



Faculty of Health Sciences  
School of Human Communication Sciences

# HONOURS HANDBOOK

*Bachelor of Speech Pathology with Honours  
B. Sp. Path. (Hons.)*

*A compendium showing the  
**RATIONALE, PROCEDURE AND RULES**  
for the advice of staff and undergraduate students*

**Professor Alison Perry  
Honours Coordinator**

**2007**

# TABLE OF CONTENTS

## **SECTION ONE: FACULTY OF HEALTH SCIENCES INFORMATION**

1	Mission Statement for the Faculty of Health Sciences.....	1
2	Introduction and objectives.....	1
3	General eligibility into Honours.....	1
4	Provisions for Honours students.....	2
	4.1 <i>Library Privileges</i> .....	2
	4.2 <i>Computing facilities</i> .....	2
	4.3 <i>The University's Computer Study Hall Bundoora</i> .....	2
	4.4 <i>Conference presentations</i> .....	3
	4.5 <i>Equipment</i> .....	3
	4.6 <i>Laboratories</i> .....	3
	4.7 <i>On campus support</i> .....	3
	4.8 <i>Postage expenses</i> .....	3
	4.9 <i>Project support</i> .....	3
	4.10 <i>Stationary</i> .....	3
5	Your Supervisor.....	4
	5.1 <i>How are supervisors allocated to Honours students?</i> .....	4
	5.2 <i>The role and responsibility of your supervisor</i> .....	4
	5.3 <i>Your responsibilities as an Honours student</i> .....	4
6	Intellectual Property.....	4
7	Ethics Guidelines.....	4
8	Plagiarism Information:.....	5
9	Statement of Authorship.....	5
10	Honours year Grant Scheme:.....	5
11	Commonwealth Learning Scholarship.....	5
12	Grievance Procedures.....	6

## **SECTION TWO: SCHOOL/COURSE SPECIFIC INFORMATION**

13	What is the School of Human Communication Sciences Honours Program?.....	8
14	What is the purpose of Honours?.....	8
15	Can I enrol for a higher degree by research if I do not have an Honours Degree?.....	8
16	What is the Honours workload?.....	9
17	When should I start thinking about Honours?.....	9
18	Suppose my interest area is not taught until mid Year 3?.....	10
19	Am I eligible for Honours enrolment?.....	10
20	How do I show my interest as a prospective Honours student?.....	10
21	Which research topics are available for Honours?.....	11
22	Is there a quota for Honours?.....	11
23	Having completed HCS3RDC, must I proceed to Honours in Year 4?.....	11
24	How often must I meet my Honours supervisor?.....	11
25	How is Honours work assessed?.....	11
	25.1 <i>How are the marks for Honours Units combined to derive the Honours mark and classification?</i> .....	12
	25.2 <i>Marking Guide Criteria</i> .....	12
	25.3 <i>Unsatisfactory Progress</i> .....	14
26	Am I expected to submit my Honours work for publication?.....	14
27	Will my Honours thesis be considered for an academic prize?.....	14
28	Is it possible to take leave of absence for a year or more following completion of HCS3RDC Research Design for Communication Disorders, and continue with Honours on return?.....	14
29	What are the Honours arrangements for part-time students?.....	15
30	Does the School provide Special Funding for Honours Projects?.....	16
31	Attendance at Graduate Seminars and Research Colloquia.....	16
32	External assessors or moderators.....	16
33	Technical Assistance.....	16
34	Other queries about Honours.....	16
35	Student Agreement/Acknowledgement.....	16

## **APPENDICES**

Appendix 1a:	HCS3RDC Research Design for Communication Disorders: Unit Outline: .....	17
Appendix 1b:	HCS3RDC - Notes .....	22
Appendix 1c:	HCS3RDC - Advice to Provisional Honours Students on Research Design Proposal.....	23
Appendix 1d:	Time Plan for HCS4HDP (to be attached to HCS3RDC Submission).....	24
Appendix 1e:	HCS3RDC – Marking Format for The Honours Proposal .....	25
Appendix 2a:	HCS4HDP Honours Degree Project In Speech Pathology: Unit Outline: .....	27
Appendix 2b:	Pathway For HCS3RDC / Hons Projects Where Co-Supervisor Is Outside La Trobe University (eg. Clinician) .....	29
Appendix 2c:	HCS4HDP – Further Notes .....	29
Appendix 2c:	HCS4HDP – Further Notes .....	30
Appendix 2d:	HCS4HDP - Advice on Format of Minor Thesis .....	31
Appendix 2e:	HCS4HDP - Honours Seminar Assessment.....	32
Appendix 2f:	HCS4HDP – Marking Format for The Honours Degree Project.....	33
Appendix 3:	Honours 2007-2008: Expression of Interest.....	36
Appendix 4:	The Pathway To Honours.....	38
Appendix 5:	Awards and Prizes .....	40
Appendix 6:	Student Agreement/Acknowledgement.....	41

# **Section One**

## **Faculty of Health Sciences Information**

## 1 MISSION STATEMENT FOR THE FACULTY OF HEALTH SCIENCES

*“The mission of La Trobe Health Sciences is to provide high quality, relevant education for the health and social work professions; to conduct research to improve the health of individuals and communities and the equity, efficiency and quality of health and human services; and to facilitate the attainment of these goals through professional activities and community service”.*

## 2 INTRODUCTION AND OBJECTIVES

The basic objective of an Honours program within the Faculty of Health Sciences is to provide the opportunity for students to demonstrate higher level professional preparation through the development of enhanced research skills and theoretical understanding, with the intention to also provide avenues for academically suitable undergraduate students to pursue higher degree studies. An honours program aims to build on the existing competencies of an undergraduate student and to enhance the general skill base of a Health Science graduate. A student graduating from the Faculty of Health Sciences should expect to obtain the following graduate attributes:

- have a body of knowledge that enables him/her to practice as an entry-level practitioner.
- be able to work in a team and communicate effectively with a range of people in a variety of settings.
- have a sense of enquiry and be committed to life-long learning.
- have an understanding of ethical and social responsibilities.

## 3 GENERAL ELIGIBILITY INTO HONOURS

University policy is augmented by the Australian Vice-Chancellor’s Committee (AVCC) Guidelines on Fourth Year Honours Programs which have been endorsed by Academic Board. It states that:

- The University minimum performance for admission to an Honours course after completion of a three-year pass degree or equivalent should be an average of 65 marks in units, constituting at least 50 per cent of the third year and germane to the Honours course. Heads of Schools and Departments shall determine which units are relevant. Relevant work experience may be used as a basis for determining admission to an Honours program.

In the Faculty of Health Sciences, some Honours programs run in conjunction with the Pass degree, and selection into Honours does not specifically fall into either of the University selection categories outlined above (e.g., those courses where students are selected for Honours midway through the third year of a four year degree). Therefore, the criteria for selection into Honours should be developed by the School/Department responsible for the course. In doing so, Schools/Departments should ensure that:

- candidates attain an average of at least 70% marks in major Units relevant to the degree, and;
- the average is determined using an average weighting system based on the number of credit points given to each Unit used to determine selection.

All honours courses and candidates are required to comply with the AVCC guidelines, which can be accessed at:

[http://www.avcc.edu.au/policies\\_activities/teaching\\_learning/guidelines\\_codes/](http://www.avcc.edu.au/policies_activities/teaching_learning/guidelines_codes/)

**Please see specific school information on Honours eligibility.**

## 4 PROVISIONS FOR HONOURS STUDENTS

### 4.1 Library Privileges

All La Trobe students, providing they have a valid student card, are entitled to use the University's library service. For more detailed information, please refer to the library web page and select the link for your campus:

<http://www.lib.latrobe.edu.au/>

Loans for Postgraduates & Honours	
Number of items	20
Loan period on General collection	28 days (unless otherwise stated).
Renewals	3
Holds	4
Serials - Bound Volumes only	7 Days

Honours students are also entitled to a CAVAL card, which enables them to borrow books from another university library in Melbourne, including the University of Melbourne (Parkville), Deakin (Burwood), Monash (Clayton) and so on. This card is available from the Library loans desk. Student may find that books on reserve at La Trobe are available for borrowing from other libraries.

### 4.2 Computing facilities

The Faculty of Health Science has its own Information Services Unit (ISU), located in the Health Science 3 building, room 403. It's main function is to provide support for Faculty students and staff. They can be contacted on ext: 5900 for computer related problems.

The following software products are available for use by students:

Microsoft Office  
 Microsoft Project  
 Microsoft Visio  
 Expert Care Planner  
 Medical Director  
 3M Codefinder  
 HealthWiz  
 SPSS  
 Endnote  
 NCCCH ICD10-AM browser  
 PrimeCODER  
 Trureq  
 Subset of Victorian Admitted Episodes Dataset  
 Health System Archetype builder  
 ISU web page: [www.latrobe.edu.au/health/ss/isu/index.html](http://www.latrobe.edu.au/health/ss/isu/index.html)

### 4.3 The University's Computer Study Hall Bundoora

The La Trobe University Computer Study hall is situated between Glenn and Menzies College on Moat Drive, diagonally opposite Simpson Place and is available to all students, 7 days per week. The Study hall web page provides information on opening hours and facilities:

<http://www.latrobe.edu.au/studyhall/>

**COMPUTER VIRUSES & PIRACY:** Use of School computers by external users makes the networks susceptible to attack by computer viruses. Although virus detection software is installed on most machines, it does not eliminate the risk of infection. Any disk which has been used in a computer outside the School should be checked each time before it is used in any of the School computers. Software should not be installed without the approval of the network administrator.

The unauthorised copying of School software for use on another machine is usually piracy and illegal. **Do not use pirate software.**

La Trobe University staff and students are expected to comply with the University's **Computing Regulations and the Internet Code of Practice**

<http://www.latrobe.edu.au/ict/policies>

#### **4.4 Conference presentations**

Some Schools may subsidise student expenses in relation to presentation of their research findings at conferences or symposia. Where possible, students are required to seek financial support from outside sources.

