
MMIB4004 HONOURS IN BUSINESS GUIDELINES 2010

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1. Application of the guidelines

These *Guidelines* apply to all students commencing their compulsory honours coursework in 2010, 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 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.

4.2 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 Management

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

4.4 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.

4.5 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. Admission

Admission to Honours is by invitation only, but students interested in Honours in Business may make expressions of interest to the Honours Convenor, Royston Gustavson (Royston.Gustavson@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.

5.1 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 has 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 MMIB.

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 MMIB, 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 MMIB 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.

5.2 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 5.1 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/>.

5.3 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/>. Students should not use the electronic *Application for Program Leave*.

5.3.1 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.

5.3.2 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.

6. 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://ecocomm.anu.edu.au/ug/honours/default.asp>.

7. Staff and students

7.1 Key administrative staff

<i>Position</i>	<i>Name</i>	<i>Email</i>	<i>Room</i>
Honours Convenor	Dr Royston Gustavson	Royston.Gustavson@anu.edu.au	Copland 1107
Head of School	Professor Ujwal Kayande	Ujwal.Kayande@anu.edu.au	Crisp 1068
Deputy Head of School (Research)	Dr Ofer Zwikael	Ofer.Zwikael@anu.edu.au	Copland 1102
College Administration	Ms Flora Mehr	Flora.Mehr@anu.edu.au	Copland 1131
MMIB Administrators		enquiries.mmib@anu.edu.au	Crisp 1088

7.2 Roles and Responsibilities

7.2.1 Honours Convenor

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

- 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 of the time and location of the MMIB staff seminar series, and giving them a copy of the seminar schedule (noting that they do not attend MMIB 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.8.5.1), distributing the presentations to MMIB 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;
- 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.7.2.4 below).

7.2.2 Head of School

Professor Ujwal Kayande, 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.

7.2.3 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.

7.2.4 Enrolment

For advice on course transfers, enrolment variation, status and other general matters please go to the Faculty Office located on the 1st floor of the Copland Building (room 1120), phone 61253807, or email info.ecocomm@anu.edu.au. For more complex matters students should contact Flora Mehr.

7.2.5 MMIB 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 (9.00A.M.–5.00P.M.) at the School's office (Room 1088, Level 1, Copland Building) or can be contacted either by telephone (6125 9839 or 6125 6737) or e-mail (enquiries.mmib@anu.edu.au).

7.3 MMIB Academic Staff

For a full list of MMIB academic staff, see:

Corporate Sustainability: this is an interdisciplinary area; the contact person is Royston Gustavson (Royston.Gustavson@anu.edu.au).

International Business: <http://ecocomm.anu.edu.au/disciplines/discipline.asp?d=INTB>

Management: <http://www.ecocomm.anu.edu.au/disciplines/discipline.asp?d=MGMT>

Marketing: <http://www.ecocomm.anu.edu.au/disciplines/discipline.asp?d=MKTG>

7.4 Honours student representative

At the honours student induction at the beginning of each academic year (see s.8.2 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.

7.5 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.

7.6 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.

7.6.1 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.
- Fulfill 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.

7.7 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.

8. Program Structure

Students enrol in the Honours program as a whole and do not enrol in individual courses. Students should enrol in Honours in Business (Course Code MMIB4004F for full-time study or MMIB4004P for part-time study).

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.8.5) 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.

8.1 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.

8.2 Honours induction

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

8.3 Coursework

MGMT8006 Management Research Methods (6 units) and BUSN8018 Qualitative Research Methods (6 units) are compulsory courses in the first semester of MMIB4004 for both full-time and part-time students. In rare situations, such as BUSN8018 not being offered in a particular semester, the honours convenor may approve another course (MGMT8006 will always be offered every semester).

MGMT8006 ‘is designed to equip research students with the fundamental knowledge and skills for conducting research in the areas of management, marketing and international business’ (from Study@); it focuses on quantitative research methods. 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@). Together, these two courses given an overview of research methodology.

Also in the first semester for full-time students, but in the second semester for part-time students, is MMIB8003 Special Research Topic 1 (6 units). MMIB8003 aims to ‘assist you to conduct a literature review for your thesis’ and ‘to assist you to finish a written research report on your literature review that will be related to your thesis’; the objective of the course is ‘to complete a research report based on a quality literature review on your chosen topic’ (from Course Outline).

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 must complete the elective in the first semester of the honours course; part-time students must 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

8.4 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 9 below.

8.5 Research Seminars

MMIB 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.

