

# **VICTORIA UNIVERSITY**

## **Faculty of Arts, Education & Human Development**

**Bachelor of Applied Science (Human Movement)  
Bachelor of Arts (Sport Administration)  
Bachelor of Arts (Recreation Management)**

# **Honours**



**Student Manual**

**School of Sport & Exercise Science**

**2011**

## COURSE GENERAL INFORMATION

### Contacts:

Honours Courses Coordinator	Dr Harriet Speed	Ph: 9919 5412 Email: Harriet.Speed@vu.edu.au Harriet.Speed@vu.net.au Room: L208
Honours Courses Administrator	Ms Anna Calidonna	Ph: 9919 4470 Email: Anna.Calidonna@vu.edu.au Room L129
School of SES Office Room: L122	Ms Teresa Kaczynski	Ph: 9919 4129 Email: Teresa.Kaczynski@vu.edu.au
	Ms Maureen Ryan	Ph: 9919 4345 Email: Maureen.E.Ryan@vu.edu.au
Student Counselling Services		Ph: 9919 4418 (Footscray Park)
Student Advisory Service		Ph: 9919 4360 (Footscray Park)

### Honours Website:

<http://honours.angelfire.com>

### Classroom Contact Hours:

Intensive Training Sessions (February): Wednesdays, 11am-2pm, Room L203

Honours Seminars (Semesters 1 & 2): Wednesdays, 11am-1pm, Room L207

### Recommended Reading:

Thomas, J.R., Nelson, J.K., & Silverman, S.J. (2005). Research Methods in Physical Activity. (5th Ed), Champagne, Ill.: Human Kinetics

Berg, K.E., & Latin, R.W. (2008). Essentials of Research Methods in Health, Physical Education, Exercise Science and Recreation. (3<sup>rd</sup> Ed), Baltimore, MD: Lippincott Williams & Wilkins.

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## VU GENERAL INFORMATION

### Website

The Faculty of Arts, Education and Human Development hosts a website which contains a number of documents which you will find useful. The address for this is: <http://www.vu.edu.au/current-students>

### On this site you will find:

**How to select your units and work out your timetable** – this offers an overview of degree structures.

**The timetable** – here you will find the times of classes and the rooms where they are held. It is worth checking these details close to the start of semester in case anything has changed.

**Useful web addresses** – this shows you how to access your VU email address. You will find that the faculty, your lecturers and tutors will send you important emails during the semester and it is crucial that you are able to access this information.

**Students' rights and responsibilities** – this is a list of what you can expect from studying at university, and what the university expects from you.

**Plagiarism** – there is a student's guide to plagiarism, how to avoid it and the penalties involved in engaging in plagiarism or academic dishonesty available here.

**Essay guide online** – here you will find a guide to the writing and presenting of essays. It contains an overview of structuring essays, of providing comprehensive references (Oxford, Harvard and APA) and of compiling a reference list.

### Other useful information:

**Teaching and Learning Support** (<http://www.vu.edu.au/current-students/learning-support>) – there are a number of academic support services offered to students which include:

- Study skills workshops
- FAQs - the questions often asked by students
- Skills needed for your studies e.g. oral presentations
- General study skills - What is a lecture? What is a tutorial?
- Exam techniques
- Writing academic essays
- Information specific to particular units or courses
- Mentoring
- Plagiarism

### Handing in assignments

Submission of the Honours Thesis and any seminar work is to be directly to the Unit Coordinator, Dr Harriet Speed, either at class on the due date or the appropriate pigeon hole opposite the School's main office, if submitted early or late.

### Penalties for late assignments

The thesis is to be submitted by the 10 October, 2007. Late submissions will incur penalties of 10% of the attained mark for the first week that it is late, and 5% for each subsequent week. Applications for extensions will be considered only when a formal request is made to the Unit Coordinator before the due date. Application forms can be obtained from the School's main administration office.

### Special consideration

If you feel that illness or personal difficulties have impaired your performance you may ask for Special Consideration which can facilitate late submission, and alternative arrangements for assignments. This can cover both emotional and physical difficulties. You need to contact a student counsellor to arrange this.

### Arrangements for disabled students

Disabled students should discuss their specific needs with the Unit Coordinator. A range of support services for disabled students are available both within the School and the University, generally.

