The current document provides a guide to the structure of the Honours program within the School of Psychology at the University of Western Australia. The information herein is correct as of 18 February 2015 but is subject to change. Kindly note that the University reserves the right to alter the content and program structure outlined within.
# SCHOOL OF PSYCHOLOGY

## HONOURS GUIDE 2015

### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME TO HONOURS</td>
<td>4</td>
</tr>
<tr>
<td>HONOURS REQUIREMENTS</td>
<td>4</td>
</tr>
<tr>
<td>Semester 1</td>
<td>4</td>
</tr>
<tr>
<td>Semester 2</td>
<td>4</td>
</tr>
<tr>
<td>ENROLMENT INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>Confirmation of enrolment</td>
<td>5</td>
</tr>
<tr>
<td>Account management system</td>
<td>5</td>
</tr>
<tr>
<td>UWA campus card</td>
<td>5</td>
</tr>
<tr>
<td>Managing your enrolment</td>
<td>5</td>
</tr>
<tr>
<td>Changing your enrolment or withdrawing</td>
<td>5</td>
</tr>
<tr>
<td>Fees Commitment</td>
<td>6</td>
</tr>
<tr>
<td>Important Dates for 2015</td>
<td>6</td>
</tr>
<tr>
<td>Unit Information Management System (UIMS)</td>
<td>6</td>
</tr>
<tr>
<td>Learning Management System (LMS)</td>
<td>7</td>
</tr>
<tr>
<td>Academic Conduct Essentials (ACE)</td>
<td>7</td>
</tr>
<tr>
<td>ACADEMIC ASSESSMENT POLICIES AND PROCESSES</td>
<td>7</td>
</tr>
<tr>
<td>Academic Assessment Policies and Processes</td>
<td>7</td>
</tr>
<tr>
<td>Assessment Mechanism Statement</td>
<td>7</td>
</tr>
<tr>
<td>Award of Grades and Marks</td>
<td>7</td>
</tr>
<tr>
<td>Special Consideration</td>
<td>8</td>
</tr>
<tr>
<td>Charter of Student Rights and Responsibilities</td>
<td>8</td>
</tr>
<tr>
<td>ACADEMIC CONDUCT: ETHICAL SCHOLARSHIP, ACADEMIC LITERACY AND ACADEMIC</td>
<td>8</td>
</tr>
<tr>
<td>MISCONDUCT</td>
<td>8</td>
</tr>
<tr>
<td>Academic Misconduct</td>
<td>8</td>
</tr>
<tr>
<td>SCHOOL OF PSYCHOLOGY POLICY ON ASSIGNMENTS</td>
<td>9</td>
</tr>
<tr>
<td>Appeals Against Academic Assessment</td>
<td>9</td>
</tr>
<tr>
<td>Student Complaints</td>
<td>9</td>
</tr>
<tr>
<td>FACILITIES AND RESOURCES</td>
<td>9</td>
</tr>
</tbody>
</table>
# APPENDIX B: Thesis Preparation Critical Features

<table>
<thead>
<tr>
<th>Component</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>25</td>
</tr>
<tr>
<td>Methods</td>
<td>25</td>
</tr>
<tr>
<td>Results</td>
<td>25</td>
</tr>
<tr>
<td>Discussion</td>
<td>25</td>
</tr>
</tbody>
</table>
Welcome to the Honours program! This program provides an advanced education in theoretical and empirical psychology. It will give you the opportunity to enhance your skills in research, conceptual analysis, and both oral and written communication. In addition, you will learn more about current research and exciting issues in psychology. I hope that you enjoy the challenges, survive the frustrations, and find great rewards in your Honours year.

Dr Allison Fox (2015 Honours Coordinator)

HONOURS REQUIREMENTS

Students entering the Honours program in 2015 must enrol in the following units:

Semester 1
- PSYC4416 Psychological Research and Theory
- PSYC4418 Psychological Research and Data
- PSYC4421 Psychology Honours Research Project Part 1

Semester 2
- PSYC4410 Psychological Research and Communication Skills
- PSYC4413 Psychological Research and Practice
- PSYC4422 Psychology Honours Research Project Part 2

Students must also enrol in an umbrella unit each semester:
- Arts students: PSYC4700 for both semesters 1 and 2
- Science students: SCIE4700 for both semesters 1 and 2

This guide assumes you have already been assigned a supervisor before the beginning of the academic year. If you do not have a supervisor, you need to contact the Honours Coordinator immediately.

Note: For part-time and mid-year entry students enrolled prior to 2015, you must confirm your Honours enrolment with Hayley Hutchison (Student Services Manager, email: hayley.hutchison@uwa.edu.au).
ENROLMENT INFORMATION

Confirmation of enrolment
If you have enrolled online you can view a Receipt of Enrolment as part of the online process. Your confirmation of enrolment can also be accessed through studentConnect at www.studentadmin.uwa.edu.au/welcome/student_connect using your Student ID and your Pheme password. It is imperative that you check your enrolment carefully, and if any information is incorrect you must bring this notice to the Student Administration Enquiry Counter (Student Central) as soon as possible. If you are unable to come in person, telephone (08) 6488 3235.

Account management system
All new UWA students are required to visit the Pheme website www.pheme.uwa.edu.au to activate their Pheme account. The activation process involves setting a security question and a password. You will need your Pheme password to log into many UWA services including the studentConnect website which allows you to view information such as your personal details, your enrolment and, where applicable, your examination schedule.

