



Australian
National
University

HONOURS IN PSYCHOLOGY PROGRAM GUIDE

2024

INTRODUCTION TO HONOURS IN PSYCHOLOGY

Honours in Psychology aims to build on the knowledge and skills that you have learned in your undergraduate career and has been designed to emphasise both theoretical and practical knowledge in psychology. The aim of the program is to build on your knowledge of psychology and the principles that underlie the development of new knowledge in psychology. However, Honours is also a time of social, professional and intellectual development in which students become better acquainted with some of the central features of academic life: seminars, workshops, presentation of work to colleagues, research design and communication of scientific findings.

Accordingly, students are generally given more autonomy and responsibility for their own intellectual development during this year than previously. Our Honours degree aims to develop your skills, under supervision, as an independent researcher and innovative thinker. Honours will also test your organisational skills, including your ability to prepare, define, plan, carry out and report on research. As an Honours student in psychology, you will undertake your own empirical research on a topic you choose to study in consultation with an academic Supervisor. In doing so, your research should involve the creation of new information and knowledge in your chosen field.

Several learning goals underpin the program. These learning goals provide the impetus for both the research project and the coursework components of the program. Upon successful completion of the Honours program, students will have the knowledge and skills to:

1. Plan and engage in an independent and sustained critical investigation of a chosen research topic to generate new knowledge in psychology.
2. Systematically evaluate relevant theory, concepts and practice in psychology, relate these to appropriate research and applied methodologies and evidence, including in relation to cross-cultural perspectives, and draw appropriate conclusions.
3. Demonstrate sufficient mastery to understand and apply relevant experimental techniques and methods in psychology to collect original research data, and to analyse and interpret original psychological research data with statistical or other analytical methods where appropriate.
4. Describe evidence-based assessment and intervention approaches, including cultural considerations such as when working with Indigenous Australians.
5. Communicate and justify complex theoretical concepts and empirical results clearly and effectively to specialist and non-specialist audiences.
6. Demonstrate a range of interpersonal skills including active listening, effective questioning, building rapport, appropriate cultural responsiveness and empathic responding.

Please note that this guide is specifically prepared for Honours in Psychology. The ANU College of Health and Medicine / College of Science Honours Handbook can be accessed at:

<https://science.anu.edu.au/current-students/forms-policies-guidelines/honours-handbook>

INFORMATION ABOUT STAFF

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Honours Assistant Course Convenor

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STRUCTURE OF THE HONOURS PROGRAM

Coursework

By the end of the Psychology Honours Program, you will have completed two compulsory courses. All students (including part-time) will complete both courses in the first year of their enrolment. Part-time students will commence their research project in the second year of their Honours enrolment.

Research Methods and Statistics Lecturer—Dr Seamus Donnelly

- Semester 1

Evidence-Based Assessment and Intervention Lecturer—A/Professor David Berle

- Semester 2

Research Project

Honours Thesis—Research Project Supervisor

- Full year
- Meetings to be arranged with Research Project Supervisor

Academic Life of the School of Medicine and Psychology (SMP)

Honours students are expected to contribute to the academic life of the SMP by attending:

- *Tuesday Planned Activities* (third Tuesday of the month from 10am to 12noon—further information can be found on the next page; and
- *SMP Seminar Series* (Thursdays 12noon to 1pm—further details about the speakers, presentation abstracts and registration is available at the following link: <https://medicalschoo.anu.edu.au/news-events/events>)

THESIS DUE DATE

Thursday 24 October 2024

TUESDAY PLANNED ACTIVITIES

HONOURS ORIENTATION (Semester 1, 2024)

- **Date: 20 February 2024**
- **Day, Time and Location: Tuesday 10am to 12noon in Marie Reay 5.02 on campus**

The Honours Convenor of the School of Medicine and Psychology would like to welcome you to the School and introduce you to the structure and content of the Honours program. You will also meet the Director of the School of Medicine and Psychology and the Teaching Staff in the Honours program.

ACADEMIC SKILLS: Kickstart your Honours (Semester 1, 2024)

- **Date: 19 March 2024**
- **Day, Time and Location: Tuesday 10am to 12noon in Marie Reay 5.02 on campus**

Knowing how to approach your research project can be a major challenge during your Honours year. If you get it right, it can be smooth sailing and you will be on your way to completing your program in good time. In this workshop, you will learn how to make the most out of your year and how to plan and complete your research milestones efficiently and successfully.

