website: <https://my.uq.edu.au/information-and-services/manage-my-program/exams-and-assessment/querying-result>
- Assessment Policy 3.10.02: <https://ppl.app.uq.edu.au/content/3.10.02-assessment>

Students wishing to appeal the mark/grade of their thesis are required to follow the University request for a remark after release of results process as outlined in the [University Assessment Policy](#).

Important Dates for Honours

Semester 1	
Orientation Week	<p><i>Honours Orientation Event</i></p> <p>Compulsory Attendance – Details emailed. 17th February 2020.</p>
Week 1	<p><i>Supervisory Meeting</i></p> <p>Schedule a meeting with your supervisor to discuss your project and supervisory arrangements for the coming year.</p>
Early!	<p><i>Ethical Clearance for your Project</i></p> <p>You MUST obtain ethical clearance before you engage in any activity associated with collecting data or information from other people.</p>
Early!	<p><i>Other Clearances for Your Project</i></p> <p>If you are completing a project using another agency's data, people, resources, etc, then you may be required to obtain clearance from that agency for your project also. This will vary from project to project and agency to agency, but be sure to check this with your supervisor early on.</p>
Semester 2	
Week 1	<p><i>Thesis Introduction Draft Due</i></p> <p>You are required to submit a completed draft of your thesis introduction to your supervisor by the end of Week 1 of Semester 2. If there are special circumstances making it impossible to have this section completed, your supervisor will bring these to the Honours Coordinator's attention before the beginning of Semester 2. It is your responsibility to discuss any problems with your supervisor well in advance of the deadline. Normally, pressure of work or illness early in Semester 2 will not be considered adequate reasons for failing to meet the deadline – you should start writing during Semester 1.</p>
Week 11	<p><i>Thesis Submission – Due 16th October 2020</i></p> <p>An electronic copy of your thesis should be uploaded to Turnitin.</p> <p>Please note the following important points:</p> <ul style="list-style-type: none"> • the thesis must be submitted by the 2pm deadline; • there are no extensions except extreme circumstances (see p.10 of this Handbook for information).
Early November (TBD)	<p><i>Examiner's Meeting</i></p> <p>All results must be finalised at this meeting of staff. For students, the implications are that course results or other matters outstanding may not make it possible for you to graduate in this calendar year.</p>

Student – Supervisor Relations for Honours Students

Your relationship with your supervisor is an opportunity to draw on your supervisor's expertise and experience and to receive guidance at a level of individual attention that is not possible in the undergraduate classroom setting. This relationship involves obligations on the part of both parties. Supervisor(s) assist students with advice, guidance and criticism and help students to achieve their personal academic goals. At the same time, supervisor(s) can only guide your efforts if you are receptive to advice. You must take the responsibility for the final results of your work. For instance, students can expect their supervisor to provide them with a starting point in their literature search, but not to provide them with all the literature they need to review. Students can expect help in focusing the project and developing the theoretical argument, but should expect to include some theory, critical assessment of previous research, and/or hypotheses of their own.

So that students know what to expect of their supervisors, and what their supervisors will expect of them, the following indicates some of the responsibilities entailed in student-supervisor relations:

Responsibilities of the Supervisor

- Assist you in selecting and defining the scope of suitable thesis topic or problem and methodological approach and assist you in devising a schedule for the year's thesis work.
- Guide you in the selection and application of appropriate literature, data collection and analysis procedures and provide advice to solve any difficulties which arise.
- Advise on matters of thesis content, organisation and writing, including the prompt provision of comments, written and oral, on drafts of portions of the thesis.
- Meet regularly with you to discuss and evaluate each stage of the thesis project. Frequency of meetings should be negotiated between the supervisor and student.
- Supervisors should notify their students as soon as possible if they intend to be absent from the University (e.g., to attend a conference), and for how long. If the length of absence is substantial 4 weeks or more, the student and supervisor should negotiate for another member of academic staff to support the student during the supervisor's absence. Each instance will be different but you should contact the Honours Coordinator if you are at all concerned
- Monitor your progress and advise you when progress is unsatisfactory.
- Supervisors and students sometimes have different perceptions about their roles and occasionally this may lead to misunderstanding and conflict. Early in their relationship supervisors should instigate a conversation about the model of supervision that will be used and come to an agreement with the student.