UWA campus card
All students require an official UWA Campus Card with an identifiable photograph (student ID card). The card, which includes your photograph, student number, and library barcode, will be issued free at the time of enrolment to all new students. It is a requirement of your enrolment that you obtain a Campus Card. You will need your card for identification purposes, to change your enrolment or withdraw from your course, to change your address, to use the library facilities, and whenever you sit for an examination conducted by the University. Campus Cards: http://www.campuscard.uwa.edu.au/

Managing your enrolment
You are responsible for the management of your enrolment. It is up to you to select units that will satisfy course regulations and lead to graduation. You do this by:

- checking your enrolment online through studentConnect at www.studentadmin.uwa.edu.au/welcome/student_connect using your Student ID and your Pheme password.
- reading your Honours Guide, and
- consulting with Course Advisers and Honours Coordinator when you first enrol or change your enrolment

Changing your enrolment or withdrawing
Please refer to the Student Administration website regarding changes to enrolment.
www.studentadmin.uwa.edu.au/welcome/enrolment
All International Students must consult with the International Centre prior to changing their enrolment, as withdrawal and other changes may affect the student visa.

www.international.uwa.edu.au/students/intstudents

It is important to familiarise yourself with the important dates for the start, finish, census, and academic withdrawal for each semester and non-standard teaching period.

www.student.uwa.edu.au/course/dates

Fees Commitment

Fees are payable at the time of enrolment. For all enquiries regarding fees please contact the Administrative Officer (Fees), on 6488 2496 or Student Enquiries on 6488 3235 or visit the Web site at: www.studentadmin.uwa.edu.au

**IMPORTANT DATES FOR 2015**

Please, visit the website below for UWA Important Dates 2015 updates

http://www.student.uwa.edu.au/course/dates/important

**UNIT INFORMATION MANAGEMENT SYSTEM (UIMS)**

Unit outlines provide detailed information about the units within your course, including:

- contact information
- unit rules
- assessment details (e.g. assessment mechanism, learning outcomes), and
- unit details (e.g. description, structure, schedule)

Each unit has a unit outline on UIMS www.unitoutlines.science.uwa.edu.au

Unit outlines are published on UIMS one working day prior to the commencement of the semester or relevant teaching period in which the unit is offered.
LEARNING MANAGEMENT SYSTEM (LMS)

LMS is UWA’s Learning Management System that provides staff and students with a password protected, online learning environment. Your unit coordinator may create an LMS unit for the unit you are studying and include a suite of resources and activities. LMS can be accessed at www.lms.uwa.edu.au

ACADEMIC CONDUCT ESSENTIALS (ACE)

Academic Conduct Essentials (ACE) is a compulsory online module for all students about ethical scholarship and the expectations of correct academic conduct that UWA has of its students. Those students required to complete ACE are automatically enrolled in the unit and can access it through their Learning Management System (LMS).

http://www.student.uwa.edu.au/learning/resources/ace

ACADEMIC ASSESSMENT POLICIES AND PROCESSES

Academic Assessment Policies and Processes

Assessment in the Honours program takes many forms including essays, thesis, exams and reports of various kinds.

Assessment Mechanism Statement

Assessment details for each unit, including an assessment mechanism statement, can be found in individual unit outlines on the University’s Unit Information Management System (UIMS) www.unitoutlines.science.uwa.edu.au

Unit outlines are published on UIMS one working day prior to the commencement of the semester or relevant teaching period in which the unit is offered.

Award of Grades and Marks

Special Consideration

If you think your study has been severely affected by serious illness or other factors outside your control, you can apply for special consideration. See http://www.student.uwa.edu.au/course/exams/consideration

Charter of Student Rights and Responsibilities

The Student Charter is a policy that outlines your rights and responsibilities as a UWA student. The Student Charter contains information on:

- general and fundamental rights and responsibilities
- equal opportunity and non-discrimination
- access to education
- quality of education
- student representation
- procedures for grievances, appeals and complaints

It recognises that excellence in teaching and learning requires students to be active participants in their educational experience. It upholds the ethos that in addition to the University’s role of awarding formal academic qualifications to students, the University must strive to instill in all students independent scholarly learning, critical judgement, academic integrity and ethical sensitivity.

The Charter can be found at www.aps.uwa.edu.au/home/policies/charter

ACADEMIC CONDUCT: ETHICAL SCHOLARSHIP, ACADEMIC LITERACY AND ACADEMIC MISCONDUCT

The University strongly supports teaching and learning that promotes academic literacy and ethical scholarship. Detailed information on the University’s academic conduct policy and guidelines can be found at: http://www.teachingandlearning.uwa.edu.au/staff/policies/conduct

Academic Misconduct

The University takes the matter of academic misconduct by students seriously, and has policies in place that define misconduct (including plagiarism) and the penalties that apply. The consequences for misconduct can be severe, including exclusion from the University.

All students are expected to make themselves aware of the definitions and the policies relating to academic misconduct, and with any additional requirements or stipulations that may be provided by individual coordinators. www.teachingandlearning.uwa.edu.au/staff/policies/conduct

Student Services provides an on-line plagiarism portal that defines plagiarism and helps you avoid it in your written work: www.teachingandlearning.uwa.edu.au/staff/policies/conduct
Turnitin Originality Checking and Plagiarism Prevention is used in the Faculty to allow both staff and their students to check written work for improper citation or misappropriated content

www.turnitin.com

SCHOOL OF PSYCHOLOGY POLICY ON ASSIGNMENTS

Please see http://www.psychology.uwa.edu.au/for/current_students

Appeals Against Academic Assessment
If a student believes that the final mark/grade for a piece of work does not fairly represent the worth of the piece of work, they may formally appeal against the assessment. A formal appeal must be lodged no later than 20 University working days from the release of the formal result.

