



THE UNIVERSITY OF
WESTERN AUSTRALIA
Achieve International Excellence

FOURTH YEAR HONOURS

Communication Studies

OUTLINE 2011

Enquiries:

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Statement of Objectives

The objective of Honours study in Communication Studies is to increase your understanding of the field of Communication Studies through:

- sustained and close attention to particular concepts, texts, and theoretical, creative, and practical media issues
- work on an original major research project
- development of research skills, including preparation of research proposals and critical bibliographies, acquisition of research materials and introduction to methodology.

Eligibility

You are eligible for Honours enrolment if you have completed a B.A. (Communication Studies) pass degree from UWA or another institution, with grades of 65% or higher in Communication Studies. If you wish to enroll in joint or cognate Honours with another discipline, you must also meet its requirements.

- If you have doubts about your eligibility, or are only just ineligible, see the Honours Coordinator.

Results

Honours results are awarded as:

80% and higher	First Class Honours	(H1)
70-79%	Second Class Honours, Division 1	(H2A)
60-69%	Second Class Honours, Division 2	(H2B)
50-59%	Third Class Honours	(H3)

Information in this publication was correct as at January 2011, but is subject to change from time to time. In particular, the University reserves the right to change the content and/or the method of presentation and/or the method of assessment of any unit of study, to withdraw any unit of study or program, and/or to vary arrangements for any program.

Course Components and Structure

To complete Honours in Communication Studies, a student must complete 48 points of study by taking **four seminar units** (each worth 6 points; a total of 24 points) and a **dissertation** (worth 24 points). This work can be completed **full-time** (over one year) or **part-time** (over two years or eighteen months). There are three enrolment options for doing Honours:

Option A: Sole enrolment in Communication studies

- Communication Studies Seminar Units for 2011
(6 points each; each worth 12.5% of final result)
 - Semester 1:** COMM7481 - Concepts in Communication
COMM7482 – Media and Play
COMM7483 – Generation: Experiences and Exploration of Self in Digital Creativity
 - Semester 2:** COMM7484 – Strategic Communication
- Dissertation (12,000-15,000 words; 24 points; worth 50% of final result)

The dissertation is written on an approved topic of your choice. The dissertation must be completed *over two consecutive semesters* (this applies to full-time and part-time students alike). A full-time student must take three seminar units in semester one and one in semester 2; for part-time students there is an opportunity to spread the seminar units over two, three, or four semesters.

Option B: Joint enrolment between Communication Studies and another discipline

With this option students undertake two Communications Studies seminar units and two seminar units from their other disciplinary major.

- Seminar Units for 2011
(6 points each; each worth 12.5% of final result)
 - Semester 1:** COMM7481 - Concepts in Communication
A seminar unit from your joint discipline
COMM7483 - iGeneration: Experiences and Exploration of Self in Digital Creativity
 - Semester 2:** A seminar unit from your joint discipline
- Dissertation (12,000-15,000 words; 24 points; worth 50% of final result)

Under this option the dissertation, likewise normally joint, must be completed *over two consecutive semesters* (this applies to full-time and part-time students alike). A full-time student must take three seminar units in semester one and one in semester 2; for part-time students there is an opportunity to spread the seminar units over two, three, or four semesters.

The joint dissertation is written on an approved topic of your choice. When it is interdisciplinary between Communication Studies and your other discipline it will be supervised by two staff members, one from Communication Studies and one from the other area.

Option C: Cognate enrolment between Communication Studies and another discipline

With this option you complete most work, including the thesis, in Communication Studies, and only one or two units in the “other” area). Please discuss these with the Communication Studies Chair if interested.

Deadlines for submission of the dissertation are:

- For students completing in Semester 1, 2011: **Friday May 27, 2011.**
For students completing in Semester 2, 2011: **Friday October 28, 2011.**
For students completing in Semester 1, 2012: **Friday June 1, 2012.**

Note: No late submissions can be accepted without the prior approval of the Chair of Communication Studies.

Deadlines for enrolment are:

Students wishing to commence Honours in Communication Studies in Semester 1, 2011 should enroll by **14 December 2010**. Please contact the Honours coordinator before this date. Enrolment is online (check the Faculty website).

