2016 Submission Guidelines for Honours Students

The following submission guidelines will apply to students beginning Honours in 2016.

- Each student must upload one electronic copy of their thesis in Portable Document Format (PDF) to the Science Honours Thesis Submission site in Wattle by the due thesis submission date. Some Honours programs may also require the submission of one or more printed copies of your thesis at this time so exact requirements must be confirmed with your Honours Convenor.

All theses are to be submitted by 5pm on:
Semester 1 Commencement: Thursday 27th October 2016
Semester 2 Commencement: Thursday 1st June 2017

If you miss the Thursday deadline your next opportunity to submit is:
Semester 1 Commencement: Friday 28th October 2016
Semester 2 Commencement: Friday 2nd June 2017

Any theses submitted by 5 pm on this day will be penalised 5% of the maximum mark for the thesis and a further 5% per working day late thereafter. A submission on Monday will be penalised 10%, Tuesday 15%, etc.

- Extensions will only be granted in exceptional circumstances where students can document unforeseeable circumstances that have impacted on their ability to submit on time and on the proviso that all the milestones noted below have been met.

- No applications for extensions for unforeseeable circumstances occurring prior to the due date will be accepted on or after the due date.

Students are required to complete a number of milestones during the Honours year and submit the Milestone Completion Form (available from your Honours convenor) prior to submission of the thesis. It is each student’s responsibility to ensure that the completed form is submitted to the respective Honours convenor by 5pm on:

Semester 1 Commencement: Monday 24th October 2016
Semester 2 Commencement: Monday 29th May 2017

No application for an extension will be considered unless the completed form is submitted.

Milestones to be completed:
1. Proposal seminar and/or research plan.
2. Mid course seminar and/or progress report.
3. A month before submission both the student and supervisor to sign off on the scope of all major data collection/field work/experiments/calculations/background reading that are required for submission.
4. Two weeks before submission both the student and supervisor to sign off that a first draft of the thesis has been submitted to the supervisor and has been returned by the supervisor with comments.