

| | |
|------------------------------|---|
| Approving authority | Academic Committee |
| Approval date | 27 November 2014 (6/2014 meeting) |
| Advisor | Deputy Academic Registrar Academic Services academicsservices-policy@griffith.edu.au (07) 373 57726 |
| Next scheduled review | 2019 |
| Document URL | http://policies.griffith.edu.au/pdf/Role Statement Honours Program Director.pdf |
| TRIM document | 2018/9005089 |
| Description | This document describes the appointment of the Honours Program Director and the role and responsibilities of that position. |

Related documents

[Bachelor Honours Degree \(AQF Level 8\) Policy](#)

[Bachelor Degree \(AQF Level 7\) Policy](#)

[Guidelines for Undertaking a Dissertation in Bachelor \(Honours\), Graduate Diploma and Masters Degree Programs](#)

[Role Statement Course Convenor](#)

[Role Statement Program Director](#)

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

[Student Complaints Policy](#)

[Student Complaints Procedures](#)

[\[Scope\]](#) [\[Definitions\]](#) [\[Appointment of the Honours Program Director\]](#) [\[Broad Role Statement\]](#) [\[Detailed Responsibilities\]](#)

1. SCOPE

An Honours Program Director who is responsible to the Dean (Learning and Teaching) is appointed for all Bachelor Honours (AQF level 8) programs in accordance with this role statement.

2. DEFINITIONS

Bachelor Honours Degree (AQF Level 8) is typically equivalent to one year of full-time study, normally taken after the completion of a three year bachelor degree, referred to as “**end-on honours**”. For the Bachelor Honours Degree the University grants the award of the Bachelor of X with Honours.

A Bachelor Honours Degree (AQF Level 8) of four or more years in length may be studied concurrently with the bachelor degree, with the honours typically included in the final year/s of the program, referred to as “**concurrent honours**”. In a concurrent Bachelor Honours Degree there is no differentiated study program and all students awarded the degree receive one award the Bachelor of X with Honours. The requirements for the “**concurrent honours**” program are set out in the *Bachelor Degree (AQF Level 7) Policy*.

The term “**embedded honours**” refers to the award of Honours on the basis of a differentiated study program within a Bachelor degree (AQF Level 7) program which is four or more years (full-time equivalent) in length. Students who meet specified admission criteria may apply to change programs to the AQF Level 8 Bachelor Honours Degree and on successful completion receive one award the

Bachelor of X with Honours. The requirements for the “**embedded honours**” program are set out in the *Bachelor Degree (AQF Level 7) Policy*.

Dissertation refers to a coherent exposition of a research study in which the research objectives, relationship to other scholarly work, methodology and strategies employed and the results obtained are identified, analysed and evaluated.

Honours Program Director refers to the academic staff member appointed by the Group Board with responsibility to the Head of School/ Deputy Head of School for assuring the quality and success of Griffith's undergraduate research training, for monitoring and reviewing the progress and welfare of students enrolled in the end-on Honours degree, their supervision and examination.

Head of School – appointed by the University Council and responsible for the performance of the School/Department in teaching and learning, research and external engagement; and for planning and aligning financial and staff resources with the University's strategic objectives. Reference to a delegate of the Head of School in this document refers to the **Deputy Head of School** where the Deputy Vice Chancellor (Academic) has approved such an appointment.

3. INTERPRETATION

In this policy, reference to Academic Group, School, Group Pro Vice Chancellor, Dean or Head of School / Deputy Head of School shall have the meaning set out in "[Structure and Governance of Academic Groups of the University](#) policy."

4. APPOINTMENT

Each end-on Honours Program is required to have a duly appointed Honours Program Director who is an academically qualified (Level C or above), continuing full-time, part-time or fixed term staff member of the relevant academic element that is the host of the program (Host School/Group). The Honours Program Director is a member of academic staff appointed by the Group Board responsible for the program on the recommendation of the Head of School or their delegate in consultation with the Dean (Learning and Teaching).

In selecting academic staff for the role consideration should be given to their experience as an Honours supervisor, their experience as a researcher, their interest in enhancing students' research skills and developing a student research culture in the School or Group.

The appointment of the Honours Program Director should be for a minimum of two years. The time commitment involved in being an Honours Program Director will be considered as contributing to service and taken into account by the Head of School or their delegate in determining the staff member's academic workload. The host element should ensure resources are provided to assist the Honours Program Director in performing this role.

For the purposes of external accreditation requirements the role of Honours Program Director may also be referred to by another title. Other titles such as Discipline Lead may be used for the purpose of assuring professional accreditation or recognition bodies that the academic staff member has the appropriate authority to ensure proper curriculum guidance for the program and to develop and implement processes for the evaluation, assessment, and continuing improvement of the program, its educational objectives and outcomes. Professional accreditation or recognition bodies may also require the academic staff member holding such a position to be a discipline expert, eligible for membership or a member of the professional/recognition body as well as a senior member of academic staff. In appointing an Honours Program Director of this type the Group Board shall specify the alternate title to be used.

