

**Australian School of Business**  
**School of Information Systems, Technology and  
Management**

**Honours Program 2009**

**GUIDELINES**

**BCom**  
**BCom (ISM)**  
**BSc**  
**BSc (BIT)**

Revised: As at 12th Nov 2008

Welcome to the Honours Program in the School of Information Systems, Technology and Management.

### ***Program Objective***

The Honours program is a qualifying program for PhD research candidature in information systems. The program is also effective preparation for a career in industry, offering advanced level information systems coursework, and the chance to develop well honed analytical skills.

The program requires a high level of self-motivated performance. As you progress through the program you will develop writing and presentation skills through the critical analysis and structure of arguments and ideas. You will be working independently on the planning and execution of a research project and communication of research findings through thesis publication, whilst being supervised by a SISTM academic staff member.

For more information on our PhD program please contact our Postgraduate Research Co-ordinator (see SISTM website for details).

### ***Program Communications***

A program website will be available soon at:

<http://vista.elearning.unsw.edu.au>

The login and password for this web site is your **StudentID** and your **UniPin** code.

This website will be used for all program communications (including e-mail). Please visit this website **every week** to read announcements, obtain seminar and workshop presentation notes, as well as an up-to-the-minute schedule of events. All current information about the program is listed here (including a copy of this booklet).

### ***Program Requirements***

During Stage 4 of your degree program you are expected to undertake a thesis and a number of courses over 2 successive sessions i.e. Honours must be completed within a University Calendar year. You must ensure that you meet the program requirements by consulting the University Handbook as well as the relevant degree program director.

The Stage 4 Honours program is outlined below.

<b>Degree</b>	<b>Thesis A (6 UOC) Requirements</b>	<b>Thesis B (18 UOC) Requirements</b>	<b>Additional Course Requirements</b>
<b>BCom/ISM (IS)</b>	Honours Research Proposal (5000 word limit)	Honours Thesis (100 page limit including appendices).	INFS4886, INFS4887 AND Two Level 4 INFS electives.
<b>BSc/BIT (IS)</b>	Honours Research Proposal (5000 word limit)	Honours Thesis (100 page limit including appendices).	INFS4886, INFS4887 AND One Level 4 INFS elective (BIT) OR Two Level 4 INFS electives (IS).

### ***Research Topic, Supervisor Selection and Program Guidance***

It is important for you to note that the research topic and supervisor selection process take time and effort. You should use the list of Honours Topics and Supervisors (**Appendix A**) as a starting point to make contact with potential supervisors. Current academic staff contact details are displayed on the SISTM website. You are strongly encouraged to start this process as soon as possible (generally by the end of Stage 3 of your degree program). You will need to ensure that you work consistently over all of Stage 4 and the following recommendations should be followed throughout your Honours program progression.

**Meetings with your supervisor:** Meet with your supervisor regularly, preferably weekly. Note that your supervisor will not tell you what to do, but will advise you about the best approach for your research project. In general, you should take the initiative to organise meetings, and you should drive the research project.

**Time management:** You should ensure that you share your time equally across the courses you are enrolled in, in Stage 4, and you should devote around half of your available study time to your research project (Thesis A & B). Honours project and thesis deadlines can easily overtake you and it is easy to put off working on your Honours project because of an assignment for another course. If you do not work continuously and consistently over Stage 4 you will have difficulty completing your project, and producing a good quality thesis. As a result your Honours grade may be greatly impacted.

**Monitor your work:** You are responsible for monitoring your own progress and ensuring that you remain on track to meet deadlines. Your supervisor, however, is there to guide you. If you are unsure of whether you are making adequate progress or unsure of program requirements, then you should consult either the Honours Director or your thesis supervisor as soon as possible. Illness that affects your studies should be documented via the University's Special Consideration procedures (see the SISTM website for an outline of these procedures).

**Document your research as you go:** Do not under-estimate how much time it will take to document your research work. You should make notes on all aspects of your research as you develop your ideas. Writing notes and working on your thesis structure as you go is not only more time-efficient, it also forces you to formulate your ideas more clearly and completely, and this will substantially increase the overall quality of your work. Your final Honours thesis mark will depend largely on the quality of the research but it will also depend heavily on your ability to communicate and present your research project and outcomes in your thesis submission.

