Bachelor of Science (Honours)  
Chemistry & Molecular Biosciences  

COURSE DESCRIPTION AND PROGRAM GUIDE  

For students commencing Honours in February 2013  

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1. INTRODUCTION

The Chemistry Honours Director is Dr Joanne Blanchfield, and all questions relating to the Chemistry Honours program should be directed to her in the first instance. If any difficulties arise that cannot be resolved by talking with your supervisor, please contact Dr Blanchfield (j.blanchfield@uq.edu.au). It is especially important that you bring to our attention, as soon as possible, any factors that may affect your performance (eg. health problems). In some circumstances, it may be most appropriate for you to discuss your situation with a counsellor from Student Services (http://www.uq.edu.au/student-services), who can then communicate to the Director only such information as is required to allow appropriate academic decisions to be made.

2. COMMENCEMENT OF WORK: ORIENTATION AND TRAINING COURSES

Formally the Honours year begins on Monday 4 February and you should have your project assigned and be ready to commence work. In exceptional circumstances, and with approval of the supervisor and Honours Director, a later start may be negotiated. However, there are a number of introductory courses in the first couple of weeks where each student will be given information which will be very important to them throughout the year. Attendance is compulsory at each of these courses.

2.1 School Safety Induction

Wednesday 6 February, 9am–1.30pm in room 228 Molecular Biosciences Building (76). The major School of Chemistry & Molecular Biosciences (SCMB) Safety Induction for Semester 1 will be held at this time. This induction is compulsory for new Honours students who will be working and/or tutoring in Building 68 (Chemistry) or Building 76 (Molecular Biosciences). Honours students enrolled in the Chemistry Program but working entirely off campus or based in other schools or centres (eg. IMB or AIBN) must attend a safety induction for that school or centre. However, if you intend to tutor in Building 68 or Building 76 then you must ALSO attend the SCMB induction. A program for the day is set out on page 35.

2.2 Library Workshop

Thursday 7 February 9.30–11.30am and Friday 8 February 9.30–11.30am in Training Room 1, Building 94 (Biological Sciences Library): Essential library skills for Honours students; effective literature searching for the literature review and EndNote (reference management). Even if you have prior experience with some of these topics, it is important that you are up to date with the latest services that are available (databases, software etc.). You are to attend both sessions.

2.3 Occupational Health and Safety

It is a requirement that a risk assessment be carried out prior to any procedure being undertaken in a laboratory (eg. synthetic work, handling of chemicals etc.). All research groups have their own Risk Assessment folders and your supervisor will provide you with the necessary information about filling in these forms. Note that in some cases, the use of particularly hazardous chemicals will require your supervisor’s countersignature. The School is audited on a regular basis by various units associated with workplace health and safety and any irregularities in the Risk Assessment folders, which must always be available for inspection in every lab, may have very serious repercussions. Ignorance is no excuse.
3. ENROLMENT

You are required to enrol yourself in the four courses of the Chemistry Honours Program through mySI-net. The following courses should be selected for the semesters shown – please do this carefully and do not change the semesters we have indicated as this is important. All Chemistry Honours students must enrol in these same four courses only. There is some internal choice within CHEM6401 as described later depending on your area of research – note that CHEM6401 is only offered in semester 1.

Semester 1 2013: CHEM6101 – Research Project in Chemistry
CHEM6301 – Research Proposal in Chemistry
CHEM6401 – Special Topics in Chemistry

Semester 2 2013: CHEM6101 – Research Project in Chemistry
CHEM6201 – Seminar & Research Communication Skills in Chemistry

You may need to update your personal details on mySI-net (new UQ students, please take your student number to UQconnect, Level 2 Prentice Building (Building 42) for a username and password). Please go to Unicard, Duhig Building (2), to collect your new ID card.

3.1 Contact Details

You will be asked via your student email to supply your lab and office phone numbers as well as mailing location and supervisor details. Please endeavour to respond quickly to this request.

We regularly transmit vital Honours information to you and your supervisor by email so ensure that you check your email daily. Most importantly, we only send emails to your official UQ (student) email address. No messages will be sent to private email addresses.

3.2 Keys and Swipe Access Cards

You should discuss your needs with your supervisor in the first instance. Room keys and swipe cards for rooms in Buildings 68 and 76 may be obtained from Mr Greg Rees in 68-112 between 12 and 1pm Monday–Friday. Note that a bond of $15 is required for the swipe card and an additional $15 for each key. Bonds will be repaid at the end of the year when all items are returned. Access to other buildings on campus must be negotiated with the appropriate building manager.

3.3 Administrative Contacts

If you have any administrative queries please contact:
Administrative Assistant: Louise Nimwegen (l.nimwegen@uq.edu.au; Room 316, Chemistry Building); or
Manager, Coursework Academic Administration: Tammie Fair (t.fair@uq.edu.au; Room 313, Chemistry Building).

After you have read this document, please fill out and sign the form on page 36 and return to Louise Nimwegen (Room 316, Chemistry Building). No work may be commenced until this form has been received.
4. THE CHEMISTRY HONOURS PROGRAM AND ASSESSMENT
The 16 units (#16) of credit associated with the Honours program is a mixture of research, seminars and coursework. It comprises four courses, each of which has its own course code and course profile. Complete course details, deadlines and assessment information may be accessed through mySI-net.

4.1 CHEM6101: Research Project in Chemistry (#10)
This is a year-long course and culminates in the submission of a Research Report (thesis). The research project is carried out under the supervision of a member (or members) of the academic staff. The research topic is assigned by the supervisor after consultation with the student.

You will be required to submit two copies of the research report (thesis) describing the results of your project work by 4pm Wednesday 23 October 2013. A penalty of 10% per day will be strictly applied for late submission of your research report, unless there are valid, adequately documented reasons for late submission (eg. medical condition), which must be submitted to the Honours Director. PLEASE NOTE: SUPERVISORS ARE NOT AUTHORISED TO GIVE EXTENSIONS. EXTENSIONS MUST BE REQUESTED FROM THE HONOURS COORDINATOR. It is easy for students to underestimate the time required to complete a research report (several weeks usually), so students are strongly advised to wind up experimental work early enough to leave adequate time for writing.

The research report (thesis) must be no more than 50 pages of double-spaced 12 pt text. This limit does not include the index, reference list and appendices but does include figures. This limit will be strictly enforced. Figures, schemes and tables (but no free text) may be placed on facing pages if the student wishes, but this is not necessary. Although your supervisor is permitted to read and comment on a draft of your thesis, they must not undertake in-depth drafting. The written work must be your own.

NB: It is a mandatory requirement that the preliminary pages of the final research report are worded appropriately from the template (Research Report Declaration) shown in Appendix 2 (page 31) of this Guide.

4.2 Vivas
During the week of 28 October-2 November 2013 each student will attend a viva (oral examination) where they will answer questions about their project and thesis. The viva will assist the thesis examiners in awarding a mark for CHEM6101. The viva will be of 20 minutes duration.

Marked research reports will be available for collection a few days after the final seminar and viva. Any corrections noted are to be incorporated into a revised version of the report, which will be submitted to the School for binding at the School's expense. This is considered a compulsory aspect of the course, and students' results will not be available until the corrected versions are submitted. One bound copy will be returned to the student, one copy will be given to the supervisor and a third copy will be kept for the School's archives.

4.3 CHEM6201: Seminar & Research Communication Skills in Chemistry (#2)
Each student will present a 10 minute introductory seminar (plus 5 minutes for questions) during the week of 3-7 June 2013 outlining their proposed research report (thesis) work. This seminar will be assessed as 10% of the final grade in this course and it will be an important opportunity to practice delivering a scientific seminar. The timing of this series of seminars will coincide (approximately) with completion of the Research Proposal (see CHEM6301 below). A timetable for these seminars will be provided towards the end of the first semester.
During the week of 28 October-2 November 2013 each student will deliver a research seminar outlining their achievements. A consensus mark from academic staff members present will be determined, and this will comprise 90% of the final grade in this course. The seminar will be assessed as an exercise in scientific communication. The seminar will be of 15 minutes duration with an additional 5 minutes for questions.