When a Bachelor Honours degree forms part of a double degree with a Bachelor degree the Honours Program Director is to take the role of both Program Director and Honours Program Director.

An acting Honours Program Director should be appointed whenever there is a period of absence.

5. BROAD ROLE STATEMENT

The Honours Program Director is responsible to the Head of School/Department or their delegate for overseeing all matters related to the end-on Bachelor Honours degree in accordance with the *Bachelor Honours (AQF Level 8) Policy*, including recommending to the Dean (Learning & Teaching) the class of Honours to be awarded each student enrolled in the Bachelor Honours Degree.

The Honours Program Director is expected to take a leadership role in assuring the quality of undergraduate research education and training, facilitating intellectually profitable interactions between academic staff and students, and among students. All responsibilities which relate to the role and performance of academic staff are exercised in consultation with the relevant Head of School/Department or delegate.

The Honours Program Director is responsible to the relevant Head of School/Department or their delegate and Group Board for the design, delivery and review of the Bachelor Honours program/s, as approved by the Academic Committee and published in the Programs and Courses Website, to ensure quality student learning experiences. The Honours Program Director is also responsible for assuring that the Bachelor Honours degree includes learning experiences that foster a cohort experience for all students.

The Honours Program Director is a critical communication link between the academic operations and the Student Administration functions concerning the program for which he or she is responsible. The Honours Program Director (or their designated acting Program Director during absences) should be available to respond promptly to requests for information and to make decisions in a timely fashion.

6. DETAILED RESPONSIBILITIES

The Honours Program Director is responsible¹ for:

6.1 **Quality Assurance and Quality Enhancement of programs**

- **Program Development**

When an Honours Program Director is asked to oversee a program development (refer [Program Approval and Review](#)) their role includes:

- Producing a [New Program Proposal](#) which documents the case for the program, its structure, requirements and content with supporting argument, and all information needed to be conveyed to students in the Programs and Courses website.
- Ensuring the Bachelor Honours degree is designed and conducted as a coherent integrated program.
- Aligning the program development with Griffith University's strategic priorities.
- Supporting the Dean (Learning & Teaching) in presenting the new program or major change submission to Programs Committee.

- **Enhancing Program Quality**

- Maintaining program coherence and consistency of the curriculum and standards by ensuring regular contact with Course Convenors and Supervisors to ensure overall quality of the coursework and research components of the Honours program.
- Assuring that assessment requirements and standards are appropriately planned and implemented across both the coursework and research components of the Honours program.
- Utilising University systems to monitor program alignment with the University's strategic directions in learning and teaching (for example: the use of consensus moderation in assessment; internationalisation; WIL; blended learning and Griffith Graduate Attributes).

¹ For some of the activities, the Honours Program Director has overall responsibility, but the activity is performed in conjunction with the SAO/PSO, the Group ASC and Student Administration.

- Reviewing the performance of the Honours program according to the annual, and five year, program review cycle, including preparation of reports in line with the Program Approval and Review process and provide advice to Course Convenors, Supervisors and the Head of School/ Deputy Head of School in relation to program improvements.
- Providing advice to Heads of School and the Group Board on students' course and teaching experiences within the Honours degree.
- Analysing Course Improvement Plans, including ensuring the implementation of recommended improvements.
- Monitoring the conduct of the honours program (e.g. demand, enrolments, progress, assessment outcomes) with a view to monitoring the standards implied by the classes of honours degrees awarded.
- Advising the Head of School /Deputy Head of School on the human, physical and financial resources required to deliver the Honours program effectively.

6.2 Engaging with the Industry / Profession

- Developing productive relationships with the industry/profession (including the relevant Industry Advisory Board) to ensure the relevance of program design, development of graduate attributes and employability skills of graduates.
- Managing the preparation of documentation for external accreditation or recognition of the program by professional bodies.

6.3 Leading and facilitating the teaching team

- Ensuring all staff have completed the level of qualification that they are to supervise or to have experience and expertise that can be demonstrated to be equivalent to such a level of qualification. Ensuring staff supervising in the honours degree have completed the University's professional development program in research supervision or have experience as a supervisor.
- Developing junior academic staff abilities in supervision by developing models of co-supervision with more senior academic staff.
- Ensuring supervisors are undertaking research in the broad field of study to the student's research topic.
- Ensuring, in conjunction with the Head of School or their delegate that Honours supervisors have a workload that allows them to engage in regular contact with their students.
- Ensuring, in conjunction with the Head of School or their delegate, the continuation of effective supervision arrangements throughout the candidature, in response to any situation which may arise which requires a change of supervisor.