**Narrow your project focus:** Understanding the context of your research is important in assisting you (and others) to understand why you have undertaken a particular research project (motivation). Having a well focussed research topic assists you to better and more effectively understand the deeper issues involved in your project. This is generally better than working too broadly or tackling a wide topic area. Your supervisor is there to help you to keep your work suitably focussed.

Seminars and workshops will be offered throughout the year to give you exposure to various research topics and approaches (see SISTM & Honours websites for lists of these). There scheduled class meetings also; check the Program Timetable and website for details.

### ***Plagiarism and Academic Misconduct***

The School of Information Systems, Technology and Management will not tolerate plagiarism. Research activities are generally built on the review of materials and projects undertaken by others so you must take extra care that you do not accidentally or inadvertently plagiarise materials that you use.

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For full information regarding policies, penalties and information to help you avoid plagiarism see: <http://www.lc.unsw.edu.au/plagiarism/index.html>

Plagiarism is the presentation of the thoughts or work of another as one's own.\*

Examples include:

- direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied. This includes copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†
- Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at:

[www.lc.unsw.edu.au/plagiarism](http://www.lc.unsw.edu.au/plagiarism)

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

\* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle

† Adapted with kind permission from the University of Melbourne.

### ***Consultation***

The Honours Director is available for consultation on issues relating to the organisation of your Honours program, both the thesis component and specific courses. Specific details of your thesis, however, should be handled by you and your supervisor in the first instance. Issues that affect your complete Honours program, rather than specific courses, should be referred to the Honours Director.

In 2009

Dr. Fletcher Cole  
Room: QUAD2110  
Telephone: 9385-7124  
Email: [f.cole.unsw.edu.au](mailto:f.cole.unsw.edu.au)

Prior to February 2009

Prof Graham Low  
Room: QUAD2104  
Telephone: 93854413  
Email: [g.low@unsw.edu.au](mailto:g.low@unsw.edu.au)

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### ***Program Timetable***

The following is a timetable of Honours activities and deliverables you must complete in order to stay within the Honours program, as well as to graduate on time and with your degree cohort.

Subject to change. Check the website.

<b>TIMING</b>	<b>ACTIVITY</b>
<b><i>Session 1</i></b>	
<b>Week 0</b>	Selecting your topic and supervisor. Getting started with thesis A
<b>Week 2</b>	Meeting to discuss any issues encountered in selecting a topic and/or supervisor
<b>Week 3</b>	Research topic approval completed (supervisor sign off) – <b>DELIVERABLE</b>
	HECS Census Date (31 <sup>st</sup> March) – final date for withdrawal without fees.
<b>Weeks 5-11</b>	Thesis A proposal development, and presentation preparation, class meetings (ad hoc)
<b>Week 5</b>	Proposed project and methodology description to Honours Director, for inclusion in generic ethics submission – <b>DELIVERABLE</b>
<b>Week 12 - Friday</b>	Thesis A proposal presentation – <b>DELIVERABLE</b>
<b>Week 13 - Friday</b>	Thesis A proposal submission & full ethics application – <b>DELIVERABLE</b>
<b>Post exams</b>	Thesis A proposal results – CHECK TRANSCRIPT

<b>Between Sessions</b>	Complete and submit formal Ethics Clearance Forms to Supervisor. <b>You are not permitted to collect data without Ethics Approval.</b>
<i>Session 2</i>	
<b>Week 1</b>	Meeting – Progress review
<b>Weeks 4 – 11</b>	SISTM Research Workshops. <b>Regular meetings with your supervisor.</b>
<b>Week 10</b>	Meeting – Review formal submission requirements
<b>Weeks 12 - Friday</b>	Thesis B presentations – <b>DELIVERABLE</b>
<b>Week 13 - Friday</b>	Thesis B submission – <b>DELIVERABLE</b>
<b>Weeks 14 -15</b>	Thesis B examination
<b>Week 16</b>	Thesis B School Committee
<b>Post exams</b>	Honours Faculty Grading
<b>Post exams</b>	Honours results – LETTER TO STUDENTS

Failure to meet a deliverable deadline may result in your discontinuation from the Honours Program and/or graduation delays.

