MMIB4004
HONOURS IN BUSINESS GUIDELINES 2014

Dr Sarbari Bordia, Honours Convenor
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Contents
1. Application of the guidelines ................................................................................................. 1
2. Programs for which MMIB4004 is the honours course .............................................................. 2
3. The honours year ...................................................................................................................... 2
4. Principal disciplines ................................................................................................................... 3
5. Courses to be completed prior to enrolment ............................................................................. 4
6. Admission .................................................................................................................................. 4
7. Scholarships ............................................................................................................................ 6
8. Staff ......................................................................................................................................... 6
9. Program structure ...................................................................................................................... 10
10. The thesis ............................................................................................................................... 14
11. Facilities and funding .............................................................................................................. 24
Appendix 1: ARIES Human Ethics Module quick guide .............................................................. 26
Appendix 2: Honours Centre Acceptable Use Policy .................................................................. 29
Appendix 3: Summer Research Scholarships ............................................................................ 32
Appendix 4: Some successful honours candidates in RSM ...................................................... 33
1. Application of the guidelines

These Guidelines apply to all students commencing their compulsory honours coursework in 2014, regardless of the date of their application for, offer of, or admission to honours. However, should there be any discrepancy with official ANU documents (e.g. the Undergraduate Handbook), the official ANU document invariably takes precedence.

Specific conditions may be placed on individual students in their letter of offer of a place in the Honours course, and acceptance of the offer includes acceptance of those specific conditions. Specific conditions in a letter of offer invariably take precedence over these Guidelines.

2. Programs for which MMIB4004 is the honours course

All honours students in the School of Management, Marketing, and International Business enrol in the same honours course, MMIB4004 Honours in Business. This is the fourth year honours course for the following programs:

- Bachelor of Business Administration (Honours),
- Bachelor of International Business (Honours), and
- Bachelor of Commerce (Honours) in the disciplines offered by the School of Management, Marketing, and International Business.

2.1 In which honours program should a student enrol?

Students invited to enrol in honours and who are completing at undergraduate pass level:

- a Bachelor of Business Administration will enrol in the Bachelor of Business Administration (Honours),
- a Bachelor of International Business will enrol in the Bachelor of International Business (Honours),
- a Bachelor of Commerce will enrol in the Bachelor of Commerce (Honours), or if
- a degree other than one of the above-listed degrees should consult with the Honours Convenor as to the program in which they should enrol. Please note that enrolment in the Bachelor of International Business (Honours) requires, amongst other things, completion in the undergraduate pass degree of (i) a major in international business and (ii) at least 36 units (that is, the equivalent of a major) in a single Asian or European or Middle Eastern (Arabic, Persian, or Turkish) language.

3. The Honours Year

The Honours year in the School of Management, Marketing and International Business is an elite year focusing on research training in the fields of management, marketing, international business, or corporate sustainability. Private sector employers, such as banks and management consultancies; and public sector employers, such as Commonwealth, state, territory and local governments, place a high value on advanced studies. The exposure to research through an honours program opens a pathway to higher degree studies, such as a Master’s or PhD degree, in addition to career opportunities not generally available to pass degree students.
4. Principal Disciplines

The principal disciplines correspond with the core majors offered by the School of Management, Marketing, and International Business.

4.1 Management

Students undertaking honours in management may select areas of advanced study in organisational behaviour, strategic management, ethics, managerial decision making, human resource management, cross-cultural management, organisational change and development, and leadership.

4.2 International Business

Students undertaking honours in international business will have an opportunity to research one of a wide range of aspects related to the evolution of the international business environment and of international management. Both are strongly interrelated and the study of international business reflects that. The business environment encompasses all aspects that impact on business relations in international markets: culture and political systems, but also international institutions and technological change. Within firms, such global forces create new challenges at strategic level in firms, for instance in relation to international market entry, but also in all facets of the international firm’s value chain (infrastructure, human resource management, technological development, procurement, service, marketing, outbound logistics, operations and inbound logistics) and its relationships with other organisations.

4.3 Marketing

Students will be exposed to the latest developments in the discipline of marketing, such as the trend towards evidenced-based, ethical and accountable marketing, the role of marketing communication as an integrative business function, the changing role of e-marketing and the challenges of marketing a new product or service. These developments will allow students to gain a deeper understanding of marketing in complex domestic and global environments for both commercial and non-profit organisations. Individual programs will be tailored to meet student interests and will be subject to the availability of adequate supervisory resources.

4.4 Corporate Sustainability

Corporate sustainability is at the cutting edge of business research. In the 21st century, corporations cannot ignore the impact of increasing formal (regulatory) and informal (community) expectations relating to economic, social, and environmental sustainability. Honours research in corporate sustainability can include:

- specific topical issues such as carbon trading or green building,
- broader issues such as stakeholder (e.g. NGO) management,
- making a business case for the adoption of sustainable practices,
- corporate governance, including social and environmental risk management, and
- the relationship between product/process innovation and social/environmental sustainability.

4.5 Other Business Areas

The Honours program may also cater for a broader range of interests in business research. The selection of such a research topic usually depends on the availability of an appropriate thesis supervisor.

5. Courses to be completed prior to enrolment
For all discipline areas, students are required to have completed a relevant major as part of their pass degree.

5.1 Marketing

It is strongly recommended that students enrolled in their pass degree at ANU and who are considering applying for honours in the discipline of marketing should complete in their pass undergraduate degree the following courses, which are available as electives in the marketing major or as general electives:

- STAT2003 Statistical Marketing Research Methods
- STAT3005 Advanced Marketing Research Methods

It is strongly recommended that students who have not completed their pass degree at ANU should include two or more advanced-level statistics courses in their pass degree.

6. Admission

Admission to Honours is by invitation only, but students interested in Honours in Business may make expressions of interest to the Honours Convenor, Sarbari Bordia (Sarbari.bordia@anu.edu.au). Expressions of interest should normally be made during the first semester of the final year of a student’s pass degree. The honours year is usually taken immediately after completion of the undergraduate pass degree requirements.

Admission to Honours is at the discretion of the Head of School. Each application is considered on the basis of academic merit. Students must have completed an undergraduate pass degree in, or with a major in, a relevant area such as management, marketing, international business, or corporate sustainability, and have achieved a high level of academic performance throughout their pass degree. In addition, students must have an average of at least 2.0% above the minimum mark required for a distinction across later-year courses in the disciplinary area for which they are applying for honours. At ANU, the minimum required for a distinction is 70.0%, and so ANU students require an average of at least 72.0%; for non-ANU students, the minimum mark required for a distinction at the university awarding their pass degree will be used; for example, if the minimum is 75, the required average would be 77.0%.

Students who have at least three years full-time work experience since graduation in an area directly relevant to their honours application may have this experience taken into consideration for meeting admission criteria.

It is expected that students will begin their Honours program in semester 1; only under exceptional circumstances, which will need to be documented in writing, will it be possible to enter the program in semester 2.

6.1 Process for invitation to enrol

Students interested in pursuing Honours in Business should contact the Honours Convenor. Invitations to join the programme will only be made after the successful conclusion of the following process. Please note that this process may take several weeks.

1. Applicants must supply the Honours Convenor with a copy of their academic transcripts for all tertiary study that they have undertaken both at ANU and elsewhere, and indicate whether the application is for honours in management or marketing or international business or corporate sustainability. Initially, a copy of transcripts is adequate, but no offers for admission can be made until original copies of the transcripts have been sighted by the Honours Convenor. Students who have at least three years full-time work experience since
graduation in an area directly relevant to their honours application may also submit a c.v. including names of professional referees who can evaluate their work experience; this experience may be taken into consideration when considering admission.

2. If the Honours Convenor decides that a student meets the School’s academic requirements for admission, the Convenor will contact the applicant and request (i) the names of any academic staff members with whom the applicant has discussed their honours application; (ii) the name of any academic staff member who as agreed to supervise their honours research; and (iii) a one- to two-page statement of the applicant’s research interests, including the broad area of interest (e.g. leadership; China; consumer behaviour), why the applicant is interested in that area, and the applicant’s current skills and knowledge relevant to research in that area. The response to (i) and (ii) may be ‘none’, in which case the statement of research interests will be circulated by the Honours Convenor to all staff in RSM.