6.4 Managing the program

- Ensuring any detailed admission requirements specific to the honours degree are published in Program and Courses website and that the Honours degree details in the Program and Courses website are correct.
- Checking the courses required for the degree are scheduled and available according to the approved program structure as recorded in the Program and Courses website.
- Ensuring that the learning activities and the standard of assessment in any bachelor course included in the end-on honours degree or in the final year of the concurrent or embedded Honours degree is equivalent to the learning outcomes of the Bachelor honours degree (AQF level 8), in consultation with relevant Program Directors.
- Monitoring the conduct of the Honours degree to ensure consistency with the relevant University policies.
- Preparing the annual program review and improvement report and submitting it as and when required in accordance with the Program Approval and Review process via the Head of School or delegate to the Dean (Learning & Teaching).

- Providing leadership in the development of strategies, processes and resources in supporting the quality of the honours degree.

6.5 Student Admission and Progression Admissions

- Promoting the Honours degree and the availability of Honours scholarships to potential students across all years in relevant bachelor degrees.
 - Advising applicants on their course enrolment, the availability of potential supervisors, dissertation topics and Honours scholarships.
 - Co-ordinating the selection process for honours, making the decision on the admission of applicants, including the approval of the dissertation topic and the supervisor and advising applicants on the outcome of their application for admission.
 - Coordinating the selection process for Honours scholarships and advising applicants of the outcome.
 - Providing students with a comprehensive orientation and a range of activities that foster a cohort experience.
 - Ensuring that students present a detailed research outline, through their supervisor, for review by academic staff involved within the honours degree and that this clearly specifies the scope and character of the proposed research in relation to the stated aims of the relevant research component and that it is feasible in terms of the duration of an honours degree.
 - Approving applications for credit, leave of absence and readmission.
- **Counselling and Support**
 - Preparing an Honours Guide that outlines the purpose of the degree, the supports available to honours students and the activities in which students will be expected to participate.
 - Acting as the formal point of contact for Honours students' enquiries and queries.
 - Monitoring the progress of students enrolled in the degree in conjunction with the supervisor. If the student is not making satisfactory progress, the Honours Program Director and the supervisor will consult with the student at the earliest possible opportunity to determine the most appropriate path for the student.
 - Approving variations to the schedule of coursework, the dissertation topic or the supervision arrangements approved on admission.
 - Monitoring students' course enrolment and course withdrawals.
 - Making recommendations to the relevant Student Administration Centre Manager on requests for withdrawal in special circumstances.
 - Approving requests for leave of absence from the degree.
 - Recommending to the Dean (Learning & Teaching) that in special circumstances a student be permitted to undertake an alternate course as a replacement for a failed course excluding those related to the dissertation component.
 - Providing support to Course Convenors and Deans (Learning & Teaching) in dealing with issues of student academic misconduct.
 - Ensuring there are opportunities for honours students to participate in school/faculty or affiliated research centre activities such as seminars, colloquia and conferences.
 - **Honours Dissertation and Supervision**
 - Approving the dissertation/supervision arrangements for each student in consultation with the Head of School or their delegate.
 - Ensuring all students receive guidelines on preparing and presenting the honours dissertation, appropriate to the nature and scope of the research.

- Providing all students with written information on ethical procedures and health and safety procedures appropriate to the nature of the research and that the honours supervisors gain the necessary ethical approvals prior to commencement of work.
 - Providing letters of introduction for Honours students to organisations in which Honours students are to carry out fieldwork or data collection.
 - Ensuring that all students are informed of the requirements for the submission of the dissertation, including the final date for submission.
 - Approving each student's dissertation topic after consultation with their supervisor.
 - Ensuring the continuation of effective supervision arrangements throughout the candidature.
 - Acting as a mediator and facilitating the resolution of conflicts between students and supervisors, in consultation with the Head of School or their delegate and Dean (Learning & Teaching).
 - Responding to any situation that may arise that requires a change of supervisor.
 - Approving extensions to the final date for submission of the dissertation no greater than 20 working days.
- **Assessment and Examination**
 - Seeking nominations for examiners from the supervisor and ensuring that the necessary administrative arrangements for examination occur in a timely and efficient manner.
 - Recommending to the Dean (Learning & Teaching), in consultation with the supervisor, the examiners for Honours dissertations.
 - Implementing calibration processes for the examiners prior to marking against the assessment criteria for the dissertation.
 - Investigating and resolving discrepancies in the marks awarded by each examiner of the dissertation through a consensus moderation process.
 - Appointing a third examiner where a consensus between the original examiners of the dissertation cannot be reached.
 - Recommending to the School Assessment Board or the Dean (Learning & Teaching) that an adjustment to the calculated classification needs to be made due to exceptional circumstances.
 - Ensuring that recommended grades and recommended classifications are submitted to the School Assessment Board.