Students wishing to commence Honours in Communication Studies in Semester 2, 2010 should apply by **27 May 2011**. Please contact the Honours coordinator before this date. Enrolment is online (check the Faculty website).

Planning Your Enrolment:

1) Full-time or part-time?

A full-time enrolment runs over two semesters (one year); a part-time enrolment normally runs over four semesters (two years) but can be contracted to three semesters (eighteen months) with careful advance planning. *All students, whether full-time or part-time, work on the dissertation for two consecutive semesters (normally the final two semesters of their Honours enrolment period).*

2) Other Major

Given the normal pattern of a joint or cognate enrolment with another discipline, you must be eligible for Honours both in Communication Studies and in your other disciplinary major. Please note that there may be different eligibility requirements between different disciplines. As well as contacting the Honours Coordinator for Communication Studies, you should also arrange to see the Honours Coordinator of your other discipline major in order to plan your program. Make sure you check and meet any relevant deadlines from that discipline, as they may be different.

How to Enrol:

1) Decide whether you wish to enroll **full-time** or **part-time**, and, if you are seeking joint or cognate enrolment, confirm that you are eligible for Honours in your **other major**.

2) Make an appointment to see the Communication Studies Honours Coordinator, bringing along your completed copy of the "Preliminary Application" form (the last page of this booklet). Please email the Honours Coordinator to make an appointment a few days ahead of the deadline, and include your Student ID Number in your email.

All students are required to discuss their enrolment with the Honours Coordinator; *we cannot process your application until this has been done.*

3) Lodge your application online by **December 14** 2010 (or **May 27** 2011 for mid-year entry) at the latest.

Important Points to Note:

- We expect you to have read this information booklet carefully.
- Changes to your selection of units must be made to the Honours Coordinator *in writing* and may require you to complete a formal *Change-of-Enrolment form*.
- Students are expected to attend classes. (Any changes to texts or timetables or assessment-methods may be worked out by mutual consent during classes.)
- Students writing a dissertation are expected to meet with their supervisors regularly and to submit written draft-work regularly.
- Students are expected to give a seminar presentation on their topic proposal in their first semester, and a seminar presentation on their progress in their second semester. The date of these presentations is to be worked out between the Honours coordinator, supervisor, and student. Note that the presentation on the topic proposal must occur before the proposal is formally submitted.
- Students intending to do any empirical research, or a thesis with a creative component, that in any way involves people or animals, need to seek approval from their supervisor and from the Honours coordinator before they can proceed with their research. In some circumstances there may be a need to seek ethics approval.
- Students are not permitted to repeat units for Honours; the grades achieved for the units you take will be factored into your overall results – so plan your program wisely.

Academic Misconduct (Cheating)

Academic misconduct is any activity or practice engaged in by a student that breaches explicit guidelines relating to the production of work for assessment, in a manner that compromises or defeats the purpose of that assessment—in other words, cheating. Students must not engage in academic misconduct.

Any form of cheating undermines and significantly reduces the real value of a university education. In order to benefit from the experience offered, students must do their own research, thinking and writing throughout their course. The real value of a university

education is to truly earn a qualification by acquiring the skills and knowledge which the University strives to develop in and impart to its graduates.

There are a number of forms of behaviour which constitute academic misconduct. These include, but are not limited to, cheating, or attempting to cheat through collusion or inappropriate collaboration with other students, “recycling” your own work in more than one assessment, fabricating data or results, taking unauthorised material into an examination, and plagiarism.

Plagiarism is usually defined as the unattributed use of someone else's words, creations, ideas and arguments as one's own. Within university policies it is usually further extended to include the use of 'too close' or extensive paraphrase. For example, cutting and pasting text from the Web without attributing it to the author would be constituted as plagiarism and therefore dealt with as cheating.

There are a range of penalties for academic misconduct, depending upon the seriousness of the cheating, from loss of credit to expulsion from the University.

The University provides University-wide guidelines on Ethical Scholarship, Academic Literacy and Academic Misconduct which can be assessed at <http://www.teachingandlearning.uwa.edu.au/staffnet/policies/conduct>

It is *your* responsibility to be aware of UWA's Policy on Ethical Scholarship and Academic Misconduct.