8.5.1 Honours seminar presentation

Each student must present a thesis proposal to the School in the final teaching week of, for full-time students, the first semester of their enrolment; or, for part-time students, the second semester of their enrolment. In 2010, these dates are Thursday 3 June and Thursday 28 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 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 MMIB 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.

8.6 Standard Enrolment Pattern

Semester 1:

- MGMT8006 Management Research Methods (6 units) (intensive; weeks 1–7)
- BUSN8018 Qualitative Research Methods (6 units) or another course approved by the Honours Convenor [Approval of another course will only be under exceptional circumstances such as BUSN8018 not being offered in a particular semester; another course will normally only be approved if it is a research methodology course.]
- MMIB8003 Special Research Topic 1 (intensive; weeks 8–13) (6 units)
- Elective (normally 7000-level or above) (6 units)

End of semester 1 until the end of semester 2:

- Thesis (nominally 24 units)

8.7 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.

9. 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.

MMIB 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 School of

Management, Marketing, and International Business. Under no circumstances may a thesis be reproduced (e.g. photocopied or scanned).

9.1 The Thesis Document

An honours thesis is not merely an extended essay of up to 100 pages. It represents the most significant piece of research and writing completed in an undergraduate career, and 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.

9.2 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.7.6.1 above.

9.3 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.

9.4 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:

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

9.4.1 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.

9.4.2 Thesis Due Date

Students should 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). 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). In 2010, these dates are Friday 28 May and Friday 22 October. The copies 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.

9.4.3 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).

9.4.4 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.

9.4.5 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.

9.5 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.php>.

A quick guide <http://www.anu.edu.au/ro/ORI/HumanEthicsQuickGuide.pdf> (given as Appendix 1 below) is available to assist with creating or updating a protocol, or you may refer to the Frequently Asked Questions <http://www.anu.edu.au/ro/ORI/HumanEthicsFAQs.pdf>.

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:
 - How often will you be in touch with the supervisor?
 - Is data collection going as expected? If not, what will you do?
 - Is the recruitment process effective?
 - How will you monitor participants willingness to continue participation in the research project, particularly when the research is ongoing?

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

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

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

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

- Feedback
 - 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
 - Is this research supported by external funding?
 - 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).
 - Is the research conducted under the terms of a contract or consultancy agreement between the ANU and the funding source?
 - 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).

9.5.1 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.

9.6 Thesis Format and Structure

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

9.6.1 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.

9.6.2 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 tables, table of figures and table of contents. These should not exceed this limit, nor fall significantly below it. Normally, no thesis will be accepted if the length limit is exceeded.

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.

9.7 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.

9.8 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.

10. Facilities and funding

10.1 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.

10.2 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 MMIB may, upon written application to the Honours Convenor, provide the following directly:

1. photocopying on the MMIB photocopier of students' ethics applications;
2. it is preferred that students use ANU's Apollo survey software: <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 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 MMIB 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.

Click on the Human tab at the top of the screen, 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, click on **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  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. If you cannot find the required staff or students, contact Loris Trainor on ext 56782 or email to Loris.Trainor@anu.edu.au

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.

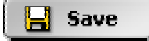
Uploading Documents

ARIES has the ability to store .doc and .pdf documents with a protocol record.

To upload a document, go to the "Documents" tab and click the ADD button. Type in 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.

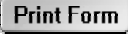

The documents uploaded to the documents tab must be named uniquely. The following convention can be used: `surname_firstname_docTitle.doc / pdf`


Saving the Protocol

Once you have entered all data, return to the "Header" tab and click the  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 up till the time you SUBMIT the application.

Go to the "Header" tab and click on the  button. On the screen "PDF Templates", click on  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. Any changes must be made through ARIES, not the PDF document.

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  button.

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 print or edit the protocol details once you have submitted. You will however be able to access the "Monitoring" and "Variation" tab.

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  button.

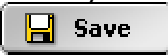
Enter

- the partial title of the protocol OR
- the protocol ID number OR
- an investigator's surname or staff ID

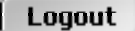
Hit **enter** or click on the corresponding  button

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

 button.

Log off

You **must LOGOUT** when all entering of data is completed. Click on the  button on the top left-hand side of the screen.

Points to Note

- ❑ An investigator must be added to a protocol before the protocol can be registered with a protocol number.
- ❑ The documents uploaded to the documents tab must be named uniquely. The following convention can be used: surname_firstname_docTitle.doc/pdf.