The process for appealing against academic assessment can be found at:
http://www.psychology.uwa.edu.au/students/appeal

Student Complaints
The University has a clear set of guidelines for how to deal with complaints or grievances. See http://www.guild.uwa.edu.au/home/student_assistance/academic_help/complaints for more information. It is always advisable to raise any issues or concerns directly with the person concerned. If, however, you feel unable to do this, speak with another member of staff or Honours Coordinator.

FACILITIES AND RESOURCES

Bookings for other spaces can be made online via the Psychology Booking System http://bookings.psychology.uwa.edu.au. Given the increasing demand for space across the University, continued access to the School’s bookable space will depend upon usage, as monitored by bookings on the online system.

After Hours Access
Your UWA Campus Card will be automatically programmed (based upon your enrolment) to give you after-hours building access. Please contact John Love during business hours (john.love@uwa.edu.au or 6488 3270) if you have any queries relating to after-hours access.
EMAILS, WEBPAGE AND BULLETIN BOARD

All students will already have been allocated an email address by the University's Information Services (IS). Details of how to access these accounts are available at http://www.is.uwa.edu.au/it-help/student.

This email address will be used to contact you about all sorts of things to do with the Honours course so please make sure you check it regularly. You are responsible for checking your email and failure to do so will not be considered a valid reason for missing out on important information.

Information pertaining to Honours will be posted/uploaded to LMS in addition to the usual email correspondence. This guide is also posted on the Current Students page of the School website.

The Honours student Mailing List

psychology-honours@maillists.uwa.edu.au is a general mailing list for students enrolled in Honours in Psychology.

HONOURS RESEARCH PROJECT (PSYC4421 & PYSC4422)

- For students entering the Honours program in 2015:
  PSYC4421 Psychology Honours Research Project Part 1 (12 points); and
  PSYC4422 Psychology Honours Research Project Part 2 (12 points)

Note: For part-time and mid-year entry students enrolled prior to 2015, you must confirm your Honours enrolment with Hayley Hutchison (Student Services Manager, email: hayley.hutchison@uwa.edu.au).

The Honours thesis is a report of research carried out under the supervision of a staff member, and written up in the form of a manuscript suitable for submission to an APA journal. The deadline for submission of the thesis is

12 noon Monday 12th October 2015

Outcomes: Students should be able to formulate a testable hypothesis in an area of psychology; design and conduct an experimental evaluation of the hypothesis; and report the findings in both oral and written presentations.

Content: This unit is taken over two successive semesters and parts 1 and 2 must be completed to fulfill the requirements of the unit. This unit must be commenced in semester 1
and completed in Semester 2. Students are required to carry out an individual research project under supervision. The unit is examined by thesis and can only be taken by students who are enrolled in the Honours program.

**Assessment:** This comprises a thesis (100 per cent), which includes a literature review, data collection and analysis, and thesis preparation. Supplementary assessment is not available in this unit.

**Research project:** Literature review, data collection and analysis, thesis preparation (200 hours).

**Unit Coordinator(s):** Dr Allison Fox

**Planning your Research Project**

1. Agree with your supervisor on a topic.
2. Submit a proposal and get approval to proceed.
3. Carry out the practical work of the thesis.
4. Analyse the results.
5. Write and submit the thesis.

Phases 3 through 5 can run concurrently to a greater or lesser degree. However, you cannot get started on a proposal until you have agreed on a topic with your supervisor, and you cannot start work on the thesis proper until your proposal has been approved. Getting off to a good start at the beginning of the year is therefore crucial to successful completion of the thesis.

Although theses vary enormously in the relative amount of reading, practical work, data analysis and writing involved, and also in the extent to which these activities can overlap, it is safe to say that most students should have completed all data collection by the early part of Semester 2. This leaves about two months for data analysis and writing up.

A timetable is included as Appendix A to facilitate the planning of your research project. Discuss the dates for each section with your supervisor.

**Supervision**

**What can I expect from my supervisor?**

Students, supervisors, and projects differ greatly from case to case, so talk to your supervisor about what you can expect from them and what they can expect from you. Ultimately, your thesis is your own responsibility. Note the turnaround times for drafts provided below; we recommend that you discuss these with your supervisor at an early stage so that you have a clear understanding about what is reasonable for your project and supervisor.

**Communication**
Generally, you can expect to meet with your supervisor frequently during the first and last five weeks. Please don’t phone a staff member at home unless you have been given permission to do so. Supervisors must be able to communicate with you by email so it is essential that you check your UWA email address regularly.

Reading Drafts

Your supervisor will read and comment on

- **up to two drafts of your proposal** with 7 working-day turnaround (if given enough notice)
- **up to two drafts of each section of the thesis**, except the Discussion, with a 10 working-day turnaround
- **written drafts of your Discussion must not be read or commented on by your supervisor, other staff, or students.** This measure ensures that the Discussion gives you the opportunity to display your individual ability. The Discussion will be assessed accordingly. You may, however, debate your results and their theoretical implications with your supervisor, although you should do this early on because (in recognition of the fact that you should then be working on the Discussion entirely on your own) **supervisors may not be available during the week leading up to the thesis deadline.**
- **Staff other than your supervisor and PhD students within the School are NOT permitted to read over drafts of any section your thesis.**
THE PROPOSAL

Your first task is to work up a written proposal of the research you intend to carry out. The proposal protects you from investing effort in an impractical research project, and is also necessary in order to obtain ethical approval for your research before work can commence. It takes several weeks to approve a proposal.