Recycling

Be aware that you must not “recycle” material taken from other assignments. All class papers, essays and dissertations *must be new and original material*.

If in Honours work you return to a text or topic you have written on before, there can be no re-use (or even partial re-use) of material. No part of a submitted essay may form part of your dissertation, and an essay or assignment presented for assessment in earlier years may not reappear, even in part.

Key Dates

(Students Submitting Dissertations in October 2011)

Note that this schedule is a guide only, to be revised according to the schedules required by your other major if you are doing Joint Honours. Once your schedule is established by your supervisor(s) and you, Communication Studies expects students to meet the agreed deadlines as they progress with their dissertation. Failure to meet these deadlines will be viewed seriously, and may constitute unsatisfactory progress.

21 February 2011 Broad topic area for the dissertation

Inform the Honours Coordinator of your broad dissertation topic-area *in writing (mail or email)* by this date *at latest*. The "broad topic area" should include the concepts and/or texts and/or time-period to be studied - for example, "Multiculturalism in Australian film of the 1990s" or "The implications of the Free Trade Agreement for cultural production in Australia". You should also indicate if you wish to build a practical component into your thesis work, and if so, a brief description of the project – for example, "a screenplay exploring the dynamics of multicultural discourses in Australia" or "an interactive website that demonstrates how the Free Trade Agreement is likely to affect the production of new media content".

Communication Studies will appoint a Supervisor for your dissertation as soon as possible after you formally notify us of your broad topic area. Meet with your Supervisor no later than the first week of Semester 1 (otherwise the Supervisor may be re-allocated).

At your first supervisory meeting you should complete and have signed the "Supervision agreement", second last page of this booklet, and then submit this to the Honours Coordinator.

8 April 2011 Formal Topic Proposal

Submit your formal dissertation Topic Proposal by this date. (See following pages for details of what is required in the Proposal; *it is very important that your Proposal sets out a chapter-structure for your dissertation and links this structure with the progress-deadlines set out on this page.*) Two copies of the Proposal are to be submitted: one to your Supervisor(s) and one to the Honours Coordinator(s). In order to assist you with the progress of your dissertation it is expected that you will offer a seminar presentation of your proposal to students and staff in Communication Studies. The date of this presentation is to be arranged between your supervisor(s) and you, but ideally will occur as a step in the process of submitting your formal topic proposal so that any worthwhile advice resulting from the presentation can be incorporated into the proposal.

6 May 2011 Progress deadline: first chapter/section

Submit this material to your Supervisors by this date.

24 June 2011

Progress deadline: next chapter/section

This should be submitted to your Supervisors by this date. At the end of June you will have been working on your dissertation for more than 6 months of the 10 months available, and you should have produced around 6000 words.

12 August 2011

Progress deadline: next chapter/section

This should be submitted to your Supervisors by this date. At the end of July you should have around 7000-9000 words of your dissertation written.

16 September 2011

Progress deadline: next chapter/section

This should be submitted to your Supervisors by this date. At the end of August you should have around 11,000 words of your dissertation written. You may arrange a time to offer a presentation of your research to staff and fellow students, with the aim that any worthwhile advice offered can be used in the final stages of writing the dissertation. Note that this is best decided between your supervisor and you.

14 October 2011

Progress deadline: full draft completed

By this date you should be able to submit a full draft of the dissertation to your Supervisor. This should be around 12,000-15,000 words in length. *You now have just over two weeks for revision and careful proof-reading.*

28 October 2011

Submission

Two bound copies of your dissertation must be submitted to the Communication Studies Office before 4:30pm on this date (keep in mind that organising the bound copies will also take time).

Then celebrate! (Joint Honours students must submit additional copies of their dissertation to their other discipline).

Key Dates

(Students Submitting Dissertations in 1 June 2012)

Note that this schedule is a guide only, to be revised according to the schedules required by your other major. Once your schedule is established, Communication Studies expects students to meet the agreed deadlines as they progress with their dissertation.

Failure to meet these deadlines will be viewed seriously, and may constitute unsatisfactory progress.