3. Unless the applicant has already finalised supervision arrangements, the Honours Convenor will inform the applicant of any initial staff interest in supervising the applicant. The applicant will be required to contact academic staff in order to seek and finalise agreement of an academic staff member willing to supervise their research. This staff member should normally be in RSM, but can potentially be any academic staff member at ANU who agrees to supervise the student’s thesis component of Honours in Business. Once the applicant has the written agreement of a supervisor to supervise their thesis, the applicant should send to the Honours Convenor a copy of the written agreement of the supervisor.

4. If stages 1 to 3 above are successfully completed, the Honours Convenor will recommend either an invitation for admission or a conditional invitation for admission to honours.

5. The applicant will be informed in writing by the Honours Convenor of the decision. If an invitation for admission is made, the letter will include any conditions to which the offer is subject. A standard condition for all applicants will be that the staff member who has agreed to supervise their research will be their supervisor. Standard conditions for students who have not yet completed their undergraduate degree will always include (i) that the applicant must maintain an average of at least 72 in all remaining courses in their degree in the RSM discipline for which they are applying for entry and must provide a transcript to prove this, and (ii) that the applicant must provide written evidence of the successful completion of their undergraduate degree.

6. If an invitation is not offered, an applicant may appeal the Honours Convenor’s decision to the Head of School.

6.2 Enrolment
A letter of invitation is not an offer of enrolment.

Continuing ANU students must, after receiving an invitation, formally enrol at ANU in MMIB4004.

Non-ANU students must, in addition to the steps in 6.1 above, apply directly to the ANU Admissions Office for admission to the relevant programme (see s.2 above) and for enrolment into the course MMIB4004 Honours in Business, using either the local or international student undergraduate application form at http://www.anu.edu.au/sas/forms/. Applicants should note the ANU Admissions deadlines at http://www.anu.edu.au/sas/admission/.

6.3 Deferment
Students wishing to apply for deferment should use the hard-copy Application for Program Leave or Withdrawal from Program form found at [http://www.anu.edu.au/sas/forms/](http://www.anu.edu.au/sas/forms/). Students should not use the electronic Application for Program Leave.

### 6.3.1 Commencing students
Students admitted to commence in Semester 1 and wishing to defer should apply to defer for 12 months and apply to recommence in Semester 1 of the following academic year. Only under extraordinary circumstances will such students be permitted to commence in Semester 2; work-related reasons will never constitute extraordinary circumstances, but unavailability of the supervisor will.

Students admitted to commence in Semester 2 and wishing to defer should apply to defer for six months only and apply to recommence in Semester 1 of the following academic year. Only under extraordinary circumstances will such students be permitted to defer for 12 months; work-related reasons will never constitute extraordinary circumstances, but unavailability of the supervisor will.

### 6.3.2 Continuing students
Students wishing to defer after completion of their first semester must in the first instance discuss the deferment with their supervisor. Students will not be allowed to recommence in a semester in which appropriate supervision is unavailable.

### 7. Scholarships
A number of scholarships and prizes are awarded specifically to both Australian and international full-time or part-time Honours students. Further information is available at [http://cbe.anu.edu.au/scholarships/#hon](http://cbe.anu.edu.au/scholarships/#hon).

### 8. Staff and students

#### 8.1 Key administrative staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours Convenor</td>
<td>Dr Sarbari Bordia</td>
<td><a href="mailto:Sarbari.bordia@anu.edu.au">Sarbari.bordia@anu.edu.au</a></td>
<td>Crisp Building 26, Room 1087</td>
</tr>
<tr>
<td>Head of School</td>
<td>Professor Pam Morrison</td>
<td><a href="mailto:Pam.Morrison@anu.edu.au">Pam.Morrison@anu.edu.au</a></td>
<td>CBE Building 26C, Room 2.19</td>
</tr>
<tr>
<td>Deputy Head of School</td>
<td>Professor Simon Restubog</td>
<td><a href="mailto:simon.restubog@anu.edu.au">simon.restubog@anu.edu.au</a></td>
<td>CBE Building 26C, Room 2.26</td>
</tr>
<tr>
<td>(Research)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Administration</td>
<td>Ms Flora Mehr</td>
<td><a href="mailto:Flora.Mehr@anu.edu.au">Flora.Mehr@anu.edu.au</a></td>
<td>CBE Building 26C, Room 2.03</td>
</tr>
<tr>
<td>RSM Administrators</td>
<td></td>
<td><a href="mailto:enquiries.mmib@anu.edu.au">enquiries.mmib@anu.edu.au</a></td>
<td>Crisp Building 26, Room 1088</td>
</tr>
</tbody>
</table>
8.2 Roles and Responsibilities

8.2.1 Honours Convenor

The Honours Convenor is responsible for the administration of the course, including:

- Maintaining the course Wattle site;
- Discussing the course with interested students;
- Identifying potential honours candidates;
- Arranging, in collaboration with College Marketing, an honours information session in the first half of Semester 1 each year;
- Informing students of requirements of the Honours course and the Thesis (but not of individual coursework subjects, for which the relevant course co-ordinators are responsible);
- Making offers or conditional offers of admission to Honours;
- Approving the student’s choice of elective;
- Approving program leave;
- Approving thesis extensions;
- Keeping records of each student’s elective name and code, coursework marks, and thesis marks, and providing this material to the Honours Assessment Panel and Examiner’s Committee;
- Informing students via Wattle of the time and location of the RSM staff seminar series, and uploading a copy of the seminar schedule (noting that they do not attend RSM school meetings);
- Keeping the roll of attendance at research seminars, and stating to the Honours Assessment Panel whether or not the student has met the seminar attendance requirement;
- Arranging the time and venue for students’ seminar presentations on their research (see s.9.6.1), distributing the presentations to RSM staff at least 4 days in advance, and arranging for two staff members to provide written feedback on the presentation;
- Meeting with the candidate three months before the deadline to review progress;
- At least two weeks before the thesis dues date, appointing a panel of at least two thesis examiners for the examination of each thesis, and chairing each panel (the convenor does not examine theses, but oversees the examination process);
- Preparing the agenda papers for the Honours Assessment Panel that determines each student’s honours grade;
- After the Honours Assessment Panel meeting, sending the College Office the title of each student’s thesis for inclusion on their academic transcript;
- Preparing nominations for honours awards, prizes, and University Medals;
- Discussing issues that students may have with their coursework or thesis that they have not been able to resolve with the course co-ordinator or thesis supervisor, or that they do not wish to raise with the course co-ordinator or thesis supervisor; and
- Annual updating, or where policy-related, making recommendations to School Meetings for revision, of the Honours in Business Guidelines and Examination Guidelines.
For students supervised by the Honours Convenor, the Deputy Head of School (Research) is responsible for approvals for leave or extensions, and the thesis examination process.

The Honours Convenor does not provide advice on the mechanics of enrolment at ANU in general or to the course in particular (see s.8.2.4 below).

8.2.2 Head of School
Professor Pam Morrison, the Head of School, advises students on particular matters that cannot be discussed or resolved elsewhere. In these circumstances students should make an appointment to see the Head of School.

8.2.3 Deputy Head of School (Research)
For students supervised by the Honours Convenor, the Deputy Head of School (Research) is responsible for approvals for leave or extensions, and the thesis examination process.

8.2.4 Enrolment
For advice on course transfers, enrolment variation, status and other general matters please go to the Faculty Office located in Room 2.01, 2nd floor, CBE Building 026C, phone 6125 3807, or email info.cbe@anu.edu.au. For more complex matters students should contact Flora Mehr.

8.2.5 RSM Administrators
Questions of an administrative nature, other than those that are the responsibility of the Honours Convenor or Enrolments, can be directed to the student administrators. The administrators can assist you with course materials, timetables and directions and are available during office hours (9.00 A.M.–5.00 P.M.) at the School’s office (Room 1088, Level 1, Crisp Building 026) or can be contacted either by telephone (6125 9839 or 6125 6737) or e-mail (enquiries.mmib@anu.edu.au).