ACADEMIC SKILLS: Introduction & Literature Review (Semester 1, 2024)

- **Date: 16 April 2024**
- **Day, Time and Location: Tuesday 10am to 12noon in Marie Reay 5.02 on campus**

The *literature review* is an essential part of your Honours research. It will help you to understand the background knowledge, and to figure out which existing studies are relevant to your research topic. Completing a thorough literature review and identifying the gaps in the literature will help you formulate an original research question. In this workshop, we will cover the general principles related to the literature search, useful reading and note-taking strategies to help you navigate, critically review, synthesise the literature, and literature review writing.

ACADEMIC SKILLS: Thesis Writing (Semester 1, 2024)

- **Date: 21 May 2024**
- **Day, Time and Location: Tuesday 10am to 12noon in Marie Reay 5.02 on campus**

Now you're writing your thesis! Congratulations! This workshop will cover key components of thesis writing: Abstract, Introduction, Discussion, and Conclusions.

ACADEMIC SKILLS: Academic Integrity & Referencing (Semester 2, 2024).

- **Date: TBA**

Referencing and academic integrity are vital to your thesis. As an Honours student, it is important to understand how to produce work that is genuine and original, how much outside assistance is acceptable, and the difference between poor academic practice and academic misconduct. This workshop streamlines the referencing process with practical tips and best practices to inspire you to produce original and meaningful work.

ACADEMIC SKILLS: Results & Discussion (Semester 2, 2024)

- **Date: TBA**

Having a thorough and well-considered discussion of your results is crucial to your thesis. In this workshop, we examine strategies to develop coherent and persuasive results and discussion sections. Using Psychology examples, we look at effective structuring, paragraphing, and academic writing techniques.

ACADEMIC SKILLS: Editing Your Thesis (Semester 2, 2024)

- **Date: TBA**

Finishing your thesis and editing your work is a complex task. We demystify how to edit your work systematically. This session helps you over that final hurdle of polishing your work for a successful completion.

COURSEWORK BASIC INFORMATION

The Lecturers will provide the coursework information (including information about assessments) to students on the ANU PSYC4011 Wattle site, which will go live on Monday 5 February 2024.

THE HONOURS THESIS

The typical thesis is between 8,000 and 10,000 words; the word limit is 10,000 words **NOT INCLUDING** acknowledgements, title page, table of contents, in-text tables, in-text figures, titles of tables or figures, references in the Reference section and Appendices. The word count **INCLUDES** the Abstract, Introduction, Methods, Results, Discussion, in-text citations or references and in-text statistics. The length of the thesis must **NOT** exceed 10,000 words. Theses that exceed 10,000 words will be returned to the student for pruning. During the period of thesis reduction, normal late penalties apply (i.e., 5% per working day).

Supervisors can *read*, discuss, and give feedback on only **two** drafts of the thesis (but excluding the Discussion section). Accordingly, only *one* draft of the Abstract, Introduction, Methods, Results, and then *one* draft of the whole thesis (excluding the Discussion section), should be submitted to your Supervisor for formal *written* comments. **Note. Supervisors are not allowed to read and give any kind of feedback (written or verbal) on the Discussion section of the thesis.** Supervisors are not allowed to have any part of the Discussion section read to them. The Discussion section is supposed to be an independent representation of the students' writing. A general discussion between Supervisors and students about the content and purpose of the Discussion section is allowed, and Supervisors may refer to the Discussion section when reading and commenting on drafts of other sections.

The research project, leading to the honours thesis, represents a significant proportion of the workload in the Honours program and will contribute 50% of the students' final mark. The primary aim of this part of the Honours program is to develop the students' skills as researchers. The research project also represents an opportunity for students to learn, in depth, about a particular topic area in psychology. Students will have the opportunity to conduct empirical research within a range of broad topics. The focus of the project will develop (at least to some extent) as a function of the Supervisor's areas of expertise and interest. Remember, however, that students will work on their own individual research project, under supervision, and students are primarily responsible for developing their own piece of original empirical research, based on a specific research question.

By late April/early May (October, for full-time mid-year-entry students), each student will present a summary of their research aims, design, methods, and hypotheses to a panel of staff. This will give students an independent perspective on their *planned* project. Students will be expected to present for no more than 10 minutes. Up to 20 minutes will be allowed for discussion. This presentation is not marked – it should be clear, but not overly formal. Because students may receive suggestions to change or modify aspects of their research project as a result of this presentation, students should *not* be collecting data before they present. If students do start collecting data before this presentation, they run the risk of having to start over to accommodate the suggested changes/modifications. Students will be provided with more information about this presentation by their research project Supervisor.