Attendance at the weekly Chemistry and Biological Chemistry Seminars (held most Mondays at 1pm) is compulsory. A requirement of this course is that each student maintains a (legible and properly annotated) seminar notebook which must be submitted for scrutiny at the same time as the research report (23 October 2013). Although occasional seminar absences may be unavoidable, they must be accompanied by an apology sent to the Seminar Convenor with a valid reason for your inability to attend. Chronic absences will result in a failing mark for this course.

4.4 CHEM6301: Research Proposal in Chemistry (#2)
This comprises a 3000 word (maximum) research proposal that provides an introduction to the work that you will undertake, the background to this project and why you are doing it. Although the course name is Research Proposal, it will, in fact, consist largely of a critical literature review of your research area. It will probably form the basis of your introductory research report (thesis) chapter. Although your supervisor is permitted to read and comment on a draft of your proposal, they must not undertake in-depth drafting. The written work must be your own. The deadline for this report is 4pm Wednesday 29 May 2013. A penalty of 10% per day will be strictly applied for late submission. Extensions to this due date must be requested from the Honours coordinator (not from your supervisor).

4.5 CHEM6401: Special Topics in Chemistry (#2)
Each student shall select one of the following three modules according to their field of interest. All modules will be delivered and assessed in Semester 1. For more details about each course please contact the Director or consult mySI-net. Note that the three modules below correspond to the courses CHEM6402-CHEM6404 (available only to postgraduate coursework students) but that all honours students shall only enrol in the ‘umbrella’ course CHEM6401. Please consult these course profiles for additional information about each module. Note that not all modules will necessarily be offered in any year.

Module 1 Synthetic Methods & Structure Elucidation in Organic Chemistry
Coordinator: Dr Joanne Blanchfield

Module 2 Applications of Instrumental Methods in Inorganic Chemistry
Coordinator: Prof Paul Bernhardt

Module 3 Advanced Materials and Self-Assembled Systems
Coordinator: TBA

The selection of coursework should be discussed with the student’s supervisor. The final choice is subject to approval by the Honours Director.
4.6 Final Assessment

The overall mark and Honours grade attained will be a weighted sum of all of the above courses. Completion of all four courses (CHEM6101, CHEM6201, CHEM6301 and CHEM6401) is compulsory.

The potential of students is evaluated as follows:

- **A Class I Honours graduate** is expected to exhibit academic independence as well as a high level of innovative and interpretative skills. They are expected to have the potential for completing a high quality PhD and should exhibit flair in academic communication.

- **A Class IIA Honours graduate** is also regarded as capable of completing a PhD, although they may require closer supervision than those with a Class I degree. It is a common observation that ultimately there may be little significant difference between the subsequent attainment of a Class I and a high Class IIA graduate.

- **A Class IIB Honours graduate** is regarded as having benefited from their Honours year to the extent that they have reached a level of performance and comprehension significantly above that of pass standard, but they have not yet demonstrated the capacity for proceeding to a PhD degree. However, Class IIB Honours graduates may enrol in an MPhil degree.

- **A Class III Honours graduate** is regarded as demonstrating relatively little facility and/or independence in laboratory work. Such a graduate would be distinguishable from a good pass graduate by having participated in a further year of largely practical instruction.

A summary assessment guide for awarding final Honours marks is presented below.

<table>
<thead>
<tr>
<th>Honours Class</th>
<th>Percent</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class I</td>
<td>80 and above</td>
<td>Work of exceptional quality showing deep understanding of subject matter and clear appreciation of issues; aims and hypotheses well formulated; arguments highly logical; figures and diagrams clear and relevant; incisive selection and analysis of literature cited; strong evidence of creative ability and originality; demonstrates high intellectual capacity and independence.</td>
</tr>
<tr>
<td>Class IIA</td>
<td>70-79.99</td>
<td>Work of high quality showing strong grasp of subject matter and appreciation of dominant issues though not necessarily of the finer points; arguments forcefully developed; relevant selection and analysis of literature; evidence of creative ability and originality; demonstrates solid intellectual capacity and independence.</td>
</tr>
<tr>
<td>Class IIB</td>
<td>60-69.99</td>
<td>Work of solid quality showing competent understanding of subject matter and appreciation of main issues though possibly with some lapses and inadequacies and with clearly identifiable deficiencies in logic, presentation or originality; some evidence of creative ability; written work carefully prepared and presented.</td>
</tr>
<tr>
<td>Class III</td>
<td>50-59.99</td>
<td>Adequate report showing some understanding of academic standards, but showing a minimal understanding of the research area with major deficiencies in content or experimental rigour; little evidence of creative ability or original thought. Sufficient to merit only a bare pass mark.</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt;50</td>
<td></td>
</tr>
</tbody>
</table>

*Dr Joanne Blanchfield  
January 2013*
1. INTRODUCTION
Welcome to the Molecular Biosciences Honours program. We are very pleased that you have chosen this discipline for your Honours year and hope you find the year stimulating, interesting and satisfying.

This guide is designed to provide you with a detailed outline of the requirements and expectations for your year with us as an Honours candidate. You will gain training and a qualification in a specialised area of Biochemistry and Molecular Biology or Microbiology and Parasitology. However, you should also become aware of current developments outside your area of speciality (by attending seminars, reading, and talking with colleagues and staff).

1.1 Program Directors and Administration

Directors: Prof Roy Hall (roy.hall@uq.edu.au), Dr James Fraser (j.fraser1@uq.edu.au) and Dr Gene Tyson (g.tyson@uq.edu.au).

Administrative Contacts: Louise Nimwegen (l.nimwegen@uq.edu.au), and Tammie Fair (t.fair@uq.edu.au) (Manager, Coursework Academic Administration).

1.2 Safety, Ethics and Laboratory Procedures

Each student is required to read the Safety Handbook, copies of which are distributed at your safety induction. Students are required to attend seminars on laboratory safety. The schedule for these will be distributed to you shortly after commencement.

Ethical approval for all animal and/or human experimentation must be obtained before commencing experimental work. Your supervisor will usually have obtained approval for the project in which you will work, but you will have to obtain personal approval for your part in the work. A copy of your Ethical Approval notification must be bound in your final report. Application forms are available from the Research and Innovation Division website (http://www.uq.edu.au/research/rid). Rules and interpretation are complex. If in doubt, consult the School Ethics Representative, Dr Leigh Ward (l.ward@uq.edu.au) for advice.

Be certain that you clearly understand what is required for your research project. Discuss any problems with your supervisor. If you have other concerns at this early stage please consult the Honours Directors or an Honours administrative staff member.

1.3 Monitoring Progress

We want to know, as early as possible, of any problems, perceived or otherwise, that you may encounter during your Honours year. If you have ANY concerns whatsoever with the progress of your work, your working environment, supervisor, interactions with a colleague, or any other issue, we want to hear about it so that we can help resolve them. Any approach you make to the Honours Directors or administrative staff will remain strictly confidential. REMEMBER, we are here to help!

To monitor your progress you will be asked to submit a Progress Report towards the end of your first semester (see Timetable on page 10). This will not be a large document to prepare. We simply want you to fill out a 2-3 page report/questionnaire halfway through the year that will give us an idea of your progress as well as your plans and timeline for finishing. Your supervisor will be asked to complete a separate questionnaire and both will be treated confidentially. We will supply more details closer to the time. Although we will not conduct interviews as a matter of course, you may ask for one as a forum to discuss any concerns or other issues you may wish to raise. The sooner we hear about any problems you may have the sooner we can resolve them.
1.4 Extensions
You will be required to submit a number of assessable items and are expected to submit these on time. Failure to meet any of the deadlines for submission of an assessable item will incur a 10% reduction in your mark for that assessment item for every day after the due date (weekends count as one day for this purpose). Please note that extensions are only rarely granted. Extensions will typically only be granted for reasons of significant illness of the student or family bereavement/sudden serious illness. Any request for extension must be sought at the time of the issue, not just before the assessable item is due. A medical certificate will be required if you request an extension for medical reasons. Requests for a two-day extension at the end of the year for a two-day sickness at the beginning of the year will not be granted on the basis that such interruptions are part of life. Extensions will also not be granted for failure of equipment close to the submission deadline (e.g. the printer broke down at 3.30pm on the day of submission).