8.3 RSM Academic Staff
For a full list of RSM academic staff, see:
http://www.cbe.anu.edu.au/college/people/
Select RSM under area

8.4 Honours student representative
At the honours student induction at the beginning of each academic year (see s.9.2 below) students will be asked to nominate a representative to liaise with the Honours Convenor in regards to issues that may arise during the Honours year.

8.5 The honours cohort
Your fellow students are a valuable resource: you can provide each other with both social and academic support. Writing a thesis can be a somewhat solitary experience, but a strong sense of community may help to ameliorate the impact of this.

8.6 The supervisor
The supervisor is appointed after consultation with the student, the Honours Convenor, and relevant staff. The selection of supervisor is of key importance and students are encouraged
to initially discuss their research interests with a wide range of staff, preferably during the final semester of their undergraduate degree.

8.6.1 Supervisor-Student relationship This section is reproduced from Section 4 of the College of Arts and Social Sciences Honours Student Guide 2007, pp. 3–4.

All students in the Honours Year have at least one supervisor. This relationship involves obligations on the part of both parties. Your supervisor will assist you with advice, guidance and criticism and help you to achieve your personal academic goals. The supervisor is there to help you choose and design the research project, guide the research in a practical and productive way, and advise you on writing the best thesis of which you are capable. At the same time, your supervisor can only guide your efforts, and then only if you are receptive to his/her advice. You must take the responsibility for the final results of your work. So that you will know what to expect of your supervisor and what your supervisor will expect of you, the following indicates some of the responsibilities entailed in student-supervisor relations.

Responsibilities of the Supervisor

- Assist the student in selecting and defining the scope of a suitable thesis topic or problem; assist the student in devising a schedule for the year’s thesis work.
- Guide the student in the selection and application of appropriate data collection and analysis procedures and advise on the solution of any difficulties that arise.
- Advise on matters of thesis content, organisation and writing, including the timely provision of comments, written and oral, on drafts or portions of the thesis.
- Meet frequently with the student to discuss and evaluate each stage of the thesis project. Where there are joint supervisors, they should arrange meetings with the student/s.
- Monitor student progress and advise the student when progress is unsatisfactory.
- Where necessary assist students in gaining clearance from the Ethics Committee.

Responsibilities of the Student

- To approach the Honours Convenor and members of staff and ascertain their willingness to supervise a thesis on a mutually agreeable topic.
- Produce material in accordance with the schedule agreed on with the supervisor.
- Consider advice seriously. If advice is not taken, the supervisor should be informed and given the reasons for the decision.
- Consult regularly with the supervisor. Students should prepare in advance for consultations, by determining the help they require and the areas in which advice would be useful.
- Fulfil all the requirements of the Honours course.
- Where necessary prepare an Ethics submission.

Students who encounter difficulties should first attempt to resolve them with their supervisor. If this does not produce satisfactory results, they should then consult the Honours Convenor and then, if the matter remains unresolved, the Head of School.
8.7 Honours assessment panel

The Honours Assessment Panel, which bases its deliberations on each student’s coursework marks and thesis examiners’ reports, recommends the mark and grade of each honours candidate to the Examiners’ Committee. The Honours Assessment Panel consists of the:

- Head of School (ex officio chair),
- Deputy Heads of School, and
- Honours Convenor.

If any member of the honours assessment panel supervised a student being discussed by the panel, then that member must declare a conflict of interest and abstain from voting on any matter regarding that student.

9. Program Structure

Students enrol only in the Honours program as a whole: MMIB4004F for full-time study or MMIB4004P for part-time study. Students do not enrol in the individual courses in the study plan (below).

MMIB4004 consists of one year full-time study or up to two years part-time study, the equivalent of 48 units or eight 6-unit courses. MMIB4004 typically involves four items of advanced coursework (24 units) and the completion of a research thesis (equivalent to 24 units). Students must pass each item of coursework in order to pass MMIB4004.

Although not assessed, attendance at research seminars (s.9.5) is a hurdle requirement: in order to pass MMIB4004 students must attend a minimum of ten research seminars (excluding their honours presentation) throughout the year.

9.1 Time commitment

Honours students should think of themselves as full-time research students, and as such should not think of their course as consisting of two 13-week semesters, but a continuous full-time programme from the first day of classes until submission of the thesis. Thus, the mindset is of working a 48-week year with 4 weeks annual leave; as it is a 9-month programme, a total of three weeks “leave” from working on the programme would be considered appropriate.

9.2 Honours induction

A compulsory induction for new honours students is held in the week prior to the commencement of classes.

9.3.1 Standard Study Pattern (Full-time)

Semester 1:

- MGMT8006 Management Research Methods (6 units) (intensive; weeks 1–7).
- BUSN8018 Qualitative Research Methods (6 units) or DEMO8061/DEMO8020 Qualitative Research Analysis (6 units, winter session)
- STAT7007 Advanced Marketing Research Methods (6 units)
- Elective (normally 7000-level or above) (6 units); Marketing honours students will normally be required to choose a statistics or econometrics course.

End of semester 1 until the end of semester 2:
Thesis (nominally 24 units)

9.3.2 Standard Study Pattern (Part-time)

Semester 1:
- MGMT8006 Management Research Methods (6 units) (intensive; weeks 1–7).
- STAT7007 Advanced Marketing Research Methods (6 units)

Semester 2:
- Elective (normally 7000-level or above) (6 units);
- Thesis (nominally 6 of nominally 24 units).

Semester 3:
- BUSN8018 Qualitative Research Methods (6 units) or DEMO8061/DEMO8020.
- Thesis (nominally 6 of nominally 24 units).

Semester 4:
- Thesis (nominally 12 of nominally 24 units).

Students may seek approval to do alternate courses from the Honours Convenor [Approval of another course will only be under exceptional circumstances such as the course not being offered in a particular semester; another course will normally only be approved if it is a research methodology course.]

9.4 Coursework Rationale

The aim of the coursework is to support the writing of the thesis. The three compulsory courses give a solid introduction to: (i) the conceptualisation of a research project, (ii) the process of managing a research project, (iii) and the techniques employed in gathering and analysing data.

MGMT8006: Management Research Methods will develop ‘skills associated with identifying research problems in management (including organisational management, marketing management and international business management), reviewing management literature, formulating the research questions or hypotheses based on relevant management theories and research evidence, selecting and implementing appropriate research design, collecting data, conducting data analysis with computer softwares such as SPSS, interpreting data, and writing a research report.’ (from Study@).

STAT7007: Advanced Marketing Research Methods ‘is directed at students interested in quantitative methods of marketing research. The aim of this course is to explore multivariate techniques used in modern marketing practice. Emphasis will be placed on case studies of marketing practice and on the practical application of the methods discussed. Topics to be drawn from: analysis of variance; regression analysis; principal components analysis; discriminant analysis; canonical correlation analysis; factor analysis; cluster analysis; multi-dimensional scaling; conjoint analysis.’ (from Study@).

BUSN8018: Qualitative Research Methods topics ‘include qualitative research paradigm assumptions, qualitative research genres, research planning, ethical issues, interview method, participant observation, conduct of focus groups, case study method, the critical incident technique, analysing and interpreting data, text-analysis software, and writing and publishing qualitative research’ (from Study@).
Or,

DEMO8061/8020: This course equips participants with the necessary skills to analyse and interpret qualitative data to answer research and policy questions. Building on the skills developed in DEMO8061 Social Research Design, students will learn how to use in-text analysis software, how to interpret and discuss the results of their data analysis, and the process of writing and publishing qualitative research. The course will provide students with the skills necessary to undertake a range of different types of qualitative data analysis (from Study@).