Note. Many students who do Honours in Psychology plan to do post-graduate clinical studies. As a result, they think that they must do a clinical topic for their Honours thesis. This is not the case. The topic of students' Honours thesis will have absolutely no bearing on entry to our clinical programs. What will affect students' chances of entry is their Honours grade. Given the practical problems involved in conducting clinical research at the Honours level, we advise students not to do research with clinical populations for their Honours thesis.

Use of Shared/Secondary Data

Following the Australian Psychology Accreditation Council guidelines for Honours theses, we now allow Honours students to share data and/or jointly collect data, and to use secondary (or archived) data. Clearly, each student still needs to use the data to ask their own unique research question but, in many cases, students are working on similar issues with the same Supervisor and therefore jointly collecting data makes it much easier to obtain the data. This is especially true for research projects that require many participants, such as social psychology experiments and cognitive experiments that investigate group differences (e.g., young and older adults). There are a number of existing data sets that can be used to answer new questions. Theses that make use of shared data and/or jointly collected data or secondary data are viewed and assessed in the same way as those in which the student collects data by themselves.

Students who share a dataset, jointly collect data, or use secondary data need to do the following:

- Students need to make a formal declaration in the acknowledgements section of the thesis that shared data/secondary data were used and, with the shared data, set out clearly their own unique contributions to the design and collection of the data.
- Students may need to enlarge on this acknowledgement and description, if necessary, in the Methods and Results sections. They can also put information into an Appendix (so it will not be included in the word count).
- Students need to have more detailed and/or complex theory and results sections to compensate for not actually conducting the study themselves.
- With secondary data, students need to critique the existing measures and their appropriateness for pursuing their specific research questions (e.g., students may need to state whether different or better measures could be used, or what they would do in case they were designing the study, measures, or items themselves).

EXPECTATIONS OF STUDENTS AND SUPERVISORS

As an Honours student, you are at a stage intermediate between undergraduate and graduate work. Formally, the university classifies you as an undergraduate. However, your work is more like that of a graduate student. In practice, Honours combines the best of both worlds. Honours is about training you as an independent researcher and you will experience some of the independence and self-direction required of higher degree research students, but you also have close contact and direction from your Supervisor.

All Honours students have a Supervisor. The relationship between Supervisor and student involves obligations for both parties. Your Supervisor will assist you with advice, guidance and feedback, and help you to achieve your personal academic goals. The Supervisor is there to help you choose and design the research project, guide the research in a practical and productive way, and advise you on writing the best thesis of which you are capable. At the same time, your Supervisor can only guide your efforts, and then only if you are receptive to advice. You must take the responsibility for the final results of your work.

We expect that you will

- Maintain a close dialogue and constructive working relationship with your Supervisor;
- Plan your research program and budget with your Supervisor;
- Consider advice seriously. If advice is not taken, the Supervisor should be informed and given the reasons for the decision;
- Consult regularly with your Supervisor. Students should prepare in advance for consultations, by determining the help they require and the areas in which advice would be useful;
- Interact with other students and staff in accordance with the relevant University policies (e.g., Equity and Diversity Policies);
- Treat the School and University facilities and resources with respect and care, and follow Occupational Health and Safety requirements;

- Observe the relevant University and School rules and regulations;
- Complete the formal requirements for Honours;
- Complete, to the best of your ability, a well written, thorough and competent thesis of the highest standard.

In early February (or early August, for full-time mid-year-entry students) you need to establish an understanding of your skills and ability to carry out your research. Your Supervisor is crucial in this process.

In the early series of meetings with your Supervisor you need to establish:

- An appreciation of your skills and competency for the project you propose to study (e.g., IT literacy and fluency, data analysis, your oral and written communication skills);
- Your work schedule and meeting times, including any times of absence from campus for you and your Supervisor;
- Resources and technical support available to you for the project;
- How to gain clearance of your research with ethics committees;
- ‘Terms of engagement’. Your Supervisor, even if they already know you, will be developing a deeper understanding of who you are through the close relationships that develop in the course of a research project. You will also need to talk about how you will organise your year and arrange a schedule for your research (note that extensions *cannot* be granted for failure to plan in this way).

Throughout the year, your Supervisor will expect to see drafts of your work as the project progresses. It is your responsibility to provide work to your Supervisor at mutually convenient times so that full consideration can be given in time for submission by the due date.