1.5 Plagiarism
The University has very strong views on plagiarism. The University policy on plagiarism, including penalties for proven misconduct (from reduction of your marks to expulsion), can be found at: http://www.uq.edu.au/myadvisor/academic-integrity-and-plagiarism

All assignments will be submitted both as written documents and in electronic form. The latter will be submitted for analysis by the plagiarism software Turnitin. The website and other details regarding electronic submission will be provided at a later date.

2. THE HONOURS PROGRAM
The 16 units (#16) of credit associated with the Honours program is a mixture of research, seminars and coursework. The program comprises one major course which has a number of assessment items, each of which are outlined in the Course Profile. Course profiles contain complete course details, deadlines and assessment information. You can view the profile for the course in which you are enrolled via mySI-net. All published profiles are accessible through the Courses and Programs website http://www.uq.edu.au/study/

BIOC6511 – Honours Project in Biochemistry and Molecular Biosciences (#16)
OR
MICR6511 – Honours Project in Microbiology & Parasitology (#16)
### 3. TIMETABLE FOR STUDENTS COMMENCING FEBRUARY 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 4 February</td>
<td>Start of Honours year</td>
</tr>
<tr>
<td>Monday 18 March</td>
<td>Submit your Research Proposal</td>
</tr>
<tr>
<td>25–29 March</td>
<td>Proposal Seminars (dates and times to be announced)</td>
</tr>
<tr>
<td>Friday 17 May</td>
<td>Submit your Progress Report</td>
</tr>
<tr>
<td>July</td>
<td>Special Topics Presentations (dates and times to be announced)</td>
</tr>
<tr>
<td>Friday 27 September</td>
<td>Cease all laboratory work</td>
</tr>
<tr>
<td>Wednesday 16 October</td>
<td>Submit draft Research Report to supervisor</td>
</tr>
<tr>
<td>Wednesday 23 October</td>
<td>Submit Research Report and Seminar Notes</td>
</tr>
<tr>
<td>4 – 8 November</td>
<td>Final Research Seminars, Seminar Defence and Vivas (dates and times to be announced)</td>
</tr>
<tr>
<td>Friday 22 November</td>
<td>Deadline for handing in corrected Research Report for binding</td>
</tr>
</tbody>
</table>

**NOTE: SUBMISSION DEADLINES MUST BE MET.**

You must submit all written material by 4pm on the due date.

It is therefore particularly important in the case of the Research Report to allow sufficient time for typing, preparation of charts, diagrams, illustrations and assembly. This will take longer than you think.
4. **THE HONOURS GRADING SYSTEM**

In their evaluation of the grade awarded, the Molecular Biosciences Honours Directors adopt the philosophy that the level of Honours awarded should reflect the extent to which a student has shown the potential to complete a research degree successfully. The award of Honours may be in one of the following grades: Class I, Class IIA, Class IIB or Class III. A student may also fail the Honours course.

The potential of students is evaluated as follows:

- **A Class I Honours graduate** is expected to exhibit academic independence as well as a high level of innovative and interpretative skills. They are expected to have the potential for completing a high quality PhD and should exhibit flair in academic communication.

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<td></td>
</tr>
</tbody>
</table>
### 4.2 Summary of Assessment Tasks

The table below shows the relative weightings of each assessment item, displayed in terms of the #16 Honours program. The individual assessment items listed with equivalent weightings, are not courses on their own, but components of the one course that comprises your program.

<table>
<thead>
<tr>
<th>BIOC6511 or MICR6511: Assessment Item</th>
<th>Relative Weightings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Proposal</td>
<td>#2 equivalent</td>
</tr>
<tr>
<td>Research Proposal Seminar</td>
<td>#0.5 equivalent</td>
</tr>
<tr>
<td>Research Performance</td>
<td>#1.5 equivalent</td>
</tr>
<tr>
<td>Research Report and Viva</td>
<td>#8.5 equivalent</td>
</tr>
<tr>
<td>Research Seminar and Defence</td>
<td>#1.5 equivalent</td>
</tr>
<tr>
<td>Special Topics Literature Review</td>
<td>#0.6 equivalent</td>
</tr>
<tr>
<td>Special Topics Seminar</td>
<td>#1 equivalent</td>
</tr>
<tr>
<td>Special Topics Discussion Participation</td>
<td>#0.4 equivalent</td>
</tr>
<tr>
<td>Seminar Notes</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Service and Engagement</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>TOTAL PROGRAM</td>
<td>#16</td>
</tr>
</tbody>
</table>
5. BIOC6511 or MICR6511 HONOURS PROJECT

Students commencing in Semester 1 should enrol in BIOC6511 or MICR6511. Bench work should not begin until approximately the second week (to allow you time to get your Project Proposal organised – minor set-up work would be appropriate) and must cease four weeks prior to submission of the Research Report.

This provides one month for the final write-up (you should have been making some progress with this during the course of your research, eg. the Materials and Methods section can be started early on).

The nature of laboratory work varies greatly, even within a discipline. There are however, certain characteristics or talents which must be cultivated in order to undertake successful research, and it is these that supervisors will be looking for and trying to encourage in students. They include:

- enthusiasm and genuine interest in the work;
- ability to perform standard techniques and handle cultures, chemicals, etc. safely;
- reliability in the performance of experimental work;
- capacity to think creatively and constructively; and to show initiative and independence;
- ability to analyse and evaluate your own and other people’s results and draw conclusions; and
- ability to keep complete, accurate and clear records of your experimental work in laboratory notebooks.

It is the responsibility of both the student and the supervisor to see that each of them knows what is going on. Regular consultation by the student and regular inspection and discussion by the supervisor are essential. Students may not alter general work plans without approval and will not work on their own without the supervisor’s input. The Honours Directors will monitor progress of all students throughout the year and expect that a good working relationship exists between the supervisor and student.

5.1 Research Proposal

This assignment comprises a 4000 word research proposal that outlines the work you will undertake. The word limit does not include the index, reference list, tables, figures and figure legends. The word limit will be strictly enforced, and examiners will be under no obligation to read beyond this limit. Although your supervisor is permitted to read and comment on your proposal, they must not undertake in-depth drafting. The written work must be your own.

It is intended to provide an early focus for your project work. It may also form the basis of your introductory research report chapter.

The proposal must be submitted by 4pm on the date that it is due (see Timetable on page 10). Penalties for late submission will be applied as per Extensions (1.4 on page 9).

The purpose of the research proposal is:

- to ensure that the student knows the work already done in the research area;
- to ensure that the student can assess deficiencies in the knowledge of the subject;
- to test the student’s ability to read literature critically;
- to test the student’s ability to organise evidence derived from other people’s work; and
to test the student's ability to write a clear, concise, readily understandable proposal in an objective manner.

The Research Proposal should consist of the following sections:

1. **Aims, background and significance:** This section should include hypotheses, a clear list of aims of the project in point form, a critical and concise review of the background literature (i.e. past relevant research), under sub-headings, which are listed in a Table of Contents. You should clearly state the significance of the proposal to science (i.e. why this will contribute to progress in knowledge). Headings and sub-headings may be numbered if desired. Developments in the literature are usefully followed in chronological order, but this can be varied if there is a good reason for doing so. This part should comprise approximately two-thirds of your proposal. The format required here mirrors that required for major grant applications and so is intended, in part, as training in that activity.

2. **Research plan and methods:** This section should describe the general strategy for achieving the aims listed in (1) and the detailed plan (i.e. list of types of experiment, including a summary of the methods to be used). This section can also include citation of literature describing such methods. This part should comprise approximately one-third of your proposal.

References in the text must be cited as per the journal *Molecular Microbiology* (author’s surname in text and complete listing, including all authors and title in the reference list – ordered alphabetically). A full and accurate list of references must be given at the end under the heading **References**. Students are **strongly** encouraged to learn how to use EndNote or comparable programs.

You are to format the document with a 12 point Arial or Times New Roman font, on double-sided A4 paper, allowing a 4cm margin on the inside and 2cm margins at the outside and top and bottom. Use 1.5 spacing. Number pages so that your Table of Contents can refer to them. Figures, schemes and tables should be placed in the running text.