Students must also complete an elective from the postgraduate courses on offer across the University; they must not have undertaken the same course at undergraduate level. The purpose of the elective is to provide additional skills or knowledge to support the writing of the honours thesis. The course should be selected in consultation with the supervisor, and must have the written agreement of the Honours Convenor. If the student wishes to undertake a course outside of the College of Business and Economics, they also require the written agreement of their supervisor. Full-time students normally complete the elective in the first semester of the honours course; part-time students normally complete the elective in the second semester of the honours course. Students should make an appointment with their thesis supervisor to discuss the choice of elective, preferably in the week prior to the commencement of classes. A full list of College of Business and Economics postgraduate courses is found at http://studyat.anu.edu.au/search?search_terms=+&type=courses&acad_career=Graduate+Coursework&college=ANU+College+of+Business+and+Economics&commit_sub=Search&commit=12345.

The three compulsory courses are also three of the compulsory courses in the Research School of Management PhD program. Students completing these courses as part of their honours program, who continue onto a PhD in the School in the same disciplinary area, may request an exemption in their PhD program for these courses. The granting of any exemption is at the discretion of the Deputy Head of School (Research).

9.5 Thesis

The research thesis is taken over the entire year with the major emphasis occurring after completion of the coursework. The thesis is the critical part of the program because it provides evidence of the student’s ability to undertake original research under supervision. Further detail on the thesis is given in section 10 below.

9.6 Research Seminars

RSM runs a weekly 90-minute research seminar for staff and research students during teaching weeks. Honours students are required to attend these seminars during the first semester of their enrolment, and unless they have notified the Honours Convenor that they are away on fieldwork are required to attend the seminars during the second semester of their enrolment. Attending these seminars has numerous benefits including:

- Helping honours students to integrate with the staff and PhD students of the school;
- Engaging with research;
- Hearing papers on work in process, which gives a rarely-available insight into the research process; and
- Gaining an insight into the way that experienced scholars think about the work of others by listening to the question and answer period, which usually includes discussion of methodology, how things may be done differently, additional data
which is needed or discussion of the limitations of the data, etc., which may give the student insights into the ways that their thesis examiners may think about the thesis.

Attendance at seminars is a hurdle requirement: in order to pass the course students must attend a minimum of ten research seminars (excluding the honours presentation) throughout the year. Students should ensure that they sign the attendance roll at each seminar; the roll will be held by the honours convenor or, if absent, the staff member chairing the seminar.

Although learning about the subject matter will be interesting, it is not the primary purpose of attending seminars. Students attend seminars to learn about issues such as the formulation of the research question and, if relevant, hypotheses; the application of methodology; the implementation of the research; and the way academics perceive these issues as shown through the questions and discussion.

9.6.1 Honours seminar presentation

Each full time student must present a thesis proposal to the School towards the end of semester 1. Part-time students will present their proposal towards the end of the second semester of their enrolment. In 2014, these dates are Thursday 29 May and Thursday 30 October in Room 1064, L.F. Crisp Building 026. The proposal outlines the problem to be researched the motivation for the research, proposed research method, data sources and the work completed to date. The purpose of this presentation is to provide the student with valuable, timely feedback and advice on their choice of topic, the work completed so far, and the work required for completion of the thesis.

In addition to feedback received from staff during the seminar, each student will receive written feedback from two staff members within 7 days of the presentation.

Students must email the honours convenor an abstract of their presentation not later than the Friday of Week 10 of semester for use by the convenor when approaching staff to provide written feedback.

Students must send their final PowerPoint presentation and any handouts to the honours convenor not less than 5 working days before the seminar presentation so that they may be distributed to RSM staff. Students do not need to provide hard copies of any material. No changes should be made to the PowerPoint presentation or handouts after they have been sent.

9.7 Grading

A candidate’s final Honours grade will take into account both the coursework and thesis performance, typically with a weighting of 50 percent for coursework and 50 percent for the thesis. However, the final grade will be determined at the end of semester examiners’ meeting, to which the Honours Assessment Panel will make a recommendation, and will be based on a standardised mark. The following grade structures apply to the thesis, coursework units and the final mark:

- First Class Honours (80% and above)
- Second Class Honours, Division A (70%–79%)
- Second Class Honours, Division B (60%–69%)
- Third Class Honours (50%–59%)
- Fail (Less than 50%)
Regardless of the raw mark, students must pass each course of coursework, and satisfy the seminar attendance requirement, in order to pass MMIB4004.

10. The Thesis

The thesis is the critical part of the program because it provides evidence of the student’s ability to undertake original research under supervision. The research thesis is developed over the entire year with the main emphasis occurring in the second semester.

RSM has hardbound copies of all honours theses submitted in the areas of management, marketing, and international business; a list is given as Appendix 6. Students may find it useful to consult copies of these theses to give them a feel for the scale and scope of an honours thesis. Theses are not available for loan, but may be consulted in the Research School of Management. Under no circumstances may a thesis be reproduced (e.g. photocopied or scanned).

10.1 The Thesis Document

An honours thesis is not merely an extended essay. It represents the most significant piece of research and writing completed in an undergraduate career, and typically accounts for 50% of the final honours mark. It is a form of apprentice’s ‘masterpiece’ in which students demonstrate their level of comprehension of a body of knowledge and the scholarly skills used in the discipline in which the research is embedded. It is also an important indicator of the student’s ability to take part, at a junior level, in the discourses of the discipline.

Ideally, the thesis acts as an important indicator of the student’s:

- knowledge and understanding of the factual, theoretical and conceptual content of the discipline;
- ability, under guidance, to apply that knowledge to identify and to resolve existing problems occurring within the discipline, to identify new problems worthy of examining, and to identify and use new data and hypotheses for those purposes;
- proficiency in the research processes and methods used in the discipline;
- ability to engage in forms and styles of discourse used in the discipline;
- ability to research, marshal evidence, and to argue a case persuasively, coherently and cogently, in a simple, direct and positive style of English expression that allows the reader to follow the argument without undue difficulty; and
- future potential to progress to a higher degree involving significant amounts of original research.

10.2 Supervision

The supervisor will help the student narrow down and define the topic, to identify research materials and an appropriate research methodology. Students will be responsible for keeping in contact with the supervisor. They can expect to attend meetings with the supervisor, for example at least once a fortnight, to discuss the work done and to plan for subsequent work. Students will also be expected to keep in touch with the supervisor through the exchange of written work and/or via email. Communication through the exchange and discussion of written work provides evidence of the work done and ideas pursued. See further s.8.6.1 above.

10.3 Choosing the topic
It is always a challenge to identify and develop a relevant and interesting research topic. The staff in our School will assist students on topic selection. A key aspect of topic selection is to ensure that the scope of the project is such that it can be completed in the time available. Students frequently underestimate how long it can take to conduct research properly.

Students should try to identify a topic that meets a few criteria:

- The topic should be based on a student’s strengths: for example, competency in a second language, or econometric skills;
- The student should be keenly interested in it: the more the topic is a student’s own choice, the more the student will be prepared to invest time and effort in the research, increasing the likelihood of a good result;
- The student should, unless they have an independent source of funding, be able to do the research in Canberra or from Canberra, as neither the School nor the College provides funding to support fieldwork; and
- There should be a theoretical angle to the topic: for example, a current issue in a strand of the academic literature that caught the student’s attention and to which the student can contribute on the basis of the student’s own research.

10.4 Typical thesis time-line

Students should discuss the work schedule with their supervisors and set out a timetable for preparation and completion of the thesis. The following is a typical example of the work schedule that students will be expected to follow during the honours year:

<table>
<thead>
<tr>
<th>1st month</th>
<th>Selection and definition of topic, initial discussion with supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd – 3rd month</td>
<td>Exploration of literature, the context of the topic and research method; attend ethics application training session; application for research ethics approval</td>
</tr>
<tr>
<td>early 4th month</td>
<td>Presentation of thesis proposal</td>
</tr>
<tr>
<td>4th – 7th month</td>
<td>Collection and analysis of data, thesis writing</td>
</tr>
<tr>
<td>early 7th month</td>
<td>Meet with honours convenor to discuss progress</td>
</tr>
<tr>
<td>8th month</td>
<td>Completion of the first draft of the thesis</td>
</tr>
<tr>
<td>9th month</td>
<td>Rewriting and submission of final draft</td>
</tr>
</tbody>
</table>

10.4.1 Abstract Due Date

An abstract, which may be slightly different to that in the final version of the thesis, is due at 12.00p.m. (midday) on the Friday of week 9 of the second semester of enrolment (full-time students) or the fourth semester of enrolment (part-time students). The abstract should include, amongst other things, a brief description of the methodology. The abstract is used by the honours convenor in the process of appointing thesis examiners.
10.4.2 Thesis Submission

Students must submit:

- two bound copies of the thesis for marking; the binding may be of any type (e.g. spiral bound, thermal bound, soft cover, hard cover). These are to be submitted to the office of the School of Management, Marketing, and International Business, Room 1088, L.F. Crisp Building 026. Remember that each copy should have an original signature on the declaration page and an original signature on the Statement of ethics approval page.