25 July 2011

Broad topic area for the dissertation

Inform the Honours Coordinator of your broad dissertation topic-area *in writing (mail or email)* by this date *at latest*. The "broad topic area" should include the concepts and/or texts and/or time-period to be studied - for example, "Multiculturalism in Australian film of the 1990s" or "The implications of the Free Trade Agreement for cultural production in Australia". You should also indicate if you wish to build a practical component into your thesis work, and if so, a brief description of the project – for example, “a screenplay exploring the dynamics of multicultural discourses in Australia” or “an interactive website that demonstrates how the Free Trade Agreement is likely to affect the production of new media content”.

Communication Studies will appoint a Supervisor for your dissertation as soon as possible after you formally notify us of your broad topic area. Meet with your Supervisor no later than the first week of Semester 1 (otherwise the Supervisor may be re-allocated).

At your first supervisory meeting you should complete and have signed the “Supervision agreement”, second last page of this booklet, and then submit this to the Honours Coordinator.

2 September 2011

Formal Topic Proposal

Submit your formal dissertation Topic Proposal by this date. (See following pages for details of what is required in the Proposal; *it is very important that your Proposal sets out a chapter-structure for your dissertation and links this structure with the progress-deadlines set out on this page.*) Two copies of the Proposal are to be submitted: one to your Supervisor(s) and one to the Honours Coordinator(s). In order to assist you with the progress of your dissertation it is expected that you will offer a presentation of your proposal to students and staff in Communication Studies. The date of this presentation is to be arranged between your supervisor(s) and you, but ideally will occur as a step in the process of submitting your formal topic proposal so that any worthwhile advice resulting from the presentation can be incorporated into the proposal.

14 October 2011

Progress deadline: first chapter/section

Submit this material to your Supervisors by this date.

25 November 2011

Progress deadline: next chapter/section

This should be submitted to your Supervisors by this date.

February 2012

Progress deadline: next chapters/sections

Consult your Supervisors to set a February 2012 deadline-date which takes account of the Supervisors' leave arrangements. At the end of January you will have been working on

the dissertation for 7 of the 10 months available, so you should have around 9000 words of your dissertation written.

6 April 2012 ***Progress deadline: next chapter/section***

This should be submitted to your Supervisors by this date. At the end of March you should have around 11,000 words of your dissertation written. You may arrange a time to offer a presentation of your research to staff and fellow students, with the aim that any worthwhile advice offered can be used in the final stages of writing the dissertation. Note that this is best decided between your supervisor and you.

18 May 2012 ***Progress deadline: full draft completed***

By this date you should be able to submit a full draft of the dissertation to your Supervisors. This should be around 13,000-14,000 words in length. *You now have just over two weeks for revision and careful proof-reading.*

1 June 2012 **Submission**

Two bound copies of your dissertation must be submitted to the Communication Studies Office before 4:30pm on this date (keep in mind that organising the bound copies will also take time).

Then celebrate! (Joint Honours students must submit additional copies of their dissertation to their other discipline).

Other possibilities: completing a dissertation with a *creative* component

While we encourage that students do a traditional dissertation, we do welcome the development of a dissertation topic that includes a creative component.

The components of a creative dissertation are:

- An original creative piece (or pieces) such as a screenplay, a digital video project, or a multimedia presentation
- an essay of at least 3000 words on a literary/theoretical/cultural issue related to the creative piece submitted.

As a guide, the relative weighting of the two components is expected to be about 75/25. The length of the essay will be negotiated with your supervisors, according to the nature of your creative project. The two elements of the dissertation are examined together, with only one overall grade awarded. Thus, both elements are important, as is the link between the two. Do note that if the creative component in any way involves people or animals that this will need to be discussed by both the supervisor and the Honours coordinator, and, depending on the circumstances, formal ethics approval may be required.

Other possibilities: completing a dissertation with an *empirical research* component.

The Honours thesis is *primarily* a piece of library and/or creative media research, based on academic literature dealing with the topic in question but, depending on the project, it is permissible to include a limited amount of supplementary field research.

Student requests to conduct a small number of interviews or utilise other forms of empirical research will be considered on a case by case basis by the supervisor and the honours coordinator. Each request will be determined by:

- The quality of the proposal and the degree to which the student demonstrates that the project requires empirical research
- The practical nature of the student's timeline for data collection
- The degree to which the student demonstrates awareness of and ability to consider the ethical nature of the research.

