

Creative Industries Faculty Honours Handbook



Welcome to the Creative Industries Honours program for 2011.

The Honours program is a year of intense but rewarding study that combines coursework and a major project. This program has gone from strength to strength in recent years and we are very proud of the success of our graduates. Some have continued to study, either in Australia or overseas, while others have moved into the workforce.

One of the most important factors in enjoying the year is the strength of supportive relationships developed within the cohort. I encourage you to work with your peers and to make the most of this opportunity.

Dr Susan Carson

Head, Postgraduate Studies (Research) .

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CREATIVE INDUSTRIES RESEARCH OFFICE CONTACTS

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HONOURS PROGRAMS

An Honours degree is a 96 credit point (two semesters full-time equivalent) bachelor level degree following completion of a 288 credit point bachelor degree course. On completion, students receive both the award for the bachelor degree and the award for the Honours degree. The level of Honours awarded is based on the student's final grade point average (GPA).

A TYPICAL HONOURS COURSE OUTLINE

Semester One

- KKP400-1 Honours Project
- KKP400-2 Honours Project
- KKP409 (partly with KKP601) Approaches to Honours Enquiry in the Creative Industries
 - If you have completed KKB347 – then you are except from this unit and will required an [Advanced Standing Form](#).
- Elective
 - Choose one unit from the Creative Industries Honours Elective List.

Semester Two

- KKP400-3 Honours Project
- KKP400-4 Honours Project
- KKP400-5 Honours Project
- KKP401 Honours Graduate Seminar

For further information on unit outlines and your elective list, please visit: www.studyfinder.qut.edu.au. Simply type your course code (e.g. KK55) and select your study area preference.

HONOURS AWARD CLASSIFICATIONS

Honours degrees are awarded after account is taken of the candidate's performance in all units and appropriate weight applied to the project or dissertation.

The grade point averages (GPA) shown below are to be used in determining the level of honour:

- Honours I (First Class Honours): GPA of 6.50-7.00 or equivalent
- Honours IIA (Second Class Honours, Division A): GPA of 5.50-6.49 or equivalent
- Honours IIB (Second Class Honours, Division B): GPA of 4.50-5.49 or equivalent
- Honours III (Third Class Honours): GPA of 4.00-4.49 or equivalent.

A candidate who does not reach the standard required for Honours III remains with a pass degree.

GOALS

The primary goal of honours programs is research training. Honours programs should contain a mix of advanced theory, professional training (where appropriate), research training, and a research project leading to a thesis or, in some fields, for example the creative and performing arts - an alternative form of presentation. More info: http://www.mopp.qut.edu.au/C/C_03_05.jsp

IMPORTANT THINGS TO CONSIDER

- Planning the thesis as soon as possible (although the thesis design may change)
- Efficiency of approach
- Limiting the scope
- Thinking about further research

WHAT WE HOPE YOU WILL ACHIEVE

- a year of solid research training
- a successful pathway into a Higher Research Degree
- note: a First Class Honours degree is a strong indicator of scholarship success

MANAGING YOUR HONOURS STUDY

YOUR EMAIL

It is QUT policy and very important that you use your @student.qut.edu.au email account in order for us to contact you. QUT will contact you via this email address with matters relating to enrolment or re-enrolment, reminders of upcoming milestones you need to achieve, as well as notices for upcoming events. If you prefer to use another email account, you may forward your student account to it, but please remember you have done so.

ENROLLING

QUT staff will provide every form of assistance possible, but it is ultimately your responsibility to ensure the accuracy and validity of your enrolment. The Study Finder website is the authoritative source on what units need to be completed and the order of progression required to get you to graduation: www.studyfinder.qut.edu.au. Enrolling in the wrong unit/s may result in you not meeting the requirements for course completion.

For information on how to enroll contact Student Services on: 3138 2000

WHAT IS A THESIS?

In academia thesis or dissertation is a document that presents the author's research and findings and is submitted in support of candidature for a degree or professional qualification.

The thesis is the main presentation of a candidate's research. The thesis is normally the culmination of a candidate's research; submission of the thesis represents the completion of the final requirement for the degree being sought. In certain faculties (such as Creative Industries), the thesis may be in the form of an artistic performance, a written work (of music, or of fiction, for example), or a painting or other artistic production, that is supported by an exegesis.