#### **4.5 Equipment**

It may be possible to reserve or borrow School equipment for use within or without the School, although not all equipment may be available for such use. Please see your School reception for specific information regarding equipment hire and booking procedures.

#### **4.6 Laboratories**

All research lab users are expected to:

- learn the proper use of laboratory equipment and facilities
- follow all OH & S guidelines applicable to their work
- attend lectures provided by the University Safety Office on laboratory safety and fire preparedness
- report and equipment breakages or failures to the lab staff
- make lab bookings and to cancel bookings not required

Students working in unattended laboratories are expected to:

- be familiar with fire and evacuation procedures
- behave in a safe and responsible manner

For safety reasons, the use of electronic and mechanical workshops is permitted only under the supervision of an authorised member of staff.

#### **4.7 On campus support**

The La Trobe student diary is a great source of information regarding on campus facilities and support. The Union webpage also has current information:

<http://www.latrobe.edu.au/union/>

#### **4.8 Postage expenses**

The use of mail facilities for substantial quantities of research related material must be authorised by your supervisor and Administration Manager. It is expected that such costs would be recovered from a Faculty or external research grant.

#### **4.9 Project support**

Please see supervisor.

#### **4.10 Stationery**

Basic stationery items are provided to students. If you have special requests these should be made to your supervisor and Administration Manager.

## 5 YOUR SUPERVISOR

### 5.1 How are supervisors allocated to Honours students?

A supervisor is provided for each student on the basis of area of expertise and expressed preferences. Students may approach staff members and request that they supervise their honours year. Students must note that if the staff member will be on leave or away from the university for a substantial part of the academic year, they may be inappropriate as supervisors.

### 5.2 The role and responsibility of your supervisor

Your supervisor is your personal advisor and critic. He or she should assist you in defining your topic and locating relevant sources, recommend appropriate methodological and theoretical readings and provide constructive criticism for your manuscript. It is important to remember that different people work in different ways and a set of “ground rules” should be established early on to avoid any problems.

### 5.3 Your responsibilities as an Honours student

You are expected to attend scheduled meetings. It may also be a good idea for you to find out what your supervisor’s expectations are: what do they expect from you and how often? It is also your responsibility to meet target dates and hand in your finished thesis on time, with the required amount of copies.

## 6 INTELLECTUAL PROPERTY

Please refer to the University website:

[http://www.latrobe.edu.au/rgso/information/cont\\_ip\\_policy\\_oct03.pdf](http://www.latrobe.edu.au/rgso/information/cont_ip_policy_oct03.pdf)

## 7 ETHICS GUIDELINES

In general, all research involving human and animal subjects requires the approval of an Ethics Committee. This includes Honours research projects and equivalent fourth year group projects. In these cases it is the responsibility of the School Honours coordinator or equivalent to ensure that ethics approval is obtained.

The Guidelines and Application form can be downloaded from the web at:

<http://www.latrobe.edu.au/health/ethics.html>

Please read the guidelines carefully before completing the application form. Additional copies of the form may also be obtained from the Secretary, FHEC, Faculty Office, Bundoora - Ph: (03) 9479 3573.

Researchers should ensure that the application:

- is typed
- uses layperson language
- is complete (all questions answered/attachments forwarded as required).

All applications should be forwarded to:

**The Secretary  
FHEC  
Faculty of Health Sciences  
La Trobe University  
Bundoora, Victoria, 3086**

Correspondence from FHEC will be directed to the Senior Investigator.

Related documents pertaining to ethics can be found at the following website:

<http://www.latrobe.edu.au/rgso/ethics/>

**Please see your supervisor for further advice.**

## **8 PLAGIARISM INFORMATION**

Plagiarism occurs when you copy or reproduce someone else's words or ideas and then present them as your own without proper acknowledgement, including when you copy the work of fellow students. It is a form of cheating and will be treated accordingly.

Sometimes you will find it helpful to discuss assignments with other students. Where such discussions take place, but you are required to submit your own written assignment, it is important to ensure that there is no suggestion of any cheating. This is best accomplished by writing the assignment independently of others with whom discussions were held. On some occasions you may be asked to work on a project as a member of a group which is to submit a joint report. In circumstances like these the collaboration occurs on the understanding that all members of the group are approximately equal contributors to the joint effort. Except where the final written work consists of sections for which particular individuals take sole responsibility, the group as a whole assumes responsibility for it and for proper acknowledgement of any use made of the words or ideas of people outside the group.

To ensure you are not guilty of plagiarism (whether you are submitting work on your own behalf, or as a member of a collaborative group) you must, in all your written assignments, declare all sources from which you obtained material or ideas. This may be done through the use of footnotes, endnotes, textual references or any other device, which is approved by the School in which the assignment has been set. What is important is that you acknowledge your indebtedness to other people's work. (Many Schools provide students with a manual or guide to the way in which written work is to be presented, along with details of any specific requirements for the preparation of written assignments in the School. You should check on the availability of such a guide for the Unit(s) in which you are enrolled, and follow the instructions provided. If no such guide is available, or if you are unclear about what is expected of you, you should consult the Unit co-ordinator.)

On any occasion when you use the words of another writer you must place those words in quotation marks (inverted commas) and clearly indicate, through the method of citation which you are employing, the author's name, the source, and the precise location (eg the page number) of material you have quoted. When you use someone else's ideas (eg when you closely paraphrase another person's work without using that person's words) you need clearly to indicate where your indebtedness begins and ends, in the same way you are required to do when you use someone else's words. A bibliography should be provided (usually at the end of the written assignment). It should include all the works you consulted in the course of your research, not just those referred to in footnotes, endnotes or textual references.

University plagiarism web site:

<http://www.latrobe.edu.au/acadserv/policies/plagiarism.pdf>

## **9 STATEMENT OF AUTHORSHIP**

Please refer to the following University website for the Statement of Authorship form:

<http://www.latrobe.edu.au/acadserv/staff/misconplagiarism.html>

## **10 HONOURS YEAR GRANT SCHEME**

The University encourages academically qualified students enrolling for honours and experiencing financial hardship to apply for a grant from the Honours Year Grants Scheme. The scheme is only open to Australian citizens and permanent residents. Grants of up to \$2,000 will be awarded, with payment conditional upon the recipient accepting the terms and conditions of the grant and enrolling as an honours year student. Application forms are available from September, from the Equity and Access Unit, Bundoora campus, Student Services at the Albury-Wodonga campus, the Equity Officer at the Bendigo campus, Campus Administration at the Shepparton campus, and Campus Administration at the Mildura campus. Applications are accepted prior to finalisation of honours offers.

For more information on this and other scholarships and prizes, please see:

<http://www.latrobe.edu.au/scholarships/>

## **11 COMMONWEALTH LEARNING SCHOLARSHIP**

The Commonwealth Learning Scholarships have been introduced in 2004 to provide assistance to rural and regional, low income and/or Indigenous full-time students with financial support associated with

their study in an undergraduate program for up to four years. The scholarships will be available to commencing and continuing undergraduate students. Indigenous Australian students are encouraged to apply.

**There are two types of scholarships:**

- Commonwealth Education Costs Scholarship (CECS) – value \$2,000 per year
- Commonwealth Accommodation Scholarship (CAS) – value \$4,000 per year

These scholarships will be exempt for the purposes of the Social Security Act and thus income from these scholarships will not be taken into account when applying the Personal Income Test for Youth Allowance, Austudy, Abstudy, or the primary payment of students receiving a Pensioner Education Supplement.

**Application forms are available from:**

Equity and Access Office, Bendigo campus, ph: (03) 5444 7410

Equity and Access Unit at the Bundoora campus ph: (03) 9479 2900

Student Administration at the Albury/Wodonga campus ph: (02) 6055 6683

Rhonda King at the Shepparton campus ph: (03) 5833 2517

Ron Broadhead at the Mildura campus ph: (03) 5022 3704

For more information please contact, Stephanie Chard, Equity Coordinator on 9479 1300 or e-mail

[s.chard@latrobe.edu.au](mailto:s.chard@latrobe.edu.au) or go to: <http://www.latrobe.edu.au/eau/equity/cls1.html>

## 12 GRIEVANCE PROCEDURES

Occasionally a student may be dissatisfied with their supervisor. There are both formal and informal avenues to approach the situation. Firstly, problems arising in relation to supervision should be discussed with your supervisor. If this is not possible, you should seek more formal advice from your Head of School.

A student who is aggrieved by the final assessment in any Unit may seek a review of the assessment in accordance with procedures determined by the Academic Board for the purpose and published in the Course Handbook.

The following policy incorporates or otherwise reflects the Academic Board policy approved in October 1996:

1. Requests for reassessment of work should, in the first instance, be directed to the relevant Unit Coordinator.
2. Where the matter is not resolved to the student's satisfaction, the student may submit a written request for reassessment to the Head of the School which teaches the Unit(s), specifying the reason(s) for the request.
3. If a remark is desired and has not been awarded by the Unit examiner or the Head of School, the student may appeal to the Dean and ultimately to the Ombudsman if necessary.
4. Requests for reassessment should be lodged with the appropriate person within ten working days of the receipt of the result(s) in question.

More information can be found on the following web site:

[http://www.latrobe.edu.au/health/Policies/04\\_10\\_Reassessment.html](http://www.latrobe.edu.au/health/Policies/04_10_Reassessment.html)

\*Please note that this section of the Faculty Honours Handbook has been compiled in conjunction with the help of Schools and Departments within the Faculty of Health Sciences.

# **Section Two**

## **School / Course Specific Information**

### **13 WHAT IS THE SCHOOL OF HUMAN COMMUNICATION SCIENCES HONOURS PROGRAM?**

The Honours program essentially consists of the Units required for the Pass Degree, plus additional research project work and Seminar under supervision (100% of assessment). The research project Unit in question is HCS4HDP Honours Degree Project in Speech Pathology. Honours students must also achieve a pass grade in HCS4PRA and HCS4PRB Professional Practice and HLT3IPA Interdisciplinary Professional Practice, but these grades do not contribute to the final Honours grade.