If the request is approved the student must design and conduct the research in a manner consistent with Communication Studies guidelines on empirical research. These guidelines, including any ethical issues, and their application to the particular project, must be discussed in detail (and mutually agreed) with the supervisor and Honours coordinator.

Preparing the Proposal for your Dissertation Topic

- The Proposal should be around 1500 words in length (counting bibliography, timeline, etc.). Think of the Proposal as an informative letter to your Supervisors, in which you set out your thoughts and plans concerning the proposed area of study.

Your Proposal should include the following:

- Your **name** and **Supervisors' names**
- A descriptive **working-title** for the dissertation
- An account of the **subject matter or argument** of your thesis:
 - What primary question or issue does it address?
 - Is that part of a wider question, issue or debate?
 - How do you propose to answer that question? How will the argument proceed?
 - If the topic is inter-disciplinary, what aspects of the two disciplines will it draw on?
- A short **preliminary bibliography** (divided into appropriate sub-headings and with an asterisk indicating *items which have already been read*)
- A proposed **chapter structure** (indicating the broad content of each chapter – the authors/texts/issues to be discussed)
- A **timeline** (based upon the Progress Deadlines from the relevant “Key Dates” page) indicating submission-deadlines for your chapters (or sections of chapters).

Submit *two copies* of your Proposal (one to each of your Supervisors if you are jointly enrolled, and one to the Honours Coordinator). As part of the process of submitting your proposal you are expected to give a seminar presentation on your topic proposal, the aim of which will be to gain feedback on your proposal that you can incorporate into that proposal prior to formally submitting it. The date of this presentation will be arranged between your supervisor, you, and the Honours coordinator.

Preparing the Proposal for your Dissertation Topic with a Creative Component

The Proposal should outline your proposed creative work in 750 words, giving an indication of genre, content, technique, and required software or equipment. In a further 750 words you should outline the proposed topic for your essay, showing how it links with your creative work. The outline of the essay should indicate key works to be discussed in the essay; these may be creative and/or critical and/or theoretical. Think of the Proposal as an informative letter to your Supervisors in which you set out your current thoughts and considered plans concerning your project.

Your Proposal *must* include the following:

- Your **name** and **Supervisors' names**
- A descriptive **working-title** for the dissertation
- An account of the **subject matter and rationale** of your thesis
 - What kind of creative work are you proposing to complete?
 - What is its rationale?
 - How is it situated in relation to other creative work?
 - What aspect of the work do you envisage the essay to chiefly concern itself with?
- A short **preliminary bibliography** (divided into appropriate sub-headings and with an asterisk indicating *items which have already been read*)
- A **timeline** (based upon the Progress Deadlines from the relevant “Key Dates” page) indicating submission-deadlines for segments of your work. (The creative component of your dissertation should be completed by the end of August, so that the essay can be written in September; October can then be devoted to revision and proof-reading.)

Submit *two copies* of your Proposal (one to each of your Supervisors and one to the Honours Coordinator). As part of the process of submitting your proposal you are expected to give a seminar presentation on your topic proposal, the aim of which will be to gain feedback on your proposal that you can incorporate into that proposal prior to formally submitting it. The date of this presentation will be arranged between your supervisor, you, and the Honours coordinator.

Frequently Asked Questions About the Dissertation

How do I choose my topic?

- You have a free choice, but it's usually wise to work in an area in which you have developed substantial background knowledge from some of the units you have already taken. (For example, if you've never studied feminist theory, it might not be very wise to plan to write your dissertation on the gendered aspects of blogging.)

On the other hand, the dissertation can offer an opportunity to carry out substantial research in a field which has always been of interest to you but which you have never had the opportunity to study in formal units. (Examples of this kind include popular music, fantasy role-playing, etc.) In such cases, although you may not have "substantial background knowledge from units taken", you would have substantial knowledge based upon your own activities.

How do I go about organizing an interdisciplinary dissertation?

