

School of Social Science Honours Handbook

A Guide for Students Enrolled in
School of Social Science Honours
Programs for 2019

Information also available at
<http://social-science.uq.edu.au/honours>

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Introduction

NOTE: Criminology Honours students should refer to the **Criminology Honours Handbook**, which is available on the school website (<http://social-science.uq.edu.au>),

This guide has been prepared to provide you with information about Honours in Anthropology, Archaeology, Archaeological Science (BSc), Sociology, and Bachelor of Social Science. Additional information on course content, specialisation and interests of staff members, research projects and facilities within the school, is on the school website (<http://social-science.uq.edu.au>), which is updated periodically during the academic year.

An honours degree is a one year full-time intensive program of study following a three year bachelors degree. You should note that it is possible to undertake combined honours or joint honours in anthropology, archaeology, criminology and sociology, or in one of these disciplines and another outside the School (e.g. sociology/political science or anthropology/geographical sciences). Any students considering these possibilities should be planning such a program at least from the beginning of third year, and should discuss their interests with the Head of Program or the Honours Coordinator as soon as possible.

Why do honours?

An Honours degree in the School of Social Science allows you to develop, extend and consolidate your knowledge and skills in theory and research in a specialised area and is a valuable additional qualification on entering the job market. 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 a range of careers in the private sector, international NGOs and Australian and State Government graduate entry programs. Finally, an Honours degree prepares you for further advanced postgraduate studies at Masters and/or doctoral levels.

The aims of the Honours year are:

- to enable you to pursue further study in a specialised area in more depth and sophistication 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 higher postgraduate research degrees or for a specialist career.

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 Peter Walters (p.walters@uq.edu.au)

Honours Student Administration

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

Reception Office, Level 3, Michie Building (09)

Program Structure

Bachelor of Arts Honours - Anthropology

#16 comprising:

SOSC6030 #4 – Social Science Honours Research Seminar 1 – Semester 1

SOSC6040 #4 – Social Science Honours Research Seminar 2 – Semester 2

ANTH6008 #8 – Thesis for Anthropology – over 2 semesters

Full-time – 2 Semesters

Semester One			Semester Two		
Code	Title	Units	Code	Title	Units
SOSC6030	Social Science Honours Research Seminar 1	4	SOSC6040	Social Science Honours Research Seminar 2	4
ANTH6008	Thesis for Anthropology	4	ANTH6008	Thesis in Anthropology	4

Part-time – 4 Semesters

Semester One (Year 1)			Semester Two (Year 1)		
Code	Title	Units	Code	Title	Units
SOSC6030	Social Science Honours Research Seminar 1	4	SOSC6040	Social Science Honours Research Seminar 2	4
Semester One (Year 2)			Semester Two (Year 2)		
ANTH6008	Thesis for Anthropology	4	ANTH6008	Thesis for Anthropology	4

From 2019, Applications will only be considered for semester 1 entry.

Bachelor of Arts Honours - Archaeology

#16 comprising:

ARCA6030 #4 – Archaeology Honours Research Seminar 1 – Semester 1

ARCA6040 #4 – Archaeology Honours Research Seminar 2 – Semester 2

ARCA6008 #8 – Thesis for Archaeology – over 2 semesters

Full-time – 2 Semesters

Semester One			Semester Two		
Code	Title	Units	Code	Title	Units
ARCA6030	Archaeology Honours Research Seminar 1	4	ARCA6040	Archaeology Honours Research Seminar 2	4
ARCA6008	Thesis for Archaeology	4	ARCA6008	Thesis for Archaeology	4

Part-time – 4 Semesters

Semester One (Year 1)			Semester Two (Year 1)		
Code	Title	Units	Code	Title	Units
ARCA6030	Archaeology Honours Research Seminar 1	4	ARCA6040	Archaeology Honours Research Seminar 2	4
Semester One (Year 2)			Semester Two (Year 2)		
ARCA6008	Thesis for Archaeology	4	ARCA6008	Thesis for Archaeology	4

From 2019, Applications will only be considered for semester 1 entry.

Bachelor of Science Honours - Archaeological Science

#16 comprising:

ARCA6030 #4 – Archaeology Honours Research Seminar 1 – Semester 1

ARCA6040 #4 – Archaeology Honours Research Seminar 2 – Semester 2

ARCA6008 #8 – Thesis for Archaeology – over 2 semesters

Full-time – 2 Semesters

Semester One			Semester Two		
Code	Title	Units	Code	Title	Units
ARCA6030	Archaeology Honours Research Seminar 1	4	ARCA6040	Archaeology Honours Research Seminar 2	4
ARCA6008	Thesis for Archaeology	4	ARCA6008	Thesis for Archaeology	4

Part-time – 4 Semesters

Semester One (Year 1)			Semester Two (Year 1)		
Code	Title	Units	Code	Title	Units
ARCA6030	Archaeology Honours Research Seminar 1	4	ARCA6040	Archaeology Honours Research Seminar 2	4
Semester One (Year 2)			Semester Two (Year 2)		
ARCA6008	Thesis for Archaeology	4	ARCA6008	Thesis for Archaeology	4

From 2019, Applications will only be considered for semester 1 entry.