Although the Honours program is conducted in the fourth year, preparatory coursework for Honours begins formally in semester 2 of the third year. At that time, prospective Honours students must enrol in the elective Unit: HCS3RDC Research Design for Communication Disorders (Appendix 1), which is prerequisite for HCS4HDP, and are considered to have provisional Honours status. (Pass Degree students may also enrol in HCS3RDC as an elective, provided that they receive the support of a staff supervisor)

Enrolment in the Honours program is by invitation, not by application, so Honours are of an elective nature. There is no compulsion to enrol for Honours.

To be an Honours student is to start out as something of 'an apprentice' to a staff supervisor, and finish by becoming a kind of junior colleague. You learn how to conduct an Honours project by working closely with your supervisor, drawing on the supervisor's experience over a period of time, as you need it. Supervision will be especially closely directed at the outset, but will become less directed as your project proceeds. As you get towards the final stages, you should be "teaching" your supervisor, at least on minor issues.

### **14 WHAT IS THE PURPOSE OF HONOURS?**

The Honours program in the School of Human Communication Sciences allows students to pursue an academically demanding topic or question of professional relevance at a depth significantly greater than possible in the Pass Degree program.

Also, the Commonwealth Minister for Education and Employment Services stated in 1990 that the purpose of Honours programs is to prepare undergraduate students for postgraduate studies. Access to such postgraduate studies is attained by enrolment for a higher degree by research or by coursework. The Australian Vice-Chancellors Committee (1995) stated, more specifically, that the primary goal of Honours should be **research training**.

Further, the Honours program is intended to promote the accelerated academic progress of able students who show promise of benefiting from postgraduate work. For example, it is possible for a student with a good Honours Degree (H1) to be awarded the Degree of Master by Research after only one year's full-time work following Honours. Normally this Degree requires two years of full-time work.

### **15 CAN I ENROL FOR A HIGHER DEGREE BY RESEARCH IF I DO NOT HAVE AN HONOURS DEGREE?**

It may be difficult to enrol for a higher degree by research if you do not have an Honours Degree, or other recognised research experience. However, provided that you meet certain requirements, you may be able to enrol in a Postgraduate Diploma program, normally of one year's full-time duration or equivalent. The Postgraduate Diploma program is intended to qualify you for enrolment for a higher degree by research. Clearly, this route towards a higher degree by research requires one more year's work than the Honours route.

## 16 WHAT IS THE HONOURS WORKLOAD?

HCS4HDP is listed at 280 hours of academic work.

**NB:** Honours students are expected to devote a substantial portion (up to four weeks) of the long vacation (end of Year 3/start of Year 4) in revising their research design as necessary, obtaining approval (with assistance from their supervisor) from the relevant Ethics Committee(s); checking equipment, obtaining institutional permission(s) for access to subjects, etc.

Honours students should plan to collect most of their research data in semester 1 of Year 4, so that they can analyse it and write it up in semester 2 of Year 4. (Timely completion of Honours work is very important if Honours graduands seek a University scholarship to pursue postgraduate research, as decisions about such scholarships are made not long after the end of semester 2.)

As far as possible, Honours students' Year 4 clinical placements will be arranged to manage the time which has to be spent on non-academic activities (eg. travel). It is therefore usual that clinics for Honours students will be in metropolitan Melbourne in Year 4.

All Year 3 Units should be completed well before the end of Year 3 and, preferably, by the end of semester 2 in Year 3.

The Honours Co-ordinator will review the workload implications of all HCS4HDP projects early in semester 1 of Year 4, with a view to moderating student workload as needed. Students should discuss their Year 4 clinics with the placement coordinator in the light of needing to collect data for an Honours project.

Good time management (planning ahead, setting and adhering to project timelines, etc) will greatly assist the smooth progression of Honours projects and contain the workload within reasonable limits. As with all academic Units, getting the work done in a timely way is part of the task. An otherwise excellent Honours project may run into trouble if time is not carefully managed.

If co-supervision is required outside La Trobe University, then the pathway (Appendix 2b) needs to be followed. Students with external co-supervisors need to provide the external supervisor with a copy of the thesis, in addition to the 2 copies for examination.

## 17 WHEN SHOULD I START THINKING ABOUT HONOURS?

Since formal steps towards Honours (submission of an "Expression of Interest" as per Section 8) are not taken until semester 2 of Year 3, students may decide to defer thinking about Honours until just before that time. Such deferral may be unwise. It is better to start thinking about future Honours work towards the end of Year 1. One main reason is that there is a possible workload trade-off between free elective Units (which many students contemplate from Year 2 onwards) and the Honours program.

For example:

- (a) If you are contemplating Honours, but wish to keep your overall course hours as low as possible, you may plan to take HCS3RDC Research Design for Communication Disorders (26 hours class time, plus 120 hours independent study) as a required free elective, and use the remaining 26 hours of required free elective Units towards your Honours work in Year 4. In this case, you will defer enrolment in required free electives until Year 3. You will not then enrol in other free elective Units.
- (b) If you are contemplating Honours, but overall course hours are not of concern, and/or you wish to study other free elective Units, then you may plan to enrol in (non-Honours) free electives in Years 2 and/or 3.
- (c) Where possible, and at times to be arranged, recent past and current Honours students will be asked to give short talks about their Honours experiences to students contemplating Honours to help the latter students to decide if Honours is for them.

## 18 SUPPOSE MY INTEREST AREA IS NOT TAUGHT UNTIL MID YEAR 3?

Some students may find that it is difficult to choose a research topic because some subject areas in the undergraduate curriculum are not introduced until semester 2 of Year 3. To help overcome this issue, the Honours Co-ordinator will invite potential supervisors to give short talks about their current research areas in semester 1 of Year 3. Interested students from both Years 2 and 3 may attend these talks. After the presentations, you will select three topics of interest which indicate your preferred area(s) of Honours study. (See p37 Appendix 4)

## 19 AM I ELIGIBLE FOR HONOURS ENROLMENT?

To be eligible for enrolment in the Honours program, following the end of semester 2 in Year 3, you must normally have:

- i. Obtained high marks (average of 70% or higher - Grade B average) in all Second Year and Third Year Human Communication Sciences Units. Elective Units (apart from HCS3RDC, see below), non-HCS Units, and Year 1 Units are not normally taken into account.
- ii. Obtained a mark of 70% or higher (Grade B) in **both** of the units PHE3RDA Research Design & Analysis **and** HCS3RDC Research Design for Communication Disorders.
- iii. Obtained the agreement in writing of a HCS academic staff member, who has a higher degree by research, to act as your Honours supervisor.
- iv. Exceptionally, a student who just fails to meet the above criteria, but who can clearly demonstrate a very high level of interest in, and motivation for, Honours work may be considered.

### Notes:

- (a) The Honours Co-ordinator will provide students with a proforma ("Honours 2007-2008: Expression of Interest" - Appendix 3) and instructions at the appropriate time, usually towards the end of Semester 1, Year 3.
- (b) Decisions about eligibility for Honours are made by the Honours Co-ordinator, in consultation with the School's Research and Postgraduate Team and the putative Honours supervisor. Where eligibility is unclear, the Honours Co-ordinator may take advice from additional members of staff.
- (c) Normally, no academic staff member may supervise more than a total of six full-time equivalent Honours, Research Master's, Doctoral, or other research project students at any one time. If staff members already have a full complement of such students in a given year, they will not be able to supervise new Honours students (see below).
- (d) Intending honours students are strongly advised to request individual assessment for at least a significant component of any unit assessed on a group basis to which Sections 7(i) and 7(ii) refer.

## 20 HOW DO I SHOW MY INTEREST AS A PROSPECTIVE HONOURS STUDENT?

Participation in the Honours program is by invitation, and not by application. Such invitations are issued in writing by the Honours Co-ordinator. However, to ensure that the Honours Co-ordinator is aware of the interest of prospective Honours students, such students must submit completed and timely: "Honours 2007-2008: Expression of Interest" proforma Appendix 3).

Academic staff may approach students on an individual basis, if staff think that a student shows promise for Honours.

Enrolment in the elective Unit: HCS3RDC Research Design for Communication Disorders, which is prerequisite for HCS4HDP and hence for progression to Honours, does not necessarily indicate interest in the Honours program, as HCS3RDC may be taken as a free elective Unit by Pass Degree students. The Unit HCS3RDC does, however, have a quota (15 students in 2007).

By all means, talk to staff who are potential supervisors for you. Such staff will not see your approach as an imposition - after all, you may be helping them to further their research interests.

## **21 WHICH RESEARCH TOPICS ARE AVAILABLE FOR HONOURS?**

In principle, any research topic in Human Communication Sciences is a possible topic for Honours work.

However, each Honours student must have a HCS academic staff member as their supervisor. This same staff member will supervise the student's work in both HCS3RDC and HCS4HDP, since the research topic designed in HCS3RDC has to be followed for HCS4HDP. Hence, the available research topics for Honours will depend on the research interests of those staff who are eligible and available to act as supervisors. It is important for prospective Honours students to appreciate that the same staff are likely to have ongoing commitments as supervisors of Honours students from a previous year, and current postgraduate students. Such ongoing supervision loads will reduce their availability as supervisors of prospective Honours students.

Thus although, in principle, any Human Communication Sciences research topic is possible for Honours, in practice the available topics are limited. Staff supervisors will indicate in the first semester of Year 3 those topics for which they are prepared to supervise (prospective) Honours students, and the number of such students which they have the time to supervise properly. The Honours Co-ordinator will publish a notice in semester 1 of Year 3 which contains this information.

However, if a prospective Honours student wishes to study a topic which is not on this list, they should approach the staff member who teaches in the area, and then the Honours Co-ordinator, with their request. Such requests will be considered sympathetically, but there is no guarantee that they will be granted.

The School of Human Communication Sciences welcomes collaborative research activities with external agencies. Such activities include Honours projects. However, the Honours student's principal supervisor must be a member of HCS academic staff. The staff of external agencies may have Associate Supervisor status.