- Many dissertations in Communication Studies are joint between Communication Studies and your "other" major. The key requirement here is **early** consultation with BOTH disciplines. It is vital you get agreement from all concerned about the suitability of the proposed topic area. This is your responsibility, and will involve a fair bit of liaison on your behalf; but the result will be worth it.

How do I know who my Supervisors will be?

- Once you have a broad idea about your area of study, you should make an appointment to discuss your idea with the Honours Coordinator, who will give you the names of possible supervisors. There will sometimes be a number of members of staff who may be appropriate to supervise your topic. In this case, we may suggest that you have an informal chat with each of the people named, then let us know the people seemed to you to be most appropriate as your Supervisors. There should then be a formal meeting, at which time the Supervision Agreement is signed.

How often should I meet with my Supervisors?

- It will vary, for we try to be flexible and to meet student needs. In general, though, you should not go more than 3 weeks without meeting with your Supervisors. Once you have written work to present for the supervisors' scrutiny, you would probably meet for about 30-45 minutes every 2-4 weeks.

One other point: if you are going to hand in written work for your supervisors to read and discuss with you, you should submit this work *a week or so before the planned meeting date*. If you want your work to be given careful consideration, please allow the *time* for careful consideration!

How should I arrange meetings if I have two supervisors?

- There are two main options: meeting with both supervisors at once, or meeting them separately. It is strongly recommended that at the beginning of your dissertation you meet with both supervisors together, and use that meeting to discuss arrangements for supervision meetings in the future. You may find that you will vary between the options depending on what you need from your supervisors. It is also very important to be clear on what each of you expect from each other in the supervision process.

Writing the Dissertation

When to start:

The earlier you begin, the easier it will be to choose a topic that suits you and to explore it thoroughly. Aim to be able to read for the dissertation with some confidence and purpose over the break between semesters (summer or winter, depending upon when you are commencing). It's much easier to sustain momentum over the break between semesters than to start cold when the semester begins, for the early weeks of each semester will bring demands from the units you're studying.

How to start thinking about a topic:

It will help to speak to a staff member (such as your tutor, or the Honours Coordinator) about your plans. They may be able to assist in your choice of a broad topic area.

Finding a "broad topic area":

The "broad topic area" in an interdisciplinary field such as Communication Studies will vary widely, according in part to the perspectives that you bring with you from your discipline major. What you need is some definition of your interest clear enough to permit useful reading of texts which might eventually lie at the centre of your dissertation, and of works to extend and refine your general understanding of the chosen area. It may not be profitable to plunge immediately into specialist monographs and journal articles; make an attempt to establish in your early reading the broader outlines of the area you're considering. This helps with both the selection and the understanding of more specialised studies later on.

Choosing a topic:

Once you have settled upon a broad topic area, you will need to think about the specific *topic* you will explore within that area. Remember that your topic must be manageable in 12,000 - 15,000 words. *Consultation with your Supervisors is vital.*

Note-taking:

Very important: Always note the exact publishing details of a book, and keep track of the pagination. Make sure you record details of *authors/editors; publisher; place-of-publication; year-of-publication*. When taking a photocopy, write the details on the first page. This saves much time in the writing-up stage. *Record clearly what is quotation (or paraphrase) and what is not.*

Take *some* notes from anything you read, even if you don't think highly of it. Your opinion might change later, and you won't have time to read the book or article twice.

Don't *just* take notes. From an early stage, write more connected, discursive passages about what you're working on. These are much easier to write when work is fresh in your mind, and much easier to work from later than jotted notes. Your best ideas are likely to come to you while you're writing. Even the jotting down of a few connected sentences is worthwhile. You may find your topic growing out of what you write.

Drafts:

Attempt a first draft early and be prepared to change it. It need not include the introduction. If you're held up over some problem with the topic, a draft of a chapter or a particular section will provide a useful test for solving the problem, and should keep your work from stalling. Once you have begun to write, you will probably feel less awed by specialist studies in the field and you should be able to read them with more profit.

Taking supervision:

Make sure you understand your Supervisors' comments. Don't incorporate suggestions you don't understand or disagree with. Try not to write your way around an objection, but to *meet* it. In this way you will avoid any sudden gap or reversal in your argument. It usually helps to let a few days pass between writing something and receiving comment on it; comments can then be viewed more objectively. *Consult regularly with your Supervisors.*

The final draft:

Allow plenty of time for this, since ideas will come to you as you write and you will need time to include them and reshape your work. Final work on footnotes, bibliography, and proof-reading usually takes considerably longer than expected, so allow for this.