The Research Proposal must be completed by the date listed on the Timetable (page 10) and three (3) stapled copies must be submitted to the SCMB Administration Office, Level 3, Chemistry Building (68). An electronic copy must also be submitted for analysis by the plagiarism software *Turnitin*. The website and other details regarding electronic submission will be provided at a later date.

Your Research Proposal will be assessed by three staff members who will comment upon its qualities as outlined above. The assessed document will be returned to you.

Questions that will be considered as part of the assessment of your proposal:

(a) Is your analysis of the research field, including literature relating to past studies, a critical analysis or just a summary of what is known?

(b) Have you given a clear statement of aims and hypotheses to be tested in the project? Are the aims and hypotheses reasonable?

(c) Do you have a clear conceptual understanding of the science underpinning the project?

(d) Have you provided a clear justification of the scientific significance of the proposal and why it is original and innovative?

(e) Is it clear that the project is feasible?

(f) Is the proposal well organised and presented?
5.2 Research Proposal Seminar

A Research Proposal Seminar will be given several weeks after the start of the program, during the final week of March. The seminar will give you the opportunity to describe your research project, including the background to the project and what you plan to do during the year.

You will be notified of the time and venue for your talk by email the week prior to the period specified in the Timetable (page 10). Each seminar will be 10 minutes (maximum), with 5 minutes for discussion.

All students are requested to present their seminar as a PowerPoint presentation.

**Questions will be asked by the three examiners of your research proposal.** These examiners will have detailed knowledge of the research project, including the written proposal. Students will be asked in-depth questions about the research proposal as well as matters raised during the seminar presentation.

The questions and the student’s responses are important for two reasons:

- First, they form part of the assessment of this component of the course; and
- Second, they provide the examiners of the student’s research proposal with an opportunity to probe the student’s knowledge, as well as providing early feedback on the design of the research project.

**Evaluation of the Proposal Seminar**

Your presentation and defence will be assessed by academic staff chosen by the Honours Directors and/or their delegates.

This component will be marked as follows:

- The presentation (80% of #0.5); and
- Responses to questions from the research proposal examiners (20% of #0.5).

**What you must provide the day before the seminar**

Your PowerPoint file must be supplied to the Honours administrator the day before the start of the seminar program so that it can be loaded on to the School laptop computer. You will not be able to use your own laptop for these presentations. More details will be provided closer to the date.

**Honours students must attend ALL sessions.** Supervisors and other academic and research staff are encouraged to attend. The general audience is encouraged to attend a full session (4-6 talks) rather than individual talks to minimise disruptions between talks.
Take note of the suggestions presented below in preparing your talk

- Do not talk too fast or present too much material. Focus on the basics and select the most important points to discuss carefully and in depth. Other issues which distract from the central issue, however important they may appear, can be dealt with in question time if necessary.
- Remember that your audience will include people not expert in your field.
- Plan to spend about half of your time on the background to your project and introducing the topic. Do not forget that most of those listening will be unfamiliar with your research area.
- Plan to spend the second half of your time outlining your intentions. If by this stage you have some results, put them in by all means but do not dwell on them.
- Consult your supervisor(s) for advice at all stages during the preparation of your talk. Leave time after preparation to practice your presentation with your supervisor and colleagues. Note that people often talk much more slowly during the real presentation than during practice sessions. If necessary, plan to skip some of your material if you get behind time so that you reach a satisfactory end within your allotted 10 minutes.

**Student Feedback.** Students are encouraged to ask questions during the research proposal seminars. In addition, each student is required to fill in an (anonymous) feedback form for each talk. These forms will provide you with constructive feedback, after your talk, on which aspects were excellent, and what could be improved.

**5.3 Laboratory Notebooks**

All experimental work must be recorded in a laboratory notebook on the day the experiments are done – not the following day! Record everything you do in a laboratory notebook. Never use loose sheets which can be lost. Today's irrelevancy could be tomorrow's essential information. Always follow a standard pattern (ie. date, purpose or aim, methods in all details and referenced, results, conclusions, interpretations, and suggestions for future work). Current University policy is to use the specially printed books that can be purchased from the University Store where each page can be countersigned – consult your supervisor. This is essential if any Intellectual Property (IP) arising from your work is to be pursued. Supervisors will examine laboratory books at regular intervals. These notebooks will remain the property of the laboratory where you conducted the work.

**5.4 Structure of the Research Report**

The Research Report should be written in thesis form, but modified to avoid a very lengthy document. The report must be no more than 8000 words (approximately 24 pages). The word count includes sections 6-10 from the list below (introduction to conclusions). The word limit will be strictly enforced. The examiners of the research report will be under no obligation to read beyond this limit.

Please format the document with a 12 point Arial or Times New Roman font, on double-sided A4 paper, allowing a 4cm margin on the inside and 2cm margins at the outside, top and bottom. Use 1.5 spacing. Number pages so that your Table of Contents can refer to them. Figures, schemes and tables should be placed in the running text.
The report should contain the following sections, and a numbering system for the major sections should be considered.

1. **Title**
2. **Name of candidate**
3. **Summary** (about 1 page, containing a brief statement of aims, scope and conclusions)
4. **Table of contents** (headings and sub-headings, exactly as in the text, with page numbers; lists of figures and tables are not required)
5. **List of abbreviations used** (DO NOT list standard international abbreviations)
6. **Introduction** Contains a concise review of the literature. Use the research proposal as the basis for this.
7. **Materials and methods** Published or standard methods need not be written out again in detail, merely referenced and any modifications noted; fine details can be confined to laboratory books; only the sources of uncommon chemicals or specialised equipment need be cited; and then as briefly as possible. DO NOT catalogue every item or chemical used in your study. You MUST mention the statistical methods used.
8. **Results** The results of individual experiments (or related groups of experiments) are described here. Simple results can be described in words, and extensive results condensed into a table or figure (never both for the same data). Consult a major journal for details of construction of tables and figures.
9. **Use headings** for different sections. If necessary use separate chapters, although the page limit may make this difficult. Each chapter should end with a brief discussion.
10. **Discussion** This should not repeat the details of your results, but should explain the significance of your findings in relation to each other and to the international literature.
11. **Conclusions** Briefly highlight the main findings of your project and point out directions for future research.
12. **Bibliography** References in the text must be cited as per the journal *Molecular Microbiology* (author’s surname in text and complete listing, including all authors and title in the reference list – ordered alphabetically).

**Scientific writing**

Students may find it useful to consult one or more of the following publications to gain further insight into scientific writing (also refer to the scientific writing courses, page 26).

- T. Heath (1988). 'The scientific literature'. Tertiary Education Institute, UQ.
5.5 Writing the Research Report

The draft and final copy of your report

You must submit a draft of your report to your supervisor AT LEAST ONE week before the deadline for submission. Although your supervisor is permitted to read and comment on your proposal, they must not undertake in-depth drafting. The written work must be your own.

We will check with each supervisor that this has been done. Failure to submit a draft may impact on the final assessment of your work.

Your supervisor will review and correct the draft. It is the role of your supervisor to help you develop and fine-tune your writing. This process should progress as a partnership in which you are actively engaged. Remember however, that you retain full responsibility for the final report and that it must be your own work!

Submission of your Research Report

Three stapled copies of the report must be handed to the SCMB Administration Office by 4pm on the date specified in the Timetable (page 10). After examination, the student must incorporate corrections in a revised version of the report, which will be submitted to the School for binding at the School’s expense. One bound copy of the report will be returned to the student, one copy will be given to the supervisor, and a third copy will be kept for the School’s archives. An electronic copy must also be submitted for analysis by the plagiarism software Turnitin (the submission point will be advertised prior to the due date).

Laboratory notebooks MUST be handed to and retained by the principal supervisor and be available for reference by the Honours Directors during the examination process.

A penalty of 10% of your final report mark per day (weekends count as one day) will be strictly applied for late submission of your research report, unless there is a valid documented reason for late submission (eg. medical condition). You must provide the documentation with an attached note to the Honours Directors on or before the due date.