## **22 IS THERE A QUOTA FOR HONOURS?**

There is a quota for the number of Honours students, as there is a limit to the number of students who can become provisional Honours students in Year 3 and, subsequently, full Honours students in Year 4. The main limitation is set by the availability of staff supervisors (see above) and is currently (2007) at a maximum 15 students.

## **23 HAVING COMPLETED HCS3RDC, MUST I PROCEED TO HONOURS IN YEAR 4?**

If you submitted an "Expression of Interest" in Honours, were accorded provisional Honours student status, and completed HCS3RDC in Year 3, the expectation is that you will proceed to full Honours student status in Year 4. However, there is no compulsion to do so. You need not proceed further.

## **24 HOW OFTEN MUST I MEET MY HONOURS SUPERVISOR?**

Full-time Honours students are required to meet their supervisors to discuss the progress of their Honours work not less than once per fortnight (part-time students pro-rata). The same requirement applies to provisional Honours students undertaking HCS3RDC in Year 3.

## **25 HOW IS HONOURS WORK ASSESSED?**

Awards at honours level in the Faculty of Health Sciences are designed for undergraduate students who demonstrate academic excellence and to provide such students with further opportunities for academically challenging studies and formal recognition for excellent academic performance. Honours awards are a means by which students demonstrate academic skills in critical review and analysis of data and investigative skills which are at a higher level than the normally expected of pass level students.

Honours awards provide the opportunity for students to demonstrate higher level professional preparation through the development of advanced clinical competence and enhanced theoretical understanding. Honours awards are also intended to provide avenues for academically suitable undergraduate students to pursue higher degree studies.

The minimum requirements for an honours program offered by the Faculty of Health Sciences include:

1. Completion of a suitable project involving rigorous investigation of a relevant and worthwhile research question. The project:
  - a) should have the potential to make a contribution to knowledge in the discipline;
  - b) could be based on any of a variety of designs including an extended, research-based clinical case study, substantial literature review, survey or experiment;
  - c) should include a report which is :
    - equivalent in terms of quality and style to an article or report in a referred journal, and
    - consistent with word length guidelines of 8,000 words minimum and 12,000 words maximum.
2. completion of other coursework requirements or additional assessment requirements as are determined by the school or division concerned, eg. advanced clinical studies, provided that the assessment and workload regulations are observed.

The honours award should be totally or substantially determined on the basis of academic performance in the final year of the course.

Both the seminar and thesis are double-marked, by an academic staff member (not the supervisor) and the Honours Co-ordinator, and the mean of their marks becomes the substantive mark. Where the supervisor's and Honours Co-ordinator's marks differ by more than 10% and discussion does not resolve discrepancies, a third marker (assessor) will be appointed.

HCS41PRP and HCS42PRP Professional Practice and HLT321IPA/HLT32IPA Interdisciplinary Professional Practice are part of the Honours program as a hurdle requirement. These Units do not contribute to the Honours mark.

### **25.1 How are the marks for Honours Units combined to derive the Honours mark and classification?**

The Honours mark consists of 100% of HCS4HDP marks. This comprises 90% thesis and 10% seminar.

All schools and divisions ensure that the following criteria are met in awarding honours:

- a) the project component must account for a minimum of 75% of the total mark used to demonstrate the final grade;
- b) clinical practice components are to be treated as hurdle requirements;
- c) the number of different components of assessment which contribute to the final grade must not exceed three.

### **25.2 Marking Guide Criteria**

These criteria are intended to be applied broadly taking account of the specific requirements of different disciplines. Whereas the focus is on the research component, the application of the guidelines should also take into account the student's broader mastery of the discipline with reference to the level that is expected for honours (or equivalent degree) in that discipline.

Note that in applying the guidelines the phrase "of a publishable standard" should not be read as meaning that the work is definitely publishable. For a range of reasons, honours or fourth year projects in some disciplines are not suitable for publication. The phrase is intended to convey that the content of the thesis demonstrates the same level of creativity or original and critical thinking, and the same level of presentation including clarity of expression that one might expect to find in the published literature.

All Schools/Departments in the Faculty of Health Sciences adopt the following marking scheme for the award of honours grades:

Honours Type	Grade	Mark
Honours 1	H1	80 - 100 %
Honours 2A	H2A	70 - 79 %
Honours 2B	H2B	60 - 69 %
Honours 3	H3	50 - 59 %

For non-honours or equivalent degree applicants, a mark should be assigned based on the Faculties judgement of where the student is ranked relative to honours applicants.

- 95-100 Exception achievement equivalent to the best scholarship in the field. Reflects work of a creative nature that makes an original and significant contribution to the discipline and is of a publishable standard. The candidate demonstrates exceptional breadth of scholarship as well as rare interpretive and analytical insight in the area of the thesis. The candidate falls within the top 1% of all honours (or equivalent degree program) candidates who have presented over the past five years.
- 90-94 Outstanding standard of work that makes an original contribution to knowledge. The candidate demonstrates excellent breadth of scholarship as well as an exceptional grasp of current critical and theoretical approaches to the topic and research methods. The work is of a publishable standard and the candidate is within the top 5% of all honours (or equivalent degree program) candidates who have presented over the past five years.
- 85-89 Outstanding work of a high quality, and may be of a publishable standard. Work makes a substantial contribution to the field and with some originality. Candidate demonstrates a strong grasp of the discipline and of current theoretical and critical approaches to the topic and the research methods and has interpretive subtlety. Material is well written and candidate is within the top 15% of all honours (or equivalent degree program) candidates who have presented over the past five years.
- 80-84 Accomplished work which demonstrates some capacity for originality and genuine research potential. Candidate clearly possesses a sound grasp of the discipline and of current theoretical approaches to the topic and research methods. The work exhibits some interpretive subtlety and an acceptable level of analytical insight for continuing with research. Material is well written and candidate is within top 30% of all honours (or equivalent degree program) candidates who have presented over the past five years.
- 70-79 Good but not outstanding command of expression. The thesis is well-written, well-structured, and generally logical. Interpretation and collation of existing research is sound without being excellent. Reasonable insight and some evidence of original thought in dealing with the essential issues. Good but not excellent demonstration of understanding of research methods. Adequate design of research project, although possibly containing minor errors. Generally appropriate choice of data collation and analysis but less precise and focused than that at A standard. Good reporting of results. Clear attempts to interpret the results with reference to previous research. Sound evaluation of the relevance of the research to clinical practice and to existing theoretical perspectives. Some identification of the strengths and limitations of the project. Some definition of future research directions. Minimal errors in presentation.
- 60-69 Competently written, however moderately good command of expression, and some problems with the logic and structure of the thesis. Though the literature has been covered, the account is descriptive rather than interpretative and may seem disjointed rather than collated. Occasional insight into the theoretical and clinical issues underlying the thesis, but little evidence of original thinking. Basic but limited demonstration of understanding of research methods. Although some aspects of the research design are adequate, there are obvious errors that have not been considered. Some aspects of data collation and analysis are suitable, but other approaches may have been more appropriate. Though adequate, there are problems in the presentation of the results (eg. disjointed, unclear, over-reported, not related to hypotheses). Basic attempts have been made to interpret the results with reference to previous research.

previous

research.

Minimal evaluation of the relevance of the research to clinical practice and to existing theoretical perspectives. Limited identification of the strengths and limitations of the project. Minimal attempts to define future research directions. Moderate number of errors in presentation.

- 50-59 Poor command of expression, and serious flaws with the logic and structure of the thesis. Only some of the literature has been covered, and there is insufficient information for justification of arguments, hypotheses, and conclusions. There is little evidence of insight into the theoretical and clinical issues underlying the thesis, and no evidence of original thought. Poor demonstration of understanding of research methods. Serious flaws in the research design to the extent that aims and hypotheses have not been addressed. Unsuitable data collation and analysis with little justification of why certain procedures were utilised. Severe deficiencies in the presentation of the results. Superficial and subjective interpretation of the results. No attempts to relate the results to clinical practice and to existing theoretical perspectives. No identification of the strengths and limitations of the project. No attempts to define future research directions. Large number of errors in presentation.

Further information can be found on the following web page:

<http://www.latrobe.edu.au/acadserv/policies/honoursprograms.pdf>

### 25.3 Unsatisfactory Progress

A student enrolled in the Honours program who fails any unit may be considered only for the Pass Degree.

## 26 AM I EXPECTED TO SUBMIT MY HONOURS WORK FOR PUBLICATION?

There is no requirement that papers based on Honours projects be submitted for publication. However, it is a usual expectation that Honours work will be of publication standard, and will usually lead to the publication of one or more papers in refereed journals, and students are encouraged to work towards this goal.

## 27 WILL MY HONOURS THESIS BE CONSIDERED FOR AN ACADEMIC PRIZE?

The Honours Co-ordinator, in conjunction with staff supervisors, will normally make a decision about which Honours theses should be submitted for academic prizes. Students who do not wish their work to be so considered should advise the Honours Co-ordinator.

## 28 IS IT POSSIBLE TO TAKE LEAVE OF ABSENCE FOR A YEAR OR MORE FOLLOWING COMPLETION OF HCS3RDC RESEARCH DESIGN FOR COMMUNICATION DISORDERS, AND CONTINUE WITH HONOURS ON RETURN?

If invited to participate in Honours, a student is not normally permitted to take a break of one year or more between years 3 and 4. **Hence, normally, such a break will nullify an invitation to participate in Honours.**

Students may not be able to complete the Honours program if the normal timings are not maintained. For example, there is no guarantee that a supervisor will continue to be available. Further, the Honours program is structured such that the project planned in HCS3RDC will be implemented in HCS4HDP. Once HCS3RDC has been completed, there is normally no provision for planning another research project (with the same or another supervisor) should it not be possible to implement the project planned in HCS3RDC.

**29 WHAT ARE THE HONOURS ARRANGEMENTS FOR PART-TIME STUDENTS?**

Currently, Years 2 and 3 of the B. Sp. Path. course may be taken part-time. Years 1 and 4 must be taken full-time.

