School of Social Science

A Guide for Students Enrolled in Bachelor of Social Science (Honours) Program for 2017

Information also available at https://social-science.uq.edu.au/honours
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Introduction

This guide has been prepared to inform students about the Bachelor of Social Science (Honours) [BSocSc (Hons)] program which is offered within the Faculty of Humanities and Social Sciences (HASS Faculty) at the University of Queensland. Additional information regarding this program can be found via the following link: http://www.uq.edu.au/study/program.html?acad_prog=2033.

Honours Welcome

A welcome for new honours students is held each semester in Orientation Week. The aim of this session is to discuss the program, introduce new students to the School, its staff and other honours students. Attendance is compulsory for all new honours students.

Honours Contacts

Honours Coordinator
Dr Gerhard Hoffstaedter (g.hoffstaedter@uq.edu.au)

Honours Student Administration

Ms Itsumi Miyashiro (i.miyashiro@uq.edu.au)
What is honours in the Social Science program?

BSocSc (Hons) is a single intensive year of full-time (or part-time equivalent) study for eligible students who have successfully completed the Bachelor of Social Science (BSocSc) degree (or its equivalent). It is a multidisciplinary program offering a unique opportunity for students to undertake advanced study and applied research in the behavioural and social sciences. The honours program combines a flexible mix of coursework and independent study, during which students prepare and undertake an approved independent social science research project and submit a formal honours thesis. In addition, students, in collaboration with their supervisor(s), will be encouraged to write up and submit their honours project and research results to an academic journal of standing.

The BSocSc (Hons) program seeks to encourage students to build on the knowledge and skills acquired in their undergraduate BSocSc degree (or its equivalent). In particular, students are encouraged to further their study in the speciality areas of Health and Society, Criminal Justice, Social and Public Policy, or Development.

Students may be supervised in their honours research project by supervisors in other schools, including Political Science and International Studies; Nursing, Midwifery and Social Work; or Social Science. Students may also have the opportunity to undertake their Honours research under the guidance of academic staff in The Institute of Social Science Research or one of the many UQ Research Centres that involve social science research such as the Australian Housing and Urban Research Institute; the Queensland Alcohol and Drug Research and Education Centre (QADREC); the Rotary Centre for International Studies in Peace and Conflict Resolution; the Centre for Social Responsibility in Mining; and the Centre for Communication and Social Change. In such cases, joint supervision will be organised across the relevant school/discipline and the Centre at which the study is being undertaken.

Why do honours?

An Honours degree in Social Science allows students to develop, extend and consolidate their knowledge and skills in social science theory and research in relation to their specialisation area and is a valuable additional qualification on entering the job market. BSocSc (Hons) graduates from UQ are very well regarded by employers due to their advanced level knowledge and skills in specialised areas and their capacity for independent work, critical analysis, research and report writing skills. Honours students are also well placed for entry into the Australian Government Honours Graduate Programs in a variety of areas. Finally, an Honours degree can prepare students for further advanced postgraduate studies at Masters and/or doctoral levels.

The main aims of the Honours year therefore are:

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

Students are advised to plan their Honours study program well in advance of beginning their formal studies if possible. Students must consult the Honours Coordinator when planning their program of study.

Prior to enrolling in the BSocSc (Hons) program, students should also consult potential supervisors regarding their proposed honours project and the availability of the academic staff member for supervision. Alternatively, the Honours Coordinator can assist students in this regard. While supervisors with specialised knowledge in the designated content area of Honours student projects may not always be available, every effort will be made to accommodate students’ specialised interest areas.

Requirements for a BSocSc (Hons) degree

To successfully complete the BSocSc (Hons), students must obtain 16 units (#16), comprising 8 units (#8) for a thesis and 8 units (#8) for coursework. The requirements are as follows:

- #8 SOSC6100 Social Science Thesis
- #4 Honours level methods course to be selected from:
  - ANTH6010 #4 Advanced Theory & Methodology for Honours Students
  - POLS6301 #4 Honours Research Methods
  - SOCY6030 #4 Logic of Social Inquiry
- #2 SOSC6020 Research Seminar A AND an approved #2 advanced undergraduate course(s) coded at 2000 or 3000 level and relevant to the chosen field of study
  OR
- #4 – any course coded at 6000 level relevant to the chosen field of study.