You may lodge a **Special Consideration** form (under exceptional circumstances with supporting documentation e.g. doctor's certificates) at any stage of the Honours Program - this will be reviewed by the FCE Honours Committee and an appropriate extension of time to complete an Honours deliverable may be granted (**although this is NOT guaranteed**).

### ***Thesis Assessment and Honours Grade Calculation***

Your thesis will be examined by two academic staff members of the School nominated by your supervisor (or external examiners if there is no expertise in an area within the School). Both examiners will allocate a mark out of 100 to your thesis. These marks will then be consolidated by the Honours Director and used with your other Stage 4 course marks to determine your overall Honours grade.

Thesis examiner reports will be returned to you so that you may make final recommended changes to your thesis (if deemed necessary by your supervisor). Thesis marks will be released through the University website as per the normal publication of marks (about 1 week after course marks are released). A letter from the Honours Director confirming the Honours Grade (with an attached calculation sheet) will be sent to you about 1 week after the thesis grade is published.

Please note that thesis and Honours Grades cannot be published until after the FCE Honours Committee has met and ratified the School recommendations. This means that you will experience a delay of approximately 2 weeks (after normal marks publication) of the publication of your Honours grading outcome. **Supervisors will not release the outcome of any deliberations to you.**

Your overall Honours program grade is out of 100 and is based on all Stage 4 assessment (weighting of courses 50% and thesis 50%).

Your honours level is determined by the following grade breakdown:

Honours 1 - greater than or equal to 85

Honours 2 (Division 1) less than 85 and greater than or equal to 75

Honours 2 (Division 2) less than 75 and greater than or equal to 65

(There is no rounding of marks – Faculty Rule).

The Honours Thesis A & B deliverables and supporting documentation are outlined in detail in the following sections of this booklet. For all other Honours course requirements please refer to the individual course outlines and designated lecturers-in-charge.

### ***Honours Deliverables (Thesis A & B)***

The aim of the Thesis A (6 units of credit) is to investigate a research topic and develop a research project plan. Thesis A will allow you to develop the skills and gain the confidence you need to work on an independently conducted research project (in Thesis B) and the documentation and communication of this project through thesis writing (in Thesis B). Thesis Part B is worth 18 units of credit and therefore constitutes the major proportion of the Honours research project effort.

#### **Thesis A**

1. **An Honours Thesis Topic Approval Form** (DUE Week 3, Session 1). Your supervisor/s must sign the form and it should be lodged with the School Office/Honours Director. This signoff may also be obtained from a research group supervisory panel. A copy of this form is attached as **Appendix B** in this booklet.
2. **Project Description & Methodology** (DUE Week 5, Session 1). This will be included in a generic ethics clearance application by the Honours Director. See **Appendix C**.
3. **Thesis A Presentation** (Week 12, Session 1). You must satisfactorily present your proposed research project to a panel of SISTM academic staff where you will be given feedback to assist you in the completion of your Thesis A proposal.
4. **Thesis A Proposal** (6 units of credit) (DUE end of Week 13, Session 1) must be lodged with the School Office/Honours Director. There is a limit of 5,000 words for this proposal.

The Thesis A proposal document should include:

**Research Problem Definition:** The thesis topic (developed in Week 3) was a starting point for your research project. Your proposal must describe (in detail) the research problem you have identified in the topic area, i.e. the focus of your research. You must also identify the research questions (that are motivated by your research problem) you seek to answer. The theoretical and practical significance of your project should be dealt with also.

**Literature Survey:** You need to determine the key developments in your research, and in particular, how they relate to your research problem. Describe, compare and analyse the existing research in your problem area and how this relates to your research problem definition and research questions (previous section of your proposal).

**Research Project Methodology:** Briefly describe and compare the alternative research methods you have considered that could be applied to investigate your research problem and answer your research questions. Highlight the advantages and disadvantages of each of the methods. Describe the methodology that is most appropriate to your research project and justify your decision(s).

**Research Project Plan:** Plan how you will execute your research project, and check with your supervisor that your plan is realistic. Document this plan and consider any time constraints that may impact on it.