Appendix 2: Honours Centre Acceptable Use Policy

Appendix 3: Summer Research Scholarships

For general further information on summer research scholarships at ANU see:

http://info.anu.edu.au/studyat/040pp_graduate_research/summer_research_scholarships

and for information specific to the College of Business and Economics see:

http://cbe.anu.edu.au/Current_Students/general_info/SRS/

General Information

A Summer Research Scholarship at The Australian National University is an exceptional research opportunity, giving you insight into what studying for Honours or a higher research degree is all about. You will work with a leading scholar in your field. A Summer Research Scholarship includes:

- Full board at Burgmann College
- A weekly allowance (tax free)
- Return travel to Canberra
- An opportunity to undertake a short research project on an approved topic

Duration

8 to 11 weeks from mid-November 2009 to early February 2010.

Eligibility

The Summer Research Scholarship in the College of Business and Economics is open to all Australian and New Zealand undergraduate students currently enrolled in either the final year of their degree, or who are an in their Honours year.

Applications can be submitted from 1st August until 31st August. Please be advised that we do not accept late submissions.

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**

Contact

Erin Pugh
Summer Research Scholarships
ANU College of Business and Economics
Telephone - 02 6125 8016

erin.pugh@anu.edu.au

Application closing date

31 August

Appendix 4: College of Business and Economics Honours Conference

Each year, the College of Business and Economics hosts a national conference for honours students. Documents for the conference are usually released towards the middle of each year; as such, the information for the 2010 Conference will not be available until towards the middle of 2010. For information, the advertisement for the 2009 conference follows.

Students are selected to participate on a competitive basis; limited places are available.

2009 Conference

Based on the success of the “PhD Conference” in Economics and Finance which has turned into an annual event run by The Australian National University and the University of Western Australia, the ANU College of Business and Economics is organising a two day “Honours Conference” on August 29–30, 2009, on the campus of the Australian National University. In this Conference, Honours students nominated by Honours Conveners of Australian universities will present their Honours thesis proposal to an audience in their discipline, and these presentations will be followed by discussions by experienced academic staff who will provide advice on the requisites that would turn such proposals into first class Honours theses.

There will also be invited talks by distinguished members of the business, economics and academic communities who, following an Australian Honours degree, have received a PhD from a top overseas or Australian university relating their experiences and possible career paths that are available to a PhD graduate.

Travel, accommodation and catering will be arranged by the College of Business and Economics, ANU. For this year, discussants will be chosen from the pool of experienced supervisors at the Australian National University. We hope that in future years we can invite experienced researchers from other universities as well.

All nominated students will be asked to submit an extended thesis proposal (10 pages maximum) by July 24, 2009. The final participants will be informed by August 3, 2009.

Please send your nominations or your questions by e-mail to:

Colleen Hayes (Accounting and Information Systems) Colleen.Hayes@anu.edu.au

Ofer Zwikael (Management and Marketing) ofer.zwikael@anu.edu.au

Steven Roberts (Applied Statistics and Actuarial Studies) Steven.Roberts@anu.edu.au

Ronald Stauber (Economics and Econometrics) Ronald.Stauber@anu.edu.au

Garry Twite (Finance) Garry.Twite@anu.edu.au

Nomination form (maximum of two nominees only)

I nominate the following Honours students for the Honours Conference:

1) Name: _____ E-mail: _____

2) Name: _____ E-mail: _____

Discipline: _____ University: _____

Convener's name and title: _____

Convener's signature: _____

Appendix 5: Australian School of Business (University of New South Wales) National Honours Colloquium

Each year, the Australian School of Business (University of New South Wales) hosts a National Honours Colloquium. Documents for the colloquium are usually released early in the first semester of each year; as such, the information for the 2010 colloquium will not be available until 2010. The following information about the 2009 colloquium was copied from <http://www.business.unsw.edu.au/nhc>.

Students are selected to participate on a competitive basis; limited places are available.

2009 Colloquium

This prestigious event provides an exceptional opportunity for 4th year Honours students from universities across Australia and New Zealand to present their research-in-progress. The Australian School of Business is proud to encourage business research and provide a forum for students to discuss their theses. Students benefit from the valuable interchange of ideas with staff and other students and the opportunity for indepth discussion and reflection on their presentations at a critical phase of their research.

The Australian School of Business provides financial support for successful students attending which covers all travel, accommodation and meal costs.

At the Colloquium outstanding Business students will share their research in a stimulating and supportive environment of peers, academics and industry leaders. Students will receive constructive feedback from specialist academic staff who will lead discussions and will also meet prominent and successful business people at the off-campus Colloquium dinner.

