

GUIDELINES

Guideline Title: **Responsibilities of Bachelor Honours Students**

Guideline Owner: **Dean, Graduate Research**

This guideline supports the University to operationalise the Bachelor Honours Degrees by Research Policy.

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1. INTENT

The purpose of this guideline is to outline the responsibilities of Honours Students enrolled in Bachelor Honours Degrees.

2. ORGANISATIONAL SCOPE

This guideline applies to all Staff, Honours Students and supervisors involved in any aspect of Honours supervision, including adjunct positions and emeritus professors that administer, supervise, or otherwise contribute to Honours Students and Bachelor Honours Degrees.

3. DEFINITIONS

The [University Glossary](#) and the definitions in the [Bachelor Honours Degrees by Research Policy](#) apply to this guideline.

4. GUIDELINE CONTENT

Honours Students are required to become familiar with the procedural and substantive rights and responsibilities applicable to them, including the following:

- 4.1. Attend a meeting with supervisor(s) to complete the [First Interview Checklist](#).
- 4.2. The University's values of Integrity, Respect, Rational Inquiry, Personal Excellence and Courage underpin the University's strong commitment to Academic and Research Integrity. Students are required to be aware of their responsibilities in upholding these values as outlined in the [Code of Conduct](#). Failing to adhere to these values can have significant

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consequences, including the exclusion from the Course. Students are required to be aware of their responsibilities regarding [Code of Conduct](#), [Academic Integrity](#) and the [Academic Misconduct Rules](#).

- 4.3. Negotiate with the supervisor(s) appropriate ways of documenting meetings, including agreed actions arising from supervision sessions.
- 4.4. Maintain regular contact with the supervisor(s) and negotiate and maintain a reasonable timetable of meetings, milestones and submitted work, which is reviewed regularly in the course of candidature.
- 4.5. Present required written material in sufficient time to allow for comments and discussions before scheduled meetings.
- 4.6. Discuss with the supervisor(s) the most useful type of help required for successful completion of the degree.
- 4.7. Undertake appropriate training or remedial work identified by the supervisor(s), should this be necessary.
- 4.8. Manage research data in accordance with University policy.
- 4.9. Accept responsibility for final copies of the thesis and submit a thesis which meets School requirements on presentation and content.
- 4.10. Comply with the academic rules and policy relating to authorship, peer review and publication of research.
- 4.11. Where a Student is dissatisfied with their supervision, the Student is encouraged to discuss the matter with their supervisor in the first instance. Should this fail to resolve the issue, the Student is encouraged to make a private appointment with the Honours Coordinator of their School or the Associate Dean (Research).

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Guideline Owner is Dean, Graduate Research and has overall responsibility for the content of these guidelines and their operation.

The Manager, Academic Quality and Standards is responsible for currency of information and provision of advice relating to these guidelines.

6. RELATED DOCUMENTS

Policies

[Academic Integrity](#)

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[Academic Misconduct Rules](#)
[Bachelor Honours Degrees by Research](#)
[Conducting Research With Integrity](#)

Operational documents and resources

[ECU Student Code of Conduct](#)
[First Interview Checklist](#)
[Research Data Management](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guideline Owner	Dean, Graduate Research
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8. APPROVAL HISTORY

Guideline approved by:	Deputy Vice-Chancellor, Research
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