The Honours Proposal must be submitted via the online Honours Thesis System (HTS) by noon Monday 23rd March 2015. All the relevant links are available through the Honours LMS page. Your ethics application must be submitted through the same link. Your proposal is not complete until BOTH the proposal and the appropriate ethics information is received.

The Proposal should be typed in a form ready for distribution and include:

1. Proposal Cover Sheet
2. Abstract
3. Body of the Proposal
4. Acknowledgement of Contributions From Other Scholars

The ethics application should include:

If there is no current ethical approval for the project:

- UWA Human Research Ethics Application Form (with supporting material) OR any evidence of prior approval (e.g., a letter of approval from the UWA HREC).

If there is current ethical approval for the project:

- A copy of the approval letter obtained from the Human Research Ethics Committee for the project.

The details required are outlined below. If you cannot provide any of the required information, you should explain why and say when they will be available.

Proposal Cover Sheet

When submitting the proposal there is an online form that must be filled in. When completing this online form, please note the following:

i. Estimated Testing Time: This should be a realistic estimate of the anticipated testing time, including time to be spent collecting data for preliminary pilot studies.

ii. Estimated Data Processing Time: Collation and coding of certain kinds of data (such as survey or questionnaire responses) can be a significant overhead. Give
an indication here of the likely time to be taken up by this component of the study.

iii. Participant Details: This section should include a description of the type of subjects to be used and an indication of where and how these subjects will be recruited.

iv. Estimated Costs: This should consist of the most detailed possible estimate of costs including “hidden costs” such as photocopying, postage, and telephone calls. Please include a detailed breakdown of costs in this section. The Honours supervisor should check the proposal carefully to ensure that the project can be conducted using available infrastructure and such funding as the supervisor and/or student are willing to commit to the project. In research areas in which a suitable project could not reasonably be developed without incurring exceptional costs (e.g., the purchase of test protocols, medical kits, or participant recruitment through newspaper advertising) the School may contribute up to $150 towards those costs. If a School contribution is sought, or if hidden costs borne by the School (which cover photocopying, postage, and telephone calls) are estimated to exceed $150, then the supervisor and student must seek approval from the Head of School prior to submission of the proposal. Please use the Honours Research Funding Approval Form for all funding requests (see Appendix F – form also on PSYC4421/7421 and PSYC4422/7422 LMS unit).

v. Ethical Considerations: All proposals must include a statement highlighting any ethical concerns.

vi. Suggested reviewers: Nominate two members of staff whom you would like to review the proposal. We will do our best to allocate one of these to your proposal.

Abstract

This should be a brief (< 150 words) outline of the proposed project. The abstract must be able to stand alone as a brief description of the project, and must therefore include the title of the project at the top and the name of the student and the supervisor at the bottom.

Body of the Proposal

The main body of the proposal, excluding references, figures, and appendices, must not exceed 1800 words in length, but should describe all of the important details of your proposed project. Use appendices to include examples of questionnaires or other relevant materials. The main body of the proposal needs to consist of:

(i) **Introduction** which presents the aims, rationale and background of the research (though not a complete review of all related research);

(ii) **Method** section which is sufficiently detailed to enable the reader to understand exactly what you propose to do;

(iii) **Results** section which identifies the independent and dependent variables and the statistical techniques you propose to use to analyse your data. In addition, it should contain figures (or tables) illustrating in at least broad outline the possible outcomes of your study.
(iv) **Implications** section in which you consider each of these possible outcomes in turn and say what you would conclude in each of those cases. This section should be brief.

**UWA Human Research Ethics Committee Form**
You cannot start data collection until ethical approval has been received. If your project already has approval then you only need to submit an electronic copy of the approval form that your supervisor will provide. If your project does not have approval, your supervisor must obtain ethics approval through the Human Research Ethics Office - [www.research.uwa.edu.au/staff/human-research/welcome-to-HREO](http://www.research.uwa.edu.au/staff/human-research/welcome-to-HREO). University guidelines concerning the application process for Human Research Ethics can be found at [www.research.uwa.edu.au/staff/human-research/approvals](http://www.research.uwa.edu.au/staff/human-research/approvals).

**Acknowledging Contributions from Other Scholars**
Theses at all levels sometimes involve analyses of data that has been collected for some other purpose by another scientist. This might occur in developmental research, for example, where one scientist has collected recordings of infant speech, and another scientist uses that material for a different purpose. It might occur in neuroscience where one scholar’s preparation or specimen is used for a number of disparate analyses. This practice is legitimate and invaluable where the initial data collection procedure is expensive or difficult. Acknowledgment is the critical issue. If a component of your research involves such a procedure it is essential that you describe and acknowledge that contribution so that your assessors can appreciate your personal contribution.

**Evaluation of the Proposal**
The proposal will be given to another academic, who may provide written feedback. Their main task however is to evaluate whether the research has been designed and thought out well enough to produce a viable Honours thesis. If they approve your thesis this does not guarantee your research will get you a high mark. How well you conduct and write up your research will determine your mark. If your project is not approved for some reason, the reviewer will provide guidance as to the problems that concern them and an amended proposal should be submitted.