Extensions will only rarely be given.

It is easy for students to underestimate the time required to complete a research report (several weeks usually), so students are strongly advised to wind up experimental work early enough to leave adequate time for writing.

5.6 Assessment of the Research Report/Performance

The assessment includes two components:

(i) Research Report and Viva; and
(ii) Research Performance.

The mark for Research Performance is provided by the Principal Supervisor.

Assessment of your report will be in three areas: presentation, results and discussion. The mark for this component will be finalised after the Research Seminar, Research Seminar Defence and the Viva (see section 5.9 on page 24). This will allow the examiners to probe the student’s understanding of the research project and report.
(a) Presentation
You will be assessed on the presentation of your research report in terms of neatness, typographical errors, how well it is set out (with respect to the instructions detailed above), and its clarity with respect to text, tables, figures and references.

(b) Results
You will be assessed on the results obtained in your project. It does not matter whether your results are positive or negative – don't be disheartened by negative results, they are often just as important as positive results. The assessment will be made on how you have approached the project, the design of your experimental procedures and the clarity in which they are presented, the logical progression of your experimental work, and your ability to handle your data in terms of description, statistics (where necessary) and conclusions.

(c) Discussion
This is a critical part of the assessment of the research report. The capacity to discuss the significance of research findings is vital in science.

You will be assessed on how well you can assemble and discuss your results and conclusions, your understanding of their relevance, and how you relate them to the international literature. Your reading of the scientific literature should give you an understanding of the critical importance of discussions in papers – this component of the assessment will therefore enable your examiners to assess your understanding of both the results you have obtained and your knowledge of your project area.

Three examiners, who are not involved with your project, will assess your research report. These examiners will attend your Final Seminar and Viva and will ask in-depth questions about your Research Report. This provides the examiners with an opportunity to probe your knowledge about the project, including the interpretation of data and conclusions drawn from these data.

The examiners will complete the assessment of your research report after your Viva. Assessment reports will be reviewed by the Honours Directors whose job it will be to ensure parity across the different disciplines and examiners.

(d) Declaration
It is a mandatory requirement that the preliminary pages of the final research report are worded and formatted as they appear in Appendix 2 (pages 31-34) of this Guide.

5.7 Research Seminar and Seminar Defence
The ability to present research findings at scientific meetings, and the ability to defend these findings, is an essential part of the training of a research scientist. The format of these seminars (15 minutes for the presentation) is the same as described for the Research Proposal Seminar above, except that (i) the focus is on the results of your research, the interpretation of these results, and an explanation of how your findings fit into the current state of research in your area, and (ii) the seminar is followed by 5 minutes of questions referred to as the Seminar Defence. Questions will cover issues raised during the presentation and the written Research Report. You should have a copy of your Research Report with you – your examiners will!
Honours students must attend ALL sessions. Supervisors and other academic and research staff are encouraged to attend. The general audience is encouraged to attend a full session (3-4 talks) rather than individual talks to minimise disruptions between talks.

Since the audience will be listening to a wide variety of talks over several days of presentations, it is important to give the aims and objectives of the research immediately after you tell the audience the title of your talk. It may even be appropriate to announce your primary finding at the beginning of the talk to help your audience keep your results in context.

Questions will be asked by the three examiners of your Research Report. These examiners will have detailed knowledge of the research project, including the written report. Students will be asked in-depth questions about the Research Report as well as matters raised during the Seminar presentation.

The questions and the student’s responses are important for two reasons:

- First, they form part of the assessment of this component of the course; and
- Second, they provide the examiners of the student’s Research Report with an opportunity to probe the student’s knowledge about the project, including the interpretation of data and conclusions drawn from these data.

Evaluation of the Seminar and Defence

Your presentation and defence will be assessed by academic staff chosen by the Honours Directors and/or their delegates.

This component will be marked as follows:

- The presentation (80% of #1.5).
- Responses to questions from the research report examiners (20% of #1.5).

The following list is intended to give students a guide as to the sort of parameters on which an assessment will be based, but they are not meant to be exclusive. Four main facets will be considered.

1. Introduction and Development of Topic (20% of #1.5)
   1.1 Did the introduction clearly and concisely outline the nature and scope of the topic reviewed or problem investigated?
   1.2 Did the introduction orient the listener to the relationship of the current project with existing knowledge?
   1.3 Was the method of investigation, and if necessary, the reasons for choice of a particular method explained?
   1.4 Were the results clearly presented and logically ordered?
   1.5 Did the speaker use good judgement in presenting pertinent information and excluding non-essential or distracting details?

2. Analysis and Understanding (40% of #1.5)
   2.1 Were the results and/or concepts adequately analysed and critically evaluated?
   2.2 Did the conclusions relate the results to the objectives of the investigation?
   2.3 Did the speaker appear to understand clearly the background to the topic and the significance of the work?
   2.4 Did the speaker acknowledge any real shortfalls in the work and suggest ways to overcome or avoid these in future work?
2.5 Did the summary adequately review the main points discussed in the seminar?

3. **Presentation (20% of #1.5)**
   3.1 Did the speaker remember to face the audience when speaking, avoid reading the entire presentation, and avoid other distracting mannerisms?
   3.2 Did the speaker project his/her voice clearly to the audience?
   3.3 Were major concepts and conclusions explained clearly and precisely?
   3.4 Was the speaker able to increase your interest in the topic, through personal attributes (e.g., enthusiasm, imagination, etc.)?
   3.5 Did the speaker keep to the allotted time, and present material at a comprehensible rate?
   3.6 Did the presentation standard indicate adequate preparation and rehearsal by the speaker?
   3.7 Were slides and other audio-visual aids clear and helpful to the audience; rather than cluttered and confusing?

4. **Questions/Defence (20% of #1.5)**
   4.1 Was the speaker able to adequately respond to questions about the seminar and the research report, or were incomplete answers given?
   4.2 Did the speaker answer questions clearly, and address replies to the audience as a whole?

**Some Tips:**
Scientific presentations are part substance and style and it is worth spending effort on both aspects.

1. We assume that all students will use a PowerPoint presentation. If you do not wish to use this program you should contact the Director soon to discuss your plans.

2. Prepare and practice. Unless you have had a LOT of experience in public speaking, the chances are that you will not finish after about 15 minutes which is the time allocated for speaking. Run too short and your audience will think that you do not have much to say. Run too long (worse) and you run the risk of being asked to stop speaking without having made all your points.

3. Think about what you want to project to the audience. How do you do that? First by being organised and actually knowing what you are talking about. Second, by a series of don’ts. Don’t play it all for laughs (which can make your audience think the work is unimportant). A joke right at the beginning is not a bad idea if you have one, but don’t force it. Don’t look bored with your own work or disparage it yourself; leave that to others! Don’t dress like a slob! There is no need for a suit and tie but equally try to at least look like you are taking the session seriously.

4. Have a clear structure to your talk. A lot of students do this by saying at the beginning of the talk what the structure will be – “First I am going to introduce ..., then I will...” etc. This can work, but if you can avoid it by making the structure clear as you go then that can be better. One of the more important moments in a seminar (perhaps especially your final seminar) is when you transition from background to what you are going to do (or have done). It is wise to make this really clear with a statement like “So that is what we know/don’t know, this is what I am going to do.” It lets the listener know exactly what is going on.
5. Try to speak without notes. This is easy for some students and terrifying for others. Perhaps the best way to be organised is so that your slides remind you of exactly what it is that you need to say – so no need for notes. If this is a battle for you then practice, practice, practice.

6. Keep your slides as simple as you can. Within limits, the fewer words the better. Don’t have whole sentences. Delete as many “the”s etc as you can. If you have several dot points on a slide it is often a good idea to animate them so that they come in one by one. If they are all there at once the audience is likely to read ahead and start to ignore you. You are the star – keep the focus on you! Watch out for typographical errors – they seem especially obvious in a PowerPoint presentation.