## INTENSIVE TRAINING PROGRAM

In 2011, honours students are required to attend an intensive research training program being held in February over 4 consecutive weeks. Sessions will be held on Wednesdays, 11am – 2pm in room L203. The first session will also include an induction session which will cover important information about key tasks that students will need to accomplish during the course of the year, including submission of an ethics application (where necessary), the design and conduct of a research project, development of a research portfolio and the submission of a written thesis. The session will also cover information relating to Honours supervision, research colloquia in the School, and the resources (e.g., space, computing facilities, photocopying, library research resources) available to Honours students.

### 2011 Training Schedule

Date	Training Topic	Tasks
2 Feb	Course intro. Research in sport and exercise science. The research proposal.	Seminar
9 Feb	Occupational health & safety, research code of conduct	Seminar and lab training workshop
16 Feb	Ethics in human research & the ethics application	Submit Research Proposal
23 Feb	Accessing research literature: Library workshop and EndNote workshop	Library workshops*

## RESEARCH PORTFOLIO

To supplement the honours seminar and research program, students – particularly those who are considering undertaking higher research degrees after their honours year – are encouraged to develop a Research Portfolio throughout the duration of their honours course. The aim of the portfolio is to assist students in being more competitive for postgraduate research scholarships and provide them with a broader research training program.

During the year, students will be given opportunities by the School to engage in a range of research-based activities, such as (but not limited to):

- Specialised lab/technique training sessions;
- Attendance at local conference(s), research-based seminars and talks;
- Submission of peer-reviewed abstracts and presentation of research; and
- Involvement in other research projects in, and external to, the School.

Throughout the year, honours students can undertake as many activities as opportunities present and add them to their research portfolio as they are undertaken. Each activity will have an accompanying activity description and students will receive formal recognition (certificate), both of which can be included in their research portfolio to assist them build up a strong research profile.

### Semester 1 Schedule

Week	Date	Seminar Topic	Tasks
1	2 Mar	Undertaking a literature review	Seminar
2	9 Mar	Student Presentations	
3	16 Mar	Student Presentations	
4	23 Mar	Student Presentations	
5	30 Mar	Student Presentations	
6	6 Apr	Writing a thesis – overview	Seminar
7	13 Apr	Literature review workshop	Seminar
8	20 Apr	Writing up methodology	Seminar
<b>MID SEMESTER BREAK</b>			
9	4 May	SPSS / Excel stats workshops	Computer lab 12-2pm C505
10-12	11-28 May	No Seminars	<b>Submit lit review 28 May, 2011</b>

### Semester 2 Schedule

Week	Date	Seminar Topic	Tasks
1	27 Jul	Analysing and writing up results	<b>Submit Progress Report</b>
2	3 Aug		
3	10 Aug	Writing the discussion and conclusion	Seminar
4	17 Aug		
5	24 Aug	Presentation of the thesis	Seminar
6	31 Aug		
7	7 Sept	Postgraduate Research & Scholarships Information Session	Seminar
8	14 Sept		
9	21 Sept	Research Publications & Presentations; Thesis Submission Information	Seminar
<b>MID SEMESTER BREAK</b>			
10	5 Oct		
11	12 Oct	<b>THESIS SUBMISSION DATE</b>	
12	19 Oct	Course summary and evaluation	Seminar

# Honours in Sport & Exercise Science, Recreation Management, Sport Administration

## 1 GENERAL COURSE DETAILS

### Rationale

The Honours program complements and supplements the School's current undergraduate programs. The Honours courses are based on broad interdisciplinary programs of study in sport & exercise science, recreation management, and/or sports administration. Conducting the course in this interdisciplinary manner has two distinct advantages. Firstly, it provides an opportunity for students to understand and appreciate the various theories and practices of sport, exercise and recreation in an integrated manner. Secondly, it alerts students to, and prepares them for, applying their knowledge and skills in a wide variety of professional and vocational occupations. While the general pass degree is valuable in its own right, there is also a need for more specialised expertise, especially in the research area. The Honours course has been designed to satisfy these needs.

### Aims

The aims of the course are:

- to promote the development of the student as an independent researcher in a specific discipline area related to sport and exercise science, recreation management or sport administration;
- to promote scholarly inquiry across the wide range of sport, exercise and recreation disciplines.

### Objectives

Upon completion of the course students should be able to demonstrate:

- an understanding of the depth and breadth of knowledge and skills associated with a particular research area; and
- the academic rigour to design, carry out and evaluate a related research project.