Normally, the planning of the Honours project in HCS3RDC must be followed by conduct of the project in HCS4HDP, and enrolment in related Honours Units, in the succeeding year. Therefore, part-time students contemplating Honours must normally time their enrolment in HCS3RDC such that they will proceed to year 4 in the year immediately following completion of HCS3RDC.

(As with **17** above, students may not be able to complete the Honours program if the normal timings are not maintained. For example, there is no guarantee that a supervisor will continue to be available. Further, the Honours program is structured such that the project planned in HCS3RDC will be implemented in HCS4HDP. Once HCS3RDC has been completed, there is normally no provision for planning another research project (with the same or another supervisor) should it not be possible to implement the project designed in HCS3RDC.)

### **30 DOES THE SCHOOL PROVIDE SPECIAL FUNDING FOR HONOURS PROJECTS?**

The School of Human Communication Sciences may provide modest funding towards the costs of specific items for Honours projects. A median in previous years has been around \$100-\$200 per student. Applications should be made via the Supervisor to the Head of School no later than the last Friday in March of the Honours year. Application forms are available via the HCS student officer.

### **31 ATTENDANCE AT GRADUATE SEMINARS AND RESEARCH COLLOQUIA**

Although it is not compulsory, the School of Human Communication Sciences encourages Honours students to attend its Graduate Seminars and Research Colloquia.

### **32 EXTERNAL ASSESSORS OR MODERATORS**

External assessors or moderators may be appointed to facilitate:

1. comparability in Honours programs across schools within the University and across the whole university system and
2. reviews of the conduct and standards of the HCS Honours program.

### **33 TECHNICAL ASSISTANCE**

Supervisors should apply for FHS technical services' assistance with apparatus, etc, in a timely manner for the projects of their honours students (forms on File server). This will be done under the supervisor's guidance.

### **34 OTHER QUERIES ABOUT HONOURS**

The Honours Co-ordinator is always happy to answer your questions about Honours.

### **35 STUDENT AGREEMENT/ACKNOWLEDGEMENT**

You must read this handbook in full, then detach and complete the Acknowledgement form (Appendix 6) and give it to your Supervisor.

# Appendices

**APPENDIX 1A: HCS3RDC RESEARCH DESIGN FOR COMMUNICATION DISORDERS: UNIT OUTLINE:**

*Semester 2, 2007  
26 Hours, 15 Credit Points*

<b>Chief Examiner:</b>	Professor Alison Perry Room 330, HS1 Telephone: 9479 1937 E-mail: <a href="mailto:A.Perry@latrobe.edu.au">A.Perry@latrobe.edu.au</a>
<b>Office Hours:</b>	12.00 noon -1.00 pm Mondays and by appointment (never Tuesdays)
<b>Class Times/Venue:</b>	Standard lecture times: Wednesday 11.00am - 1.00pm (2 hours) Room HS3, 302
<b>Seminars:</b>	<b>Wednesday 10<sup>th</sup> October</b> 12.00 - 5.00pm. Room: HS1, 301  <b>Wednesday 17<sup>th</sup> October</b> 12.00 - 5.00pm. Room HS1, 301

**Unit Format:**

This Unit consists of a mixture of:

1. Seminars and workshops on planning/conducting research
2. Computer-assisted literature searching
3. Selection of research questions
4. Developing research proposals
5. Tutorials on each student's developing research proposal
6. Regular meetings with staff supervisor(s)
7. Student preparation of research proposal

**Overall Aim of the Unit:**

To prepare and submit a research proposal suitable for an honours degree project.

**Specific Objectives:**

1. To select a research area and topic;
2. To conduct a computer-assisted literature search on the research topic;
3. To develop a research proposal.

**Assessment:**

All students will complete two assignments:

1. A Literature review. A Computer Literature Search on the topic selected. This will require students to use the library databases and to submit a printout, which shows their search strategy and abstracts of 10 articles. *This printout will be assessed as pass/fail only, by the Chief Examiner. The due date for this is **17/8/07**.*
2. A Research design proposal. This assignment will be completed under the guidance of a staff supervisor. **The assignment is 4,000 words in length and is due on Friday, 26<sup>th</sup> October 2007 (2 copies)**. A time plan (*please refer to Appendix 1*) for the conduct of the research project is to be appended to the research design proposal.

3. Students will also present their research design proposal on either Wednesday 10<sup>th</sup> or 17<sup>th</sup> October 2007, at which attendance is compulsory for both seminars. This oral presentation is a hurdle requirement; it will not be graded.

### **Unit Outline:**

#### **Week 1**

- Class 1: Wednesday 25<sup>th</sup> July**  
**11.00am - 1.00pm**  
**Planning for Research – An Overview**
- Selection of research questions; submission dates;
  - Planning for research
  - Consideration of research designs

#### **Week 2**

- Class 2: Wednesday 1<sup>st</sup> August**  
**11.00am - 1.00pm**  
**Library workshop Helen Ivankovic, Health Sciences' librarian.**
- Electronic literature reviewing by computerised database searching.

*Meet Alison Perry and Helen Ivankovic at reference desk at Library.*

*Note: This workshop will be conducted in Training room 1 in the library with Helen Ivankovic, Health Sciences' librarian*

#### **Week 3**

- Class 3: Wednesday 8<sup>th</sup> August**  
**9.00am - 11.00am**  
**Library workshop (contd)**
- Computerised database searching for literature reviews (contd)

*Note: This workshop will be conducted in Training room 1 in the library with Helen Ivankovic, Health Sciences' librarian*

#### **Week 4**

- Class 4: Wednesday 15<sup>th</sup> August**  
**11.00am - 1.00pm**  
**Writing.**
- Developing the literature review and theoretical framework for your research
  - Converting your research question(s) into your design and method

#### **Week 5**

- Class 5: Wednesday 22<sup>nd</sup> August**  
**11.00am - 1.00pm**  
**Dealing with data**
- Evaluating research designs in communication disorders:
    - qualitative designs
  - Developing data analysis approaches for your research

#### **Week 6**

- Class 6: Wednesday 29<sup>th</sup> August**  
**4.00 – 6.00pm**  
**Workshop - Computer lab 401, HS4 (SPSS)**
- Introduction to computerised data analysis: quantitative designs
- Note: This workshop will be conducted by a biostatistician.*

**Week 7**

- Class 7:**           **Wednesday 5<sup>th</sup> September**  
**11.00am – 12.00noon**  
**Tutorial**
- Introduction to Ethics
  - Students' own proposed research designs: discussion on each student's developing research proposal
- This will be conducted by Georgia Dacakis..*

**Week 8**

- Class 8:**           **Wednesday 12<sup>th</sup> September**  
**11.00am - 1.00pm**  
**Independent working**
- Students work on their research assignment with help from their supervisor as needed.

**Week 9**

- Class 9:**           **Wednesday 19<sup>th</sup> September**  
**11.00am - 1.00pm**  
**Independent working**
- Students work on their research assignment with help from their supervisor as needed.

**Week 10**

**N.B.**               **NO CLASS - Wednesday 26<sup>th</sup> September – mid semester break**

**Week 11**

- Class 10:**       **Wednesday 3<sup>rd</sup> October**  
**11.00am - 1.00pm**  
**Work in Progress**
- Discussion and feedback on each student's developing research proposals and progress.
  - Data and design of statistical analysis
  - Presentation at seminar

**Week 12**

- Class 11:**       **Wednesday 10<sup>th</sup> October**  
**12.00 - 5.00pm**  
**Seminar Presentations**
- Students present their research proposals
- Seminar conducted by Prof Alison Perry with staff supervisors in attendance*

**Week 13**

- Class 12:**       **Wednesday 17<sup>th</sup> October**  
**12.00 - 5.00pm**  
**Seminar Presentations**
- Students present their research proposals
- Seminar conducted by Prof Alison Perry with staff supervisors in attendance*

**Reference List:**

1. American Psychological Association (1995). *Publication manual of the American Psychological Association*. 4<sup>th</sup> edition. Ed Washington, DC: American psychological association.
2. De Vaus, D.A.(1995) *Surveys in social research*. 4<sup>th</sup> edition. Allen and Unwin.
3. Dey, I. (1993) *Qualitative Data Analysis: A user-friendly guide for social scientists*. London & New York: Routledge
4. Greenhalgh, T (2001) *How to read a paper. The basics of evidence based medicine*. 2<sup>nd</sup> edition. BMJ publishers, UK
5. Minichiella, V., Aroni, R., Timewell, E and Alexander, I.(1995). *In-depth interviewing: principles, techniques, analysis*. 2<sup>nd</sup> edition. Melbourne: Longman.
6. Polgar, S and Thomas, SA (2000) *An introduction to research in the health sciences*. 4<sup>th</sup> ed. London: Churchill Livingstone.
7. Pertney, LG and Watkins, MP (Eds) (2000) *Foundations of Clinical Research; applications to practice* Prentice Hall, New Jersey.
8. Rossi, PH., Wright, JD and Anderson, AB (1983) *Handbook of survey research*. San Diego, CA. Academic press.
9. Tabachnick, B.G. and Fidell, L.S. (2001) *Using multivariate statistics*. 4<sup>th</sup> Edition. Boston,MA: Allyn and Bacon.
10. Thomas, SA (2000) *How to write health science papers, dissertations, theses*. London: Churchill Livingstone.

APPENDIX 1B: HCS3RDC - NOTES

**Note: These notes may be modified in late Semester 1, 2007**

1. **Honours/Pass Degree**

Enrolment in HCS3RDC is obligatory for prospective Honours students. A quota of 15 students exists.

HCS3RDC may also be taken as an elective Unit by Pass Degree students, who have achieved satisfactory performance in the relevant Unit areas.

2. **Supervisors**

All students enrolling in HCS3RDC will need an HCS staff supervisor for their research design assignment. The written agreement of the proposed supervisor must be obtained by the student.