You may not start your proposed research until you have received confirmation through the HTS that your proposal has been approved and until ethical permission has been obtained.
Before the due date for the submission of your thesis, a full day is devoted to the Honours Conference. This year, the Honours Conference is scheduled to take place on Tuesday 29th September 2015 which falls at the start of the September non-teaching break. A major purpose of this important event is to facilitate the presentation of the type of cogent argument you anticipate delivering in your theses and obtaining feedback can potentially contribute to thesis write-up. Every student who is preparing a thesis is required both to attend this Honours Conference and also to deliver a short presentation of his/her research within the Conference. Organisation of the Honours Conference is handled by Honours students, usually under the leadership of a volunteer panel. The skills and insight gained through the organisation of the event represent a valuable learning experience. There will be an early call for volunteers willing to join the Honours Conference Organising Committee.
THE EMPIRICAL THESIS

Title Page
The title page of your thesis must contain the following information:

1. Title of the project.
2. Your name
3. Word count
4. The statement: “A report submitted as a partial requirement for the degree of Bachelor of Science (or Arts, as appropriate) with Honours in Psychology at The University of Western Australia.” along with month and year of submission.
5. The statement: “I declare that this written assignment is my own work and does not include (i) material from published sources used without proper acknowledgment, or (ii) material copied from the work of other students” followed by your signature.

Length

**An absolute maximum length limit of 10,000 words will be enforced.** The word count should not include the Abstract, Acknowledgements, Reference List, Tables, Table Captions, Figures or Figure Captions, but must include all other sections. To ensure the accuracy of your word count, as calculated by word processing software, please embed all figures and tables as images within your thesis. Appendices do not count, but these sections (if used) must not contain information that is integral to the thesis (see below). The word count given by a word processor is preferable; if counting words by hand, any character or character string preceded and followed by a space or a punctuation mark counts as a word. This includes in-text citations; make certain that the word count you declare for your thesis is accurate in this respect.

Your manuscript must be submitted using the HTS in a Microsoft word format. The word length of your manuscript will be checked electronically. This may take a day or two, but any manuscript that yields a count greater than 10,000 words will not be registered as having been submitted. You will then have to reduce its length and resubmit (with the usual late penalty applying).

It is important to recognise that this maximum ceiling should not be misconstrued as representing a target length. The length of most theses will be well below this ceiling. Parsimony that preserves clarity is regarded as a great virtue, and is one of the assessment criteria. It will be considered a weakness if a thesis substantially exceeds the length required to permit clear presentation of the subject matter, even if it stays within the word limit.

What to include in the thesis
Every year, during the inevitable phase of anxiety that precedes submission of the thesis, students worry about what to include in the thesis. In particular, you may be uncertain about whether to include appendices that contain supplementary material (such as debriefing sheets,
verbatim instructions, that sort of thing). This represents a judgment call, but the following guidelines can help clarify your decisions.

- Everything that is essential to understanding your thesis must be included in the thesis (and the word count!). You may, on rare occasions, need an Appendix, for example when stimuli are reported or when the verbatim nature of instructions is relevant. However, as a rule, you should not expect to include Appendices to your thesis; your examiner will expect to go to them for ‘interest’ or to check statements you have made in the text, but if the material must be read in order to make sense of the thesis then it should be in the main text and will be regarded as an omission if it is not.

- In a nutshell, just because you have used a sheet of paper during your research does not warrant its inclusion in the thesis. Only include material that is relevant and important. If you have an Appendix, chances are that you could have done without it. If you have more than one Appendix, you can be almost certain that at least one is superfluous. If you find this difficult to believe, scan the psychological literature and count how many articles contain an appendix—you may be surprised.

**Style**

The thesis is to be submitted in the form of a manuscript for publication in *The UWA Journal of Psychology*. You will need to look carefully at the APA publication manual and papers published in your area to produce a good manuscript. Every research journal has very specific guidelines for contributors concerning the format and expression to be adopted when preparing manuscripts for submission. It is important always to adhere carefully to these guidelines which, for The UWA Journal of Psychology, are as follows:

*The UWA Journal of Psychology accepts for inclusion papers, produced by UWA Honours students that report empirical studies designed in a manner likely to further our understanding of psychology. Though it is expected that these studies will fall within specialist areas of the discipline, manuscripts should be presented in a manner that permits accessibility for readers with general expertise in psychology.*

Authors should keep a copy of their manuscripts as a guard against loss. Within the electronic submission which must accompany the hard copy of each manuscript, all the sections, including figures and tables, should be contained in the one file.

Authors should prepare manuscripts according to the Publication Manual of the American Psychological Association (6th Edition), with the exception that tables and figures should appear within the text and footnotes should appear on the pages that cite them. All manuscripts must include an abstract that does not exceed 150 words. Abstracts must be typed on a separate page. Manuscripts must be typed in double spacing on only one side of each sheet, and all sheets must be numbered. Instructions on preparing tables, figures, references, metrics, and abstracts appearing the Manual. All manuscripts should be written in bias-free language (see chap. 2 of the Publication Manual). Manuscripts should be as short as is consistent with clear presentation of the subject matter, and under no circumstances should exceed 10,000 words in length.

Ethical research principles require that, after research results are published, psychologists do not withhold the data on which their conclusions are based from other competent professionals who...
seek to verify the substantive claims through reanalysis, without violating confidentiality or intellectual property rights. Accordingly, authors submitting manuscripts to this journal must accompany this submission with an electronic copy of their coded raw data. Authors also are required to confirm that the treatment of their sample, human or animal, has complied with the protocols endorsed by the UWA ethical approval process.