### Structure

Semester 1	Credit Points	Hours
AHH 0421 Honours Thesis AHR 4431 AHS 4031	48	24
<b>Semester 2</b>		
AHH 0421 Honours Thesis AHR 4431 AHS 4031	48	24
<b>Total</b>	<b>96</b>	<b>48</b>

## 2 SELECTION, PROGRESSION AND GRADUATION POLICY

### Entrance Requirements

The minimum requirement for admission into one of the School's honours courses is the completion of Victoria University's Bachelor of Exercise Science & Human Movement or Bachelor of Sport & Recreation Management, or their equivalent, with a Credit (C) standing overall and a Distinction (D) standing in subjects directly related to the intended discipline of Honours research.

### Duration of the Course

The Honours courses normally take one year full time study to complete.

### Mode of Study

The course is offered full-time, on-campus at the Footscray Park campus. Students wishing to undertake the course part-time are required to obtain permission from the Honours Coordinator.

### Progression and Graduation Requirements

- To be eligible to continue in the Honours course, the student must receive a satisfactory Honours Progress Report (See Appendix 6.2) at the end of the first semester of study. Students receiving an unsatisfactory report will normally be required to show cause as to why they should be allowed to continue the course;
- Students who are graded N for the Honours Thesis will be deemed to have failed the course.

- **Grade Classification**

H1	80 - 100%	First Class Honours
H2A	70 - 79%	Second Class Honours, Upper
H2B	60 - 69%	Second Class Honours, Lower
H3	50 - 59%	Third Class Honours
N	0 - 49%	Fail
L		Not Yet Assessed - Special Cause

The following broad definitions of the honours grades are applied:

**H1:** awarded to outstanding students with high-level performance in all aspects of undertaking a research project and writing a thesis.

**H2A:** awarded to students who show a high level of competence with well-structured arguments leading to development of the hypotheses, appropriate methodology and statistical treatments and an accurate interpretation of the results but may have some minor weakness in presentation or structure or some minor inconsistency or oversight.

**H2B:** awarded to students who demonstrate reasonable competence in conducting research and writing a thesis but whose work includes critical misconceptions, inconsistencies or omissions in one or more areas.

**H3:** awarded to students whose work shows a number of misconceptions, inconsistencies or omissions.

**Fail:** incurred if the student has failed to demonstrate competence in the major part of the honours course.

- The completed thesis will be examined by two academics with expertise in the specific area of the research. These may be internal or external to the School or the University and will not include the supervisor and persons associated with the research project.

Each examiner will independently recommend one of the following outcomes to her/his assessment of the thesis: PASS (H1, H2A, H2B, H3), DEFERRED, OR FAIL (See Appendix 6.5). In the event of a major disagreement between the examiners, a third examiner may be appointed. A major disagreement is deemed to be more than a letter grade difference between the two examiners in the PASS category, or a DEFERRED-PASS split, a PASS-FAIL split, or a DEFERRED-FAIL split. A DEFERRED-grade means that the student will be allowed to resubmit the thesis for examination after major revisions.

- To graduate the student must pass the thesis, make any recommended minor corrections and revisions to the satisfaction of the Honours Supervisor and the Honours Courses Committee, and submit one hard-bound copy of the thesis to the Honours Coordinator.

### **Special consideration**

If you feel that illness or personal difficulties have impaired your performance you may ask for Special Consideration. This can cover both emotional and physical difficulties. You need to contact a student counsellor to arrange a special consideration request.



### 3 AHH 0421/ AHR 4431/ AHS 4031: HONOURS THESIS

#### **Subject Description:**

The Honours Thesis is designed to be an educational experience that gives the student the opportunity to conceptualise, design, implement and evaluate a specific research project related to sport and exercise science, recreation management or sport administration. Unlike a Masters or Doctoral thesis, the Honours Thesis is not expected to, although it may, contribute to a discipline's body of knowledge.

#### **Aims:**

The broad aim is to promote the development of the student as an independent researcher. The specific aims are to:

- develop and use the skills necessary to design and conduct a research project; and
- develop the skills needed to present a formal written thesis.

#### **Objectives:**

The student should be able to generally display the resourcefulness and academic rigour required of an independent researcher. More specifically the student should be able to:

- identify/construct a research problem or issue;
- review the relevant literature;
- determine appropriate methods (including ethics) to study the problem;
- collect and analyse data, using suitable quantitative, qualitative or other appropriate methods and techniques;
- report the results, discuss the results in the context of the review of literature, draw conclusions, evaluate the process undertaken and make recommendations for future research and for practice; and
- present the whole process clearly and accurately in a formal thesis normally between 10,000 and 12,000 words.