- one electronic copy, preferably as a PDF, emailed to the honours convenor.

The thesis is due at 12.00p.m. (midday) on the Friday of week 12 of the second semester of enrolment (full-time students) or the fourth semester of enrolment (part-time students).

10.4.3 Submission of hardbound copies of thesis

Within two weeks of the submission date, two cloth-bound copies must be submitted for the school library. This is a course requirement. After marking, students may submit errata sheets as part of their library copy, but this is not a requirement.

Note that, although not a requirement, it is generally regarded as a courtesy to also present your supervisor with a cloth-bound copy of the thesis.

You will find a list of Canberra-based bookbinders in the Yellow Pages telephone directory under ‘Bookbinders’. Although we do not recommend any particular binding company, past honours students have recommended ‘Elite Bookbinding’ in Mitchell (the other company they recommended, ‘Capital Bookbinders’, has closed down).

10.4.4 Policy on extensions

Extensions are granted only under exceptional circumstances at the discretion of the Honours Convenor. Exceptional circumstances may include:

- Prolonged periods of illness during the candidature;
- Serious illness in the month prior to the due date;
- Inability of the supervisor to provide timely advice or feedback owing to the supervisor’s illness, death, unexpected extended absence (other than on Sabbatical leave, as this will be known prior to the commencement of the thesis), or resignation from ANU;
- Serious illness or death of a family member or close friend; or
- Unexpected significant caring responsibilities for a family member.

There is no application form; students seeking an extension should write a letter to the Honours Convenor, and include full written documentation as evidence to support the claims.

Non-acceptable grounds for extension include:

- Computer malfunction (students should implement risk management strategies);
- Loss of documents or data (students should implement risk management strategies);
- Difficulties in obtaining data;
- English-language difficulties; or
- Work commitments.
10.4.5 Policy on late submission
If a thesis is submitted after the due date without an approved extension, the penalty will be 5% of the maximum mark (100) per working day or part thereof.

10.5 Ethical Clearance
Any research involving humans, including research conducted through the use of questionnaires, survey, interviews, or experiments, must be approved by the ANU Human Research Ethics Committee (HREC) before it commences. This generally includes a completed application form and a copy of the research instrument such as the questionnaire or interview questions. Students are advised to plan ahead in the early stage of their thesis development to take into consideration the time required for ethical clearance. Students should normally allow four weeks to receive ethics approval from the date of submission of the application. It is a breach of ANU Rules to commence research involving humans without prior written ethics approval from the HREC.

Students requiring ethics clearance for their research should undertake an ARIES training session before preparing their ethics application; see http://www.anu.edu.au/ro/ORI/Human/human_dates.php for a list of dates.

All human ethics applications must be submitted on-line, as must any requests for variations or monitoring reports. Please note once submitted on-line hard copies of the applications must also be delivered to the Office of Research Integrity. Further information is available on the website http://www.anu.edu.au/ro/ORI/Human/human_index.php.


Before commencing the application, students should ensure that they have any of the following material that is relevant to their proposal; this list is not exhaustive and the online application may require material that is not listed here:

- Project title.
- Start and end dates of data collection
- Student’s name and summary of expertise relevant to the proposal (including experience in using the methodology).
- Supervisor’s name and summary of expertise relevant to the proposal (including experience in using the methodology).
- Description of the research project in terms easily understood by a lay reader, using simple and non-technical language.
- Location of data collection; if overseas, provide country / area where data collection will be conducted.
  - What cultural or social considerations / sensitivities are relevant to the participants in this research project?
  - Give details of a Local Contact for participants to contact after the researcher has left the area.
- List the hypothesis and objectives of your research project.
- In language appropriate for a lay reader, describe the methodology and explain why
the methodological approach minimises the risk to participants. (For surveys, include a justification of the sample size.)

➢ If using a survey, provide the survey method, a list of the questions to be asked or an indicative sample of questions. These should give a good sense of the most intrusive/sensitive areas of questioning.

➢ What mechanisms do you intend to implement to monitor the conduct and progress of the research project? For example:
  o How often will you be in touch with the supervisor?
  o Is data collection going as expected? If not, what will you do?
  o Is the recruitment process effective?
  o How will you monitor participants willingness to continue participation in the research project, particularly when the research is ongoing?

➢ Participants:
  o Provide details in relation to the potential participant pool, including:
    ▪ target participant group;
    ▪ identification of potential participants;
    ▪ initial contact method, and
    ▪ recruitment method.
  o Proposed number of participants.
  o Provide details as to why these participants have been chosen?
  o Will participants be paid or any incentives offered? If so, provide justification and details.

➢ What are the anticipated benefits of the research?
  o To whom will the benefits flow?

➢ Informed Consent
  o Indicate how informed consent will be obtained from participants.

➢ Confidentiality
  o Describe the procedures that will be adopted to ensure confidentiality during the collection phase and in the publication of results.
  o Provide an overview of the data storage procedures for the research. Include security measures and duration of storage.

➢ Feedback
  o Provide details of how the results of the research will be reported / disseminated, including the appropriate provision of results to participants. If appropriate, provide details of any planned debriefing of participants.

➢ External Funding
  o Is this research supported by external funding?
  o If Yes, provide the name/s of the external sources of funding. Please include grant number/s if available (e.g. ARC or NHMRC project identifiers).
  o Is the research conducted under the terms of a contract or consultancy agreement between the ANU and the funding source?
  o If Yes, describe all contractual rights of the funding source that relate to the ethical consideration of the research (e.g. What benefits if any do the researchers receive for conducting the research? How is the funding source
involved in the design and conduct of the research, if at all? What rights does the funding source have to access data and findings, receive and comment on draft copies of reports, access the Intellectual Property derived from the research, obtain exclusive use of the research findings, etc?)

- Supporting Documentation. You will need to upload electronic copies of any necessary supporting documentation; this may include:
  - List of indicative questions,
  - Copy of questionnaire / survey,
  - Invitation or introductory letter/s,
  - Publicity material (posters etc.),
  - Information sheet,
  - Consent form,
  - External approval documentation, and
  - Research visa (if conducting research overseas and you need a visa).

Further advice on ethics clearance is available in the first instance from your supervisor; specific queries may be directed to Dora Gava (Dora.Gava@anu.edu.au).

10.5.1 Ethics approval documentation
If ethical clearance is required, you must include in the appendices to your thesis copies of both (i) the ethics protocol and (ii) the letter from the ANU Human Research Ethics Committee giving ethics approval.

10.6 Thesis Format and Structure
Thesis structure and preparation will vary between research topics and fields. Accordingly, this section provides general guidelines on this area.

10.6.1 Format
The thesis is to be printed on white A4 paper. Text is to be double-spaced, with margins of 3 centimetres on all sides. Pages are to be printed on one side only. Text is to be in a standard, readable 12-point font. No exceptions to this format will be considered.

10.6.2 Structure
Thesis structure is largely up to the candidate and supervisor, however, the following structure is deemed appropriate:

- Title Page
- Abstract
- Declaration of Originality
- Statement of ethics approval
- Acknowledgments
- Table of Contents
- Table of Tables
- Table of Figures
- Chapters (including introduction and conclusion)
- References
- Appendices (including, if required and obtained, the ethics protocol and ethics approval)

Declaration
Students are required to precede the main thesis document with a declaration of content originality. The declaration certifies that the thesis is the author’s own work and that all sources have been cited.