3. **Assessment**

All students will complete two assignments:

1. A computer literature search on the topic selected in week 25/7/07. This will require students to use the library databases and to submit a printout, which shows their search strategy and abstracts of a minimum of 10 articles. This printout will be assessed as pass/fail only, by the Chief Examiner. The due date is 17/8/07.
2. Research design proposal. This assignment will be completed under the guidance of a staff supervisor. The assignment is 4,000 words in length and is due on 26/10/07 (two copies). Students will also present their research design proposal orally on 10/10/07 or 17/10/07. **Attendance is compulsory for both seminars**. This oral presentation is a hurdle requirement but will not be graded.

4. **Staffing/Marking.**

Staff supervisors, in conjunction with the chief examiner, will mark the research design proposal assignment for the student(s) they supervise.

5. **Research Design/Timings, etc.**

**Week 23/7/07** - Students select a research question of interest which will then be the focus of their computer search and research design proposal assignments. Students will also need to continue consideration of their topic and supervisor.

**27/7/07 - ABSOLUTE DEADLINE.** Students must have fully finalised their prospective topic and supervisor by this date. **Submit Expression of Interest.**

**Week 11, Class 10: 3/10/07** - Students present their design proposals. The class may be divided into groups for these sessions, at which attendance is compulsory. Each group will hear and **discuss** a proportion of the presentations. The facilitator(s) for each group will be the supervisor(s) of the prospective honours student(s).

**APPENDIX 1C: HCS3RDC - ADVICE TO PROVISIONAL HONOURS STUDENTS ON RESEARCH DESIGN PROPOSAL**

**Re:** Written assignment of 4,000 words (excluding references) & oral presentation.

*Note:* Hard and fast rules cannot be given, as the style to be used depends on the type of project. However, the following advice, based on an experimental-type project, should be of help. **THIS IS A GUIDE ONLY.**

**For The Written Work** (give in the following order):

1. The Title of the Unit (HCS3RDC) and the Title of your project.
2. Your name, etc. (student number, HCS year, supervisor's name, chief examiner's name).
3. Introduction (500 words), and
4. Literature review (1,500 words), leading directly to:
5. A Statement of the Hypothesis to be evaluated / research question to be addressed (250 words)
6. The Research Design (1,500 words)

Identify dependent & independent variables (where using a quantitative design)

Describe succinctly, in words, details of:

- subjects (experimental vs. control); subject matching criteria
- environmental setting
- equipment
- stimuli
- response measures & data type (nominal/ordinal/ratio/interval)
- type of design (eg. related/unrelated groups, latin square, cross-over, balanced incomplete blocks, factorial, correlational, multivariate, etc.)
- proposed statistical analysis (eg. binomial test, t-test, analysis of variance, correlation/regression, etc – say why the given test has been chosen)
- procedure

Show a table which sets out your design if possible (it may help to suggest *notional* data)

***Followed by:***

Another table which sets out your proposed statistical analysis, and shows, for example, sources of variation and degrees of freedom (again, *notional figures* may assist).

7. The anticipated results/outcome (**250 words**).
8. References
9. Time Plan for HCS4HDP (*please refer to example*)

**Seminar:** (*will not be graded, but must be completed*).

20 minutes presentation, plus 5/10 minutes for discussion/questions.

Follow the above format, noting that about 2/3 of your presentation should be concerned with your proposed design & analysis. Do not spend too long on your introduction. Six to eight minutes is enough. It is a good idea to have a trial run, in the presence of your supervisor and/or others, a few days beforehand.

**APPENDIX 1D: TIME PLAN FOR HCS4HDP (TO BE ATTACHED TO HCS3RDC SUBMISSION)**

<b>Activity</b>	<b>Date</b>
(d) Submit proposal to Ethics Committee by: <i>(before Christmas/New Year break)</i>	
(e) Complete collecting materials/equipment <i>(if any)</i> by:	
(f) Approvals for access to subjects obtained by: <i>(before end of summer break)</i>	
(g) Complete pilot study by: <i>(early semester 1)</i>	
(h) Complete data collection by: <i>(end semester 1)</i>	
(i) Complete data analysis by: <i>(early semester 2)</i>	
(j) Practice run for seminar (with supervisor) <i>(mid semester 2)</i>	
(k) Submit first draft of minor thesis by: <i>(mid semester 2)</i>	
(l) Honours seminar day(s ) <i>(end October)</i>	
(m) Submit final version of minor thesis <i>(End of first exam week)</i>	

**APPENDIX 1E: HCS3RDC – MARKING FORMAT FOR THE HONOURS PROPOSAL**

**LITERATURE REVIEW**

Comments:

**Aggregate Mark out of 20:**

*(Poor 0-9, Satisfactory 10-12, Good 13-15, Very Good 16-17, Excellent 18-20)*

**RESEARCH AIMS**

Comments:

**Aggregate Mark out of 10:**

*(Poor 0-4, Satisfactory 5, Good 6-7, Very Good 8, Excellent 9-10)*

**DESIGN & METHOD**

Comments:

**Aggregate Mark out of 30:**

*(Poor 0-14, Satisfactory 15-19, Good 20-23, Very Good 24-26, Excellent 27-30)*

**PROPOSED ANALYSIS**

Comments:

**Aggregate Mark out of 25:**

*(Poor 0-12, Satisfactory 13-15, Good 16-19, Very Good 20-22, Excellent 23-25)*

**ORGANISATION & FORMAT**

*Comments:*

**Aggregate Mark out of 15:**

*(Poor 0-7, Satisfactory 8-9, Good 10-11, Very Good 12-13, Excellent 14-15)*

**TOTAL Aggregate Mark out of 100**

**OVERALL COMMENTS:**

---

---

---

---

---

---

**APPENDIX 2A: HCS4HDP HONOURS DEGREE PROJECT IN SPEECH PATHOLOGY:  
UNIT OUTLINE:**

*Semesters 1 and 2, 2007  
280 Hours, 50 Credit Points*

<b>Chief Examiner:</b>	Professor Alison Perry Room 330, HS1 Telephone: 9479 1937 E-mail: <a href="mailto:A.Perry@latrobe.edu.au">A.Perry@latrobe.edu.au</a>
<b>Office Hours:</b>	12.00 noon -1.00 pm Mondays and by appointment (never Tuesdays)
<b>Class Times/Venue:</b>	Standard session times: <b>10.30am-12.30pm</b> <b>Fridays (2/3, 11/5, 27/7)</b> <b>Room: HS1 406</b>
<b>Seminars</b>	<b>Monday 22<sup>nd</sup> October</b> 9.00am-5.00pm (HS3 308)

**Unit Format:**

This Unit consists of:

1. A small number of seminar classes on each student's developing research proposal
2. Conduct of the research under supervision of staff supervisor(s)
3. Student presentation of research results in a seminar
4. Submission of minor thesis.

**Overall Aim of the Unit:**

To conduct and report on an Honours degree research project in speech pathology

**Specific Objectives:**

1. To conduct an Honours degree research project designed in HCS3RDC
2. To analyse and report the results by:
  - Minor written thesis and
  - Seminar presentation

**Assessment:**

Seminar: (20 mins presentation; 10 mins questions) = 10%

Minor thesis (two copies to be submitted by Friday 1<sup>st</sup> November 2007) 8,000-12,000 words = 90%

**Unit Outline:**

HCS4HDP involves pilot work and data collection, data analysis, seminar preparation, and writing and submission of a minor thesis. Apart from a few scheduled classes (below), students work individually with the guidance of their staff supervisor(s) across the two seminars. They will:

- a) conduct their research project as designed in HCS3RDC and
- b) prepare for the presentation of their research at the Honours seminar day(s) and for the submission of their minor thesis.

- Class 1:**           **Friday 2<sup>nd</sup> March**  
**10.30am – 12.30pm, Room: HS1 406**  
**Research in progress:**
- Unit requirements and student progress with research project
  - Working with supervisors/co-supervisors
  - Postgraduate opportunities
- Class 2:**           **Friday 11<sup>th</sup> May**  
**10.30am – 12.30pm, Room: HS1 406**  
**Research in progress:**
- Unit requirements and student progress with research project
  - 'Results' and 'discussion' sections of thesis.
- Class 3:**           **Friday 20<sup>th</sup> July**  
**10.30am – 12.30pm, Room: HS1 406**  
Unit requirements and student progress with research project
- Preparation for seminars
  - Thesis writing
- Class 4:**           **Monday 3<sup>rd</sup> September**  
**4.00 – 6.00pm, Room: Computer Lab: HS3, 402.**
- (SPSS Workshop) with Biostatistician
- Class 5:**           **Monday 22<sup>nd</sup> October (Seminar)**  
**9.00am – 5.00pm, Room: HS3 308**  
**Seminar Presentations:** Honours seminar presentations to staff and fellow students  
(20 mins presentation followed by 10 min questions)

**Friday 2<sup>nd</sup> November 2007:**           **DEADLINE** for final minor thesis to be submitted to Unit examiner (2 bound copies). An extra copy may be needed if external co-supervision is being undertaken.