Candidates should ensure:

- the thesis makes an original and/or significant contribution to the field of research;
- the methodology applied in the candidate's research is effective and appropriate for the thesis topic;
- the thesis reflects competence in the survey of literature and documentation of statements;
- the thesis is of the required standard for external examination;
- the thesis is well written having due consideration to relevant writing conventions and style guidelines:
 - that the spelling, grammar, punctuation and choice of language are of a high standard;
 - that the thesis is presented in English;
 - that all citations and the bibliography comply with relevant disciplinary conventions, and
 - that all typing errors are corrected.

WHAT IS AN EXEGESIS?

An exegesis is required for those candidates who will undertake their study with a creative practice, or practice-led, component (i.e. visual arts, creative writing, film, etc), to accompany the 'creative' aspects of the program. The word 'exegesis' means a "critical explanation or interpretation."

An exegesis should "elaborate upon" and "contextualise" the creative work and/or play a "reflective role" in relation to the creative work. It is an opportunity to explain the creative practice and how it came to be. You can also offer an additional and fuller explanation of the creative work, whether of the ideas informing them, the processes used in producing them, or both. You can situate your creative practice in its context or surrounding circumstances whether these are ideas; ideas about creative practice; other creative work; events etc.

The exegesis should justify the procedures (or methodology) followed. This means that you are aware of, and can explain, why you have proceeded with the work/s in the way you have. While elements of accident and chance may have influenced the development of the work, it is important that you are able to reflect retrospectively on how such elements affected your research project.

The exegesis should also demonstrate that you have used 'scholarly/artistic methods.' This means that you can show that you have rigorously researched both the theoretical and practical aspects of your work.

The exegesis is not examined as a separate work but is considered together with the creative practice, which itself represents the argument or investigation of the research topic. It will be a related and complementary articulation of the research process you have undertaken in creative practice.

A final copy of the exegesis will be provided to the examiners by the Honours submission date after they have viewed the creative work. In the case of visual or performing arts, the examiners will attend the exhibition/performance, at which time they will be given a framing document (approx. 2 pages). If the event is held before the final submission date, it should be submitted as a separate document. This should also be included as an appendix with your exegesis. As the examiners do not know you, it is also important to give them some sense of why you chose this particular project or topic: for example, the motivation for the project or enthusiasm of practice.

The practice-led component may be in the form of an exhibition, performance, literary work, film, CD Rom or other approved format. The creative practice and exegesis will be examined as an integrated whole. IT IS A REQUIREMENT THAT STUDENTS PROPERLY DOCUMENT THEIR CREATIVE WORK (i.e. properly videoing and/or photographing the work) for IP and archival purposes.

The exegesis needs to be clearly written, coherently structured, correct in grammar and spelling, and referenced.

HOW TO WRITE YOUR THESIS

A helpful guide to constructing your thesis can be borrowed from the library. It has been written for the Creative Industries Faculty by David Mahony entitled Studying and Writing Effectively.

Visit the library and your [library liaison](#) for more details.

STATEMENT OF AUTHORSHIP/ORIGINALITY

Your project must contain a signed copy of a statement of originality, and should be made along the following lines:

"The work contained in this thesis has not been previously submitted to meet requirements for an award at this or any other higher education institution. To the best of my knowledge and belief, the thesis contains no material previously published or written by another person except where due reference is made."

Signature

Date

REFERENCING

QUT Harvard Style is Creative Industries' recommend style for referencing. It is based on the author-date system of referencing documented in the [Chicago Manual of Style, 15th edition](#) (for reference lists). Check that your lecturer or tutor uses the QUT recommended style before you begin your assignment.

Guides, templates and examples can be found at this link: <http://www.citewrite.qut.edu.au/cite/harvard/>

ETHICS CLEARANCE

All Creative Industries researchers (staff and students) are required by the university to gain ethics clearance for their research project before they get underway to ensure they comply with Commonwealth and State regulations/legislation, as well as QUT policy.