Statement of ethics approval
If ethics clearance was required, the statement should read: “This research was undertaken in accordance with the Australian National University Human Research Ethics Committee Protocol Number [insert number].” Signature. Date.

If ethics clearance was not required, the statement should read: “As this thesis did not involve research involving human subjects, it did not require clearance from the Australian National University Human Research Ethics Committee.” Signature. Date.

Acknowledgments
This section allows the author to thank others for their assistance in researching and writing the thesis.

Length
The thesis normally has an upper limit of 100 typed A4 pages. All tables, diagrams, figures, charts or exhibits should be included within the page limit. This limit excludes references and bibliographies, appendices, table of contents, table of figures, and table of tables. Alternatively, the thesis may be structured like a journal article ready for submission (about 50 pages including appendices). The choice of a 100 page or a journal article style thesis is left to the discretion of the student and supervisor. The student should consult the supervisor in terms of the choice and notify his/her choice to the honours convenor.

Referencing
All unoriginal material must be adequately referenced. The citation method must be consistent throughout the thesis. Students are advised to select a referencing method which is consistent with the published literature in their discipline and consult their supervisor for an appropriate method.

10.7 Examination
An assessment panel consisting of three members will examine each thesis. The Honours Convenor is the ex officio chair of the panel and will appoint two other panel members who will examine each thesis. In the event of these two panel members recommending marks that are ten or more marks different, a fourth panel member shall be appointed to examine the thesis.
10.8 Grading Criteria

This statement of assessment criteria has been prepared to achieve the following aims:

- to encourage and assist the preparation of high quality final honours theses by providing clear guidelines as to what is considered important in a good thesis in terms of the desired learning outcomes of the final honours year;
- to provide well structured opportunities for achievement at all stages in the preparation of a thesis, and by providing motivation, self-perception and other positive approaches to research and writing;
- to serve as a means of identifying individual strengths and difficulties during the research and writing process, and of encouraging students to learn from the feedback from supervisors and others called upon to help during the preparation stages;
- to give clear expression to the educational objectives of the School about the purposes of the thesis component of the honours course;
- to ensure consistency in the quality and in the grades awarded for honours theses presented in the School;
- to maintain good supervision, learning and achievement standards; and
- to provide accurate certification of the level of achievement reached by students completing honours theses in the School.

Examiners are asked to assess the adequacy of the following aspects of the thesis:

- Statement of study focus, problem/research objectives and research questions
- Appropriateness of the title: does it accurately reflect the content
- Review of relevant literature
- Development of propositions/hypotheses
- Research design and data
- Description of research methodology
- Analysis and discussion of results
- Acknowledgement of limitations of the study
- Conclusion, recommendations and implications
- Logical argument/Structure of thesis
- Clarity of presentation

An honours thesis is often a difficult piece of work to assess, partly because of its length, partly because the time available for the research project may limit the data that can be collected for analysis. Such limitations should be understood by students, supervisors and examiners. A major difficulty is that each thesis is unique in the sense that it examines a problem or a set of data or records, or it develops or applies a method of analysis or critical technique to a problem not before knowingly attempted by a scholar. It is this character of uniqueness that at once provides both the greatest challenge and test of ability that an undergraduate student will face during their undergraduate career, and challenging problems of assessment for academic supervisors and assessors called upon to mark the work.
Writing and assessing final honours theses calls for considerable use of judgement both by those who write the thesis, and those who supervise and assess it. Inevitably, differences in interpretation will occur within any set of criteria used to assess the quality of a final thesis. The following list of criteria acknowledges this limitation. It should, therefore, be regarded as a guide to judgement rather than as a rigid set of rules to be followed mechanistically.

If you are not certain about how to interpret the criteria, or are concerned that your interpretation may be different from that of your supervisor or of those who will mark the thesis, you must clarify those areas of concern before the thesis is presented for examination, especially if you feel they do not allow you to express your ideas to their best advantage, or may hinder a favourable assessment of the final thesis.

**Fail (less than 50%)**

A thesis will receive a mark of less than 50% if it fails to meet the basic requirements of a pass. Students who are judged to be in danger of failing to achieve a pass may be warned in advance of presenting their thesis that their work indicates continuing failure to meet the standards required to achieve a pass grade. Students who consider their current level of achievement may not be high enough to achieve a pass should make their concern known to their supervisor(s) at the earliest possible moment.

If a student is warned of the possibility of failure, or indicates a concern that he or she might fail, steps will be taken immediately by the supervisor and the Honours Convenor to identify the areas of concern and to counsel the student through the difficulties to a satisfactory conclusion.

**Pass (50% to less than 60%)**

A pass mark of less than 60% for a thesis indicates that the student has achieved a basic comprehension of the research methods used in the discipline, but has limited aptitude for engaging in the higher scholarly discourses of the discipline. In addition:

- The thesis meets all the basic requirements of writing and presentation set out above, but continues to display evidence of insufficient attention to the details of the writing and presentation processes. Sources and references are inadequate in quantity, and are drawn from a narrow range of published sources. Non-verbal forms of expression, such as graphs, tables, etc., if used, have limited reference to the argument or are not well thought out or presented.

- The thesis contains a clearly identifiable structure, though the individual arguments it contains may not always be well-structured. The relationship between the parts of the arguments may not always be clear, or may not always contain enough support for key aspects or the final conclusions.

- The thesis displays a good basic knowledge of specific facts and general concepts relevant to answering the problem in hand, but has confined the research component of the thesis to a limited, well-known and easily accessible selection of data and texts.

- The thesis shows limited evidence that basic ideas and texts studied during the student's undergraduate course, and in the honours year, have been used, or their implications appreciated.

**Credit (60% to less than 70%)**
A credit mark indicates that the student has achieved a greater comprehension of the main elements of research methods used in the discipline than is required for a pass award. In particular, it shows that:

- The student has demonstrated the ability to complete a research program under the guidance of an experienced academic; has clearly demonstrated good library searching skills; and has some comprehension of the higher skills of scholarly discourse required within the discipline.
- The thesis contains no gross deficiencies in writing or presentation, though it may demonstrate evidence of requiring more attention and instruction in the processes of writing.
- The argument of the thesis as a whole, and the individual arguments it contains, are well-structured and supported by documentary evidence drawn from data and published sources, and from theoretical literature relevant to the discipline.
- The thesis shows a good familiarity with the main literature relevant to the thesis topic, though it may have omitted some important items. There is a good understanding of the main data and the analytical techniques used in the thesis, and their main deficiencies and problems. The thesis shows a good understanding of the main ideas that form the basis of the thesis topic, although the writer may not have indicated an appreciation of their wider ramifications, or have integrated them into the thesis.
- The writer has attempted, though with limited success, to apply the principles, ideas, and theories learned in the relevant academic disciplines to discriminate between arguments, or to organise and to analyse arguments and data used in the thesis.

**Distinction (70% to less than 80%)**

A distinction thesis contains all the strengths of a credit thesis but with significantly fewer of its failures. It demonstrates a greater comprehension of the higher levels of discourse in the discipline, and shows the writer is capable of maintaining a sustained, cogently expressed argument throughout the thesis, and is able, under guidance, to identify and to specify a significant problem clearly, and to develop a research program designed to answer that problem. In addition:

- The written expression is clear, direct and simple. Other forms of non-verbal expression such as graphs, tables, etc., are relevant and well prepared.
- The thesis contains a sound, logical structure throughout. The arguments used are persuasive and are well-supported by empirical evidence, by the use of literature, and/or by the use of theory appropriate to the analysis of the problems being considered.
- It contains more evidence than is found in a credit thesis of extensive reading and use of data, and of the ability to discriminate between ideas, and the quality of argument and evidence used by other scholars whose work relates to the topic of the thesis.
- It displays the ability to break down arguments to their constituent parts for the purpose of critical assessment (analytical ability) and to establish clear conclusions. The thesis shows some willingness or ability to rearrange elements to constitute structures or perceptions not clearly there before (synthesis).
**High Distinction (80% or more)**

A high distinction thesis contains all the features outlined for a distinction, but in addition:

- It shows all the structural and technical elements of good writing.
- It contains evidence of extensive reading and research, and the ability to integrate them into well organised arguments going well beyond, perhaps imaginatively beyond, what is required for a distinction grade.
- The thesis is markedly more characterised than a distinction thesis by evidence of strong critical awareness of the importance of the academic and wider context, and of the relevant literature affecting the issues being examined.
- It shows greater comprehension than for a distinction essay of the critical, analytical and synthesising skills required to formulate and to complete a research program successfully, and of the ability to appraise accurately the wider implications for further research and (perhaps) for other issues in the relevant discipline of the results of the completed research.
- At the highest level of achievement the thesis will demonstrate evidence of strong ingenuity and flair based on all the learning objectives of the course. The thesis will be exciting, or surprising, or challenging, or erudite, and will indicate clear evidence of the ability to conduct higher levels of research in the discipline.