The text of your manuscript must follow the guidelines of the APA, as set out in the 6th Edition of the APA Publication Manual and the Guidelines for Authors of The UWA Journal of Psychology. Do not assume that because you have received good grades for laboratory reports or essays in your first three years of study that you know how to write publishable manuscripts. The Publication Manual lays down detailed rules for writing style which you are expected to follow. In addition, you will be marked down for poor English – so if you have problems with punctuation or other aspects of written English you should allow yourself extra time for the writing phase when planning your thesis.

Many more aspects of writing in psychology are governed by firm conventions. Are you aware of the correct form of headings for different sections? When to hyphenate words? What to capitalise?

Figures (and tables) should be included in the body of the text. Note that this departs from APA style.

Submission

(i) You must submit one file containing a copy of your thesis (uploaded via the online HTS). The name of your file should be your last name, initial and Student Number (e.g., if you are John Doe, the file would be DoeJ 20449999.doc).

(ii) Electronic Copy of Ethics Report: you must complete an Ethics Report using the HTS. Note that this Ethics Report requires you to indicate that you have followed the approved protocol during the conduct of your research, whether participants withdrew their consent after starting the research and why, and whether there were any adverse events during the course of your research. In addition to answering direct questions, your Ethics Report must include a short summary of your research progress, detailing any adverse events that occurred and how you dealt with them. You MUST complete this before your thesis is submitted. It can be done as soon as your data collection has finished. Your thesis will not be considered “handed in” unless this form has been completed.

(iii) Electronic Copy of Raw Data: you must also submit an electronic file containing the data reported in your thesis. These data should be presented in a manner that permits clear understanding, and although no specific format is mandated, it would be helpful if the data were provided as (an) SPSS or Excel file(s). The name of this file should be the same as your thesis with “-data” appended (e.g., DoeJ-data.xls).

The required electronic files must ALL be uploaded by

12.00 noon Monday 12th October 2015
Your thesis will not be considered submitted until all documents are received.

Penalties are imposed for late submission of Honours theses at a rate of 5 marks for each day after the published submission deadline. You should note that work submitted on the due day but after the submission time specified will be recorded as one day late. You will need to complete a Special Consideration form and submit to Faculty if you are requesting an extension. Please make sure you also speak to the Honours Coordinator about your extension request.

Submission of Research Materials to Supervisor

You must provide your supervisor with an electronic copy of your data and analyses before the end of second semester. Stimuli and other research resources (e.g., computer materials, videotapes, illustrations) also should be copied and given to your supervisor.

Reports to External Agencies

Some projects involve the assistance of external agencies (e.g., schools or clinics). It may be appropriate to provide these bodies with a brief, non-technical report of your findings. This courtesy rewards those who have assisted you and helps the School of Psychology to maintain good relations with outside organisations that may be valuable for future students. Discuss with your supervisor whether such a report would be appropriate in your case, and ensure that your supervisor comments on a draft of the report before it is forwarded.

Assessment

The Honours Research Project will be assessed by at least two members of a panel established by the Honours coordinators. Neither of the assessors will be your supervisor. It is likely that at least one of your examiners will be a non-specialist in your area, for example a social psychology thesis might be examined by one marker with expertise in social psychology whilst the other is a developmental or cognitive psychologist. The guidelines specify that you should write for a general audience – think of a person on staff who is unlikely to have conducted research or taught in the area of your thesis and ask yourself whether you have written clearly enough for them.

Information About our Procedures

We have enclosed two documents to guide you in your approach to the thesis.

The first document is a checklist (see Appendix II). The checklist consists of those features that assessors consistently notice when they are marking and commenting on theses. You should keep them beside you when you are drafting and polishing your thesis.

The second document is the guide that we use for assessment (see Appendix III). It represents the School’s effort to standardise its marking procedures, for thesis evaluation is one of the most demanding and difficult tasks that we perform.

Your thesis will be assessed independently by two markers. Each will provide comments on your thesis to the supervisor and the Honours marking panel and your supervisor will have the
opportunity to respond to these before the markers meet to reach agreement on a final mark. At this time your supervisor may also be asked to comment upon your independence during the process of completing your thesis. You should aim at a balance in regard to assistance. Your supervisor is a resource and you should 'exploit' her or his skills and knowledge to improve the quality of your thesis. However, in the last analysis, your thesis is your work, and your project should reflect an appropriate measure of independence. The actual balance will vary greatly from person to person, and you will need to discover the level of support that is best for you at this stage in your career.
**COURSEWORK UNITS**

Students entering the Honours program in 2015 must enrol in the following coursework units:

- PSYC4416 Psychological Research and Theory: 6 points (Semester 1)
- PSYC4418 Psychological Research and Data: 6 points (Semester 1)
- PSYC4410 Psychological Research and Communication Skills: 6 points (Semester 2)
- PSYC4413 Psychological Research and Practice: 6 points (Semester 2)

All of these units will have unit outlines available on UIMS by the beginning of semester.

**Note:** For part-time and mid-year entry students enrolled prior to 2015, you must confirm your Honours enrolment with Hayley Hutchison (Student Services Manager, email: hayley.hutchison@uwa.edu.au).

**SCHOOL COLLOQUIA**

Honours students are encouraged and expected to attend the School’s research colloquia. These are a series of presentations by local and overseas experts on contemporary research in psychology. The colloquia are usually held on Tuesdays at 1 pm in Bayliss Lecture Theatre G33. The Schedule is available on the school web site, with a link on the home page [http://www.events.uwa.edu.au/view/psychology/default](http://www.events.uwa.edu.au/view/psychology/default).