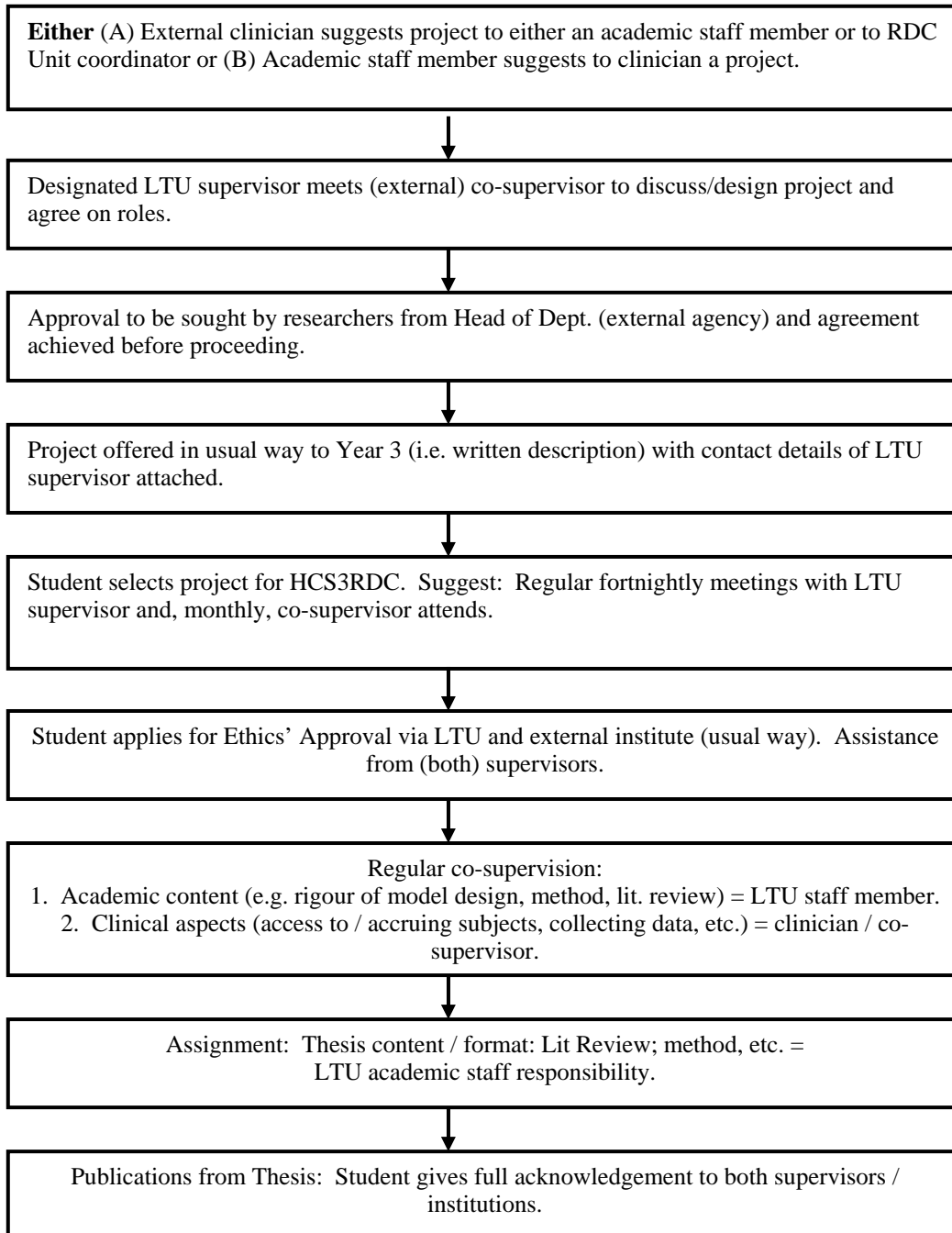
### **Reference List:**

1. American Psychological Association (1995). *Publication manual of the American Psychological Association*. 4<sup>th</sup> edition. Ed Washington, DC: American psychological association.
2. De Vaus, D.A.(1995) *Surveys in social research*. 4<sup>th</sup> edition. Allen and Unwin.
3. Dey, I. (1993) *Qualitative Data Analysis: A user-friendly guide for social scientists*. London & New York: Routledge
4. Greenhalgh, T (2001) *How To Read a Paper: principles of evidence based medicine*. 2<sup>nd</sup> edition. BMJ publishers.
5. Minichiella, V., Aroni, R., Timewell, E and Alexander, I.(1995). *In-depth interviewing: principles, techniques, analysis*. 2<sup>nd</sup> edition. Melbourne: Longman.
6. Polgar, S and Thomas, SA (2000) *An introduction to research in the health sciences*. 4<sup>th</sup> ed. London: Churchill Livingstone.
7. Rossi, PH., Wright, JD and Anderson, AB (1983) *Handbook of survey research*. San Diego, CA. Academic press.
8. Pertney, LG and Watkins, MP (Eds) (2000) *Foundations of Clinical Research; applications to practice* Prentice Hall, New Jersey.
9. Tabachnick, B.G. and Fidell, L.S. (2001) *Using multivariate statistics*. 4<sup>th</sup> Edition. Boston, MA: Allyn and Bacon.
10. Thomas, SA (2000) *How to write health science papers, dissertations, theses*. London: Churchill Livingstone.

**APPENDIX 2B: PATHWAY FOR HCS3RDC / HONS PROJECTS WHERE CO-SUPERVISOR IS OUTSIDE LA TROBE UNIVERSITY (EG. CLINICIAN)**

NB: Main supervisor has to be La Trobe University academic staff member, who takes overall responsibility for project.

**Suggested Pathway:**



**APPENDIX 2C: HCS4HDP – FURTHER NOTES**

This Unit is for honours students only. Students enrolling in HCS4HDP must have successfully completed HCS3RDC Research Design for Communication Disorders by refining a research question, reviewing the relevant literature and devising an appropriate research design to answer the question, in conjunction with a staff supervisor. Depending on the question posed, the method used in the project may involve one or more of literature evaluation, empirical/experimental study, case study, inferential/theoretical work, survey, interview report, etc. In HCS4HDP, students will normally conduct the major work of this same project under supervision, but another closely related topic may be considered.

**Prerequisite:**

HCS3RDC Research Design for Communication Disorders.

## APPENDIX 2D: HCS4HDP - ADVICE ON FORMAT OF MINOR THESIS

The following advice constitutes guidelines, not hard and fast rules. The format of a minor thesis will vary, depending on the type of project. The advice relates most directly to an experimental-type project. If your project is of another type, you will probably need to adapt this advice considerably. Note: the specified word range is 8,000-12,000 words.

### Recommended Format

1. Title page
  - Your name and student number
  - Title & number code of Unit (HCS4HDP)
  - Chief examiner's name
  - Supervisor's name
  - Title of Minor Thesis
2. Your declaration and statement of authorship (signed). This form is available from the following La Trobe University website:  
<http://www.latrobe.edu.au/acadserv/staff/misconplagiarism.html>
3. Abstract (around 500 words)
4. Acknowledgments
5. Contents (list of chapters)
6. List of Tables
7. List of Figures
8. Introduction (around 3,000 words)
  - including literature review
9. Aims and Hypothesis
10. Design/Method (around 2,000 words)
  - Units (experimental & control)
  - experimental setting
  - equipment
  - stimuli
  - response measures
  - design
  - procedure, etc
11. Results & analysis (around 2,000 words)
12. Discussion, conclusion and Recommendations (around 2,000 words)
13. References
14. Appendices (to include Ethics approval)

**APPENDIX 2E: HCS4HDP - HONOURS SEMINAR ASSESSMENT**

**PRESENTATION:**

*Comments:*

*Aggregate Mark out of 5:*

**CONTENT:**

*Comments:*

*Aggregate Mark out of 10:*

**RESPONSE TO QUESTIONS:**

*Comments:*

*Aggregate Mark out of 5:*

*Aggregate Mark out of 20:*

*TOTAL as 10%:*

*Overall Comments:*

---

---

---

---

---

---

---

---

---

**APPENDIX 2F: HCS4HDP – MARKING FORMAT FOR THE HONOURS DEGREE PROJECT**

**ABSTRACT:**

*Comments:*

**Aggregate Mark out of 5:**

*(Poor 0-2, Satisfactory 2.5, Good 3, Very Good 4, Excellent 5)*

**PROBLEM & RESEARCH AIMS**

*Comments:*

**Aggregate Mark out of 10:**

*(Poor 0-4, Satisfactory 5, Good 6-7, Very Good 8, Excellent 9-10)*

**LITERATURE REVIEW**

*Comments:*

**Aggregate Mark out of 15:**

*(Poor 0-7, Satisfactory 8-9, Good 10-11, Very Good 12-13, Excellent 14-15)*

**DESIGN, METHOD & MATERIALS**

*Comments:*

**Aggregate Mark out of 20:**

*(Poor 0-9, Satisfactory 10-12, Good 13-15, Very Good 16-17, Excellent 18-20)*

**RESULTS & ANALYSIS**

*Comments:*

**Aggregate Mark out of 20:**

*(Poor 0-9, Satisfactory 10-12, Good 13-15, Very Good 16-17, Excellent 18-20)*

**DISCUSSION**

*Comments:*

**Aggregate Mark out of 15:**

*(Poor 0-7, Satisfactory 8-9, Good 10-11, Very Good 12-13, Excellent 14-15)*

**CONCLUSIONS & RECOMMENDATIONS**

Comments:

**Aggregate Mark out of 5:**

*(Poor 0-2, Satisfactory 2.5, Good 3, Very Good 4, Excellent 5)*

**ORGANISATION & FORMAT**

Comments:

**Aggregate Mark out of 10:**

*(Poor 0-4, Satisfactory 5, Good 6-7, Very Good 8, Excellent 9-10)*

**TOTAL Aggregate Mark out of 100**

**OVERALL COMMENTS:**

---

---

---

---

---

---

---

---

**APPENDIX 3: HONOURS 2007-2008: EXPRESSION OF INTEREST**

(to be submitted by Friday, 3<sup>rd</sup> August, 2007)

**To:** Professor Alison Perry, Co-ordinator, HCS Honours Program.

**From:** \_\_\_\_\_

I am an HCS Year 3 student and wish to be considered, later in 2007, for invitation to participate in the Speech Pathology Honours Program for 2008.

	<b>Please (✓) if applicable</b>
1. I believe that I meet the Honours criteria in full, up to the present time.	<input type="checkbox"/>
2. I do not meet the Honours criteria in full up to the present time, because:  _____  _____  _____  _____  However, I wish to be considered for Honours and my reasons are given on a separate sheet.	<input type="checkbox"/>          <input type="checkbox"/>
3. I attach a copy of my most recently available academic transcript.	<input type="checkbox"/>
4. If invited to participate in Honours, I am prepared to make my Honours work my main full time activity between November 2007 and February 2008, in addition to enrolment for the 2008 academic year.	<input type="checkbox"/>
5. If invited to participate in Honours, my proposed HCS supervisor(s) is/are:  _____	
6. Signature(s) of proposed supervisor(s) indicating willingness to give supervision:  _____	
7. My proposed Topic is:  _____  _____	
8. I wish to draw attention to the following additional issues: ( <i>If not applicable please leave blank and do not tick box</i> )  _____  _____  _____  _____	<input type="checkbox"/>

9. My address after Semester 2, 2007 will be:  _____ _____ _____  Telephone: _____ E-Mail address: _____	
10. I have checked that all the required information is attached and all sections of this proforma have been completed.	<input type="checkbox"/>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** This expression of interest will not be considered unless **all** relevant sections are completed.