If you will be interviewing, surveying people, having a focus group, or making a film, yes you will need clearance. Pure documentary - that is, secondary source research does not need human ethical clearance. Most CI applications are Level 1 (Low Risk). BUT, please be aware you need to include certain items with your Level 1 form (or Level 2 expedited when your research contains more sensitive material).

They are:

- a short and non-technical project description
- evidence of how you will access interviewees (whether they are known to you or you are snowballing or if you are recruiting through a third party organisation)
- an information sheet with QUT logo
- evidence of how you will ensure confidentiality of data
- a consent form with QUT logo
- a short list of questions you will ask

SUBMISSION AND EXAMINATION

SUBMISSION

Final thesis/exegesis + creative project (if applicable) is due at the end of week 12, Semester 2

- FOUR copies of the thesis/exegesis together with the creative work are to be handed to the Honours Administrator by the due date in Semester 2 (usually in Week 12), together with:
 - 'Lodgement of Honours Thesis Examination Form'
 - Statement of Originality (include within exegesis/thesis)
- The work is sent to two examiners, (one external to CIF/QUT. 28 days is given for assessment)

- Creative Work: (if not submitted on DVD/CD with thesis) Your supervisor will advise examiners to attend the exhibition/event and provide feedback and grading of the work in its site-specific context
 - (if not submitted on DVD/CD with thesis) Your supervisor will advise examiners to attend the exhibition/event and provide feedback and grading of the work in its site-specific context. If examiners need to view the creative work before the submission date (i.e. an exhibition or performance), **a separate framing document should be given to your supervisor for the examiners.** This document will also need to be attached as an appendix to the final project/exegesis. The framing document should be a 2 page account including student name, supervisor etc PLUS indication of the scope of the final exegesis and relationship of exegesis to creative practice. This need not be an extensive document; however it provides a useful framework for examiners (Honours coordinator will give details of this during the year).

FINAL MARKS

- The final project and coursework make up your final GPA score. This consists of:
 - Project Work = 62.5%: an average of marks given by the two examiners
 - Coursework = 37.5%: grades given for the three coursework units
- The work must also meet acceptable standards of scholarship and presentation, including use of language, grammar and referencing of sources.

EXAMINATION

THESIS ONLY CRITERIA

In general, the Honours project should demonstrate:

1. Knowledge and understanding of existing work related to the topic.
2. Analysis, contextualisation and evaluation of theoretical concepts and/or skills in the field.
3. Appropriate research methods, approaches and presentation.
4. The ability to formulate structure and communicate ideas or arguments in a scholarly and developmental manner.

EXEGESIS AND CREATIVE PRACTICE CRITERIA

In general, the Honours project should demonstrate:

1. Knowledge and understanding of existing work related to the topic.
2. A clear symbiotic relationship between theoretical and practical/applied work.
3. Analysis, contextualisation and evaluation of theoretical concepts and/or skills in the field.
4. Appropriate research methods, approaches and presentation.
5. The ability to formulate structure and communicate ideas or arguments in a scholarly and developmental manner.

Criteria in relation to the creative work:

1. The creative work should demonstrate a rigorous and critical approach and demonstrate a clear symbiotic relationship with the creative work.
2. The creative work shows evidence of an 'independent' creative voice and/or accomplishment;
3. The creative work establishes a context relevant to the work;
4. There is a demonstrated technical proficiency in the execution and presentation of the work;
5. The work communicates to a reader/audience/viewer.

STUDENT BUSINESS SERVICES (SBS)

Each QUT campus has a Student Centre – a one-stop shop for all student queries. The Student Centres are especially useful during the first few weeks of semester and employ current students, who remember what it was like on their first day, to help new students find their feet.

Student Centre staff will help you with enquiries regarding admission, advanced standing, enrolment, fees, student ID cards, transport concessions, and other student administration or general enquiries.

Student Centres are also the place to obtain and lodge Student Services application forms and other general forms. Student Business Services are located on Level 6, F Block - Kelvin Grove Campus
Phone: +61 7 3138 2000 Open Hours: Monday – Friday, 8am to 5pm.

SBS FREQUENTLY ASKED QUESTIONS

HOW DO I APPLY FOR ADVANCED STANDING?