Bachelor of Arts Honours - Sociology

#16 comprising:

SOSC6030 #4 – Social Science Honours Research Seminar 1 – Semester 1

SOSC6040 #4 – Social Science Honours Research Seminar 2 – Semester 2

SOCY6008 #8 – Thesis for Sociology – over 2 semesters

Full-time – 2 Semesters

Semester One			Semester Two		
Code	Title	Units	Code	Title	Units
SOSC6030	Social Science Honours Research Seminar 1	4	SOSC6040	Social Science Honours Research Seminar 2	4
SOCY6008	Thesis for Sociology	4	SOCY6008	Thesis for Sociology	4

Part-time – 4 Semesters

Semester One (Year 1)			Semester Two (Year 1)		
Code	Title	Units	Code	Title	Units
SOSC6030	Social Science Honours Research Seminar 1	4	SOSC6040	Social Science Honours Research Seminar 2	4
Semester One (Year 2)			Semester Two (Year 2)		
SOCY6008	Thesis for Sociology	4	SOCY6008	Thesis for Sociology	4

From 2019, Applications will only be considered for semester 1 entry.

Bachelor of International Studies Honours (International Inequality and Development major)

#16 comprising:

SOSC6030 #4 – Social Science Honours Research Seminar 1 – Semester 1

SOSC6040 #4 – Social Science Honours Research Seminar 2 – Semester 2

SOSC6100 #8 – Social Science Thesis – over 2 semesters

Full-time – 2 Semesters

Semester One			Semester Two		
Code	Title	Units	Code	Title	Units
SOSC6030	Social Science Honours Research Seminar 1	4	SOSC6040	Social Science Honours Research Seminar 2	4
SOSC6100	Social Science Thesis	4	SOSC6100	Social Science Thesis	4

Part-time – 4 Semesters

Semester One (Year 1)			Semester Two (Year 1)		
Code	Title	Units	Code	Title	Units
SOSC6030	Social Science Honours Research Seminar 1	4	SOSC6040	Social Science Honours Research Seminar 2	4
Semester One (Year 2)			Semester Two (Year 2)		
SOSC6100	Social Science Thesis	4	SOSC6100	Social Science Thesis	4

From 2019, Applications will only be considered for semester 1 entry.

Bachelor of Social Science Honours

#16 comprising:

SOSC6030 #4 – Social Science Honours Research Seminar 1 – Semester 1

SOSC6040 #4 – Social Science Honours Research Seminar 2 – Semester 2

SOSC6100 #8 – Social Science Thesis – over 2 semesters

Full-time – 2 Semesters

Semester One			Semester Two		
Code	Title	Units	Code	Title	Units
SOSC6030	Social Science Honours Research Seminar 1	4	SOSC6040	Social Science Honours Research Seminar 2	4
SOSC6100	Social Science Thesis	4	SOSC6100	Social Science Thesis	4

Part-time – 4 Semesters

Semester One (Year 1)			Semester Two (Year 1)		
Code	Title	Units	Code	Title	Units
SOSC6030	Social Science Honours Research Seminar 1	4	SOSC6040	Social Science Honours Research Seminar 2	4
Semester One (Year 2)			Semester Two (Year 2)		
SOSC6100	Social Science Thesis	4	SOSC6100	Social Science Thesis	4

From 2019, Applications will only be considered for semester 1 entry.

The BSocSc (Hons) program enables you to build on the knowledge and skills acquired in your undergraduate BSocSc degree (or its equivalent). You are particularly encouraged to further your study in the speciality area of your undergraduate degree (Health and Society, Criminal Justice, Social and Public Policy, or Development)

Students may be supervised in their honours research project by supervisors in schools other than social science, including Political Science and International Studies or Nursing, Midwifery and Social Work. You may also have the opportunity to undertake your 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 Life Course Centre; 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.

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" Social Scientists) rather than the work of experienced researchers. They are not considered by the same criteria as a 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 or original contribution to the field. The latter should be seen as a bonus.
- You should demonstrate an ability to find and assess information, and particularly to assess the relevance of arguments and methods for tackling specific problems. This involves a grasp of leading literature rather than an exhaustive search for references from 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 upper limit is 15,000 words; the lower limit is 12,000 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 your responsibility; your supervisor is responsible for providing you with comprehensive advice, however, cannot be held responsible for inadequacies of comprehension or intellectual rigour.

Thesis Requirements

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

A thesis topic will be accepted only if supervisors are available in the general 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.