The importance of timelines in an honours program

The importance of developing and adhering to realistic timeframes cannot be underestimated for Honours students, particularly given the absence of structured timetables and the solitary nature of much of the research work. Students are advised that developing a time line in conjunction with their supervisor(s) for each stage of their research project will greatly facilitate the successful completion of their project as well as the writing of the thesis. The Honours Coordinator is also available for consultation in this regard.
## Enrolment Plans

### Full-time

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<th>Semester Two (Year 1)</th>
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<td></td>
<td>Methods Course (ANTH6010 or POLS6301 or SOCY6030)</td>
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<tr>
<td>SOSC6100</td>
<td>Social Science Thesis (Part A)</td>
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### Part-time

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<td>Methods Course (ANTH6010 or POLS6301 or SOCY6030)</td>
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<td>Semester One (Year 2)</td>
<td>Semester Two (Year 2)</td>
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<td><strong>Title</strong></td>
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<tr>
<td>SOSC6101</td>
<td>Social Science Thesis (Part B)</td>
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*alternately students might wish to take their elective in Year 1, Semester 1 to complement their upcoming research*
Ethical research practice at the University of Queensland

Where research involves human beings, the University of Queensland in conjunction with the National Medical and Research Council requires that ethical clearance is obtained from an authorised Human Research Ethics committee. Honours students must seek advice from the Honours Coordinator regarding applications for ethical clearance. As ethical clearance for research projects can be a lengthy process, students are well advised to complete and submit the ethics application for their project as early as possible. The School of Social Science application for ethical clearance is located at the following link: https://social-science.uq.edu.au/ethical-clearance-guidelines

Expectations of an Honours Thesis

Students must address and meet the criteria and standards of assessment for theses set out in the SOSC6100/6101 Electronic Course Profile. Supervisors will offer guidance, at all stages of thesis development. The following are general guidelines, presented to assist students:

- Honours theses are treated as the work of students (i.e. "trainee" Social Scientists) and not as 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 to demonstrate the potential to succeed at more advanced levels.

- Students 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.

- They should demonstrate a student’s 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, but an exhaustive scouring of references in obscure journals or foreign languages is not expected.

- Information should be presented logically and lucidly. Where jargon is used comprehension should be clearly demonstrated.

- A high level of literacy is expected and students will be required to present carefully proof-read, clean copies of theses for examiners to read. Word limits are upper limits not lower limits. The limit is 12,000 words (approximately 40 pages). Confine yourself within the limits, as excessive length will be penalised.

- Text in figures, diagrams and tables is excluded from the word count but these elements must be included in the overall page count if they appear in the body of the thesis. 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 and page count. Confine yourself within the limits, as excessive length will be penalised.

- The presentation and technical adequacy of a thesis is the joint responsibility of student and supervisor; the supervisor, however, cannot be held responsible for inadequacies of comprehension or intellectual competence.
General Thesis Format

• The thesis should incorporate in the following order:
  a) 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 fulfillment of the requirements of the degree;
  b) a signed declaration (student, and supervisor) – See Thesis Submission Section (on following page);
  c) table of contents;
  d) an abstract of not more than 200 words;
  e) an acknowledgement of help given;
  f) the main text;
  g) appendices, if any;
  h) bibliography of all references cited

• Hardcopy version printed on A4 paper, 12pt 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 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 that lengthy or bulky matter 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.

Thesis Requirements

NOTE: Students must enrol in SOSC6100 (commencing semester 1) or SOSC6101 (commencing semester 2) in consecutive semesters to complete thesis requirements.

Students are advised that a thesis topic will be accepted only if supervisors are available in the area in which the student wishes to study. This will be decided by the Coordinator of the honours program, in consultation with other staff members.

• A thesis topic should be selected by the student, in consultation with the Honours Coordinator and the supervisor, before the beginning of the first semester of honours study.

• There will be no undirected or unsupervised fieldwork. If any fieldwork is seen as applicable (for example, interviews, observations), then this fieldwork will take place at the discretion and under the close guidance of the supervisor. Fieldwork will usually require ethical clearance from the School of Social Science Ethics Review Committee, and approval for travel and work off campus must be obtained using the University’s standard risk

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assessment and travel approval procedures. Application forms for ethical clearance, risk assessment and fieldwork are available on the School’s website under Forms. Supervisors will provide guidance regarding ethical clearance, risk assessment and travel approval.

- All draft thesis material work is to be submitted to the student’s supervisor on or before **one month prior to the thesis submission date**. The applicable dates for relevant semesters can be found on page 13 of this handbook, and on the ECP for the thesis. If your thesis is not available in final draft form by the deadline given, you must hand in whatever written work you have. This is very important. It will give both you and your supervisor time to review your progress, correct mistakes and plan the completion of your thesis. Previous experience has shown that failure to submit written drafts by these deadline will almost certainly mean a poor result for the final product.

- The final version of the thesis is due at **2pm on the final Friday of classes for the relevant semester**. The applicable dates for relevant semesters are provided in this handbook and on the Electronic Course Profile (ECP) for the thesis.