#### **Teaching Methods:**

The research process will be monitored by regular meetings with the supervisor in light of the agree-upon Thesis Proposal. Students will also be required to attend a 4-week intensive research training program in February and weekly or fortnightly research seminars during the semesters. Students are also encouraged to attend periodic research colloquia as organised by the School. To supplement the honours seminar and research program, students are encouraged to develop a Research Portfolio throughout the duration of their honours course. On the advice of the supervisor, students may be required to undertake coursework studies to acquire or develop the knowledge and skills required to successfully complete the thesis.

#### **Notes:**

1. Research involving the use of human subjects must be approved by the University's Human Research Ethics Committee (or Faculty subcommittee) before the project commences.
2. The supervisor is responsible for completing and submitting the "Honours Thesis Examiners Form" prior to the release of the thesis for examination. (See Appendix 4).
3. The supervisor and student are responsible for completing and submitting the "Release of Honours Thesis Form" when the thesis has been completed. (See Appendix 5)

## 4 PHOTOCOPYING AND PRINTING

### SCHOOL OF SPORT AND EXERCISE SCIENCE

#### Policy for Masters by Coursework and Honours photocopying

##### **School Photocopying**

All coursework masters, students and honours students will receive photocopying support for the thesis component of their study program from the School. The photocopy allowance will be for a 500 (maximum) copy allocation per student to support the production of the research project/thesis components of their study program.

Students will receive a School photocopy number immediately after enrolment that will be issued through the School Administrator (Finance) – Footscray Park Campus, main office. Students must have evidence of their enrolment status and a letter from their principal supervisor (see Appendix 6) before being issued with a photocopy number. Students who are not based at the Footscray Park Campus will be issued with a letter that will detail the relevant contact person in charge of photocopiers at other campuses.

##### **Library Photocopying**

Coursework masters and honours students will receive a \$25.00 (maximum) allocation on their student identification card. This allocation is for the duration of the course in which the student is enrolled. Each student will be refunded up to but not in excess of \$25.00 on submission of a receipt to the School Administrator (Finance) - Footscray Park Campus, main office.

##### **Thesis/Project Printing**

Coursework masters and honours students will receive support for the printing of the number of thesis/project copies required for the process of examination and final submission. Students are advised that apart from having a master copy of their thesis/project the support for printing will only be in accordance with the number of copies as determined by the Coordinator of the Course in which they are enrolled. The School will not cover costs for the binding of the final copies of the thesis/project, which is a required part of the final clearance process for completion of all coursework masters and honours degrees.

Arrangements for the production of these thesis copies are the same as for thesis printing for PhD/Masters by Research students, that is: one laser printed copy and other required copy(ies) printed by the print room.

## 5 PLAGIARISM AND UNFAIR CONDUCT

Plagiarism has become an increasing problem for both staff and students in the Faculty of Arts, Education and Human Development. Academic staff now have access to new software which detects plagiarism and they use this routinely. They also have a good deal of experience in identifying plagiarism. If you do plagiarise other writers' material, the penalties can be severe (refer to Student Services for further information).

### What is Plagiarism and Why is it Important?

**Plagiarism is defined throughout the University as 'A practice that involves the using of another person's intellectual output and presenting it as one's own'.** The following are examples of plagiarism and other dishonest practices:

- Copying out parts of any text without acknowledging the source(s). This may be written text, structures within texts, diagrams, formulae, sound files, still photographs, audio-visual material (sound and image files), graphics/animations/multimedia objects, other computer based material, mathematical proofs, art objects and others. This can be done as verbatim copying or paraphrasing;
- The use of someone else's concepts, experimental results, experimental conclusions or conclusions drawn from analysing evidence or arguments without acknowledging the originator of the idea(s) or conclusion(s);
- Submitting a substantially similar final version of any material as a fellow student, whether the co-operation on a piece of work was part of the assignment instructions or not;
- Falsification of results from experiments, surveys or other research methods and fabrication of data;
- Self-plagiarism or recycling, where substantially the same piece of work is submitted more than once for assessment;
- Ghostwriting, where a second or third party authors an assignment that is presented as the student's own;
- Plagiarism also includes 'borrowing' work from your classmates.

