FACULTY OF EDUCATION AND ARTS HONOURS PROCEDURES

INFORMATION FOR STUDENTS

Model 1 Honours – separate 80 unit program upon completion of, and distinct from, an initial undergraduate degree.

Refer:

Policy

- **Structure for Model 1 Honours Programs Policy**
  http://www.newcastle.edu.au/policy/000643.html

Schedules:

- **80 Unit Honours Degree Program Schedule**
  http://www.newcastle.edu.au/policy/000740.html
- **Bachelor of Fine Art (Honours) Schedule**
  - **http://www.newcastle.edu.au/policy/000432.html**
- **Bachelor of Music (Honours) Schedule**
  - **http://www.newcastle.edu.au/policy/000434.html**

PROCESSES

1. **APPLICATION AND ENROLMENT**
2. **STUDENT PROGRESS AND INTERRUPTION TO STUDIES**
3. **THESIS SUBMISSION DATES**
4. **HONOURS GRADES**

1. APPLICATION AND ENROLMENT

Applicants require a GPA of 5.0 (credit average) or above in the initial degree and/or in the major discipline area.

NOTE:

For Model 1 Honours programs (see above), students should NOT enrol in Honours courses until they receive formal letter of notification that their application has been accepted.

Applicants

i) Applications are to be made using the ***Direct Admissions Application Form*** and the Faculty of Education and Arts End-On Honours Application Supplement Form. (available from the web at http://www.newcastle.edu.au/study/forms.) These forms are to be printed, completed and sent to the relevant Program Officer or to Admissions (who will forward to the relevant officer).

Applications open in October for Semester 1 and/or Semester 2 commencement. ***However, students may not enrol until completion of the degree and a formal offer has been made.***

Applications for Honours close **31 January for Semester 1** commencement and **30 June for Semester 2** commencement.

ii) Applicants who have completed their undergraduate degree at a university other than the University of Newcastle are to supply documentation with their application, including:
   a. Certified copy of award and/or transcript showing completion and date. The transcript is required to identify courses/majors within the completed degree.
   b. 100 points of identification as indicated on the application form.

iii) Applicants who completed their degree at the University of Newcastle are <u>not required</u> to submit a transcript but if there has been a break in their enrolment between completing the degree and applying for Honours, they should provide 100 points of identification for renewal of student card.

iv) Applications must also include on the Faculty form, a brief description of the intended Honours topic. In some cases applicants may be required to attend an interview prior to any offer being made.

v) Applications are assessed and formal offers sent with enrolment information. Formal offers are only made once the student has completed the initial degree. There is no requirement to accept offers.

vi) On receipt of offer and enrolment information, students are advised to wait at least 10 working days before enrolling online in appropriate courses. Students are advised to seek assistance and advice from the Honours Discipline Co-ordinator or Honours Convenor regarding a suitable enrolment pattern.

<u>Joint Honours</u>

vii) Students who may be interested in undertaking joint Honours in more than one discipline should consult with one of the discipline co-ordinators in the first instance. Advice will be provided by Honours Discipline co-ordinators regarding the appropriate enrolment pattern.

2. STUDENT PROGRESS AND INTERRUPTION TO STUDIES

<u>Leave of Absence (LOA)</u>

Note:

i. Leave of Absence is only available for students with an effective enrolment of at least 10 units.

ii. There is no deferral option for students who have not commenced studies in Honours. Students will need to withdraw and re-apply.

iii. **Leave of Absence for Honours students requires approval of the Pro Vice Chancellor of the Faculty.**

Students

i) consult with supervisor regarding intention and progress;

ii) request LOA (max. I year) through EnquiryCentre@newcastle.edu.au or in writing (email or letter) to the Program Officer. Students MUST state reasons and supply relevant documentation;

iii) receive email advice regarding LOA approval from Program Officer and/or Admissions;

Withdrawal

Where a student:

a) has not commenced study in Honours and seeks Leave or deferment or

b) wishes to withdraw from Honours completely and/or indefinitely, the student needs to:

   i) withdraw from any courses in which they have enrolled:

   ii) advise the Program Officer of request to withdraw from the program;

   iii) advise discipline co-ordinator and/or supervisor of withdrawal;

   iv) re-apply later (where applicable) using the appropriate Application Form and attach a copy of the offer letter previously received.

Cross Institutional Study and Credit

Generally, NO credit is available in Honours programs and therefore this will not apply.

Special Circumstances

i) Students request Special Circumstances for coursework components using the Special Circumstances online.

ii) Students seeking extension of submission of thesis need to consult with their supervisor. Recommendation and approval will be sought via the Discipline Co-ordinator, Honours Convenor and Head of School.

iii) Students will be advised of approval/non-approval and extension date by their supervisor.

3. THESIS SUBMISSION DATES
for students commencing from 2009 onwards

Semester 1: 31 May

Semester 2: 31 October

These should be included in Information Booklets

Students are required to submit 3-4 bound copies of their thesis to the relevant School Office. Students are advised to consult the School office on exact number required.

NOTE: Students seeking extension of submission of thesis need to consult with their supervisor. Recommendation and approval will be sought via the Discipline Co-ordinator, Honours Convenor and Head of School.

4. HONOURS GRADES

85-100	Honours Class 1
75-84	Honours Class 2 Division 1
65-74	Honours Class 2 Division 2
50-64	Honours Class 3

Where grades are not shown on official transcripts, students will receive formal notification of their final result and Honours classification from the Program Officer when completed with the Honours award and will be completed in the Honours program accordingly.