- Requests for extensions are only possible under circumstances such as illness or personal hardship, and must be supported by documentation and consultation with your supervisor and the Honours Coordinator well in advance of the deadline. Extensions need to be approved by the Head of School (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.

**IMPORTANT NOTE:** Where extensions have been approved the thesis will not be marked and finalised in time for the graduation ceremonies of the relevant semester.

**Thesis Submission**

- The final thesis must be submitted to the School of Social Science on or before the **deadline**. No coversheet is required.
  - One (1) copy of the thesis must be submitted with a temporary heat binding (service at most copy shops – eg. UQ POD: [http://www.pod.uq.edu.au/](http://www.pod.uq.edu.au/)) to School of Social Science Reception on level 3 of the Michie Building (9).
  - A PDF version of the thesis must also be submitted to the School of Social Science via email ([student.socsci@uq.edu.au](mailto:student.socsci@uq.edu.au)) on the due date. Confirmation of receipt will be sent via reply email.

- A signed declaration of originality of work must appear at the beginning of the thesis, immediately following the title page. The hardcopy version of the thesis should then be signed by your supervisor before submission to the School.
Examples 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 bibliography. 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 I have read the final draft of this thesis and it is ready for submission in accordance with the thesis requirements as set out in the School of Social Science policy documents.

Signature: __________________________________________________

Thesis Examination Policy

1. BSocSc (Hons) theses will be examined by two appointed examiners, one internal and one external to the School. Theses will be marked, as a rule, within 3 weeks and a written report and mark will be submitted to the Honours Coordinator.

2. Calculation of the overall thesis grade is based on a combination of the two examiners’ marks. 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 by an examiner’s meeting.

3. 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.

4. Following the examination of the thesis, the student will be provided with copies of all examiners’ reports. Students will also be given the thesis copies read by the examiners with any required corrections indicated. Only minor corrections are permitted (ie. spelling, grammatical), and it is a requirement that the student submit a PDF copy of their corrected thesis to the School, which will be kept on file, and may be used to provide future students with examples and/or research material.

5. A student who is dissatisfied with their final result should first discuss the matter with the Honours Coordinator. Further information about grounds for appeal can be found here: MyAdvisor website: http://www.uq.edu.au/myadvisor/querying-result
Assessment Policy 3.10.02: https://ppl.app.uq.edu.au/content/3.10.02-assessment
Calculation of the Class of Honours

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

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<tr>
<th>GPA</th>
<th>Class of Honours</th>
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<tbody>
<tr>
<td>6.200 – 7.000</td>
<td>Class I</td>
</tr>
<tr>
<td>5.650 – 6.199</td>
<td>Class IIA</td>
</tr>
<tr>
<td>5.000 – 5.649</td>
<td>Class IIB</td>
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<tr>
<td>4.000 – 4.999</td>
<td>Class IIIA</td>
</tr>
<tr>
<td>&lt;4.000</td>
<td>Class IIIB</td>
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Important Dates for Honours

For students submitting in Semester 1, 2017

All draft thesis material to supervisor by **Friday 5 May, 2017**
Final thesis copies to be submitted by **2pm Friday 2 June, 2017**

For students submitting in Semester 2, 2017

All draft thesis material to supervisor by **Friday 29 September 2017**
Final thesis copies to be submitted by **2pm Friday 27 October, 2017**

For students submitting in Semester 1, 2018

All draft thesis material to supervisor by **Friday 4 May, 2018**
Final thesis copies to be submitted by **2pm Friday 1 June, 2018**

For students submitting in Semester 2, 2018

All draft thesis material to supervisor by **Friday 28 September, 2018**
Final thesis copies to be submitted by **2pm Friday 26 October, 2018**

These dates are also published on the website at: [http://social-science.uq.edu.au/honours-important-dates](http://social-science.uq.edu.au/honours-important-dates)

Student – Supervisor Relations for all Honours Students

Your relationship with your supervisor is one of the most important that you will establish during your academic career. It will provide you with 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. However, this relationship involves obligations on the part of both parties. Your supervisor(s) will assist you with advice, guidance and criticism and help you to achieve your personal academic goals. At the same time, your supervisor(s) can only guide your efforts and then only if you are receptive to advice. You must take the responsibility for 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 suitable thesis topic or problem, assist the student in devising a schedule for the year’s thesis work.

- Guide the student in the selection and application of appropriate 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 frequently with the student to discuss and evaluate each stage of the thesis project. Where there are joint supervisors, the student should arrange for joint meetings with both supervisors.

- Monitor student progress and advise the student when progress is unsatisfactory.

**Responsibilities of the Student**

- Produce material in accordance with the schedule agreed with the supervisor.