Students who encounter difficulties should first attempt to resolve them with their Supervisor. If this does not produce satisfactory results, they should then consult the Honours Convenor and then, if the matter remains unresolved, the Associate Director Education for the School, the Head of School, the Delegated Authority or the Dean of Students.

Your Supervisor also has responsibilities. These are to

- Assist you in selecting and defining the scope of a suitable thesis topic or problem;
- Meet with you at the commencement of your research project to set expectations for your Honours year;
- Assist you in designing your thesis research and devising a schedule for its execution;
- Guide you in the selection and application of appropriate data collection and analysis procedures and advise on the solution of any difficulties that arise;
- Meet frequently with you to discuss and evaluate each stage of the thesis project;
- Monitor your progress and advise you when progress is unsatisfactory;
- Facilitate progress, including, in consultation with the Honours Convenor, redefining the scope of the project when relevant;
- Advise on matters of thesis content, organisation and writing, including the timely provision of feedback, written and oral, on drafts or portions of the thesis;
- Assist you in gaining clearance from the ANU Human Ethics Committee as required (see Ethics in Research below).

Honours Supervisors are also required to report any concerns they have about your progress, attendance or well-being to the Honours Convenor.

The Honours Supervisor must be available for the entire period of the research project except for periods of less than two weeks. Any exception, where the Supervisor will be unavailable for longer periods, must be reported to the Honours Convenor. The Honours Convenor may discuss with the student as well as the

Supervisor, and will determine whether appointment of a suitably experienced co-Supervisor is required, taking into account the specific situation.

- For inexperienced Supervisors or those new to the School of Medicine and Psychology, a mentor/co-Supervisor arrangement is required to ensure support and guidance is provided to the Supervisor and student.
- Subject to approval by the Honours Convenor, thesis supervision may be provided by honorary or emeritus faculty or a person outside the School provided that this Supervisor is substantially involved in the Honours specialisation and is responsible to the Head of School for the supervision of the student. In such cases, there must be a co-Supervisor who meets the requirements of Clause 36 of the Coursework Awards Rule 2020.

REQUIRED MILESTONES: MUST BE COMPLETED DURING HONOURS YEAR

The Honours thesis is very different to anything that students have done during their undergraduate years. To give students some guidance as to how they should be progressing throughout the year, we have developed the milestones that **must** be completed. It is each student's responsibility to ensure that the milestones are completed on time and that they have obtained their Supervisor's signature on the Honours Milestone Completion Form (available on the following page) on completion of each milestone. Student's should submit the Honours Milestone Completion Form as part of their thesis submission. They will need to scan the completed form and include it in an Appendix of their thesis as a scanned image.

It is important to note that – although we do not expect students to need an extension for the submission of their thesis, and such extensions are only given for delays caused by unforeseen factors outside of the student's control – **no student will be eligible for an extension if they have failed to meet any of these milestones.** Use the form on the following page to keep track of these milestones.

**ANU SCHOOL OF MEDICINE AND PSYCHOLOGY
HONOURS MILESTONE COMPLETION FORM**

Student Name _____

Student UNI ID Number _____

MILESTONE 1. PRESENTATION OF RESEARCH PROPOSAL

Milestone 1 is to be completed in Semester 1 (Semester 2, for full-time mid-year-entry students) **prior** to the commencement of data collection. Typically, presentations should be made in April/May (or October, for full-time mid-year-entry students), which is about three months after the start of semester. The presentation will be arranged by the student's Supervisor.

Supervisor's Signature: _____

Date: _____

MILESTONE 2. MID-COURSE PROGRESS REPORT

Milestone 2 must include a meeting with the Honours Convenor or their delegate to discuss progress. This is due in June/July (or January, for full-time mid-year-entry students).

Supervisor's Signature: _____

Date: _____

MILESTONE 3. MAJOR DATA COLLECTION AND ANALYSES COMPLETED

One month prior to the submission of the thesis, both the Supervisor and the student must sign off on the scope of all data collection and data analyses required for the completion of the thesis, indicating that they think the thesis is on track. If they think the thesis is not on track, this needs to be discussed with the Honours Convenor immediately and the reasons for the problems explained. Extensions to the thesis due date will only be given for delays caused by unforeseen factors outside of the student's control.

