

### **Submission Guidelines for Honours Students**

Your honours year will be an intense learning experience. The following guidelines have been developed for the sake of equity, to attempt to reduce stress on you and to model the professional practice that you are now part of as a research student.

- All theses must be submitted by 3pm on Friday 30<sup>th</sup> October 2009 to the Colleges of Science first floor office in the Frank Fenner Building (Building 42) – an electronic copy must be submitted to the Department/School Honours convenor.
- If you miss the Friday deadline your next opportunity to submit is Monday 2<sup>nd</sup> November 2009. Any theses submitted by 3 pm on this day will be penalised 2% of the assigned mark for the thesis and a further 2% per day late thereafter. A submission on Tuesday will be penalised 4%, Wednesday 6%, 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.
- No applications for extensions for unforeseeable circumstances occurring prior to the due date will be accepted on the due date.
- Extensions will only be granted if all the milestones noted below have been met.

Milestones to be completed:

1. Proposal seminar/research plan.
2. Mid course seminar/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 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.