- Consider advice seriously. If advice is not taken, the supervisor should be informed and given reasons for the decision.

- It is the responsibility of students to maintain regular contact with their supervisor as per arranged schedules. Students should prepare in advance for consultations, by determining the help they require and the areas in which advice would be useful.

- Fulfill all the requirements of the Honours program, including attendance at scheduled classes and at school seminars.

- Student and supervisor should be reasonable in their dealings with one another 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.

- Students who encounter difficulties should first attempt to resolve them with their supervisor/s. If this does not produce satisfactory results, they should then consult the Honours Coordinator and then, if the matter remains unresolved, the relevant head of program. Only after all these avenues have been exhausted should they take the issue to the Head of School.

Supervisors and students sometimes have different perceptions about their roles and occasionally this may lead to misunderstanding and conflict. Early in their relationships supervisors should instigate a conversation about the model of supervision that will be used and come to an agreement with the student.
Resources for Honours Students

The BSocSc (Hons) program is a Faculty-wide program managed by the School of Social Science. Honours students are supervised in their honours research within the school or discipline that is most relevant to their field of study but are formally enrolled in the School of Social Science. Whilst students will be associated with the school/discipline in which their supervisor resides, they will be entitled to the academic, research and support resources that are offered to honours students within the School of Social Science, and which are deemed necessary and reasonable for the successful completion of their Honours research project. The following resources are available at the School of Social Science:

School Research Funds
Honours students are entitled to submit applications to the School of Social Science Postgraduate Studies Committee (PGSC) for a maximum of $250.00 as support for their research. The application form is available at [https://social-science.uq.edu.au/honours](https://social-science.uq.edu.au/honours). Applications for research support funds must be signed by your supervisor who can assist you with completing the application form. The Committee review applications for research funding as they come in. Funds must be spent in accordance with School’s policy and procedures and cannot be used for the final production of thesis. Funding support is available for fieldwork, library research, surveys, Winter School Workshops if applicable, purchasing data sets and some software, however, there are major licensing issues to be addressed and this item will be considered on the merits of individual cases. Students must realise that school research funds are extremely limited and there is no guarantee that they will receive the full amount they are claiming. Questions in regards to research funding should be directed to the PGSC Secretary (pgsocialscience@uq.edu.au).

Computer access
If ArcGIS or STATA software is required for research, honours students may be granted permission to use the hot desks with the above software installed on level 3 of the Michie building. Written permission is required from the student’s honours supervisor, as well as the Honours Coordinator which must be sent through to the Postgraduate Admin Officer (pgsocialscience@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, students may turn up on the day and if the desk is free it can be used for 4 hours maximum
- No personal belongings are to be left on the desk
- Please ensure you leave the desk clean and tidy when finished
- The booking system is monitored, and students who are seen to monopolise or abuse this system may have their approval for access revoked

Counselling
Students may request counselling on any aspect of their Honours work. In the first instance, the student should raise the matter causing concern with their supervisor. If the matter cannot be resolved in consultation with the supervisor, contact should be made with the Honours Coordinator and they will arrange counselling with an appropriate staff member or refer you to the Student Liaison Officer.
**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 Adviser at Student Support Services. Refer to the University policy, Students with a Disability (Disability Action Plan) [http://www.uq.edu.au/hupp/attachments/organisation-governance/DisabilityActionPlanforStaffandStudents2007to9v2.pdf](http://www.uq.edu.au/hupp/attachments/organisation-governance/DisabilityActionPlanforStaffandStudents2007to9v2.pdf) and to the policy on Special Arrangements for Examinations for Students with a Disability [http://ppl.app.uq.edu.au/content/3.50.09-arrangements-reasonable-adjustments-examinations-students-disability#Procedures](http://ppl.app.uq.edu.au/content/3.50.09-arrangements-reasonable-adjustments-examinations-students-disability#Procedures).

**Post Graduate Research Conference and School Seminars**

In late October/early November, the School holds a student research conference as part of its postgraduate training program. Standard conference procedures apply and the atmosphere is collegial and supportive. As part of second semester coursework, honours students can produce a poster for presentation at the conference or present a paper on the subject of their thesis.

The School runs a diverse seminar program in both semesters of the academic year and honours students are encouraged to attend. There are also specialist seminars in Archaeology, Museum Studies and Cultural Heritage and other academic seminars that students may attend. For further details please consult with your supervisor.

**Prizes**

The School of Social Science offers and administers several prizes for honours students. Information about prizes offered by the School can be found on the School’s website: [https://social-science.uq.edu.au/scholarships-and-prizes](https://social-science.uq.edu.au/scholarships-and-prizes)