7. Questions are an important part of the process and the part of the process that is not entirely under your control. Several important points here.

a. Allow the Chair to field the questions. That is, allow him/her to decide who gets to ask a question. For this reason having a final slide of Any questions? is not a great idea. Let the Chair call for them. In an Honours seminar if a questioner is being unreasonable (asking mean or unreasonable questions) then it is the job of the Chair to intervene and save you.

b. Remember to always answer the question to the whole room. A bad trap is to end up in a quiet conversation with a questioner at the front of the room. This lets the rest of the audience drift off. If the questioner unwisely asked the question very softly then it doesn’t hurt to repeat it so that the whole room knows what is being talked about.

c. There are lots of different kinds of questions but perhaps the simplest classification is of those that you can answer and those that you can’t! If you can think of a respectable answer, then obviously fire away. Never answer with just yes or no. “Does malaria infect anything other than humans?” “Yes” = not much of an answer. Remember that you are demonstrating what a sharp well-read and organised person you are. If you can’t answer the question, don’t panic. If you do not know the answer, never just say “I don’t know!” Say “That is an interesting question. I don’t know, but I can see that it would be worth finding out because it might help me….. Thank you for that suggestion.” Or “I don’t know but I suspect that it would be a combination of X and Y …”. Never intimate that the question was stupid or that you have already answered it during the talk. If that is the case the rest of the audience will know and you will have their sympathy.

d. Try not to look pleadingly at your supervisor for help if you can’t answer a question. If the supervisor takes over you will be suddenly excluded from the dialogue and marginalised in your own seminar. Much better to go with “That’s an interesting question and I will try to find out”.
5.8 Seminar and Seminar Notes (Pass/Fail)

Students are required to attend weekly formal research seminars (at least 15 during the year), and maintain a seminar diary, using an A4-sized notebook that includes:

- The date, title of the seminar and the speaker's name and affiliation.
- Handwritten notes (approximately ½-1 page) about the seminar, including the aims, hypotheses, scientific content, critical issues raised by the speaker, assumptions made. At least one potential question for the speaker composed by the student must be included in the notes for each of the seminars. We encourage you to actively participate in the discussion of the seminar, but we do not require each student to ask their potential question. These notes must be taken during the seminar.
- A paragraph that states the objective(s) of the speaker's work (i.e. what was he/she trying to show) and what was achieved. This should be added after the seminar, based on the notes taken. Material copied directly from the speaker's abstract is not acceptable.

Seminars that can be attended are not limited to those given in the student's School or Institution. Attendance at seminars held in other Schools, Centres or Institutes are acceptable. However, seminars given by PhD students, and informal seminars or presentations made at research group meetings are not acceptable for this part of the course.

The diary should be available for inspection by the student's supervisor or the Honours Directors at any time. It will be assessed by the Directors at the end of the year. The diary is given either a Pass or Fail grade. You must pass this section to pass the course.

Some Strategies:

The single most important thing you should do before the seminar is to read the speaker's abstract, if this has been provided. This will enable you to get a general overview of the major aims of the research, approaches used, and of the major conclusions drawn.

During the seminar learn to listen critically and sympathetically. Listen for what the presenter means rather than pick at words or specific arguments. Focus attention on the aims, hypotheses, and assumptions made; the structure of the argument; and the evidence presented (or neglected).

Make your notes brief and put them in your own words. Use margins for questions, comments, and notes to yourself on material that is not clear.

Go over your notes as soon as possible after the seminar to write a summary paragraph that states the objective(s) of the speaker's work (i.e. what was he/she trying to show) and what was achieved.
5.9 Viva
The Research Seminar and Defence are followed by a Viva. The Viva is modelled on the structure of a PhD confirmation session. It is attended by your supervisor(s), the three examiners of your Research Report and the Honours Directors. Further audience can be admitted to the Viva if the candidate agrees. It has a duration of 20 minutes. The Viva provides the opportunity for your examiners to enter with you into a deeper and more detailed discussion of your Research Report and findings than what is possible during the 10 minute Defence during your Research Seminar. This allows your examiners to get a more complete picture of your research project and report. For this reason the Viva does not carry a mark of its own, but is used to supplement the mark of the Research Report. Marks are provided to the Honours Directors immediately after the Viva, and the Directors and your supervisor(s) have the opportunity to address any issues, such as potentially diverging marks.

Some Tips:
While a Viva in front of an assessment panel might sound like a daunting task, remember that all academics want young students to succeed. The Viva just allows for a more detailed picture than the Seminar Defence. This is also the standard procedure for Research Higher Degree students during the individual milestone processes, and thus the Viva provides you with essential training for this situation. Your supervisor(s) will be present in your support and the Honours Directors act as impartial referees.

Questions for the Viva are not provided in advance to the student. However, you should have a pretty good idea about the topics that will be discussed from the questions that your examiners have been asking during the Seminar Defence.

5.10 Special Topics.
The Special Topics in Biochemistry/Microbiology assignment will take the form of a research paper presentation and a written report on this topic.

The objectives of this assessment task are for the student to:

- Gain knowledge in an area of molecular bioscience outside their immediate research topic;
- Read the literature critically, to recognise papers of great scientific merit in a defined area of the molecular biosciences;
- Evaluate comprehensively the work already done in that area, and to assess where deficiencies in the knowledge of the subject lie;
- Review a particular paper critically and detect its strengths and weaknesses;
- Give a presentation where you discuss the paper and answer questions relating to the outcomes of the research; and
- Organise ideas derived from other people’s work and write a clear concise, readily understandable review of the paper and the extended research theme in an objective manner.

The assessment task will involve an oral presentation and a written review on a research theme to be provided by the Honours Directors. Students should choose a topic that is
outside their immediate research area for their presentation. Students will be allocated to a research theme. Research papers to be covered by the presentations in each research theme will be selected by the convenor of your theme in consultation with the Honours Directors. All students will be required to attend four research theme sessions, one where you present your paper and the remaining three where you attend as active participants.

Marks will be awarded for the oral presentation (50% of #2), the written report (30% of #2) and participation during the research presentations (20% of #2).

The Special Topics oral assessment task will involve a 15 minute PowerPoint presentation on the paper selected for you followed by a 15 minute question period.

The Special Topics literature review must not exceed 1000 words (excluding references), and should provide a fully referenced and concise overview of the paper and how it relates to the overall research theme. A word count must be incorporated on the title page. Marks may be deducted if the essay exceeds the length limit.

References in the text must be cited as per the journal Molecular Microbiology (author’s surname in text and complete listing, including all authors and title in the reference list – ordered alphabetically). A full and accurate list of references must be given at the end under the heading References.

You are to format the report with a 12 point Arial or Times New Roman font, on double-sided A4 paper, allowing a 4cm margin on the inside and 2cm margins at the outside, top and bottom. Use 1.5 spacing. Number pages so that your Table of Contents can refer to them. Figures, schemes and tables should be placed in the running text.

The report must be completed on the day of your presentation and one (1) copy must be submitted to the SCMB Administration Office, Level 3, Chemistry Building (68). An electronic copy must also be submitted for analysis by the plagiarism software Turnitin. The website and other details regarding electronic submission will be provided at a later date. Penalties for late submission will be applied as per Extensions (1.4 on page 9).

Marks for participation during the research theme sessions will be based on attendance, willingness to ask questions and your overall contribution to any discussion. You are advised to read the papers to be presented in each session to enable you to ask relevant questions that focus on critical issues of the study, presentation or overall research theme.

Your oral presentation, written report and participation will be assessed by the convenor of your research theme session and an Honours Director or delegate.

Some Tips:
The Electronic Course Profile (ECP) states that the literature review "should provide a fully referenced and concise overview of the paper you present in the session and how it relates to the overall research theme". This means that some examination of other literature will be necessary!
In addition to the session at which you speak, you are required to attend three other sessions and participate in the discussion/questions. Class participation will be assessed as part of your mark for this course. You might be interested in some sessions for which you are ultimately not scheduled. Note that the course guidelines do not prohibit you to sit in
additional sessions on top of the required four sessions. Thus, it is quite alright for you to attend additional Special Topic sessions that you might be interested in, as long as room capacity permits. Preference in discussion will obviously be given to the students scheduled to be in the respective session.