Supervisor's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

MILESTONE 4. THESIS DRAFT SUBMITTED TO SUPERVISOR AND FEEDBACK RETURNED BY SUPERVISOR

Two weeks prior to submission of the thesis, both the Supervisor and the student must confirm that the first draft of the thesis (excluding the Discussion section) has been submitted to the Supervisor and has been returned to the student by the Supervisor with comments.

Supervisor's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

ETHICS IN RESEARCH

- All research projects must be approved by the ANU Human Research Ethics Committee, and data gathering cannot begin until approval is given.
- Before undertaking research, you must be familiar with the policies and guidelines for responsible practice of research available from the Office of Research integrity website, <https://services.anu.edu.au/research-support/research-ethics-integrity-compliance>
Application procedures for ethics approval are also available from this site.
- You will need to know quite a bit about your research project before you can fill in an ethics application. However, you should aim to get your ethics application in as early in your Honours year as you can, as approval sometimes can take time.
- All ethics applications must be reviewed by your Supervisor before they are submitted.
- In some cases, a Supervisor will have already obtained approval for projects that may cover your research (if your research is similar enough). In these instances, it may be possible for your Supervisor to add your name to their existing ethics protocol.
- Once you have received approval and begin your research, the onus is on you to behave in a way that is consistent with ethical research practice. Included in this is your behaviour towards other researchers (both students and staff) as well as your human participants. Failure to conduct your research in an ethical manner has significant consequences and in serious cases can jeopardise the broader research effort as well as your own.

GUIDELINES FOR SUBMITTING YOUR WORK FOR ASSESSMENT

- When submitting work for assessment, you must submit through Turnitin (or Ithenticate, when advised)*.
- Late submission of assessment tasks without an extension are penalised at the rate of 5% of the possible marks available per working day or part thereof. Late submission of assessment tasks is not accepted after 10 working days after the due date.
- For extensions to assignment deadlines, please refer to the ANU rules on extensions https://policies.anu.edu.au/ppl/document/ANUP_004604
- Extensions to thesis deadlines will only be granted due to circumstances that could not have been anticipated and that are completely beyond the student's control. Such applications should be discussed with the Supervisor, and, following this, with the Honours Convenor. Extensions must then be approved by the appropriate College Dean. Note that the Psychology Honours Convenors can approve extensions only up to two weeks. Students need to be aware that when they are granted an extension, they may not receive their final mark on time to be able to graduate in December (July, for full-time mid-year-entry students).

***Data Falsification and Plagiarism**

- The falsification of results gained during the course of your Honours work is a serious offence. It is essential that you maintain a careful written record of experimental procedures and results.
- Copying or summarising another person's results or ideas as if they were your own is a form of theft. The source of such material must always be cited in the text and Reference section of your written work.
- Penalties for such offences may include termination of a student's course of study.
- University rules and policies concerning data falsification and plagiarism are covered on: <https://www.anu.edu.au/students/academic-skills/academic-integrity>

HONOURS GRADES

Grading

At the end of the year, final grades will be determined by averaging your coursework marks and then averaging this score with your thesis mark (i.e., 50% coursework, 50% research project). The School Examinations' Committee will make a recommendation to the College regarding the Honours grade to be awarded to each student.

MARKING CRITERIA FOR THE HONOURS THESIS

The **School of Medicine and Psychology Marking Criteria** for the Honours thesis can be found on the PSYC4011 ANU Wattle site. These criteria are currently under review, but the final version will be published later this year. The School of Medicine and Psychology Marking Criteria state that when marking an Honours thesis, judgements will be based on the student's:

- Review of relevant research—Statement of the problem and its justification in the light of previous theory or applied importance, and previous research;
- Competence and sophistication of research design and choice of methods and operationalisation, such as skills in design of measurement, equipment, or selection of participants;
- Competence in data analysis, and presentation of results;
- Ability to relate results to previous research, to discuss their theoretical significance, and to suggest possibilities for further research;
- Structure of the argument, clarity and elegance of expression, and adherence to APA guidelines.

Note. The Honours thesis will be marked by two examiners, whose assessment of your thesis will contribute 50% to your final Honours mark. Your Supervisor does not mark your thesis, but they will provide a written report on your performance during the year to the examiners (see p. 13).

The College also provides a guide for the assessment of the Honours thesis: The **College Grading Criteria** can be found below.

COLLEGE GRADING CRITERIA

The class of Honours awarded is based on performance in the Honours year. The following criteria are used to assess the quality of the theses and to assign grades. The examiners will ask the Supervisors to comment on whether the students have demonstrated some of the characteristics while the judgement on other characteristics will rely purely on the thesis.