**ASSESSMENT SUMMARY**

A student awarded an Honours degree receives an overall grade, either H1 (Honours, First Class), 2A (Honours, Upper Second Class), 2B (Honours, Lower Second Class), or H3 Honours grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td>80-100</td>
</tr>
<tr>
<td>2A</td>
<td>70-79</td>
</tr>
<tr>
<td>2B</td>
<td>60-69</td>
</tr>
<tr>
<td>H3</td>
<td>50-59</td>
</tr>
<tr>
<td>Fail Honours</td>
<td>&lt;50</td>
</tr>
</tbody>
</table>
Since a pass in Honours also requires completion of 48 points, failure of any component unit will result in a fail even if the average mark is above 50%.

The Honours grade is decided at the School's end-of-year examiners’ meeting. A weighted sum of the marks achieved across the components of the fourth-year assessment is used in deciding each student’s Honours grade. The weighted sum is calculated as follows:

**COMPONENT WEIGHTINGS (PSYC4421/4422)**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Weightage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis (PSYC4421/4422)</td>
<td>50.0</td>
</tr>
<tr>
<td>PSYC4413</td>
<td>12.5</td>
</tr>
<tr>
<td>PSYC4416</td>
<td>12.5</td>
</tr>
<tr>
<td>PSYC4418</td>
<td>12.5</td>
</tr>
<tr>
<td>PSYC4410</td>
<td>12.5</td>
</tr>
</tbody>
</table>
This table is included to facilitate planning of your Honours research. The deadlines are fixed in stone. You need medical evidence to change any one of these dates. But the rest of the dates are up to you and your supervisor.

Please discuss this with your supervisor and agree on the appropriate timeline.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Ideally</th>
<th>Worry-line</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare Proposal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First draft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Data Acquisition</strong></td>
<td></td>
<td></td>
<td><strong>23 March</strong></td>
</tr>
<tr>
<td>Commence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Data Analysis</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Writing Thesis</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second draft to supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete final draft (based on supervisor feedback)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete</td>
<td></td>
<td></td>
<td><strong>12 October</strong></td>
</tr>
</tbody>
</table>
APPENDIX B: THESIS PREPARATION CRITICAL FEATURES

Introduction
- Is the rationale for the study made plain?
- Are the experimental hypotheses precisely stated, and are the implications of any alternative results clearly described?
- Are there any logical flaws either in the arguments leading up to the generation of the experimental issues or in the description of the possible conclusions that could be drawn from the various possible patterns of results?

Methods
- Are the techniques and procedures appropriate to the question at issue?
- Are the methods, the apparatus, and the procedures clearly described?
- Is the experimental design a sound one?

Results
- Are the results presented clearly? Is the best possible use made of tables and figures?
- Are the essential data available for inspection?
- Are the results presented fairly, with no attempt to bias their interpretation in a particular direction?
- Is the statistical analysis appropriate to the design and the data?

Discussion
- Has the author made clear the relationship between the results and the hypotheses and possible outcomes that were described in the Introduction?
- Have all of the results been taken into account and evaluated?
- Are the conclusions that the author claims to have established justified by the data or is the case either over-stated or logically unsound?
- Have any shortcomings in the experiment been recognised by the author? Have appropriate suggestions been made concerning their possible improvement in future studies?
- Does the author show the way forward, by describing the next step in the chain of reasoning and how it might be investigated?

General considerations
- Is the thesis well-presented? Is it well-written, with proper attention paid to APA style, punctuation, spelling, and grammar?
- Is the thesis appropriately concise, succinctly reporting the relevant issues in a parsimonious manner without compromising clarity?
- Have the structural conventions for scientific reports have been observed?
- Are formal details such as the contents list, figures and their legends, citations and the reference list, and the Appendices, all correctly presented?
• Taking all of the above into account, together with the supervisor’s report, an overall mark for the thesis as a whole will be arrived at. This mark is 100% of the marks available for the thesis unit.
Abstract:
The abstract should be

i. Complete
ii. Accurate (reflect the purpose and content of manuscript)
iii. Self-contained (abbreviations defined, jargon explained)
iv. Clear and concise.

Introduction:
Students are expected to:

i. Outline a context for where the research fits into existing body of knowledge
ii. Provide a sufficient literature review
iii. Clearly lay out the experimental question and described the implications
iv. Establish the experimental and logical rationale for the research question
v. Show signs of integration and critical appraisal of the previous literature
vi. Be clear and concise.

Methods and Results:
Students are expected to:

i. Provide enough information to be able to replicate the experiment in a way that can be easily understood by a non-expert in the field.
ii. Provide a clear description of the design and analysis techniques involved
iii. Present and analyze the data in a logical and systematic way
iv. Communicate the results of analysis with appropriate tables, graphs, and text
v. Report the results objectively
vi. Be clear and concise.