11. Facilities and funding

11.1 Honours centre

Subject to conditions set out in the *Acceptable Use Policy* (see Appendix 2), honours students will have access to the College of Business and Economics Honours Centre, Room 2100, Copland Building 024. The honours centre includes shared computers which give access to selected databases and software not otherwise available to students; a laser printer and photocopier (students must supply their own paper); and lockers on a first-come first-served basis.

11.2 Funding

Normally, no funding will be made available to honours students for travel. Students therefore need to develop a research proposal which either (i) can be completed in or from Canberra or (ii) which draws on private funding or other funding outside the College of Business and Economics. In the case of (ii), the student will need to demonstrate that the funding is available before a proposal that requires travel is approved.

Under no circumstances will any expenses be reimbursed but RSM may, upon written application to the Honours Convenor, provide the following directly:

1. photocopying on the RSM photocopier of students’ ethics applications;
2. it is preferred that students use ANU’s Apollo survey software: [http://apollo.anu.edu.au](http://apollo.anu.edu.au), however with the written agreement of both the supervisor and the honours co-ordinator either 2 months of a single user license at [www.surveymonkey.com](http://www.surveymonkey.com) or some similar survey site (any other site must be approved in writing by both the supervisor and the honours convenor) for administration of an electronic survey/questionnaire; or photocopying on the RSM photocopier of students’ survey/questionnaire;
3. postage relating to the administration of a survey/questionnaire; the amount of postage will be capped and should not normally exceed 150 survey forms in a DL sized envelope (220 x 110mm) or 100 forms in a C5 sized envelope (229 x 162mm).

Students are responsible for the costs of copying and binding their thesis.
Appendix 1: ARIES Human Ethics Module Quick Guide
ARIES Human Ethics Module
Quick Guide

Login to ARIES
Open a web browser and go to https://aries.anu.edu.au/content/ASP/ANULogin.asp
Log in using your University ID and Horus password. If you are unable to login, ring the
ARIES Helpdesk on ext 56782.

PLEASE BE AWARE that your ARIES session will expire if there is no activity for 15 mins.
Save and close your protocol by clicking SAVE on the Header tab if you take a break
during your data entry session. This 15 min timeout is imposed by ANU, and is not
something we are able to change.

Create an Human Ethics Protocol
In practice you should choose expedited except in cases where you know from experience
that it needs to be a full protocol. The reason for this is that the system will guide you and
if your entries dictate that the protocol needs to be full then the system will indicate this
without your losing any of the data you have entered.

Under the He – Human Ethics icon on the menu, select the 2nd option Create a New
Protocol. This will take you to a message regarding training. Select 'Create', then click on
either the Expedited Review form and Full Review form link. ARIES will open a blank
data entry screen, which is organised in tabs.

Alternatively, select the 3rd option See your current protocols and ARIES will display a
list of the protocols you have entered or where you are an Investigator. Click on the
Create button, then click on either the Expedited or Full review link. ARIES will open
a blank data entry screen, which is organised in tabs.

You must enter a Program type, Title, Start date and End date on the "Header" tab.
Once entered, click on the "Investigators" tab to enter further data to ensure your
protocol is allocated a protocol number.

When entering data on the "Investigators" tab, there are different sections for Internal
(ANU) Investigators and nominees and External (non-ANU) Investigators. Click the ADD
button in the relevant section and enter the surname of the Investigator to be added.
ARIES will return a list of matching surnames. Select the required Investigator and click
the ADD button against the Investigator name. Add all investigators and nominees in the
same manner.

Select and enter answers to the “Questions” and “Project Details” tabs. If applicable, the
system will direct you to the “Privacy” tab, where you will have to enter data. ARIES will
warn you if you try to move to a different tab without entering mandatory data.

Uploading Documents
ARIES has the ability to store pdf, doc, wav, mp3, xls, tif, tiff, jpg, jpeg, mov, wma, docx,
xlsx documents with a protocol record.

To upload a document, go to the "Documents" tab and click the ADD button. Type a name
for your document, then use the BROWSE function to locate the document on your
computer. You can upload several documents in this manner. The documents uploaded to
the documents tab must be named uniquely. The following convention can be used:
Year_ProtocolNo._Surname_document description.doc / pdf. For example,
2007_123_Smith_InformationSheet.doc.

Saving the Protocol
Once you have entered all data, return to the "Header" tab and click the
“Save" button. You may return to the protocol and add additional data if you need to.
Printing a Hardcopy
You can print a hardcopy at any stage during your data entry and after submitting the application.

Go to the "Header" tab and click on the [Print Form] button. On the screen "PDF Templates", click on [ ] to whichever form it is you have filled out (i.e. Expedited) and then click on the top link to display your application in PDF format. Print the document or use the 'zoom' function to magnify the text. Return to ARIES by closing the Adobe window, then click on the link labelled (2) click this link to return to your Ethics PDF, then click the [Close] button. **Any changes must be made through ARIES, not the PDF document. If you have submitted the protocol application, you will not be able to edit the protocol. Please contact the Ethics Office if you have submitted, and wish to edit your protocol.**

Submitting the Protocol
When you have printed the hardcopy and all researchers are satisfied with the information entered into ARIES, return to the protocol and complete it by clicking on the SUBMIT button. This will change the status from "Draft" to "Submitted". You will not be able to edit the protocol details once you have submitted. You will however be able to print your protocol application and access both the "Monitoring" and "Variation" tabs.

Update an Human Ethics Protocol
You can update existing protocols, for example to enter the Monitoring Information.

You may wish to update an existing protocol in the following circumstances:

- Modifying your proposal prior to its consideration by the Committee;
- Submitting your Monitoring (use the "Monitoring" tab);
- Submitting a Variation to your protocol (use the "Variation" tab);

How to Search for an Existing Protocol
You can find and edit any protocol which you have previously entered or where you are an Investigator.

Click on the Human tab, then click on the See your current protocols link.

Click on the [Search] button.
Enter
- the partial title of the protocol OR
- the protocol ID number OR
- an investigator's surname or staff ID

Hit enter or click on the corresponding [Search] button

Click on the [ ] button against the protocol you wish to update.

When you have finished updating the record return to the "Header" tab and click the [Save] button.

Log off
You must LOGOUT when all entering of data is completed. Click on the [Logout] button on the top left-hand side of the screen.

**Points to Note**

- An investigator must be added to a protocol otherwise the protocol will not be visible.

Appendix 2: Honours Centre Acceptable Use Policy
Honours Centre Acceptable Use Policy
College of Business and Economics

The use of the Honours Centre, room 2100 Copland, is subject to the following acceptable use policy.

Access
- You can access the Honours Centre during hours specified by the Dean. Initially there will be 24 hour access. However if the facility is abused access may be restricted.
- When the building is secured (1830-0730), please enter through Copland Building Entrance 5. This is the only entrance that will work with your ID Card. You must proceed directly to the Honours Centre.
- The Centre will be closed from time to time to allow sessions relating to Honours study to be run. These closures will be notified to students.
- College IT can close the Centre at any time for essential maintenance or for security reasons.
- Honours Centre access ends when a student submits their final research based assessment or completes their final examination. If students cease to be enrolled in Honours courses they will also lose access immediately.
- You must not provide access to anyone who is not an honours student in Business and Economics.
- You must swipe your ID card when entering the Centre. You must not prop the door open or override the ID card mechanism.

