
Honours Examination Policy – Higher Education

Policy Code: RES-008 **Version:** 2.0 **Effective Date:** 17 November 16

Purpose:

This policy details the College's requirements around examination practices for those undertaking an accredited Honours degree.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

Scope:

- All Honours Students

Policy Statement

This policy applies to theses and research projects undertaken as part of Bachelor (Honours) degree programs. This policy should be read in conjunction with the College's [Honours Degree Supervision Policy](#) which outlines the approach to appointing and managing supervision of Honours research projects at the College.

Examination Principles

1. The Office of Research will ensure that the assessment of the thesis is undertaken in a timely manner recognising the contribution of thesis marks to students' options for employment and further study.
2. A Chair of Examiners will be appointed to oversee and coordinate the examination process for each student (see [Chair of Examiners](#) section below for details of appointment).
3. The [Chair of Examiners](#) will appoint the examiner(s), in consultation with the Associate Director, Research and the supervisor(s).

4. Each examiner will provide the [Chair of Examiners](#) with a mark for the thesis and written comments. Written comments will be general in nature and be clearly distinguished from suggestions about possible improvements to the text or possible additional work, which an examiner may or may not provide as a courtesy to the student. As a precursor to providing a final mark, each examiner may provide recommendations or feedback to the student to improve the final thesis prior to marking.
5. Where more than one examiner is engaged, the [Chair of Examiners](#) will coordinate the process for arriving at a single mark and grade.
6. Where there is dispute by the student over the final mark and grade the department will follow the process of resolution as outlined in the [Grievance Policy – Higher Education](#).
7. The Office of Research will release to the Office of Student Records an overall mark for the thesis for subsequent release to the student. The [Chair of Examiners](#) will provide feedback on the thesis to the student based on information of a general nature included in the written examiners' comments, ensuring that the anonymity of examiners is preserved unless an examiner wishes to be known as having provided specific comments.
8. Differences in disciplines and the type of thesis will influence the appropriate word limit for a thesis. The following word limits exemplify a typical range PhD: 80,000 – 100,000, Masters by Research: 40,000 – 50,000 or Honours: 10,000 – 15,000 but are a guideline only.
9. The Office of Research will advise students of the College's policy and procedures for appeal.

Examiners

1. The Honours thesis should be marked by at least two approved examiners who are not the supervisor/s of the thesis.
2. Any supervisor of the thesis may act as a third examiner of that thesis or undertake a formal role in the examination process as determined by the Office of Research. The role of the supervisor in the examination process must be clear and transparent, and this role must be communicated to students at the commencement of their study.
3. Each examiner will mark the thesis independently according to the assessment criteria and submit a recommended mark and a brief report on the thesis to the Chair of Examiners. Reports should clearly distinguish any comments not to be communicated to the student in order to facilitate the provision of a final

examination report, or reports, to the student at the conclusion of the examination process.

Chair of Examiners

1. The Chair of Examiners will be the Postgraduate Research Coordinator for the program/discipline in which the thesis has been completed, or the Associate Director, Research (or nominee) in cases where the Postgraduate Research Coordinator is also the supervisor of the thesis.
2. The identity of the Postgraduate Research Coordinator should be communicated to students at the commencement of their study and noted, with contact details, under the Honours listing for that program in the College Handbook.

Honours Examination Board

1. The College will convene a discrete Honours Examination Board at the conclusion of each semester for each individual thesis to be examined.
2. The Board is chaired by the Chair of Examiners and should consist of the Associate Director, Research and all staff involved in the Honours examination process (supervisors and examiners).
3. Information about the examination of each thesis should be made available to the Board, including any examiners' reports and marks. The Chair of Examiners should report, as appropriate, on the process by which single marks and grades were arrived at.
4. This Board provides final approval for Honours examination marks prior to verification and release. The Chair of Examiners should not verify any final marks until these have been approved by the Honours Examination Board.

Related Procedures:

Nil

Definitions:

Honours thesis - a thesis or research project completed by a student under the supervision of a member of the academic staff of the College as part of an honours program, which is weighted at 20 credit points or more.

Examiner - individual designated as responsible for a particular component of assessment by the Chair of the Examination Board, distinguished from those teaching the subject or supervising the Honours thesis development.

Postgraduate Research Coordinator – the academic staff member responsible for providing expert advice and guidance to a student undertaking an Honours degree.

Further Information:

Related Policies: [Grievance Policy – Higher Education](#)
[Special Circumstances Policy](#)
[Student Integrity Policy](#)
[Student Misconduct Policy](#)

Benchmarking: Sunshine Coast University

**Supporting
Research and
Analysis:** N/A

**Related
Documents:** [Special Circumstances Application Form](#)
[Formal Grievance Form](#)

**Related
Legislation:** N/A

Guidelines: N/A

Policy Author:	Associate Director, Research – Dr Amie Steel
Policy Owner:	Office of Research
Contact:	Associate Director, Research amie.steel@endeavour.edu.au
Recommending Body:	Academic Board Meeting date: 1 December 2015
Approval Body:	College Council* Meeting date: 11 December 2015 *Approved for implementation in 2016.
Policy Status:	New
Responsibilities for Implementation:	<ul style="list-style-type: none"> • Director of Education • Associate Director, Research • Postgraduate Research Coordinator • Honours Supervisors
Key Stakeholders:	<ul style="list-style-type: none"> • Director of Education • Associate Director, Research • Postgraduate Research Coordinator • Honours Supervisors • Honours Examiners • Student Services staff • Honours Students