Honours III 50-59 The student:

- has demonstrated some knowledge of the relevant background literature, but with serious gaps, and limited understanding;
- applied relevant techniques and carried out research work, but needed considerable assistance and showed limited understanding of the procedures employed;
- presented their results, though in a somewhat muddled and/or incomplete way.

Honours IIB 60-69 As for Honours III, but in addition the student:

- has demonstrated a reasonable knowledge of the relevant background literature, with only a few gaps, albeit in a somewhat uncritical way;
- demonstrated that they had learned many of the relevant skills (which might include laboratory techniques, computer programming and statistical analysis);
- presented their results in an appropriate format, and communicated them effectively.

Honours IIA 70-79 As for Honours IIB, but in addition the student:

- has demonstrated a thorough knowledge of the relevant background literature, though still with limited critical appreciation;
- demonstrated reasonable technical mastery of all the relevant skills;
- worked hard, efficiently and carefully;
- presented their results and/or data clearly and succinctly.

Honours I 80-89 As for Honours IIA, but in addition the student:

- has critically analysed the relevant background literature rather than merely summarising it;
- produced a thesis that demonstrates a clear appreciation of how their work fits in to the larger field of research;
- demonstrated considerable technical mastery of all the relevant skills;
- showed some appreciation of the limitations of the experimental design or techniques used and have outlined future research directions that are feasible;
- put forward their own useful and valid ideas relating to the project;
- further demonstrated the ability to see, and take, the logical next step without excessive 'prodding', the ability to act independently of the Supervisor's immediate direction and presence, but the maturity to know when the Supervisor's help is necessary;
- demonstrated the persistence and ability to carry on under difficulty;
- picked up new concepts and skills rapidly;
- showed the ability to work effectively in the presence of others.

Honours I 90 or higher As above, but in addition the student:

- obtained concepts and procedures independently from the literature and at least discussed a use for them in the study;
- demonstrated impressive technical mastery of all the relevant skills;
- demonstrated a good understanding not only of the techniques they employed, but other alternative techniques and the reasons for choosing between them;
- has outlined possible future directions which are not merely feasible but which show considerable originality;
- not only put forward useful and valid ideas relating to the project, but also demonstrated the ability to critically evaluate and act upon such ideas.