Appendix 6:¹
Successful honours candidates in the disciplines of
Management, Marketing, International Business, and Corporate Sustainability 2002–
(Supervisors are identified in brackets)

Theses are available for viewing at the MMIB School Library

- Bashnin, Mirza N. 2006. *Servicescape of the web experience: The effect of physical surroundings on internet consumption*. (Dr Stephen Dann)
- Brzostowski, Alexander. 2004. *The influence of marketing manager decision authority on the alignment of brand identity and brand image*. (Mathew Chylinski)
- Crosby, Tara. 2004. *Political advertising in Australia: A content analysis of 1996, 1998 and 2001 election advertisements*. (George Bell and Andrew Hughes)
- Davis, Megan Jane. 2004. *Personal values, food choice motives, nutritional information and weight status of pre-adolescents: Some exploratory research findings with implications for social marketing*. (Dr Gillian Sullivan Mort)
- Dhall, Nick. 2004. *The planning and implementation of information technology systems in a hospital: A case study of Calvary Hospital*. (Dr Jay Hays)
- 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)
- Goh, Kim Pei. 2003. *Repatriation: The importance of repatriate support practices in Australia*. (Gregory B. Fisher)
- Holley, Jeremy. 2004. *Expatriates and crisis management: A case study of DFAT's response to SARS*. (Dr Michael O'Donnell)
- Jackson, Brent A. 2004. *Expectations and values in the new workforce: A cross-cultural examination of Generation 'Y'*. (Dr Richard Winter)
- Jarzynski, Patrick W. 2006. *Sponsorship logo size, position and sponsee performance on consumer recall and purchase intention*. (Andrew Hughes)
- Klintworth, Esther K. 2006. *The determinants in the selection of fast food: A comparison between Australian and Chinese students*. (Dr Fuming Jiang)
- Krueger, Kay M. 2006. *Low cost airlines: An analysis using Porter's five forces model*. (Dr Christopher Chan and Dr Michael O'Donnell) [Missing from MMIB School Library]
- Li, JiZhong. 2007. *The impact of degree of international marketing strategy adaptation on export performance of Chinese firms: An integrated framework and empirical evidences*. (Dr Fuming Jiang)

¹ The School of Management, Marketing, and International Business (MMIB) was founded on 1 January 2006 as a result of a merger of the National Graduate School of Management and these disciplinary areas from the former School of Business and Information Management (BIM); the other disciplines from BIM formed the School of Accounting and Business Information Systems. From 1 January 2002 until 31 December 2005, these disciplines were in BIM; prior to this, these disciplines were in either the Department of Commerce (Management, Marketing) or the Department of Economic History (International Business), in neither of which were they a focus of undergraduate study. Honours students in these disciplines commencing up to and including Semester 2, 2007, enrolled in COMM4004 Honours in Commerce. Students commencing from 2008 onwards enrol in MMIB4004 Honours in Business; the designer and founding convenor of MMIB4004 was Dr Royston Gustavson.

- Maksom, Hoirul Hafidz Bin. 2007. *Understanding the basis for Leader–Member Exchange differentiation in the Singapore Armed Forces*. (Dr Richard Winter)
- Noronha, Karl W. 2007. *The choice is yours: The determinants of retail pharmacy channel selection in Australia*. (Gary Buttriss)
- Ong, Angeline H. 2006. *Time budget pressures and underreporting of chargeable time: A study of accountants in Canberra*. (Dr Michael O'Donnell)
- Prosser, Jonathan R. 2006. *Having their say: Culture change in a financial services partnership*. (Dr Royston Gustavson and Professor Bruce Stening)
- Qian, Jing. 2008. *The effect of informal mentoring on protégés' job-induced stress in a Chinese context: The moderating role of traditionality and reciprocity*. (Dr Jay Hays)
- Sahan, Erinc. 2003. *The effects of trade liberalisation on the clothing and apparel industry in Turkey during the 1990s*. (Dr Pierre van der Eng)
- Sibunruang, Hataya. 2008. *Affective Commitment and Employee Outcomes: The Moderating Roles of Perceived Organisational Support and Allocentrism*. (Professor George Chen)
- Soukieh, Sarah. 2009. *'I Didn't Sign Up For This': Perceptions of psychological contract breach due to outsourcing in the IT industry*. (Dr Pierre van der Eng)
- Tan, Sebrina. 2004. *A study of the attractiveness to potential employers of overseas and locally educated Singaporeans in Singapore*. (Gregory B. Fisher)
- Varvarigos, John. 2004. *Keep it going: A case study of self-managed teams in the public sector*. (Dr Jay Hays)