Your thesis proposal will be influenced by your topic and research approach so your proposal will be a unique document in its own right. The Thesis A proposal document is **a contract** between you and your supervisor. A satisfactory grade must be declared by the Honours Director for your Thesis A enrolment (on the advice of your Supervisor) for you to proceed to Thesis B. **A satisfactory grade can only be declared if a Thesis A proposal document has been lodged by you and you have also made a satisfactory presentation to SISTM staff.** If Thesis A is graded as unsatisfactory, remaining credit must be made up through enrolment in other courses (exception BCom/BSc i.e. non BIT/ISM - default to pass degree).

**Human Research Ethics Clearance Form (Completion and Lodgement** - (DUE end of Week 13, Session 1). Complete a Human Research Ethics Clearance Form and submit to your supervisor. See **Appendix C. You are not permitted to collect data from human subjects without Ethics Approval.**

### Thesis B

1. **Thesis B Presentation** (COMPLETED in Week 12). You will present your Thesis B research project objectives and outcomes to a panel of SISTM academic staff with the aim of providing feedback to you prior to your final thesis submission.
2. **Final Thesis Submission - Thesis B** (DUE end of Week 13, and worth 18 units of credit). Thesis B constitutes the continuation of Thesis A and the official documentation and written communication of your entire thesis research project. Two (2) copies of your final completed thesis must be lodged with the School Office/Honours Director for examination. Spiral bound or clipped copies of the thesis are sufficient for examination purposes. Thesis B requirements are outlined as Honours Thesis Format Requirements Preparation and Submission (**Appendix D**). **Bound copies** of Thesis B must be received by the School **before a student will be cleared for graduation.** Thesis B has a limit of 100 pages including Appendices (note this limit will be strictly enforced).

**Late submission of Thesis B** may mean that graduation (and any additional supervision) will occur at the Faculty's discretion. If you submit Thesis B after Week 13 then you **MUST** apply for **Special Consideration** through the usual University procedures. Your case for Special Consideration will then go before the Presiding Member of the FCE Honours Committee for a decision.



## Appendix A

### Proposed Honours Topics and Supervisors - 2009.

Subject to change; you will need to discuss with the staff concerned.

(Topic areas for 2009...will be updated shortly)

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A/Prof.. AYBÜKE AURUM	<ul style="list-style-type: none"> <li>• Value-based Software Development in Australian Industry</li> <li>• Identifying Success and Failure Issues of Software Projects and Software Products in Australian Industry</li> <li>• Global Requirements Engineering for Product Release Planning</li> <li>• Requirements Engineering for Service Oriented Architecture (SOA) Application Systems Development</li> <li>• Global Software Development Process</li> <li>• Decision Making Process in Software Development</li> <li>• Knowledge Management Practice in Software Companies in Australia.</li> <li>• Cyber Law</li> <li>• Legal Aspects of Carbon Emissions</li> </ul>
Dr. DEBORAH BUNKER (on leave S1 2009)	<ul style="list-style-type: none"> <li>• Information Systems As Tools in Context: Technology Transfer and Diffusion Issues in Systems Implementations.</li> <li>• A Perspectival Model for Information Systems Management: Phenomenology as a Means on Understanding.</li> <li>• The Marketplace as a Social Space: The Uptake and Use of Electronic Grocery Systems (EGS) in the Global Marketplace.</li> <li>• Electronic Commerce and SMEs: Are Current Ecommerce Business Models Appropriate for the Successful Adoption of Ecommerce by SMEs.</li> <li>• Electronic Commerce Procurement Models: Industry Differences and Their Implications.</li> <li>• The Management of Inter-organisational Information and Systems Requirements.</li> </ul>
Dr. FLETCHER COLE	<ul style="list-style-type: none"> <li>• Document management systems</li> <li>• News management systems</li> <li>• Data management practices in specific organizations</li> <li>• User and systems issues related to the representation of complex data; e.g. geographic information systems, financial trading systems, e-research</li> <li>• Topics in social informatics, or history of information &amp; communication technologies</li> <li>• Taxonomy and classification theory</li> <li>• Other topics – as agreed</li> </ul>

