**SCHOOL OF BIOMEDICAL SCIENCES**

**HONOURS COMMITTEE**

**HONOURS STUDENT PROJECT DESCRIPTION**

NOTE: Please complete this form in Word (12-point font), ensure the appropriate signatures are included and submit the form by uploading it to your online application. If you are a Bachelor of Advanced Science (Honours) student, submit the form to the School of Biomedical Sciences Teaching and Assessment Office, Level 1, Sir William MacGregor Building (#64), or via email to sbms@enquire.uq.edu.au. Hand-written forms will not be accepted. Early submission is welcomed. All new UQ students (international and/or from other universities) are required to attach a current Academic Transcript with their Honours Application.

The purpose of this form is to clarify for all participants in the Honours process what the nature of the project is, to verify that ethical approvals and/or research agreements 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 in unforeseen circumstances.

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

Definitions and key responsibilities:

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 organisation of laboratory space, OHS and any other training that the student may need, as well as ensuring that relevant ethics and research agreements are in place. The Principal Supervisor will also provide appropriate levels of supervision and feedback on tasks such as preparation of talks and reports. The Principal Supervisor is expected to make students aware of any potential risks which may delay the project. This may include the need to obtain regulatory requirements, securing research agreements for the research project, sourcing of materials and/or the putative impacts of any predictable absences within the supervisory team.

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 (e.g. 60:40 supervision). Having a Co-supervisor is essential if the Principal Supervisor will be absent at critical periods in the Honours year. If absence is not anticipated, then having a Co-Supervisor is optional but it is nonetheless advised for new staff members who may be unfamiliar with the supervision process.

It is expected that the Principal Supervisor and/or a Co-supervisor(s) will be in a position to adequately mentor the student during critical times such as the period of thesis writing.

**It is required that at least one of the supervisors, i.e. either the Principal Supervisor or Co-supervisor, be an academic or affiliate of the School of Biomedical Sciences.** For a [SBMS Affiliate](https://biomedical-sciences.uq.edu.au/team/honorary-adjunct-and-affiliate) to be a supervisor they must be based in south-east Queensland and have access to the suitable biomedical research infrastructure required to complete the project.

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 before 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 [ ]  or 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 at least one of the supervisors will be contactable and, in a position, to provide feedback to their Honours student(s), especially at critical times (e.g. the 3-week period before the research proposal is due and also before the final report is due). Staff on study leave during any part of the Honours year will also need to demonstrate that effective supervision can be maintained for the duration of the project. 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 supervisors, i.e. either the Principal Supervisor or Co-supervisor, be an academic or affiliate of the School of Biomedical Sciences.** For a [SBMS Affiliate](https://biomedical-sciences.uq.edu.au/team/honorary-adjunct-and-affiliate) to be a supervisor they must be based in south-east Queensland and have access to the suitable biomedical research infrastructure required to complete the project.

## 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:** |  |

I, <insert Principal Supervisor name>, have considered the requirements and expectation to fulfill the various teaching roles associated with the placement of a Biomedical Sciences (Honours) student within my research group.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature (Principal 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:** |  |

|  |  |
| --- | --- |
| **Research Theme:**(choose one option only) | Anatomy [ ]  Cell Biology [ ]  Developmental Biology [ ]  Immunology [ ]  Neuroscience [ ]  Pathology [ ]  Pharmacology [ ]  Physiology [ ]  Biomedical Education [ ]   |
|  |

**Background to project:**

**Aims and significance of project:**

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

**Provision for Supervisor absence and/or failure to obtain results:**

This section is included to reflect on 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, and that adequate supervision is provided throughout. Projects frequently fail to generate results when research infrastructure (equipment and facility access), reagents and regulatory processes (animal and/or human ethics approvals as well as research agreements) are not established prior to the student commencing the project. Please replace this text and summarise what established processes are and/or will be in place, briefly explaining how these will support the project and mitigate risk.

|  |
| --- |
|  |

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

Where approvals are not in place or current, please ensure timely submission of documentation to appropriate ethic committees to avoid delays in starting the honours program; allow at least 3 months for regulatory approvals to be in place. Please also 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) should there be delays with obtaining ethics approval.

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 Honours Coordinator prior to submitting this proposal. The Honours Coordinators strongly encourages wherever possible, the formulation of projects in a manner that does not cause the student difficulty, whether real or perceived, in presenting their research 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)