### How can I avoid plagiarism?

In all your academic work, you will be involved in reading, analysing and writing about other people's ideas. Obviously, when you do this, you will cite or quote these ideas, what others have said about these ideas, and YOUR analysis of these ideas.

When you do this, it is essential that you use references to show where you have reproduced material which you have found in your research, written by others. This can also include useful material from lectures. Whether you quote directly from other's work, or whether you paraphrase their work, you **MUST** acknowledge your sources using references. You will have help to do this during the semester.

The following website provide further details about plagiarism and how to avoid it:  
<http://www.vu.edu.au/current-students/learning-support/general-study-skills>

**PLAGIARISM IS TAKEN VERY SERIOUSLY BY THE UNIVERSITY BECAUSE IT IS A FORM OF CHEATING. IT VIOLATES INTELLECTUAL PROPERTY AND UNDERMINES THE CULTURE AND INTEGRITY OF INTELLECTUAL ENQUIRY WHICH IS FUNDAMENTAL TO ALL OUR WORK.**

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## 6 APPENDICES

### APPENDIX 1

#### HONOURS THESIS PROPOSAL AND ENDORSEMENT

Within the first weeks of commencement of the Honours course, students are required to show evidence of having a Thesis Proposal supported by a willing and appropriate supervisor. It is the student's responsibility to secure the advice and support of a Supervisor in the preparation of the proposal. The proposal should be written in a journal style appropriate to the sub-discipline of the intended Honours research. The Honours Thesis Proposal (of approximately 1000 words) should include the following:

1. **Thesis Title**
2. **Brief Description** (Including Background, Identification of Issue/Problem and Brief Review of Literature)
3. **Statement of General Aims and Specific Objectives**
4. **Method** (Including Ethical Risks and Safeguards)
5. **Specific Milestones and Time Line**
6. **Resources Required** (Including Dollar Estimates of Costs)
7. **Significance of Research**
8. **References**
9. **Endorsement by Student and Supervisor** (Names and Signatures Required)

Note: Proposed research involving the use of human subjects must be approved by the University's Human Research Ethics Committee before commencement of the project.

**The completed and endorsed Honours Thesis Proposal should be forwarded directly to the Honours Courses Coordinator.**

**2011 HUMAN RESEARCH ETHICS COMMITTEES  
MEETING DATES**

**FACULTY AEHD HUMAN RESEARCH ETHICS SUBCOMMITTEE**

<b>Meeting Dates Thursday:</b>	<b>Submissions Close Monday:</b>
20 January	10 January
3 February	24 January
17 February	7 February
3 March	21 February
17 March	7 March
7 April	28 March
21 April	11 April
5 May	27 April (Wed)
19 May	9 May
2 June	23 May
16 June	6 June

**UNIVERSITY HUMAN RESEARCH ETHICS COMMITTEE**

<b>Meeting Dates Thursday:</b>	<b>Submissions Close Wednesday:</b>
10 February	27 Jan (Thurs)
10 March	23 February
14 April	30 March
12 May	27 April
9 June	25 May
14 July	29 June

## APPENDIX 3

**HONOURS PROGRESS REPORT**

Honours students are required to complete a progress report at the end of the first semester of study detailing their progress over the semester. It is the student's responsibility to ensure that the completed form is lodged with the Honours Courses Committee. If a student wishes to submit an independent report, he or she can do so by sending it directly to the Honours Courses Coordinator.

**SECTION 1 STUDENT DETAILS (To be completed by the student).**

Student's Name: \_\_\_\_\_ Student No: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Honours Thesis Title: \_\_\_\_\_

\_\_\_\_\_

Start of Honours Course (*circle one*):          Semester 1                  Semester 2 (Mid-year)

**SECTION 2 STUDENT PROGRESS****Student's Comments on Progress**

Outline your progress over Semester 1 (Semester 2 for mid-year intake). Indicate the stage that you have reached in relation to the overall plan of research. If you have encountered any problems (technical, supervisory, personal, etc) which have impeded the progress of your research, outline them below.

**Supervisor's Comments on Progress**

Please ensure that any problems identified by the student are addressed in this section.