Prof. DUBRAVKA CECEZ-KECMANOVIC	<ul style="list-style-type: none"> <li>• Organisational and Social Implications of IS: Creating Value through IS</li> <li>• IS Impacts on Company Competitive Advantage</li> <li>• Critical Theory Informed Empirical Research (there is a possibility to conduct an empirical study in UNSW)</li> <li>• Exploring Knowledge and Learning, Knowledge Management and Knowledge Management Systems (KMS) in Organizations through: Application of the Sensemaking AND/OR Theory Autopoietic Approach</li> <li>• Designing and Testing IS Technologies to Support Public Communication and Debate (intra and inter-organisational, Professional Associations, Local Councils, etc.)</li> </ul>
A/Prof John D'Ambra	<ul style="list-style-type: none"> <li>• Computer mediated –communication</li> <li>• Issue of Email use</li> <li>• Instant Messaging adoption and diffusion</li> <li>• Evaluation of the Web</li> <li>• ICT and Tourism</li> </ul>
Dr. Farhad Daneshgar	<ul style="list-style-type: none"> <li>• Knowledge Management in SMEs</li> <li>• Taxonomies of Knowledge in Virtual Organizations</li> <li>• eLearning at Workplace</li> <li>• ICT Management in Global Organizations</li> <li>• eBanking in Australia</li> </ul>
A/Prof Pat Finnegan	<ul style="list-style-type: none"> <li>• Business models for open innovation and peer production (including open source software)</li> <li>• User-generated and open content in gaming, travel, media, education, etc</li> <li>• Architectures of participation for virtual worlds and communities (e.g. Second Life, Youtube, SourceForge)</li> <li>• Innovation Marketplaces (e.g. Innocentive, Nine Sigma, Yet2)</li> <li>• Economic and societal impact of 'new media' and Web 2.0</li> <li>• Network governance in strategic business networks</li> <li>• Electronic Business Models</li> </ul>
Dr. ZIXIU GUO	<ul style="list-style-type: none"> <li>• Computer-mediated communication systems adoption and usage</li> <li>• Web2 technologies in learning contexts</li> <li>• Cultural impact on IS/IT adoption and usage</li> </ul>
Prof. Vernon Hsu	<ul style="list-style-type: none"> <li>• Information Systems in Multinational Companies</li> <li>• Impact of International Tax Planning on Information Technology Development in a Multinational Company</li> <li>• Supply Chain Management Systems in Australia</li> </ul>
Dr. LESLEY LAND	<ul style="list-style-type: none"> <li>• Use/adoption of online news, virtual communities, e-auction, or other ISs.</li> <li>• Software reviews/inspections - case studies or experimentation.</li> <li>• E-health adoption for developed or developing countries</li> <li>• E-learning - corporate or for university students or for medical professionals/consumers.</li> <li>• Using IS for improving customer satisfaction</li> </ul>

Prof. GRAHAM LOW	<ul style="list-style-type: none"> <li>• Design of agent oriented information systems.</li> <li>• Method engineering.</li> <li>• Use of ontologies in agent oriented information systems.</li> <li>• Innovation and adoption of information systems.</li> <li>• Outsourcing of information systems</li> <li>• Management of information systems development and/or operations.</li> </ul>
A/Prof. FETHI RABHI	<ul style="list-style-type: none"> <li>• Large scale analysis of news data</li> <li>• Simulation of financial markets</li> <li>• Business to Business Integration using EDI.</li> </ul>
A/Prof. Pradeep Ray	<ul style="list-style-type: none"> <li>• Metamodel for intelligent service management</li> <li>• Privacy Management in eHealth</li> <li>• Assessment of Mobile eHealth</li> </ul>
Dr. GREG STEPHENS	<ul style="list-style-type: none"> <li>• Application of Socio-network Analysis to the Partitioning and Allocation in Distributed Systems (with G Low).</li> <li>• Authentication mechanisms e.g. Biometrics (with R. Jamieson).</li> <li>• Computer Mediated Communication.</li> </ul>
Dr. Chung Li Tseng	<ul style="list-style-type: none"> <li>• IT applications in supply chain management</li> <li>• Proactive project risk management</li> <li>• Flexibility in product development</li> <li>• Dynamic pricing for e-commerce</li> </ul>
Ms CHRISTINE VAN TOORN / Prof. JOHN D'AMBRA	<ul style="list-style-type: none"> <li>• E-mail and organisational productivity.</li> </ul>

## Appendix B - Honours Thesis Topic Approval Form

**Instructions to the student:**

Please complete your section below and having **identified a prospective supervisor and topic** have the supervisor complete the section overleaf.