HONOURS THESIS SUPERVISOR'S REPORT

Student's Name: _____

Thesis Title: _____

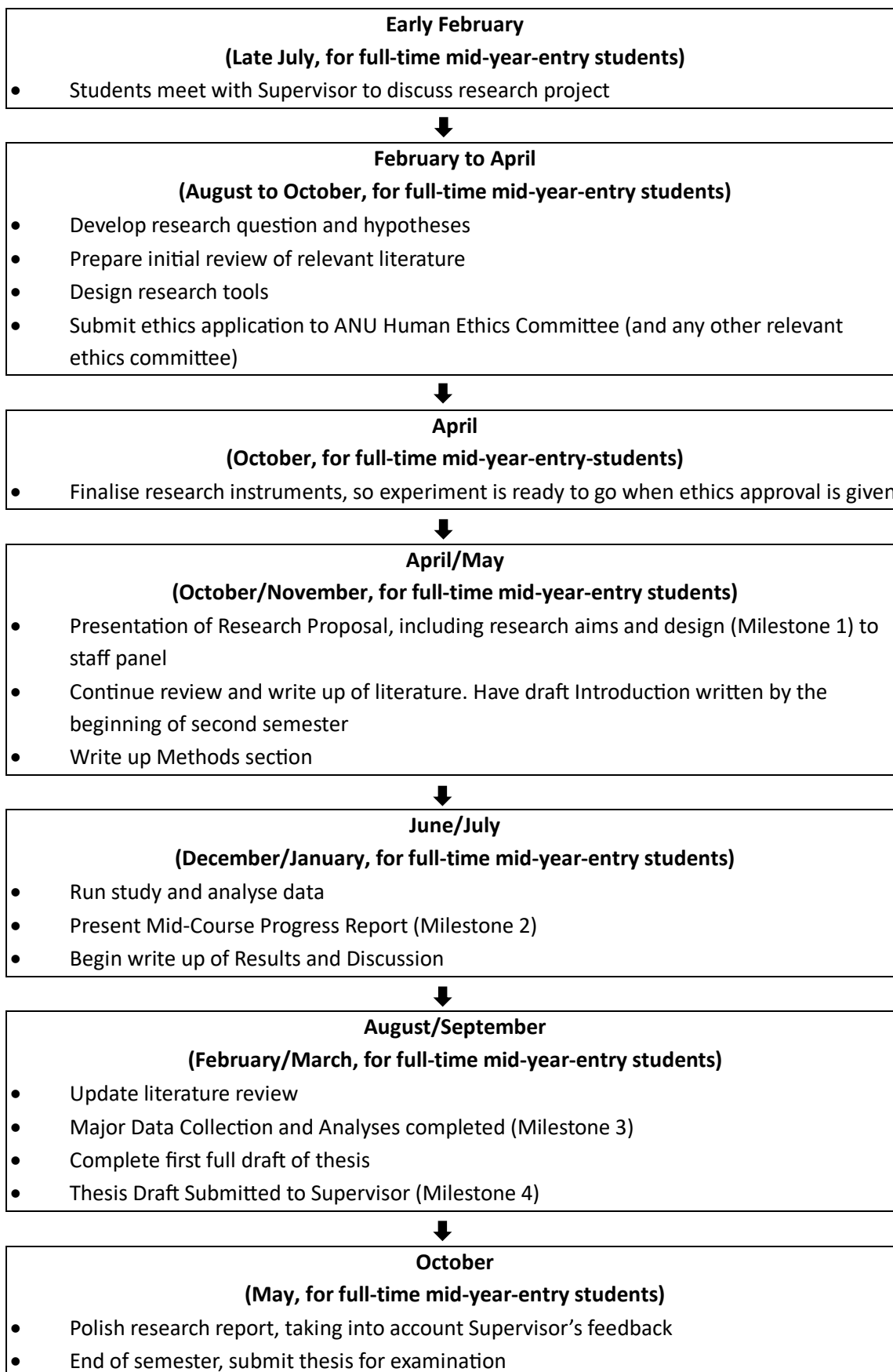
The 'Supervisor's Report' on an Honours student should provide information about the student's Honours year that is not necessarily evident from the thesis, but is relevant to the decision-making process in determining the final grade and mark. The Supervisor's report is taken into account by the Examiners, and is also provided to the Chair of the School Examiners' Meeting. Supervisors also have the opportunity to present their view at the School Examiners' Meeting. Their view will be taken into account, but they cannot require a re-mark of the thesis. Supervisors are not required to be present for the determination of the final grade and mark at the School Examiners' Meeting.

Supervisors should submit their report to the Honours Convenor and Honours Administrator within five working days following submission of the thesis.

In your Supervisor's Report, please comment on:

- 1. Nature of project aim** (e.g., theoretical, applied).
- 2. Independence** shown by the student in developing the research topic, carrying out, analysing and reporting the research.
- 3. The degree to which the student exhibited critical thinking.**
- 4. Technical mastery** of techniques and processes to carry out the research.
Include information on how much assistance and support was required by Supervisors and technical staff or external providers (e.g., statistical consultants).
- 5. Data type** (e.g., student collected; shared data collection; secondary data analysis). *Please give details. In the case of shared data collection, what is the percentage of the data collected by the student?*
- 6. Field-specific aspects of the research, of which the Examiners should be mindful** (e.g., aspects related to research methods, statistical analysis).
- 7. Editorial assistance.**
Include information on the number of drafts you have read, and the amount of help with writing that the student received from you and others (e.g., student editing and proofreading services).
- 8. Any special circumstances that affected the student's work.**
Do not list here any circumstances for which the student requested an extension or special consideration.
- 9. Your willingness to accept this candidate as a PhD student**, should they wish to study further.

GUIDE TIMELINE FOR COMPLETION OF RESEARCH PROJECT



FACILITIES FOR STUDENTS

Libraries

The ANU collection is located in several buildings, each of which houses a collection focusing on one broad discipline. Material of most relevance to psychology can be found in the Chifley (Arts) and Hancock (Science) libraries. However, depending on your interests, you may also consult the Law Library, Menzies Library and/or the library at the John Curtin School of Medical Research.

The National Library may also be a valuable source of material. The library aims to stock all material published in Australia. You will be able to borrow books for a period of several hours; however, you are unable to take material from the building. Photocopiers are available but be prepared to purchase photocopy cards. The National Library is located in Parkes Place, Barton, near Old Parliament House.

