**SCHOOL OF BIOMEDICAL SCIENCES**

**HONOURS COMMITTEE**

**HONOURS STUDENT PROJECT DESCRIPTION**

NOTE: Please complete this form in Word (12 point font), then print it, add appropriate signatures and submit to the School of Biomedical Sciences office. Hand-written forms will not be accepted. Early submission is welcomed. Submit FULLY completed forms to SBMS Teaching and Assessment Office, Level 1, Sir William MacGregor Building 64 or via email to sbms@enquire.uq.edu.au. All new UQ students (international and/or students from other universities) are required to attach their current Academic Transcript with their Honours Application.

The purpose of this form is to clarify for all participants in the honours process the nature of the project, to verify that ethical approvals are in place to carry out the proposed project, to identify backup plans in the event of experimental problems and to ensure continuity of quality supervision.

It is anticipated that this form will be completed by the Principal Supervisor in consultation with the student, and where appropriate, by the Co-Supervisor.

Definitions:

The Principal Supervisor (often referred to as “the supervisor”) is a staff member who will take primary responsibility (i.e. at least 60%) for the overall program of research including issues such as OHS training, and will provide appropriate levels of supervision and feedback in tasks such as preparation of talks and the thesis.

A Co-supervisor is a staff member who is able to fulfil all of the roles of a Principal supervisor. These roles may be exercised jointly with the principal supervisor (eg. 60:40 supervision). It is expected that a Co-supervisor or Principal supervisor will be in a position to adequately supervise the student during critical times such as the period of thesis writing. A Co-supervisor is essential if the Principal Supervisor will be absent at critical periods in the Honours year. If absence is not anticipated a Co-Supervisor is optional, but is advised for new staff members who may be unfamiliar with the supervision process.

**It is required that at least one of the primary or co-supervisor be a SBMS academic or SBMS affiliate. In addition, SCMB academics can act as supervisor or co-supervisor for students enrolled in BIOM6501/BIOM6502.**

The Principal supervisor may be asked to clarify some points and verify continuity of supervision. The student and supervisor(s) will be notified of approval of the project in approximately the third week of the first semester of enrolment.

**NOTE: This form does not replace the normal University requirements for enrolment**

**SCHOOL OF BIOMEDICAL SCIENCES**

**HONOURS CANDIDATE DETAILS**

# Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | **Student Number:** |  |
| **Lab Address:** |  |
|  |  |
| **Lab Phone:** |  | **Fax Number:** |  |
| **Student Email Address:**  |   |
| **Home Address:** |  |
|  |  |  |
| **Home Phone:** |  | **Mobile Phone:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester Start** | Semester 1 🗆 | Semester 2 🗆 | Full Time/Part-Time |
| **Program:** | BSc Honours 🗆 BBiomedSc Honours 🗆 BAdvSci Honours 🗆 |

Student Signature: Date:

**UQ International students only:**

|  |
| --- |
| Program code : |
| Are you an international student? | Yes [ ]  | No [ ]  |
| Program commencement and completion date (dd/mm/yyy): | Commencement | Completion |
| Scholarship details:  |
| Are you a Scholarship or Sponsorship Holder? | Yes [ ]  | No [ ]  |
| Scholarship/Sponsorship Provider:  |
| Expiry of Scholarship/Sponsorship (dd/mm/yyy):  |
| ***Please attach evidence from your sponsor approving your change of program*** |

## SUPERVISION TEAM

**Supervision:** It is expected that supervisors will be contactable and, in a position, to provide feedback to students especially at critical times (eg. the 3 week period before the literature review is due and before the thesis is due). Staff on study leave during any part of the honours year will also need to verify that effective supervision can be maintained for the duration of the honours year. When invited, supervisors are expected to actively participate in the assessment of other students’ work during the year.

It is required that at least one of the primary or co-supervisor is a SBMS academic or SBMS affiliate. SCMB academics can act as supervisor or co-supervisor for students enrolled in BIOM6501/BIOM6502.

## Principal Supervisor’s Details

|  |  |
| --- | --- |
| **Name:** |  |
| **School/Departmental Address:** |  |
|  |  |
| **Phone:** |  | **Email Address:** |  |

|  |  |
| --- | --- |
| **% of Supervision:** |  |
| **Will the Primary Supervisor be absent for > 3 week period during the honours project?** | Yes [ ]  | **No [ ]**  |
| **Please give dates of proposed absences:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature (Primary Supervisor):** |  | **Date:** |  |

## Co- Supervisor’s Details (add additional co-supervisors if required)

|  |  |
| --- | --- |
| **Name:** |  |
| **School/Departmental Address:** |  |
|  |  |
| **Phone:** |  | **Email Address:** |  |

|  |  |
| --- | --- |
| **% of Supervision:** |  |
| **Will the Co-Supervisor be absent for > 3 week period during the honours project?** | Yes [ ]  | **No [ ]**  |
| **Please give dates of proposed absences:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature (Co-Supervisor):** |  | **Date:** |  |

PLEASE NOTIFY SBMS Teaching and Assessment at sbms@enquire.uq.edu.au AS SOON AS POSSIBLE IF ANY OF THESE DETAILS CHANGE DURING THE YEAR.

|  |  |  |
| --- | --- | --- |
| **Department(s) where project will be carried out:** |  |  |
| **Title of Project:** |  |

|  |  |
| --- | --- |
| **Field of Study:****(choose only one option))** | Anatomy 🗆 Pharmacology 🗆 Physiology 🗆 Cell Biology 🗆 Biomedical Education 🗆 |
| Pathology 🗆 Developmental Biology 🗆 Neuroscience 🗆 Immunology 🗆 |

**Background to project:**

**Aims and significance of project:**

**Experimental approach and methods to be used by student:**

**Provision for failure to obtain results:**

This section is included to reflect the unpredictable nature of scientific research and the finite time that an honours student has to complete their research. It is both the supervisory team and student’s responsibility to ensure the proposed project is feasible within the time frame of the Honours year. Projects frequently fail to generate results when research infrastructure (equipment and facility access), reagents and regulatory processes (animal, human ethics) are not established prior to commencing the project. If this applies **please delete this text** and replace it with details providing an alternate plan which can be invoked if required.

|  |
| --- |
|  |

**Ethics Approvals (humans, animals, radiation, etc) – include title, numbers of approvals and expiry dates:**

When submissions are pending please indicate date of submission. Where approvals are not current, please ensure timely submission of documentation to appropriate ethic committees to avoid delays in starting the honours program. Please ensure that if a student is to perform a procedure for which you currently have ethical approval, that the student’s name is submitted as a modification to the current approval. Please provide an alternative research plan (see above – provision for failure to obtain results) if ethics is not approved.

Commercial in confidence:

Is it likely that this project will result in data which needs to be treated as “commercial in confidence”? If so please consult the Chair of the Honours Committee prior to submitting this proposal. The Honours committee strongly encourages wherever possible, the formulation of projects in a manner which does not cause the student difficulty, whether real or perceived, in presenting their honours work in an open and effective manner.

Student feedback

Where did you hear about the School of Biomedical Sciences Honours program?

[ ]  School of Biomedical Science webpage

[ ]  Honours Information Event

[ ]  Students/Staff

[ ]  Other (please specify)