The best way to find out how much advanced standing you may be eligible for towards a course at QUT is to submit an Application for Advanced Standing. Please be aware of the due dates for advanced standing forms if you need your advanced standing finalised for the start of semester.

To avoid processing delays, remember to include all supporting documentation. If you provide copies of documentation ensure they are certified.

HOW DO I APPLY FOR A LEAVE OF ABSENCE?

Domestic Students

To apply for leave you should submit the online *Application for Leave of Absence* (online L Form). A request to apply for leave of absence cannot be made through the QUT Virtual *Online Enrolment* portlet. If you attempt to withdraw from your final unit in a given teaching period, you will receive a dialog box stating 'You are NOT permitted to submit an enrolment that results in a nil program for Semesters 1 & 2 (or related TPs) in the relevant academic year.'

International Students

Leave of absence for international student visa holders is only permitted on the basis of a medical certificate, or exceptional circumstances beyond a student's control, such as bereavement. Approval for leave of absence may be obtained from the Student Centre on your campus. To apply lodge the *Application for Leave of Absence or Course Cancellation and/or Withdrawal Without Penalty (International)* (LI Form).

If an international student leave of absence application is approved, the Department of Immigration and Citizenship will be informed. Any leave of absence longer than 6 months will result in the student visa being cancelled and a new visa will need to be applied for prior to your return to QUT.

HOW DO I WITHDRAW FROM UNITS?

You can withdraw from a unit/s online at any point up until a final grade is assigned. You may cancel your enrolment in a unit/s except where the cancellation results in an enrolment program that has fewer credit points than the minimum allowable, or represents a departure from a program prescribed for a student on probation.

The following policy relates to the academic implications of withdrawing from units. You need to refer to the [last date for unit withdrawals](#) to avoid academic penalties.

APPLY FOR WITHDRAWAL WITHOUT ACADEMIC PENALTY

Domestic Students

To apply for withdrawal without academic (and/or financial) penalty on the basis of special circumstances you may apply in writing by lodging an [RC Form](#) with Student Business Services. Documentary evidence, such as originals or certified copies of medical certificates or statements from employers, must be submitted in support of your application. Supporting documentary evidence must address why you are/were unable to complete the requirements for selected unit(s) and indicate why the special circumstances did not make their full impact until after the final date to withdraw without penalty.

International Students

International students apply using the [LI Form](#). Request for tuition fee refunds must be made on an [International Refund \(IR\) Form](#), with appropriate supporting documentation and submitted to Student Business Services.

REFUND OF FEES PAID

You should refer to [key dates](#) for the financial implications of making changes to units after certain dates. If you have paid fees and withdraw prior to a financial penalty date, or have been successful in a request for withdrawal without financial penalty, you may be eligible for a [refund](#) of fees.

Time limits for applying for withdrawal without academic penalty. Your application must reach Student Business Services within 12 months from the last day of the teaching period in which you were enrolled in the unit/s. These arrangements apply to all teaching periods at QUT. QUT may consider applications made beyond 12 months if you can provide proof that there were special circumstances which prevented you from applying until the date of your application.

WHERE CAN I FIND ALL THESE FORMS?

Copies of the forms mentioned above can be downloaded from the Student Services Website – under Information about or simply follow this link: <http://www.studentservices.qut.edu.au/info/forms/>

FORMS

HONOURS BLACKBOARD COMMUNITY

Join up to the Honours - Creative Industries Blackboard Group. Within this community the follow forms will be available to download: Honours Lodgment Form; Honours Extension Request Form ; Statement of Originality example (you can use this if you wish) .

THE QUT LIBRARY

Your librarians will be familiar with the database services offered by the QUT Library and the range of subject guides (see <http://www.library.qut.edu.au/subjectpath/#ci>). Please contact the Creative Industries librarians who will assist with your research project as well as with coursework, or alternatively, go to their help web page: <http://www.library.qut.edu.au/help/> . **Kelvin Grove Branch Library** Level 2, R Block, Kelvin Grove Campus, Ph 07 3138 3079

EQUIPMENT LOANS CENTRE

Open: Monday to Friday, 9am-5pm; Location: Z6 "The Hub", Level 1, Room 103
Phone: 3138 8121 Email: ci-elc@qut.edu.au