Meeting and Work Room

Honours students have their own meeting and work room, which is located in the Peter Baume building (Room 2.08). The Honours room will be available from the start of the semester in the Week of 19 February. There will be a number of shared computers. Students can access them using their ANU login.

Photocopying

Students have access to a photocopier, located in the resource room, in the Peter Baume building (Room 2.09).

Keys

A key to the Honours room and student resources will be available from the Honours Administrator at the Enquiries Office. Entry into the building after-hours is via your student card. You **must** return your key to the office when you hand in your thesis at the end of your degree.

Printing Questionnaires and Surveys

Questionnaires and surveys can be printed using the photocopier in the resource room, in the Peter Baume building (Room 2.09). However, students need to be prudent with the printing, and must collect the material once printed. Students who intend to print a large number of questionnaires and surveys should contact the Honours Administrator at the Enquiries Office.

Research Funds

Research funds are available up to \$500. per year for each Honours student, subject to change, and can be used for recognised research-related expenditure (e.g., to pay participants, buy equipment, or pay for specialised technical advice). If you wish to access these funds, you are required to complete and submit the 'Application for Honours Research Funding' (see Appendix A) to the Honours Administrator at the Enquiries Office.

Statistical Advice

If you need statistical advice, you should seek the services of the Statistical Support Network (SSN)—available to Honours students and their Supervisors, who are welcome to book an initial consultation with the SSN lead: <https://services.anu.edu.au/research-support/tools-resources/face-to-face-consultations>. Consultations are free. The SSN provide statistical support for design of experiments and surveys, data management, exploratory data analysis, statistical modelling and data presentation. Depending on the nature of the support required, students may be provided with links to relevant videos, text-based or web-based tutorials, or may be connected with SSN members in Colleges, who have volunteered their time to

advise research students. If you have any queries about the Statistical Support Network or the services it provides, please do not hesitate to get in touch with them at ssn@anu.edu.au. They look forward to collaborating with you on your Honours projects!

Note. It is also wise to think closely about how you will analyse your data at the time that you design your study (rather than after you have collected the data!), so do not leave it too late to seek advice if you and your Supervisor think you need to do so.

ANU Academic Skills

The staff at Academic Skills can help you with studying and can also read drafts of your work. They have asked me to let you know that Academic Skills offer some very popular services:

- [One-to-one appointments](#)
- [Peer writing drop in service](#)
- [English conversation groups](#)

And that they have many self-access resources available on their website. In particular, they would like to draw your attention to:

- Main Page: <https://www.anu.edu.au/students/academic-skills>
- Study Skills, where the essential transitioning skills are covered: www.anu.edu.au/studyskills
- Academic Integrity/Referencing, which includes all the style guides used at ANU: www.anu.edu.au/referencing
- Essay and Other Writing: www.anu.edu.au/essaywriting
- Support for English: www.anu.edu.au/english

ANU Counselling

This service is free for students, and is located on Level 3 of the Health and Wellbeing Centre (Building 156) in Kambri.

Telephone: (02) 6178 0455

Email: counselling.centre@anu.edu.au

<https://www.anu.edu.au/students/health-safety-wellbeing/counselling/anu-counselling>

Medical Services

The on-campus health services provider is the National Health Co-op (NHC). The NHC operates a state-of-the-art health and wellness clinic on Levels 2 and 3 of the Health and Wellbeing Centre (Building 156) in Kambri. Telephone: (02) 6178 0400

<https://www.anu.edu.au/students/contacts/medical-services>

APPENDIX A. APPLICATION FOR HONOURS RESEARCH FUNDING

Guidelines for Preparing your Application for Honours Research Funding

- Applications can be submitted throughout the year as required.
- Once completed, submit applications to the Honours Administrator at the Enquiries Office.
- Honours Students have available up to \$500.00 for recognised research-related expenditure (i.e. pay participants, buy equipment, or pay for specialised technical advice).
- Notification of the result will be within one week of the submission of the application.

Student Name		Uni ID No	
Program Enrolled In	Honours	Year Commenced	

Research Expenditure Category	Quantity x Item Cost (where applicable)	Total Cost	Details of Expenditure	Expected Date Funds Required
Participant Payments				
Equipment				
Other				
Other				

For Participant Payments, please provide the **Project Name** and **Ethics Approval Number**.

Other Expenditure (Please provide details.)

Student Signature	Date
Supervisor Name	Contact No
Supervisor Signature	Date

Office Use			
Amount Approved		Charge Code	
Authorisation		Date	