**APPENDIX 4: RESEARCH TOPICS**

Please submit this form to Professor Alison Perry’s pigeon hole as soon as possible. From the topics presented by staff, you need to indicate your top 3 topic preferences for your research design study. Indicate your preferences, from 1 (most desirable) to 3 (less desirable) below.

1<sup>st</sup> Preference Topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Member: \_\_\_\_\_

2<sup>nd</sup> Preference Topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Member: \_\_\_\_\_

3<sup>rd</sup> Preference Topic \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Member: \_\_\_\_\_

**Student Details:**

Name: \_\_\_\_\_

Student number: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPENDIX 5: THE PATHWAY TO HONOURS**

<b>Year Level</b>	<b>Pass Degree</b>	<b>Honours Degree</b>
Year 1		<ul style="list-style-type: none"> <li>⇒ Complete Units in minimum time.</li> <li>⇒ Start considering Honours.</li> </ul>
Year 2		<ul style="list-style-type: none"> <li>⇒ Complete Units in minimum time.</li> <li>⇒ Find out more about Honours.</li> <li>⇒ All HCS Units 70% average marks (B grade average) or better.</li> </ul>
Year 3	<ul style="list-style-type: none"> <li>⇒ May enrol in HCS3RDC as elective</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Complete Units in minimum time. Attend talks about Honours.</li> <li>⇒ Enrol in HCS3RDC.</li> <li>⇒ "Expression of Interest"</li> <li>⇒ All HCS Units 70% average marks (B grade average) or better. 70% marks or better in PHE3RDA and HCS3RDC.</li> </ul>
Year 3/ Year 4 Vacation		<ul style="list-style-type: none"> <li>⇒ Preliminary and "housekeeping" tasks for Honours projects.</li> </ul>
Year 4		<ul style="list-style-type: none"> <li>⇒ Enrol in HCS4HDP, HCS4PRA, HCS4PRB and HLT3IPA</li> </ul>

## **APPENDIX 6: AWARDS AND PRIZES**

### **Human Communication Sciences**

#### **Andrew Dean Fildes Foundation Award for Language Learning Disabilities**

Awarded to the student in speech pathology who completes the best research paper related to language learning disabilities. The prize is a cheque for \$200.

#### **Freda Hooper Memorial Award (\$200)**

Awarded annually to a speech pathology undergraduate student who has made a significant contribution to the speech pathology field beyond the normal requirements of their course of study.

#### **Language Learning Disability Special Interest Group Award (\$200)**

This is awarded to the final-year student in the Bachelor of Speech Pathology who has completed a research project of high standard and/or made a significant contribution to the area of language learning disabilities. The prize is a cheque for \$200.

#### **School of Human Communication Sciences – Clinical Achievement Award (\$100)**

This prize is awarded in recognition of excellence in clinical skills and nominations will be accepted from internal and external clinical educators. The Clinical Achievement Award will be presented to one student from each of the second, third and fourth-year levels of the undergraduate Bachelor of Speech Pathology course. Each recipient will receive a cheque for \$100 and a certificate.

#### **Speech Pathology Association of Australia Prize (\$200)**

The prize (\$200 value) is awarded to a final-year speech pathology student for outstanding academic achievements and/or excellent clinical achievements throughout the course and especially in their final year.

#### **Victorian Speak Easy Association Speech Pathology Student Award**

This award is given annually to a speech pathology student who has demonstrated academic and clinical excellence in the area of stuttering and its treatment. The prize is a cheque for \$100 and a certificate.

#### **Victorian Voice Interest Group Speech Pathology Student Award**

This prize is awarded to the final-year student in the Bachelor of Speech Pathology who completes the best honours research project or pass degree project related to voice science and/or voice disorders.

#### **Winston S. Rickards Prize Medal**

Awarded annually (provided that there is a candidate of sufficient merit) for the best paper submitted on therapeutic principles and their application in the field of communication disorders.

### **Faculty of Health Sciences**

#### **Margaret and Alan Hamer Research Prize (\$250)**

Heads of Schools may nominate undergraduate students for this prize based on the standard of a research project completed while on course. A group of students who jointly complete a research project may also be nominated. Nominations close on 31 December.

#### **SCU/Lincoln Scholarships (several up to \$1,000)**

Awarded annually to a student in second year or above. The award is based on academic ability and personal circumstances. Application information is available from the middle of the year (usually June/ July). Further information from Student Accommodation and Financial Services (telephone: 9479 3827 or 9479 1565 or email [SAFSO@latrobe.edu.au](mailto:SAFSO@latrobe.edu.au)) or at: <http://www.latrobe.edu.au/acadserv/finaid/>

### **University Wide**

#### **Targetted Travelling Scholarships**

Targetted Travelling Scholarships are awarded under the International Network of Universities (INU) scheme to assist students to spend a semester studying abroad, with a credit towards their La Trobe degrees. The value of each scholarship varies depending on the country in which students choose to study, but will comprise a return economy airfare and travel insurance as well as assistance with accommodation and living costs. Selection criteria include demonstrated academic achievements, potential to complete successfully a full-time semester of study in an unfamiliar environment and the ability to act as an ambassador for Australia and for La Trobe University.

### **La Trobe University Housing Company Scholarships**

A number of scholarships are available to undergraduate or postgraduate students enrolled at the Bundoora campus. Each scholarship is valued at \$500 and is awarded mid-year each year. The scholarship is to provide assistance to students who can demonstrate their successful commencement of, or progress in University study, and who can demonstrate a financial need with respect to the costs of accommodation whilst undertaking their studies. These costs may be incurred within University-managed accommodation, e.g. Barnes Way flats, The University Lodge, the Colleges, or in the community outside the University. Further information available from Student Accommodation and Financial Services, tel: 9479 3827 or 9479 1565 or email [SAFSO@latrobe.edu.au](mailto:SAFSO@latrobe.edu.au)

### **Honours Year Grants Scheme**

The University encourages academically qualified students enrolling for honours and experiencing financial hardship to apply for a grant from the Honours Year Grants Scheme. The scheme is only open to Australian citizens and permanent residents. Grants of up to \$2,000 will be awarded, with payment conditional upon the recipient accepting the terms and conditions of the grant and enrolling as an honours year student. Application forms are available from September, from the Equity and Access Unit, Bundoora campus, Student Services at the Albury-Wodonga campus, the Equity Officer at the Bendigo campus, Campus Administration at the Shepparton campus, and Campus Administration at the Mildura campus. Applications are accepted prior to finalisation of honours offers.

### **D M Myers University Medal**

The D M Myers University Medal is awarded annually to the outstanding undergraduate student graduating in each Faculty (usually an honours graduate). The medallion was donated by the first Vice-Chancellor of La Trobe University, Dr David Myers, CMG. The medallion was designed by Andor Meszaros, a medallionist and sculptor of international repute, who came to Australia from Hungary in 1939 and whose major works include the King George V Memorial Statue (King George V Hospital, Sydney) in marble, an altarpiece in the Canterbury Cathedral and the 1956 Olympic Medallion.

### **La Trobe Alumni Prize**

This annual prize gives recognition to the student in each Faculty who has achieved the best overall academic performance in the final year of the pass degree or in the penultimate year of the honours degree. The student with the best overall academic performance means, in the first instance, the student with the highest average mark for all units, whether they are taken in one year or over several years. Where this criterion is insufficient, the Dean of the Faculty shall determine further criteria in consultation with the Heads of the Schools in the Faculty. All students who are completing their first degree and have taken all units for this degree through La Trobe University are eligible. The Faculty Board shall determine the recipient of the prize and shall advise Academic Board.

### **Harvey Naghten Memorial Award (\$600)**

Awarded annually to a student who has completed at least the first year of an undergraduate course and has demonstrated involvement in student or community activities. Application information is available in September. Further information available from Student Accommodation & Financial Services, tel: 9479 3827 or 9479 1565 or email [SAFSO@latrobe.edu.au](mailto:SAFSO@latrobe.edu.au) or at: <http://www.latrobe.edu.au/acadserv/finaid/>

### **Pauline Toner Award (\$1,000)**

Awarded annually to a student who has completed at least two years of undergraduate study and has made significant contributions in the areas of conservation, social issues or education. Further information available from Student Accommodation & Financial Services, tel: 9479 3827 or 9479 1565 or email [SAFSO@latrobe.edu.au](mailto:SAFSO@latrobe.edu.au) or at: <http://www.latrobe.edu.au/acadserv/finaid/>

### **Bank of Melbourne Award (\$1,000)**

Awarded annually to an undergraduate student who has undertaken outstanding community work, either within La Trobe University or outside. Applicants must have a good academic record and have completed first year. Application information is available in July. Further information available from Student Accommodation & Financial Services, tel: 9479 3827 or 9479 1565 or email [SAFSO@latrobe.edu.au](mailto:SAFSO@latrobe.edu.au) or at: <http://www.latrobe.edu.au/acadserv/finaid/>

**APPENDIX 7:**



Faculty of Health Sciences  
School of Human Communication Sciences

**Student Agreement / Acknowledgement**

To the student:

Please read the Faculty of Health Sciences Honours Handbook in full, then detach this form, complete it and give it to your supervisor.

To the supervisor:

Please countersign the form and forward it to the Honours Coordinator, for the relevant school.

I, \_\_\_\_\_ [Student's Name], certify that I have received and read the "Faculty of Health Sciences/School of Human Communication Sciences Honours Handbook".

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*