PRESENTATION OF THE DISSERTATION

You are required to submit TWO bound copies of your dissertation to the CS Office on the due date. (Binding can be organised cheaply and speedily through UniPrint at the UWA Guild Village.)

These copies should observe the following conventions:

- Lines of text must be set out with *one-and-a-half spacing* or *double-spacing*, except for quotations and footnotes, which can be single-spaced.
- Quotations of three lines or more must be *indented*.
- Leave generous margins *all round* the page. We recommend 3cm for the left margin, 2cm for the top, bottom, and right margins.
- Number all pages consecutively.
- Paper size: A4
- Follow the Communication Studies style guide for referencing – please use either font types Arial or Times New Roman, and font size 12.
- Ideally footnotes should appear at the foot of the page, but they may be grouped together at the end of the dissertation, if this is easier.
- Divide the thesis into chapters or major sections of some kind.

The presentation of creative projects will depend on the genre and format you are working with. Consultation with your supervisor/s about presentation is essential.

You should set out the **title page** of your dissertation as follows:

- Your name
- Dissertation title
- Year submitted
- Name of your supervisor
- Name of the course (BA(Comm Studies) Honours or Graduate Diploma in Arts [Advanced] or HDR Preliminary).

The general order of contents for the dissertation would be as follows:

- Title page
- Declaration
- Acknowledgements
- Abstract
- Contents page

- Dissertation
- Reference list.

The declaration must state the following:

Declaration:

This dissertation contains no material which has been accepted for any award of any other degree or diploma in any University, and, to the best of my knowledge and belief, it contains no material previously published or written by another person, except where due reference is made in the text of the dissertation.

Requests for Extensions

Extensions are handled by the Faculty, and requests must be submitted in writing through the Honours Coordinator. (If you are thinking of applying for an extension, you *must* see the Honours Coordinator first.)

A period of 10 months is available for the writing of the dissertation, and prudent planning would allow for a proportion of that time to be consumed by illness or other exigencies. Therefore students applying for an extension would be expected to face *exceptional circumstances*.

Examination of Dissertations

Dissertations are marked *independently* by *two* examiners, each of whom writes a brief report on the work. In the case of inter-disciplinary dissertations, an examiner from each discipline will be appointed. In some cases an external examiner will be appointed.

Return of Dissertations

One copy of your dissertation will be available for collection from the Communication Studies Office, together with copies of the Examiners' reports, normally 6-7 weeks after the scheduled submission date. (The other copy of your dissertation is held in the CS archive for a minimum of 6 years.)

Supervision agreement.

Please take this page to your supervisors for your first meeting (no later than the first week of the relevant semester).

After it is completed, you should make a copy for your own records, and pass the original to the coordinator of Honours in Communication Studies.

Student name:

StudentID:

Broad topic area:

Submission date:

Supervisor 1 (name and signature):

Supervisor 2, if applicable (name and signature):

Student statement:

I have read the Communication Studies Honours Booklet. I understand it is my responsibility to make regular appointments to consult with my supervisors, and to work to the schedule detailed in the Honours Booklet.

Signature _____ Date _____

PRELIMINARY APPLICATION FOR 2011

HONOURS (COMMUNICATION STUDIES)

*Submit this form to the Honours Coordinator, before December 8, 2010.
Note that this form does not in itself constitute an application for enrolment;
you must also sign a formal separate application form prepared by the Honours
Coordinator.*

Name: _____

Student number: _____ Phone: _____

Address: _____

_____ Postcode: _____

Email: _____

1. Degree you are currently enrolled in (or most recently enrolled in):

2. Do you expect to enrol full or part time? _____

3. Other Disciplinary Major: _____

4. List the units you propose to take:

Communication Studies seminar 1:

Communication Studies seminar 2:

Other seminar 1:

Other seminar 2:

5. Dissertation Topic Area (if known): _____

6. Possible supervisors for your dissertation (if known): _____

Your
signature: _____ Date: _____