Appropriate Behaviour
- You must not use the Centre facilities for or in relation to behaviour that constitutes sexual harassment including the gratuitous use or display of pictures or objects with sexual connotations in a work or study environment within the University in circumstances in which another person reasonably feels offended, humiliated or intimidated;
- You must maintain a quiet working environment. Please use headphones when playing music CD's, and keep conversations quiet. Also do not stand in the corridor and talk as several academics have offices close by and they need a quiet environment.
- The Centre's resources must not be used for private/non-study related purposes.

Environment
- NO FOOD, DRINK or SMOKING in the Centre or in the corridors or stairwells adjacent.
- Place scrap paper in the blue recycling bin adjacent to the entrance. Place non-paper waste in the metal rubbish bin.
- Do not leave books or other materials lying around the room – take them with you.
- Lost property will be taken to the Faculty Office for collection.
- **Lockers are allocated on a first-come first-served basis.** You must supply your own padlock. The College reserves the right to force entry into any locker after the student has left study in the College or if otherwise authorised by the Dean.

Printing
- The College provides two laser printers for your use. You need to supply your own paper.
- The printers are set up in your user settings as HON2100-1 and HON2100-2. Select which printer you want to print to and put paper in that printer.
- If the printer is low in toner, please contact College IT.
- If a paper jam occurs, please do not attempt to clear it by force, contact College IT.

Photocopier
- The photocopier is supplied for your use. You need to supply your own paper.
- If the photocopier jams or requires servicing, please contact College IT.
- The photocopier is not to be used for non-study related purposes.
Accounts and PC usage
- You will be supplied with a College computer account separate to the normal student account. This account only works in the honours Centre.
- You are responsible for ensuring the security of your password. Any unauthorised usage should be reported immediately.
- All documents and data generated by you should be stored in your My Documents area that has a 200MB capacity. If you require more space, please contact College IT. Materials should not be stored on the local hard disk. They may be deleted at any time.
- Do not attempt to install your own software on the PC systems. College IT can arrange for additional software to be installed if it is work-related and licences can be obtained.
- You must not attempt to log on to another user’s account, observe their password, or send email pretending to be another person.
- Students must share the facilities. You are not permitted to lock your PC for extended periods of time. College IT will log out all accounts found to be locked.

Internet Access Policy
- Internet Access is provided in the same way as the student laboratories. You need to type your username and password before accessing sites off campus.
- All access counts against your student web quota as in the undergraduate laboratories.
- All access is logged and may be monitored under University policies.
- If you run out of quota, contact College IT during business hours.
- You must not attempt to bypass Internet access restrictions.

Research Software
- To obtain access to research software installed on Centre computers you contact College IT.
- Further restriction on access to certain packages may apply. Contact the IT Centre for further information.

ANU Policies

Contact Details
- College IT – x53435 or email to cbeithelp@anu.edu.au
- ANU Security – x52249

Penalties for Inappropriate Behaviour
When the College IT Manager becomes aware of a user breaching this policy, they will:
- Prepare evidence for presentation to the Dean outlining the nature of the breach
- Take any reasonable steps to prevent further cost or damage to the College until the user has explained their actions
- Advise the Dean of the breach and make recommendations as to penalties

Stage 1: Internal
The Dean will review the case and may make a decision as to a penalty to be imposed on the user. This can include suspension of access to some or all computing resources of the College or any other penalty that the Dean is permitted to impose by the University’s rules and statutes.

Stage 2: ANU Disciplinary action
For more serious matters, disciplinary action may be carried out at the formal University level. Users should be familiar with the penalties that can be imposed as specified in the ANU Discipline Rules (http://www.anu.edu.au/cabs/rules/)

Acceptance
I have read the above policy and agree to abide by its conditions. I also agree to follow any reasonable direction from a member of staff of the University.

Signed: .................................................. Date: .................

Print Name: .................................................. Student ID: .................
Appendix 3: Summer Research Scholarships

For general further information on summer research scholarships at ANU see:
and for information specific to the College of Business and Economics see:
http://cbe.anu.edu.au/Current_Students/general_info/SRS/

General information

If you are currently enrolled full time at a university in Australia or New Zealand, you can get a head start now!

A Summer Research Scholarship at The Australian National University is an exceptional research opportunity, providing insight into what studying for an Honours or a graduate research degree is all about. The Summer Research Scholarships provide contact with distinguished researchers and offer you access to facilities and materials which may not be available where you currently study. You will be immersed in a challenging research environment helping you to make an informed decision about studying a higher degree by research.

The ANU Summer Research Scholarships are offered each year to third or final year undergraduate students (including current Honours students) who are currently enrolled at universities in Australia and New Zealand and are interested in pursuing an Honours program or a higher degree by research.

A Summer Research Scholarship includes:

- Full board on campus
- A weekly allowance
- Return travel to Canberra
- An opportunity to undertake a short research project on an approved topic

Duration

Eight to ten weeks from mid November to late January.

The period of tenure of a Summer Research Scholarship will be specified in the letter of offer. The minimum period is generally eight weeks and the maximum is generally ten weeks. The period of tenure is normally broken into two parts to allow for the Christmas period when the University is closed and the weekly allowance is not normally paid during periods away from the University.

Areas of Research

The School of Management, Marketing and International Business offers a range of courses in the area of marketing, management and international business and is a primary provider of teaching and supervision of candidates in graduate diplomas, master and doctor of philosophy degrees.

- International Business: international business management, international human resource management, international marketing, cultural issues.
➢ Management: corporate governance, SME behaviour and development, organisational structure and restructuring, management decision making and behaviour, cultural and strategic issues.

➢ Marketing: e-marketing, international marketing, international and strategic issues.

➢ Corporate Sustainability: business and the natural environment, business and its social stakeholders, sustainability and ethics, sustainability and corporate governance.

Application
Applications for the 2014/2015 Summer Research Scholarship program must be made using the online application form in August 2014. Please refer to the application process information for further details on how to apply.

Further Information
Please email: summer.scholarships@anu.edu.au

Downloadable flyers
Summer Research Scholarships information for Australian students
Summer Research Scholarships information for New Zealand students
Summer Research Scholarships information for New Zealand students in Christchurch

Contact
Erin Pugh
Summer Research Scholarships
ANU College of Business and Economics
Telephone - 02 6125 8016
erin.pugh@anu.edu.au
Appendix 4:
The thesis titles of some successful honours candidates
(Supervisors identified in brackets)

Chen, Xi Wen 2013. *The role of job-focused self-efficacy on the relationships between the work-family interface and job satisfaction* (Assoc. Prof. Thomas Kalliath)

Samoylov, Nikita 2012. *How the position of knowledge assets in their fields affects their value* (Prof. Ujwal Kayande)


Harpley, Samantha. 2010. *Broker Innovation: Process-tracing the Role of a Broker in Front-End Innovation at VEIL.* (Dr Gary Buttriss)

Hamblin Wang, Sophia. 2009. *The Determinants of Local and Global CSR of Western Multinationals in China: A Multiple Case Study Approach.* (Dr Lin Cui)

Sibunruang, Hataya. 2008. *Affective Commitment and Employee Outcomes: The Mod erating Roles of Perceived Organisational Support and Allocentrism.* (Professor George Chen)

Giam, Sui Qing Spencer. 2008. *The Beliefs in Leadership Development: An Exploratory Case Study on the Instructors of the Singapore Armed Forces Officer Cadet School.* (Dr Royston Gustavson)

Maksom, Hoirul Hafiidz Bin. 2007. *Understanding the basis for Leader–Member Exchange differentiation in the Singapore Armed Forces.* (Dr Richard Winter)

Jarzynski, Patrick W. 2006. *Sponsorship logo size, position and sponsee performance on consumer recall and purchase intention.* (Andrew Hughes)

Jackson, Brent A. 2004. *Expectations and values in the new workforce: A cross-cultural examination of Generation ‘Y’.* (Dr Richard Winter)

Sahan, Erinc. 2003. *The effects of trade liberalisation on the clothing and apparel industry in Turkey during the 1990s.* (Dr Pierre van der Eng)