Discussion:
Students are expected to:

i. Present a clear summary and interpretation of the results in the context of the information and expectations from the introduction
ii. Clearly justified any conclusions in a way that is logically sound and not overstated
iii. Provide an interpretation of the current findings with respect to how the results add to the current literature
iv. Provide a critical appraisal of how the results add to the literature
v. Outline the next logical step in the overall research endeavor described and elaborated in the introduction
vi. Be clear and concise
Coherence:
Students are expected to:

i. Present an integrated, coherent argument with conceptual linkages across the sections that is sustained across the entire thesis as a whole (e.g. the thesis should read as if written by a single coherent voice throughout)

Style/Format:
- The format and referencing should conform to the guidelines specified in the Honours guide
- The document should be free of problematic grammar, typographical and punctuation errors
Giving Talks

You will have to give several talks during the year, culminating in a talk on your research findings at the Honours conference held at in Semester 2. All your talks are expected to be delivered via PowerPoint with the aid of a data projector. Here are some tips to help you prepare spoken presentations.

Clear and simple

It is much better to risk over-simplifying than to risk losing the audience. You can always describe complexities subsequently in response to questions if necessary.

Rehearse, rehearse, rehearse

Every professional does it, and the less experience you have the more you need to rehearse. There are three major reasons for rehearsing. First, so that you get the words right. Second, so that having done it several times you will not be so handicapped with nerves as you otherwise might be. Third, so that you get the timing right. One give-away sign of the amateur presentation is the frantic gabble in the closing minutes. This cannot happen if you rehearse the talk, in full, as many times as it takes to discover how much material you need to cut out.

Practice

You cannot always rehearse fully in the place where you are to give your talk. Nonetheless, you can check ahead of time things such as exactly how you advance slides in PowerPoint, how you use the microphone if there is one, whether you can see a clock if you need to, and so on. The importance of the visibility of your visual aids is so important it deserves a whole section of its own:

Visual aids

Always run through any PowerPoint slides you intend to show. Check for correct sequence, animation (if any), and visibility from the back of the room. As a general rule, don't use text smaller than about

24 Point: This size

and - therefore - don't have too much text on any one slide.

Timing

This was mentioned under "rehearsal" above but it is so important that it deserves a separate section to emphasise it. It is good practice to mark the point in your notes where you should be when you are three minutes from the end, and ask the chairperson to give you a 3-minute
warning. A flurried finish leaves a bad impression. A cool measured ending leaves a good impression.

Notes

At all costs DO NOT read out from a script. In general, the briefer your notes, the better. If you have rehearsed properly, you will know what to say and even what phrases you want to use, and you will probably be cool and confident. Brief notes on index cards can be helpful.

We suggest you concentrate on conveying some or all of the following key items of information.

a) Broad theoretical context of your study. This does not mean a detailed literature review, just an outline of the general field of study.

b) The precise issue that your study is concerned with. This could be presented as one or more specific questions each in the form of a simple sentence with a question mark at the end.

c) Exactly how you are setting about answering the question(s). Describe the experiment or other investigative procedure that you are using.

d) What the possible outcomes are and what you might conclude from each. When you have completed the study and analysed the data:

e) What your results are.

f) What you conclude from those results.

g) What experiment you wish you had done instead, or what experiment needs to be done next.
## CONTENT

<table>
<thead>
<tr>
<th>Topic outlined clearly</th>
<th>Outline lacked clarity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ideas logically connected</td>
<td>Little cohesion of ideas</td>
</tr>
<tr>
<td>Some critical analysis</td>
<td>Mostly descriptive</td>
</tr>
<tr>
<td>Stimulated thought</td>
<td>Did not simulate</td>
</tr>
</tbody>
</table>

## PRESENTATION

<table>
<thead>
<tr>
<th>Clear voice</th>
<th>Could not hear/understand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enthusiastic</td>
<td>Listless</td>
</tr>
<tr>
<td>Good use of overheads</td>
<td>Poor use of overheads</td>
</tr>
<tr>
<td>Interesting/varied techniques</td>
<td>Techniques uninteresting/lacked</td>
</tr>
<tr>
<td>Provoked discussion</td>
<td>Failed to stimulate discussion</td>
</tr>
</tbody>
</table>

## GENERAL COMMENTS

---

APPENDIX E: EXAMPLE TALK APPRAISAL FORM

School of Psychology
The University of Western Australia
Presenter’s Name:

### CONTENT

- Topic outlined clearly
- Ideas logically connected
- Some critical analysis
- Stimulated thought

### PRESENTATION

- Clear voice
- Enthusiastic
- Good use of overheads
- Interesting/varied techniques
- Provoked discussion

### GENERAL COMMENTS

---
This form is to be used for all Honours student research funding requests. Students must complete and sign each relevant section, then forward the form with the relevant attachments to their Supervisor for checking and signing. The form must then be forwarded to the Head of School for approval.

1. PERSONAL / PROJECT DETAILS

Project Title: 

Supervisor Name: 

Student Name: 

Student Number: [ ] [ ] [ ] [ ] [ ]

Details of Honours research activity to be supported (please attach additional supporting documentation):

____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
2. **BUDGET / FUNDING DETAILS**

Please detail your funding request (and attach any quotes for equipment etc.):

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Budget:** $  

---

3. **STUDENT SIGNATURE**

Signature: _______________________________  Date: _______________________________

Please return completed form to your Supervisor for submission

---

4. **SUPERVISOR TO COMPLETE**

Does the Supervisor have a grant from which it is appropriate to fund the student?

_________________________________________________________________________________

Justify the level of School funding support requested:

_________________________________________________________________________________

_________________________________________________________________________________

Signature: _______________________________  Date: _______________________________

Please return completed form to the School Office
<table>
<thead>
<tr>
<th>5. HEAD OF SCHOOL APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS comments:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Approved Funding: $</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Signature: ___________________  Date: ___________________</td>
</tr>
</tbody>
</table>