- You should select your thesis topic in consultation with your supervisor, before the beginning of the first semester of honours study.
- If any **fieldwork** is seen as necessary (e.g. 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. This can be time consuming so you should arrange with your advisor to do this as early as possible in the first semester of your thesis candidature. 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.
- **A draft thesis** is to be submitted to your supervisor on or before **one month prior to the thesis submission date**. The applicable dates for relevant semesters can be found on [page 18](#) 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 this 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. 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 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 help given;
 6. the main text;
 7. appendices, if any;
 8. bibliography of all references cited
- PDF copy with 12pt font 1.5 or double-spaced on both sides of the paper.
- Margins should be at least 2cm on all sides.
- Wherever possible tables should be inserted in the appropriate place in the text, except lengthy or bulky matter, which should appear as an appendix.
- 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 Submission and Declarations

A PDF version of final thesis must be submitted to Turnitin on or before the deadline. 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. Your thesis must also be signed by your supervisor/s before submission. If your supervisor is unable to provide their electronic signature they may send their endorsement via email to student.socsci@uq.edu.au.

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 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

- 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.
- Calculation of the overall thesis grade normally will be based on a combination of the two examiner's 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 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 all examiners' reports. Students will also be sent any marked copies of the thesis received from examiners. You will have the opportunity to make minor corrections (i.e. spelling, grammatical) until a specified deadline, after which the School will upload a copy of your thesis to [UQ eSpace](#), and may be used to provide future students with examples and/or research material.
- 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:
 - 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>

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

Important Dates for Honours

For students submitting in Semester 2, 2019

All draft thesis material to supervisor by **Friday 27 September, 2019**

Final thesis copies to be submitted by **2pm Friday 25 October, 2019**

For students submitting in Semester 2, 2020

All draft thesis material to supervisor by **Friday 25 September, 2020**

Final thesis copies to be submitted by **2pm Friday 23 October, 2020**

For students submitting in Semester 2, 2021

All draft thesis material to supervisor by **Friday 24 September, 2021**

Final thesis copies to be submitted by **2pm Friday 29 October, 2021**

Minor corrections to be completed by students prior to thesis upload to UQ eSpace.

These dates are also published on the website at:

<http://social-science.uq.edu.au/honours-important-dates>

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. 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. Where there are joint supervisors, you should arrange for joint meetings with both supervisors.
- 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 give reasons for the decision.
- Maintain regular contact with you supervisor. You 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 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.

Resources for Honours Students

School Research Funds

Honours students are entitled to submit applications to the School of Social Science for a maximum of \$250.00 as support for their research. The application form is available at <https://social-science.uq.edu.au/honours>. Applications must be signed by the student's supervisor who can assist with completing the application form. The School reviews honours bursary applications on an ongoing basis throughout the year. Funds must be spent in accordance with School policy and procedures. Funding support is available for fieldwork, library research, surveys, Winter School Workshops if applicable, purchasing data sets and some software, however, there are licensing issues to be addressed and this item will be considered on the merits of individual cases. School funds are limited and there is no guarantee that students will receive the full amount they are claiming. Questions in regards to research funding for honours should be directed to the Student Administration Team (student.socsci@uq.edu.au).

Computer access

If 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

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 format applies 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 Anthropology, Archaeology, Museum Studies and Cultural Heritage and other academic seminars that students may attend. For further details please consult with your supervisor.

Supporting Diversity, Equity & Safety in the School

The School of Social Science is committed to a safe and supportive environment and a positive work culture for all. As part of this commitment, we have a dedicated Diversity and Equity Officer, Dr Lynda Shevellar, who is available to help any students or staff in relation to equity issues, grievances, bullying, complaint processes, sexual harassment, and assault. Lynda is a UQ Ally, part of the UQ First Responder's Network, and a UQ Discrimination and Harassment Contact Officer (DHCO). If you have any concerns or queries, are unsure who to talk to or what options are available, or are simply feeling uncomfortable about something that has happened, Lynda can help you find the information or support that you need. Please contact Lynda directly via email l.shevellar@uq.edu.au to find out more about the role, or to make a time for a confidential discussion.

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.

Reporting an Injury

You are required to complete any mandatory occupational health and safety (OHS) training modules for students – especially if you are using the Archaeological Science Laboratories in the Michie Building and the Archaeology Teaching and Research Centre (ATARC). If an incident or injury occurs, submit an incident report online via [UQSafe - Incident](#) as soon as possible.

UQ SafeZone

UQ SafeZone is a free smartphone app that connects staff and students with Security and emergency services during a first-aid or emergency situation on UQ campuses and sites. You can download the UQ SafeZone app from the [Apple App Store](#) and [Google Play Store](#). Install the app and run through the sign-up procedure to register for the UQ campus or site you attend.

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>