Responsibilities of the Student

- Produce material in accordance with the schedule agreed with the supervisor.
- Consider advice seriously. If advice is not taken, you should inform your supervisor and given reasons for the decision.
- Maintain regular contact with you supervisor. Students should take responsibility for making appointments for meetings, and should not expect the supervisor to contact them for meetings unless this has been explicitly agreed.
- Students should prepare in advance for consultations, by determining the help you require and the areas in which advice would be useful.
- Fulfil all the requirements of the Honours program, including attendance at scheduled classes and at any relevant school seminars.
- You and your supervisor should be reasonable and respectful in your dealings with each other and considerate of each other's time.
- It will be assumed that students who do not consult with their supervisors during a period of three months have withdrawn from the program.
- If you encounter difficulties you should first attempt to resolve them with your supervisor/s. If this does not produce satisfactory results, you should then consult the Honours Coordinator and then, if the matter remains unresolved, the relevant head of discipline/program. Once these avenues have been exhausted you can take the issue to the Head of School.

Supervisor's Reading of Drafts

Supervisors can be expected to read and comment critically on a limited number of drafts. Specifically, academic supervisors will read **up to two drafts of the introduction/literature review, method and results sections of the thesis of each student**. Where a student has more than one supervisor, only one supervisor will read and provide feedback on these sections. Written and/or verbal feedback on this should comprise detailed advice regarding structure, content, presentation, expression style and grammar. Supervisors are encouraged to give verbal advice about writing discussions, including detailed input about structure, content, presentation, and expression style. However, they **SHOULD NOT READ OR COMMENT ON DRAFTS OF DISCUSSIONS**.

In general, students are expected to interpret their results themselves, and to provide the main idea and critique in their discussion. Students can expect their supervisor to comment critically on their interpretations, and to suggest other factors, theories or empirical work that may bear upon the interpretation of the results, but not to provide specific interpretations.

Supervisors' feedback to students on drafts should be provided in a timely manner. Specifically, it is expected that in the first 6 months of the academic year, feedback on

drafts will be provided within 3 weeks of submission. In the month immediately prior to the thesis draft return cut-off date supervisors will endeavour to provide feedback on drafts within 5 working days.

The timetable for submission of your draft should be negotiated and agreed upon early on in the supervision process, with the first draft of the introduction being submitted no later than the first Friday of second semester (31 July 2020). Students who do not meet agreed deadlines for submission of drafts cannot necessarily expect to receive feedback in less than 3 weeks, especially for material in first draft form. Whether supervisors read a complete draft of the thesis (excluding the discussion) or a series of separate sections is a matter of agreement between the supervisor and the student.

The last date to submit any draft to your supervisor for feedback is 26th September 2020.

One of the most frequent complaints from students is that they submitted work for feedback and received only a few minor editorial corrections. The guiding axiom here is the old caveat that “electors get the standard of government they deserve”. In most cases this applies to supervisor-supervisee relationships. **Feedback requires FEED FORWARD. Highlight text where you want substantive comment. Ask questions. Make suggestions about alternative organisations, interpretations and so forth.**

Problems in the Supervision Process

If problems occur with supervision, or if students have problems that interfere with their thesis work, they should expect in the first instance to discuss these problems with their supervisor, and to try to negotiate a solution.

Where no resolution to the problem is reached, or where the supervisor or the student feels the problems should be taken further, the BCCJ Honours Year coordinator, should be consulted. If the problem is still not resolved, the student or supervisor should contact the Head of School.

Resources for Honours Students

Computer access

If specific software (e.g., ArcGIS or STATA software) is required for research, you may be granted permission to use hot desks with this software installed on level 3 of the Michie building. Written permission is required from your supervisor, as well as the Honours Coordinator which must be sent through to the Student Admin Officer (student.socsci@uq.edu.au) for access to be granted. Guidelines for use of the hot desks are as follows:

- Advance bookings can only be made for a maximum of 2 days per week
- If more days are required, you may turn up on the day and if the desk is free it can be used for 4 hours maximum
- The booking system is monitored, and students who are seen to monopolise or abuse this system may have their approval for access revoked.

Counselling

You may request counselling on any aspect of your Honours work. In the first instance, you should raise the matter causing concern with your supervisor. If the matter cannot be resolved in consultation with your supervisor, contact the Honours Coordinator who will arrange counselling with an appropriate staff member or refer you to a Disability Advisor.

Disability Plan

Any student with a disability who may require alternative academic arrangements, including assessment, in the course/program is encouraged to seek advice at the commencement of the semester from a Disability Advisor at Student Support Services (<http://www.uq.edu.au/student-services/disability>). Please also refer to the Alternative Academic Arrangements for Students with a Disability policy (<http://ppl.app.uq.edu.au/content/3.50.08-alternative-academic-arrangements-students-disability>).

It is the student's responsibility to advise the Honours Coordinator if they are on a disability plan at the beginning of their first semester or as soon as possible after the plan is put in place.