When completed, the form should be **lodged with the School Office/Honours Director by Week 4 of Thesis A enrolment** (at the latest). Please make sure that you keep a copy.

**TO BE COMPLETED BY THE STUDENT**

Student Name	
Student Number	
Daytime Contact Details	

**Coursework still to complete (including Level 4 courses).**

Current year enrolment		Next year enrolment (if applicable)	
Session 1	Session 2	Session 1	Session 2

**Prospective supervisors approached.**


Students' Signature		Date	
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**TO BE COMPLETED BY THE HONOURS DIRECTOR**

The topic described overleaf IS/IS NOT approved

Honours Director		Date	
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**TO BE COMPLETED BY THE PROSPECTIVE SUPERVISOR/s**

Supervisor Name (1)		Supervision Load	
Supervisor Name (2)		without this student	
Topic Area			

**Brief statement of the research area.**


**Any major references consulted (theory of the topic area).**


**The potential nature of the thesis research approach.**

Case Study		Survey	
Experiment		Other (specify)	

**Special features affecting the level of difficulty of the topic (availability of topic or research approach expertise, availability of research subjects, new or experimental approaches or instruments, risks to researcher or subjects etc.)**


**Any commitment or intention that might affect the ability to supervisor (SSP, major project pending etc.)**


Signature (1)		Date	
Signature (2)		Date	

## Appendix C - Human Research Ethics

You and your supervisor should review your thesis project and resolve whether it raises significant concerns in relation to the following three issues. The three most important ethical considerations in assessing the research projects are the potential for: (i) HARM; (ii) BREACH OF PRIVACY; and (iii) BREACH OF CONFIDENTIALITY. As there is no simple criterion for this evaluation, outlined briefly below is an understanding of these factors as they might be applied to IS research.

**HARM:** Consider whether the research project has the potential to cause harm to: a subject (or a subject's firm or organisation); a researcher; or supervisor. Please note that the notion of HARM includes the potential for physical, psychological, cultural, or even social harm to ensue. The issue of coercion (either real or perceived) also needs to be particularly examined - i.e. is there any potential for the subject to feel coercion to be involved in the research (for example a teacher coercing the student to participate or an employer similarly inducing an employee to participate).

**PRIVACY:** Consider whether the privacy of individuals has been intruded upon by the research. This may typically occur in the recruitment phase of the research where for instance a private mailing list may be used for a purpose not intended by those who signed up to the list.

**CONFIDENTIALITY:** Where sensitive information (such as financial dealings) has been obtained clear safeguards are required to ensure that these data are secure. Confidentiality issues may relate to the subject, or the subject's firm or organisation.

### Ethics Application Procedure

1. For a general overview of the management of Human Research Ethics consult the Faculty webpages at [http://www2.fce.unsw.edu.au/nps/servlet/portalservice?GI\\_ID=System.LoggedOutInheritableArea&maxWnd= Research\\_Support\\_Ethics](http://www2.fce.unsw.edu.au/nps/servlet/portalservice?GI_ID=System.LoggedOutInheritableArea&maxWnd= Research_Support_Ethics)
2. By the end of **Week 5 of Thesis A**, submit a one-paragraph description of your project and your proposed methodology to the Honours Director, highlighting any potential ethical issues.
3. The Honours Director then submits a generic ethics clearance application for qualifying honours projects (which will be most of them) to the Faculty Human Research Ethics Advisory (HREA) Panel. If a project lies outside the scope of the generic application form, then a separate application will be needed. Your supervisor and the Honours Director will advise.
4. The Panel issues provisional ethical clearance to projects.
5. As soon as the project methodology is finalized, usually after Thesis A has been approved, and between sessions, students **prepare a formal ethics clearance application**, using the form available on the Faculty ethics website. This is signed off by the supervisor, with a copy sent to the Honours Director.  
**NOTE: Data collection should not commence until this is done.**
6. The proposed project is undertaken. Data is collected and analysed.
7. When the project is completed, the original data is handed to the supervisor for long-term safe keeping by the School.