Your PowerPoint presentation is to take approximately 15 minutes. It is not wise to go considerably over or under this limit. What should your presentation (or for that matter your written report) contain? Perhaps most importantly you need to first establish the context of the paper you are reviewing. What is the generality of the field? What is the broad nature of the problem? What are the hypotheses of the paper and how do they relate to the state of the field? You might also refer to some of the work that is the basis for this paper. How recently was it done? By whom? Most of the talk should focus on what the paper has to say. What are its results or conclusions and how (or are?) they significant? Is there any controversy around the paper or are there any problems with the paper (eg. in methods/technology, results, discussion) and can they be resolved? All these things are similar no matter whether you have an experimental or a theoretical paper, or indeed a review. One way that you can look at the impact of the paper is to look it up on the Web of Science and look to see who has cited it and how. In my view there is almost always interest to be gained from thinking about the sociology of the paper. Who wrote it? How many authors? Where are they based? What is their funding? Do they have a presence on the Web? Do they have a substantial body of work in this field? At the end of your talk you should hope to have:

- conveyed the essence of the field;
- conveyed the essence of the paper, its significance, and what you think of it; and
- interested your audience.

6. SCIENTIFIC WRITING COURSES

Two separate courses, Writing in Science and Engineering and Thesis Writing, which may provide you with some much needed assistance in writing your Research Report, are offered by Students Services (http://www.uq.edu.au/student-services/). The dates and times of these courses are listed on the Student Services Calendar (http://www.uq.edu.au/student-services/tiki-calendar.php). While it is not necessary to register for the courses, you do need to arrive on time. It is strongly recommended that you attend these sessions.

7. SERVICE AND ENGAGEMENT (Pass/Fail)

As a scientist’s career progresses, they are expected to meet milestones in three fields. The first two are Research and Teaching. The third is known as Service and Engagement. During the service and engagement component, we are expected to contribute to our community through participation in committees, acting as host to visitors, and helping organise events such as UQ Open Day. In fact, as a scientist’s career progresses, service and engagement becomes more and more important. The most senior administrators in the University system are almost exclusively involved in service and engagement. They rarely teach, and their research programs are often minimal. Their jobs are related to building community and nurturing activity within and beyond the University.

As an Honours student, you experience the research component on a daily basis in the laboratory. You act as teachers when tutoring undergraduate practicals. Experience in the third component, service and engagement, is more difficult to acquire, but it is extremely important for you to be able to demonstrate engaged behaviour to future employers.
Evidence of engagement can be the extra boost your CV needs to get you over the line in applications for jobs or further study.

The Service and Engagement assessment item has been developed to help you build skills and experience in service and engagement, and is based on recommendations of an SCMB Honours focus group. The assessment item provides an opportunity for you to play an active role in building congeniality and morale within the Honours cohort and, by extension, the School. This will be achieved by having you contribute to a classic Honours tradition: the organisation of an event that draws the members of the School community together through interaction with the Honours cohort.

In the first week of Honours you will be provided with a list of dates when events will be held. Each event will be associated with an Honours assessment-related date; as we don’t want you to have to organise an event when you have a major assessment item due, you will be holding them on the assessment due dates of the previous or next Honours cohort, not your own:

<table>
<thead>
<tr>
<th>Event dates for Semester 2 2013 cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 July</td>
</tr>
<tr>
<td>9–13 September*</td>
</tr>
</tbody>
</table>

*Specific day yet to be determined

Each event will have a defined number of spaces, and which one you end up with will be based on a first come, first served basis.

The task will consist of three components, to which **ALL group members must contribute**:  
- **Preparation** (contributing to the organisation for a cohort-building event);  
- **Implementation** (holding the event); and  
- **Debriefing** (a discussion afterwards that includes reflection and suggested improvements).

**Preparation**  
Well before the event, your group needs to develop a rough plan for how you will enhance the interaction of the Honours community with the rest of the School on the day you have been given. It is key that you involve the Honours Directors in this discussion, as the event must be deemed appropriate, feasible to implement and possible to fund with a budget of $500. It is School policy that alcohol not be involved. Previous students have engaged in these types of activities, so the Honours Directors can use this knowledge to help you in your decision making process. At least a week before the event, organise to meet with one of the Honours Directors to describe your plan in detail, what its strengths are, and, most importantly, how your specific implementation is feasible and fits within the budget. A key aspect of this component of the task is to learn to work closely as a team, and during this process get to know your teammates better. This is an opportunity to become familiar with each other’s projects, and consider how you could help each other outside of the service and engagement event.
Implementation
You must hold your service and engagement event on the day allocated. Your goal will be to foster stronger interactions within the Honours cohorts, as well as with the other members of the School of Chemistry and Molecular Biosciences (including academics, students, post-docs and general staff from both building 68 and 76). An important group to consider is the other Honours cohort, with whom you may have had little contact so far. The people you meet in this environment may be able to help in some way with your project and future assessment items, so do your best to network. The Honours Directors will judge whether the desired goal of engaging your Honours cohort and facilitating their interaction with the School community has been achieved.

Debriefing
The day you complete your service and engagement event, your group will meet with one or more of the Honours Directors to discuss how you prepared for the event (such as the problems you anticipated) and the success of your implementation. A key component of the successful completion of the task is reflection; your group should discuss how the event could have been improved, thereby providing guidance for future students who may engage in a similar activity. What else could you have done to build collegiality within your Honours cohort?

Criteria & Marking
Your performance will be assessed by the Honours Directors. To obtain a pass you must have been an active, equal contributor to all three facets of the successful Service and Engagement event. In the event a student does not actively participate in each aspect of a Services and Engagement event, they will fail this component of the course and their Honours grade will be withheld until they participate adequately in a subsequent event that has a position available. Which subsequent event you participate in will be determined exclusively by the Honours Directors, and may by necessity involve you working with students from a different Honours cohort, perhaps even after your own cohort has finished.

8. PREPARATION OF REPORTS
8.1 Facilities available
Please consult with your supervisor about use of computing facilities for the preparation of assessment items and a colour printer for the production of multi-coloured graphs, diagrams, etc.

8.2 What programs (software) should you use?
The major use you will have for computers is word processing. Microsoft Word is currently the software package of choice in the School. If you are well versed in the use of a different word processing program then you may continue to use it if you wish. Please note that the School does not provide support or advice for the use of word processing software. The School has other software packages available for specific tasks (eg. graphics, statistics, spreadsheets). The amount of assistance/advice available will depend on the particular package.

8.3 How much time do you need?
You must submit all written material by 4pm on the due date. For each assessable component it is therefore important to allow sufficient time for typing, preparation of
charts, diagrams, illustrations and assembly. This is especially important for your Research Report.

9. CONCLUSION

The benefit you derive from your Honours year is in proportion to the effort you put into it. The Microbiology and Parasitology and the Biochemistry and Molecular Biology staff wish you well and hope that through cooperation we can achieve a mutually beneficial result at the end of the year.

AND most important of all....

WORK HARD, HAVE FUN AND ENJOY YOUR YEAR WITH US!!!

“I am a scientist, a member of a most fortunate species... a happy few of us have the privilege to live with and explore the eternal, to feel the wind at the ever-advancing edge of human knowledge, and to peer into and progressively reveal the dim shapes of the unknown... in the exploration of nature, we can experience our full imaginations, our most acute logic, our deepest curiosity – and the knowledge we gain will endure throughout time”

