



## Responsibilities: Research in Bachelor Honours Degree Programs

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### Context and Purpose

This appendix explains the responsibilities of staff and students during the research component of a bachelor honours degree program. It applies to all types of honours programs unless otherwise stated and should be read in conjunction with *AB-42 P1 Procedure: Bachelor Honours Degree Programs*.

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### A. Responsibilities of Academic Strategy, Standards and Quality Committee

1. As a sub-committee of Academic Board, the Academic Strategy, Standards and Quality Committee (ASSQC) will ensure that all bachelor honours degree programs undergo monitoring and review as per *Policy A-35A.19 Quality assurance and improvement: Programs, courses and teaching arrangements*. The management of bachelor honours degree programs is generally devolved to the Academic Unit.

### B. Responsibilities of Academic Units

2. Academic Unit Boards are responsible for ensuring that:
  - a. The requirements outlined in this document and other relevant policies and procedures are adhered to.
  - b. The entry requirements for entry into a bachelor honours degree program conform to national standards.
  - c. An external moderation process is in place to validate the standard of internal assessment
  - d. The research component of a bachelor honours degree program:
    - i. has clearly identified objectives;
    - ii. is appropriate in scope and character for the degree; and,
    - iii. is feasible in terms of time, facilities, equipment, source material and support staff available for the expected duration of the research.
  - e. A program director is appointed to coordinate the program and monitor students' progress and welfare throughout.
  - f. Adequate resources are provided to support the program director in performing their duties.
  - g. Opportunities exist for interaction and the development of intellectual relationships between academic staff and students, and between students.
  - h. Students are invited to participate in Academic Unit activities such as seminars and conferences as appropriate.
  - i. Appropriate supervision is provided and maintained throughout the research component.
  - j. Supervisors participate in supervision training activities provided by the University or Academic Unit as appropriate.

- k. Procedures are established to manage and monitor the examination of an honours project in accordance with *Policy AB-42: Bachelor honours research degree programs*.
- l. Procedures are in place to evaluate the quality of bachelor honours degree programs in accordance with *Policy A-35A Quality assurance and improvement: Programs, courses and teaching arrangements*.
- m. A database is established for reporting information about publications and conference presentations which result from the research conducted by the student and/or the supervisor during the program.
- n. Honours students are encouraged to submit their publications from research conducted by the student and/or supervisor during the program to the UniSA Research Outputs Repository.

### **C. Responsibilities of the program director**

3. The responsibilities of the program director are to:
  - a. Welcome new students and introduce them to members of staff as appropriate.
  - b. Provide students with a comprehensive induction booklet which may be supplemented with an induction session. The induction booklet should include:
    - i. All relevant guidelines for the research component of the program, including a copy of *Policy AB-42: Bachelor honours research degree programs* and associated documents,.
    - ii. Information about the library, Student Engagement Unit and other support services.
    - iii. Guidance on locating University policies, procedures, guidelines, and relevant forms such as for ethical and safety approvals.
    - iv. Information about Academic Unit procedures for photocopying, telephone, fax, mail, purchasing, access to laboratory space and equipment.
    - v. Information about access to computing facilities.
  - c. Advise students on the choice of honours project and selection of an appropriate principal supervisor, as required.
  - d. Ensure that each student presents a detailed research proposal for review by academic staff involved in the program. The research proposal should clearly outline the scope and character of the proposed research in relation to the stated aims of the honours research component.
  - e. In consultation with the principal supervisor, ensure that each student undertakes an honours project which is achievable within the allocated time and the proportion that the research component comprises within the program.
  - f. Monitor the progress of students enrolled in the program in conjunction with the principal supervisor.
  - g. Facilitate the resolution of conflicts between students and supervisors or other members of staff in accordance with *Policy C-17: Student complaints resolution*.
  - h. In consultation with the principal supervisor, ensure adequate and appropriate external and/or industry representation at honours seminars and presentations.
  - i. Ensure that the necessary administrative arrangements for examination occur in a timely and efficient manner.

- j. Seek comments from the principal supervisor before determining the final grade to be awarded.
- k. Recommend the final grade to the relevant Academic Unit Boards, in accordance with *Policy AB-42: Bachelor honours research degree programs*.

#### **D. Responsibilities of the principal supervisor**

4. The responsibilities of the principal supervisor are to:
  - a. Actively engage in current research and scholarship, and integrate that knowledge and understanding into their supervisory practices.
  - b. Discuss mutual expectations and obligations with the student at the commencement of the candidature. This should include such matters as:
    - i. The mode and frequency of communication.
    - ii. Any accessibility requirements or adjustments.
    - iii. The role of the co/associate supervisor(s)
  - c. Establish and maintain regular contact with the student. This may involve requiring the student to prepare written work on a pre-arranged, regular and agreed basis.
  - d. Ensure that the student is made aware of, and given instruction in:
    - i. Requirements for conducting ethical research.
    - ii. Securing intellectual property arrangements.
    - iii. Procedures for the location and storage of original data.
    - iv. Safety procedures appropriate to the field of study.
  - e. Discuss with the student as soon as practicable
    - i. The assessment requirements where a student will be required to undertake other assessable activities directly related to the preparation of the honours project.
    - ii. The nature of the examination process and the method of selecting potential examiners.
  - f. Assist the student to develop a detailed research proposal, giving due consideration to the student's research interests and ability.
  - g. Ensure that any ethics and compliance approvals are obtained and intellectual property arrangements secured before the research starts.
  - h. Provide guidance to the student on presentations and/or publications arising from the research.
  - i. Reach agreement with the student regarding authorship of any publication, presentation or research output that results from the student's research, taking into account the requirements of *Policy RES-12 Authorship*.
  - j. Participate in the review of the student's work and report on progress to the program director.

#### **E. Responsibilities of the co/associate supervisor(s)**

5. It is the responsibility of the co/associate supervisor(s) to:
  - a. Where appropriate, provide specialist expertise in support of the student's honours project.

- b. Maintain regular communication with the student.
- c. Assume the role of the principal supervisor during brief absences.

#### **F. Responsibilities of the student**

6. It is the responsibility of the student to:
- a. Play an informed part in planning the research so that it is completed within the time allocated for the research component of the program.
  - b. Establish agreed methods of working and meeting with their supervisor(s).
  - c. Discuss their needs and expectations with their supervisor(s) throughout their program.
  - d. Discuss any difficulties and problems with their supervisor(s) in a timely manner, and share responsibility for seeking solutions.
  - e. Maintain the progress of work in accordance with the stages and timelines agreed with their supervisor(s).
  - f. Participate in reviews of progress.
  - g. Participate in scholarly opportunities offered by the Academic Unit, which may include attendance at, and presentation to, research seminars.
  - h. Be familiar and comply with all requirements relating to ethical conduct, intellectual property, authorship, and the location and storage of data. Students' final results will not be released until they have complied with all post-approval requirements at the completion of their research.
  - i. Adopt safe working practices at all times.
  - j. Abide by the University's policies for leave of absence, re-enrolment, extensions, etc.
  - k. Accept responsibility for preparing an honours research project for examination.
  - l. After examination of the honours research project, make any amendments required in a timely fashion.
  - m. At all times adhere to high standards of academic integrity as described in *AB-69: Academic Integrity Policy* and *AB-66 Research Integrity Policy*.

This Appendix supersedes the Code of Good Practice: research in bachelor honours degree programs last approved by Registrar and Director: Student and Academic Services in January 2023.

Updated and approved by Academic Board, 22 March 2024.