**Supervisor Recommendations**

- Honours Thesis work should continue unconditionally
- Honours Thesis work should continue subject to the following conditions:
  
  
  
  
  
  
  
  
  
  
- Honours Thesis work should be discontinued for the following reasons:

Signature of Principal Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**I have discussed my progress and reviewed the contents of this report with my supervisor.**

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**This progress report was considered by the School of Sport and Exercise Science Honours Courses Committee on: \_\_\_\_\_.**

Signature of Honours Courses Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX 4**

**HONOURS THESIS EXAMINERS**  
**Supervisors to Complete**

Student's Name: \_\_\_\_\_

Honours Thesis Title: \_\_\_\_\_

**Examiners**

Please supply the names, and full mailing addresses of two thesis examiners. Before making this recommendation you should contact the individuals concerned to determine whether they are willing and able to examine the Honours Thesis within the specified time frame.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please complete this form and submit to the Honours Course Coordinator at least 1 week prior to submission of the research thesis for examination.**



APPENDIX 5

**RELEASE OF HONOURS THESIS**

1. Release of Honours Thesis for Examination.

**1.1 Declaration by Student**

I, \_\_\_\_\_

declare that the thesis titled: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

is my own work and has not been submitted previously, either in whole or part, in respect of any other academic award.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**1.2 Release by Supervisor**

I approve that the above mentioned thesis is of sufficient standard and quality to be submitted for examination.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Please submit this completed form together with two spiral bound copies of the Honours Thesis with the Honours Course Coordinator when the thesis has been completed.

**Victoria University**  
School of Sport and Exercise Science  
PO Box 14428  
MELBOURNE VIC 8001

**HONOURS THESIS - CONFIDENTIAL EXAMINER'S REPORT**

**Name of Student:**

**Date:**

**Title of Honours Thesis:**

**Name of Examiner:**

**Address:**

**RECOMMENDATION OF EXAMINER**

Indicate one of the following outcomes as a result of your assessment.

The Honours Project should be classified as a **PASS** with a letter grade of ..... and mark of .....%.

OR

The Honours Project should be classified as a **PASS** with a letter grade of .....and mark of .....% subject to completion of corrections to the satisfaction of the School's Honours Courses Committee.

OR

The Honours Project should be classified as **DEFERRED** and the student should be permitted to resubmit the thesis in revised form;

OR

The Honours Project should be classified as a **FAIL** with a mark of .....%

**Honours Thesis Grade Classification**

H1	80 - 100%	First Class Honours
H2A	70 - 79%	Second Class Honours, Upper
H2B	60 - 69%	Second Class Honours, Lower
H3	50 - 59%	Third Class Honours
N	0 - 49%	Fail

**EXAMINER'S REPORT**

The examiner is requested to state as explicitly as possible on the attached form (Attachment A) the grounds on which the recommendation is based. It would be of assistance to the School's Honours Courses Committee if the report could include specific comments on the following:

- to what extent and how the thesis shows that the student understands the wider context of knowledge to which his/her research belongs and the relationship of his/her project to that wider context;
- the ability of the student to survey the relevant literature where appropriate and to document statements adequately;
- the extent to which the research undertaken, evaluated and reported in the thesis is well designed and carefully undertaken;
- whether the literary presentation of the thesis where appropriate is satisfactory; and
- any major and/or minor changes which should be made to the thesis.

Examiner's reports are normally made available to the student. If an examiner does not wish his or her name to remain on the report referred to the student, he or she is requested to indicate accordingly by signing the statement set out below. Any examiner who wishes to make any additional comments for the confidential information of the School's Honours Courses Committee is asked to write them on the attached form (Attachment B).

**I DO / DO NOT wish my name to remain on the report referred to the candidate.**  
(circle one)

Signature of Examiner: ..... Date:.....

This form and relevant appendices should be completed and returned (CONFIDENTIALLY) TO:

Dr Harriet Speed  
Honours Courses Coordinator  
School of Sport and Exercise Science  
Victoria University  
PO Box 14428  
Melbourne, Victoria 8001

APPENDIX 7

School of Sport and Exercise Science

Memorandum: Photocopying Request

To: Officer in Charge: Allocation of Photocopying allowance for Students enrolled in: Coursework Masters /Honours

From: .....  
(Principal Supervisor)

Date: .....

Subject: Request for Allocation of Student School and Library Photocopying allowances:  
.....  
(Student's name)

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In accordance with existing School of Sport and Exercise Science policy re: Research Student Photocopying/Printing, I submit information for the provision of a photocopying allowance as per the following student details:

Student Surname: .....

Other Names: .....

Student Identification No: .....

Course: Honours

Coursework Masters

Campus Photocopier: .....

Signature of Principal Supervisor: ..... Date: .....