### Appendix 1: Criteria for Honours Assessment

<table>
<thead>
<tr>
<th>Class of Honours</th>
<th>Percent</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class I</td>
<td>80 and above</td>
<td>Work is of exceptional quality, showing deep understanding of subject matter and clear appreciation of issues. As well as in-depth knowledge in the specialist areas of the subject, displays strong interest in, and strong general knowledge of, science outside of this specialist area. Demonstrates high intellectual ability and independence. Arguments are logical and clearly presented. Shows mature use of the chemical literature – incisive selection and analysis of literature cited, and accuracy of citations. Shows strong evidence of creative ability and originality. Research aims and hypotheses well formulated.</td>
</tr>
<tr>
<td>Class IIA</td>
<td>70 - 79.99%</td>
<td>Work of high quality, showing good grasp of subject matter and appreciation of dominant issues, although not necessarily of the finer points. Displays limited interest in, and good general knowledge of science outside the specialist project area. Demonstrates solid intellectual capacity and independence. Arguments are forcefully developed. Relevant selection and analysis of literature. Some evidence of creative ability and originality.</td>
</tr>
<tr>
<td>Class IIB</td>
<td>60 - 69.99%</td>
<td>Work of solid quality showing competent understanding of subject matter and appreciation of main issues, though possibly with some lapses and inadequacies, and clearly identifiable deficiencies in logic, presentation, or originality. Displays little interest in, and limited general knowledge of science beyond the specialist project area. Literature cited appropriately but not necessarily fully understood. Limited evidence of creative ability. Written work carefully prepared and presented.</td>
</tr>
<tr>
<td>Class III</td>
<td>50 - 59.99%</td>
<td>Written work barely adequate, limited understanding with major deficiencies in content, and errors. Limited knowledge of project area, and very limited general knowledge of science. Literature cited frequently inappropriately, and little evidence that it has been read. Little evidence of creative ability or thought.</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt;50%</td>
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</table>
Appendix 2: Declaration

{Research Report Title}: {Subtitle}

{Candidate's full name}

A {insert type: Research Report /} submitted for the degree of Bachelor of Science (Honours) at

The University of Queensland in {month} {year}

School of Chemistry & Molecular Biosciences
**Declaration by author**

This research report is composed of my original work, and contains no material previously published or written by another person except where due reference has been made in the text. I have clearly stated the contribution by others to jointly-authored works that I have included in my report.

I have clearly stated the contribution of others to my research report as a whole, including statistical assistance, survey design, data analysis, significant technical procedures, professional editorial advice, and any other original research work used or reported in my report. The content of my report is the result of work I have carried out since the commencement of my honours research project and does not include a substantial part of work that has been submitted to qualify for the award of any other degree or diploma in any university or other tertiary institution. I have clearly stated which parts of my research report, if any, have been submitted to qualify for another award.

I acknowledge that copyright of all material contained in my research report resides with the copyright holder(s) of that material.

**Statement of Contributions to Jointly Authored Works Contained in the Research Report**

{“No jointly-authored works.” or

List the publications using the standard citation format for your discipline followed by a short statement about the contribution of each co-author using a consistent format for all examples. Examples of two appropriate formats:

Format one:

*Citation format for paper* – A was responsible for 50% of analysis and interpretation of data and 30% of drafting and writing; B was responsible for 30% of conception and design, 50% of analysis and interpretation of data, and 10% of drafting and writing; C was responsible for 40% of drafting and writing; D was responsible for 70% of conception and design and 20% of drafting and writing.

Format two:

*Citation format for paper* – C was responsible for reviewing and updating the literature review; B was responsible for analysing the data in tables 3 to 6 and for the translation of the Hungarian texts; A was responsible for the remainder of the work.}
Statement of Contributions by Others to the Research Report as a Whole

{"No contributions by others." or
List the significant and substantial inputs made by others to the research, work and writing represented and/or reported in the research report. These would include significant contributions to: the conception and design of the project; non-routine technical work; analysis and interpretation of research data; drafting significant parts of the work or critically revising it so as to contribute to the interpretation.}

Statement of Parts of the Research Report or Submitted to Qualify for the Award of Another Degree

{"None." or
List the relevant parts of the research report, the degree name, year and institution, and the outcome of the submission of material. For example:
Chapter Five, page 88 paragraph 2 to page 89 paragraph 4 submitted for BSc Honours, Queensland University of Technology, 2005, degree awarded 19 December 2005.
Chapters Two and Three submitted for MPhil, University of Queensland, 2006, thesis withdrawn from assessment and project converted to PhD.
Paper six submitted by fellow author B for PhD, University of Melbourne, 2007, thesis under assessment.}

Published Works by the Author Incorporated into the Research {"None." or
List the publications using the standard citation format for your discipline followed by a short statement about where those published works have been incorporated into the research report/proposal. For example:
Citation format for paper – Incorporated as Chapter 3.
Citation format for paper – Partially incorporated as paragraphs in Chapters 2 and 5.}

Additional Published Works by the Author Relevant to the Research Report or but not Forming Part of it

{"None." or
List the publications using the standard citation format for your discipline. The intention is give your research report assessors a summary of all the academic writing that has come out of your project, not to provide a bibliography of all your published work.}
Acknowledgements
{free text section for you to record your acknowledgment and gratitude for the more general academic input and support of your supervisor and colleagues; financial support from grants and scholarships; and the non-academic support you have received during the course of your candidature.}

Signature of Author: __________________________ Date: ____________

Principal Supervisor Agreement
I have read the final report and agree with the student’s declaration.

Signature of Principal Supervisor: __________________________ Date: ________
Appendix 3: Honours Safety Induction Program

Semester 1 2013

Wednesday 6 February
9am PROMPT START (finish approximately 1.30pm)
Room 228, Molecular Biosciences (76)

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker</th>
</tr>
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<tbody>
<tr>
<td>9am</td>
<td>Introduction</td>
<td>Lyle Carrington SCMB Occupational Health &amp; Safety Manager</td>
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<tr>
<td>9.15am</td>
<td>Use of Equipment:</td>
<td>Lyle Carrington SCMB Occupational Health &amp; Safety Manager</td>
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<tr>
<td></td>
<td>Emergency Procedures</td>
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<td></td>
<td>First Aid Provisions</td>
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<td></td>
<td>Accident/Incident/Hazard Reporting</td>
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<td></td>
<td>Workers Compensation</td>
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<td></td>
<td>General Safety</td>
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<tr>
<td>10am</td>
<td>Gas Cylinders &amp; Liquid Nitrogen</td>
<td>Greg Rees SCMB Building Superintendent</td>
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<tr>
<td></td>
<td>Building Matters:</td>
<td></td>
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<td></td>
<td>Security, Maintenance, Hazards</td>
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<tr>
<td></td>
<td>&amp; After Hours Work</td>
<td></td>
</tr>
<tr>
<td>10.45am</td>
<td>Morning Tea and welcome to SCMB</td>
<td>Podium, Level 3 Chemistry Building (68)</td>
</tr>
<tr>
<td>11.30am</td>
<td>Risk Management</td>
<td>Lyle Carrington SCMB Occupational Health &amp; Safety Manager</td>
</tr>
<tr>
<td></td>
<td>Electrical Safety</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chemical Safety, Waste Matters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Equity Matters</td>
<td>(<a href="http://www.uq.edu.au/equity/">http://www.uq.edu.au/equity/</a>)</td>
</tr>
<tr>
<td>12pm</td>
<td>OH&amp;S at UQ</td>
<td>Gary Chaplin Associate Director OH&amp;S Unit OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brian Logan Occupational Hygiene OH&amp;S Unit</td>
</tr>
<tr>
<td>12.45pm</td>
<td>Risk Assessment Database training</td>
<td>Fiona Coulthard OH&amp;S</td>
</tr>
<tr>
<td>1.30pm</td>
<td>Finish</td>
<td></td>
</tr>
</tbody>
</table>

All personnel working in PC2/PC3 laboratories MUST complete an online training module through UQ Blackboard entitled UQ-Biosafety. This is accessible via www.blackboard.elearning.uq.edu.au (or via a link on the UQ OH&S Unit homepage, www.uq.edu.au/ohs/). Log in using your UQ username and password.

All personnel working in Quarantine laboratories MUST also attend one of the UQ training sessions on Working with Quarantine Materials prior to commencement of work in the laboratory (if QAP certified) or as soon as possible thereafter. Go to Staff Development Site: http://www.uq.edu.au/staffdev/index.asp and follow the links to register for a training session.
Appendix 4: Commencement Declaration

(Please fill out this form, sign it and have it countersigned by your principal supervisor)

I __________________________________________ have read and understood the rules and procedures stated in the Chemistry & Molecular Biosciences Honours Guide and I agree to abide by these rules.

My Honours work should/should not (strike out inapplicable term) be considered commercial-in-confidence.

_________________________________________________ (student signature)  _______________________________ (supervisor signature)

Please return this completed form to Louise Nimwegen (Room 316, Chemistry Building (68)) at your earliest opportunity.