

**College of Medicine, Biology and Environment
College of Physical Sciences**

Submission Guidelines for Honours Students

Your honours year will be an intense learning experience. The following guidelines have been developed for the sake of equity, to attempt to reduce stress on you and to model the professional practice that you are now part of as a research student.

- All theses are to be submitted by the COB on Friday 30th October 2009. Prior to 3 pm on this day they can be submitted at the designated place of lodgement in the relevant Department/School. [The latter are requested to provide a list of all theses submitted in this manner to JAG at this time.] From 3 pm on this day onwards theses can only be submitted to the Colleges of Science first floor office in the Frank Fenner Building (Building 42). No thesis will be accepted after 5 pm on this day. An electronic copy of the thesis must also be submitted to the Department/School Honours convenor on the day of submission.
- If you miss the Friday deadline your next opportunity to submit is Monday 2nd November 2009. Any theses submitted by 5 pm on this day will be penalised 2% of the assigned mark for the thesis and a further 2% per day late thereafter. A submission on Tuesday will be penalised 4%, Wednesday 6%, etc.
- Extensions will only be granted in exceptional circumstances where students can document unforeseeable circumstances that have impacted on their ability to submit on time.
- No applications for extensions for unforeseeable circumstances occurring prior to the due date will be accepted on the due date.
- **Extensions will only be granted if all the milestones noted below have been met.**

Milestones to be completed:

1. Proposal seminar and/or research plan.
2. Mid course seminar and/or progress report.
3. A month before submission both the student and supervisor to sign off on the scope of all major data collection/field work/experiments/calculations/background reading that are required for submission.
4. **Two** weeks before submission both the student and supervisor to sign off that a first draft of the thesis has been submitted to the supervisor and has been returned by the supervisor with comments.

A copy of the **Milestone Completion Form** that should be completed by all students undertaking Honours in CMBE & CPS prior to submission of the thesis is attached. It is each student's responsibility to ensure that the completed form is submitted by **3pm on Monday 26th October 2009** to the Colleges of Science first floor office in the Frank Fenner Building (Building 42). **No application for an extension will be considered unless the completed form is submitted by this time.**