1. Purpose and Scope

This procedure describes the structure of Award with Honours programs (separate year of study to pass level undergraduate programs). Separate Year Honours programs are one-year (48UoC) programs of study that lead to the award of a degree with Honours. A separate procedure document will describe embedded, multi-year undergraduate programs of study that lead to the award of a degree with Honours. This is yet to be developed.

All new programs and program revisions covered by these procedures must conform to the “Structure of Honours Programs – Policy”.

2. Definitions

Definitions are consistent with the UNSW Glossary of Terms: http://www.handbook.unsw.edu.au/general/2013/SSAPO/glossary.html.

A glossary of additional UNSW academic terminology is provided in Appendix B.
3. Design principles for Separate Year Honours programs

A Separate Year Honours program is an additional, distinct year of study that follows the completion of an undergraduate pass degree program in a cognate discipline or area of study, whether at UNSW or elsewhere. All components of the Honours program contribute to the Honours level qualification.

3.1 Program structure

All Separate Year Honours programs require completion of 48 UoC of study typically undertaken over one year (or part-time equivalent).

The program will typically consist of 24 to 36 UoC of research-based work (an honours thesis or research project) and 12 to 24 UoC of advanced undergraduate coursework. The proportion of research-based work and coursework may differ by program and will be determined by Faculties.

The honours thesis or research project will involve planning and executing a piece of research and scholarship and/or project work with some independence under the supervision of a duly appointed supervisor. The nature of the honours thesis or research project component may differ by program and will be determined by Faculties.

All courses that contribute to an Honours Program must be approved through normal UNSW governance processes. Only courses undertaken while enrolled in the separate Honours year program can be counted towards program requirements, including the calculation of class of award.

Courses studied in undergraduate pass degree programs that are included in the Separate Year Honours program as foundational courses typically should comprise no more than 50% of the Honours coursework component. The program proposal should demonstrate how these courses meet UNSW Honours-level learning outcomes.

3.2 Graduate capabilities and learning outcomes

Honours programs require students to engage in independent critical thinking related to their discipline or area of study, demonstrated through achievement of the program learning outcomes.

All Separate Year Honours programs must align with the UNSW Honours program learning outcomes. (Guidelines on program learning outcomes are being developed by the Learning and Teaching Unit and will be available on the Governance Support site.) These may be adapted to suit the program purpose and the discipline or area of study.

The program must be designed to enable students to demonstrate the learning outcomes (knowledge, skills and their application) that are appropriate to the Honours qualification level and discipline or area of study.

Learning outcomes must align with the UNSW Graduate Capabilities and be mapped to assessment.

The Learning and Teaching Unit can provide advice and assistance on the development of program-level learning outcomes.

3.3 Dual award and cross-disciplinary Honours

Dual and cross-disciplinary specialisations in additional single-year Honours programs must be identified through formally-approved streams that specify the discipline or area of study in which the student may take Honours as well as entry requirements.

In addition to studying specialisations that combine two disciplines or areas of study, students may complete separate Honours in two distinct disciplines or areas of study by completing two programs.
In principle, a student enrolling for the Separate Year Honours program should not be enrolled in another program at the same time. A dual award program student would normally be suspended in that program if they interrupt their study to undertake the Honours program. In exceptional cases, and subject to the agreement of both Program Authorities, a student may be permitted to enrol simultaneously in both the Honours and another program.

3.4 Assessment process and criteria for awarding classes of honours

As specified in the Structure of Honours Programs - Policy, achievement in Honours programs may be recognised through class of award.

The calculation of class of award will be determined from the student’s weighted average mark for all of the courses (research-based and coursework) required for the program. Only courses taken while enrolled in the Honours program, and specified in the program rules, may count towards the award class WAM.

Faculties will have documented processes to review and moderate the final assessment marks and the classes of award. The honours thesis or research project must be marked by two independent examiners qualified to assess this qualification. The supervisor is not permitted to mark the honours thesis or research project.

Refer to the University Medal Policy for the awarding of the University Medal for outstanding academic performance by a student in a Separate Year Honours program.

4. Administrative Arrangements

4.1 Admission criteria

The minimum entry requirement for admission to a Separate Year Honours program is an undergraduate pass degree (or equivalent qualifications) in the discipline or area of study typically with at least a credit WAM in a program. In some programs the level of academic performance required for entry may be higher.

The student must meet the entry requirements for the Honours program and specialisation as determined by the Program Authority that ‘owns’ the specialisation. If a student has completed a major in a pass degree where the Program Authority does not own the major (for example, a BA with a major in Human Resources), the student must meet the entry requirements for the Honours program set by the Program Authority that owns the specialisation.

Admission is open to UNSW and external students who meet the specified entry criteria. Admission to an Honours Program is at the discretion of the Program Authority as resources may limit the number of students granted entry.

In principle, indicative cognate disciplines or areas of study that will be accepted for determining student entry will be specified for the program and specialisation, however, entry will be at the discretion of the Program Authority.

4.2 Credit arrangements

Due to the structure and requirements of the Separate Year Honours program (48 UoC of study typically taken over one year) no credit will be given for previous studies towards the award.

4.3 Transfer options and pathways

Program documentation (i.e. the program proposal in the online academic information management system and the UNSW Handbook) will identify the pathways to further
study enabled by the program, including whether the program leads to learning outcomes that could contribute to meeting the admission requirements for entry to a Higher Degree Research program.

4.4 Academic proposals and revisions to existing programs
Separate Year Honours programs will be distinct programs, with their own UNSW codes, CRICOS codes (if required), and approval processes. Each stream within a program will be identified by a unique code.

Awards will include the term ‘Honours’ in the award title, for example Bachelor of Arts (Honours), Bachelor of Commerce (Honours).

Proposals are to be created, recorded and managed using the online academic information management system. Specifically:

- Proposals must provide details of the program structure, including research-based work, coursework (discipline and cross-faculty) and streams (if relevant), program learning outcomes and how the learning outcomes will be achieved.
- Proposals for new programs should include complete proposals for all new courses and program revisions should address changes to the whole program at the same time. The research-based work (e.g. honours thesis or research project) will be identified through a credit-bearing course.
- Program rules need to specify the full program structure including the number of courses and the UoC for all courses (research-based and coursework).
- Proposals for new programs and major program revisions require the approval of the Academic Board on the recommendation of the relevant Faculty Education Committee, the Faculty Standing Committee and the Undergraduate Coursework Studies Committee.

The Handbook and Faculty/School websites should provide the following information (as specified in Academic Board resolution AB10/128):

- Entry requirements and procedures;
- The content of the Honours program, including the breakdown between the thesis and other components;
- The examination procedure for the thesis component;
- Calculation of final Honours result, and
- Range of possible outcomes.

5. Review & History

The Structure of Separate Year Honours Programs – Procedures will be reviewed by Academic Board every two years.

Appendix A: History

<table>
<thead>
<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections modified</th>
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<tr>
<td>1.0</td>
<td>Vice-President and Deputy Vice-Chancellor (Academic)</td>
<td>14 May 2013</td>
<td>14 May 2013</td>
<td>New Procedure</td>
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Appendix B: Glossary of relevant UNSW Academic Terminology

The complete UNSW glossary can be found at:

<table>
<thead>
<tr>
<th>Embedded Honours Program</th>
<th>A program where the Honours components are studied as part of the overall program</th>
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<tbody>
<tr>
<td>Separate Year Honours Program</td>
<td>An additional, distinct year of study that follows the completion of an undergraduate pass degree in a cognate discipline or area of study, whether at UNSW or elsewhere. All components of the Honours program contribute to the Honours level qualification.</td>
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