The aim of this procedure is to allow students appreciate the requirements of ethics approval in academic research, without imposing extensive delays at a critical time when they need to focus on data collection.

## Appendix D – Honours Thesis Format Requirements

Students enrolled for a degree at Honours level in the Faculty must present a thesis in their final year of study. The thesis is to be on a topic selected by the student and approved by the Head of School concerned. The thesis must be written under the supervision of a member of staff nominated by the head of School.

The length of the thesis for the Honours degree should not (under normal circumstances) exceed 100 pages.

SISTM requires that you have submitted a topic approval form (signed by your supervisor) no later than Week 4 of your Thesis A enrolment.

The SISTM student must present the completed thesis for marking no later than the end of Week 13 of the session preceding the session in which the student expects to graduate i.e. usually Session 2 to meet graduation in the following session i.e. Session 1.

If there are difficulties in meeting this deadline then, as soon as possible, the student must apply for Special Consideration through the normal University procedures, for consideration by the FCE Honours Committee. In (very) exceptional circumstances the Presiding Member of the FCE Honours Committee may grant an extension of time in order to comply with the requirements.

In addition the student must give a presentation to SISTM academic staff in Week 12 in order to receive feedback prior to the thesis submission in Week 13.

The thesis must include a bibliography and an acknowledgement of all source material. In writing theses students are expected to pay particular attention to matters of presentation.

### Preparation and Submission

Please follow the points below for preparation and submission of your Honours Thesis.

#### 1. Two (2) Bound Copies of Thesis Must be Lodged

It is a requirement that you submit two bound copies of your thesis (three copies are required if you have 2 supervisors). Temporary bindings are acceptable for initial submission but fully bound copies are required **no later than 2 weeks after the marked thesis has been returned** and in order for you to graduate. See information at the end of this appendix for contact details of permanent binding companies.

## 2. Thesis Content and Format

Each copy of the thesis must contain --

2.1 A title page with the title of the thesis and the name of the author.

At the bottom of this page write

Submitted for the degree of <degree name (Honours)>  
School of Information Systems, Technology and Management  
The University of New South Wales  
<year of submission>

2.2 A one page abstract that clearly states

- the problem investigated
- the procedures followed
- the results obtained
- the major conclusions reached

2.3 The following statement signed by the student

*“I hereby declare that this submission is my own work and to the best of my knowledge it contains no material previously published or written by another person, nor material which to a substantial extent has been accepted for the award of any other degree or diploma at UNSW or any other educational institution, except where due acknowledgment is made in the thesis. Any contribution made to the research by others, with whom I have worked at UNSW or elsewhere, is explicitly acknowledged in the thesis.*

*I also declare the intellectual content of this thesis is the product of my own work, except to the extent that assistance from others in the project's design and conception or in style, presentation and linguistic expression is acknowledged.”*

2.4 All copies of the thesis need to conform to the following standards

- The thesis will be printed on A4 paper.
- All copies will be either 1.5 or double-spaced type. Type size will be at least 12 point (and 10 point for footnotes) in a legible font (e.g. Times, Palatino, Times New Roman etc). The paper will at least be 80gsm and white (i.e. normal printing paper).
- The margins on each side of the sheet will be not less than 40mm on the left side, 20mm on the right side, 30 mm at the top and 20mm on the bottom.
- Pages will be numbered consecutively (i.e. 1,2,3,4 not 1.1, 1.2, 2.1, 2.2 etc)
- Diagrams and other illustrations should be, wherever possible included with the text.



### 3. Thesis Binding Format

Prior to the award of the degree each candidate needs to ensure the two copies (three if two supervisors are involved) of their thesis are bound in boards, covered with buckram. The bound volumes will have the following lettering on the spine

At the bottom and across - UNSW

70mm from the bottom and across with the degree and the year of submission of the thesis, e.g.

B.Sc  
(Hons)  
2009

Spaced evenly between the statement of the degree and the top of the spine, your name, initial first and then last name, reading upwards in one line.

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