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SECTION 1 INTRODUCTION AND OUTLINE OF GUIDE

1.1 Welcome from the Head of School

First, let me congratulate you on your outstanding academic achievements to date. As you are aware, admission to the Honours Year is reserved for those students who have excelled in their undergraduate studies.

The School regards the Honours program as a flagship course. It represents all that the School strives to achieve - excellence, research inquiry, a thirst for knowledge and the willingness to make a contribution. The Honours year is where the School seeks to make a real difference to the education that students receive.

The year ahead will be tough, but have faith in the knowledge that others have successfully preceded you. The type of study required to succeed this year is different from that which you have been exposed to before. In addition to the obvious deeper technical content of the coursework, Honours students develop self-study and inquiry skills. The material studied does not always lead to ready answers and often gives rise to interesting questions and avenues of research enquiry. Students develop skills of argument, expression and persuasion. You will need to demonstrate why your arguments are more correct than others, rather than just stating the solution.

In addition to the coursework, the Honours year involves a substantial research thesis. The purpose of the thesis is to allow you to develop and demonstrate research skills. We aim to equip all graduating Honours students with the ability to critically analyse, to formulate testable hypotheses and feasible research questions, and to conduct independent and rigorous social science experiments.

You will find that the relationships with your peers and with staff different from that experienced in the pass degree. By necessity, you will work more closely with your peers and question their arguments. Similarly, the research thesis will bring you into regular and close contact with members of staff. You will find that staff are willing to devote substantial amounts of their time and genuinely care about your progress. We encourage Honours students to feel part of the School and develop strong bonds and a sense of belonging.
I have yet to meet an Honours student who did not enjoy and value the experience. It is something that few people have the chance to undertake, so please view this year as a privilege rather than a right. A successful Honours year opens doors and creates pathways that were previously not possible. You will find that the year places you very much in demand from a range of employers in addition to developing new career options.

I encourage all students to aim for a first class grade, which is the pinnacle of achievement. The School prides itself of the achievements of past Honours students and I hope that you will be part of this tradition.

Dr Steven Roberts
Head of School
1.2 Welcome from the Honours Convenors

Congratulations on your excellent achievement in your undergraduate studies, and welcome to the 2014 Honours Program within the School of Finance, Actuarial Studies and Applied Statistics. The year ahead will be a challenging yet rewarding one that will leave you in good stead for your future professional career or postgraduate studies.

This document has been designed to serve as a guide throughout your Honours year. It includes important information regarding your course and facilities, and is structured as follows:

- Section 2 provides an outline of the Honours year, discussing both the coursework and thesis that Honours students are required to complete;
- Section 3 discusses the thesis component of the Honours year in detail. The thesis represents a significant proportion of your final grade, and Section 3 addresses some of the issues you may encounter while completing it; and,
- Section 4 details facilities and services available to Honours students. It is advisable that you read this section in its entirety as it contains information that will prove invaluable as you complete the Honours year.

Once again, welcome to the Honours Program. Please do not hesitate to contact me at any time throughout the year if you need any advice or assistance.

Dr Bronwyn Loong
Convenor
Honours in Actuarial Studies, Finance and Statistics
SECTION 2  STRUCTURE OF THE HONOURS YEAR

2.1 Program Outline

2.1.1 Honours in Finance
In order to qualify for the award of Honours in Finance, students are required to satisfactorily complete three coursework units and a research thesis. The average coursework score and the thesis mark each account for 50% of the overall Honours grade awarded.\(^1\) However, for a student to receive a grade of 1\(^{st}\) Class Honours, they MUST have received a mark of at least 80 for their Honours thesis, even if their aggregate mark would place them with a score of 80 or above. Students who have an aggregate mark of 80 or above, but who do not have a score of at least 80 for their Honours thesis, will receive a mark of 79. Further, for a student to receive a pass mark for their honours year, they must receive a mark of at least 50 for their Honours thesis. Students who do not receive a mark of at least 50 for their Honours thesis will receive a fail for their Honours year.

The coursework component of Honours in Finance comprises three courses. Usually, two of these units are taken in first semester, with the final unit completed in second semester. As part of satisfying the Honours coursework component, students must complete two compulsory units, namely:

1. Advanced Corporate Finance (FINM8004, Semester 1); and,
2. Advanced Investments (FINM8006, Semester 1).

The remaining course is an elective selected by the student in consultation with the Honours Convenor. **Please note that students must seek prior approval of the Honours Convenor for their electives.** The electives can be chosen from the following list:

1. STAT7029 – Design of Experiments and Surveys (offered in Semester 1);
2. FINM8017 – Trading and Markets (offered in Semester 1 and 2);
3. STAT7026 – Graphical Data Analysis (offered in Semester 2);
4. STAT7030 – Generalised Linear Modelling (offered in Semester 2);

\(^1\) All grades are subject to the approval of the Board of Examiners and, in special cases, the final grade may be subject to adjustment.
5. STAT8027 – Statistical Inference (offered in Semester 2); and,
6. STAT8002 – Applied Time Series Analysis (offered in Semester 1).

2.1.2 Honours in Actuarial Studies
In order to qualify for the award of Honours in Actuarial Studies students are required to satisfactorily complete three coursework units and a research thesis. The average coursework score and the thesis mark each account for 50% of the overall Honours grade awarded.\textsuperscript{2} However, for a student to receive a grade of 1\textsuperscript{st} Class Honours, they MUST have received a mark of at least 80 for their Honours thesis, even if their aggregate mark would place them with a score of 80 or above. Students who have an aggregate mark of 80 or above, but who do not have a score of at least 80 for their Honours thesis, will receive a mark of 79. Further, for a student to receive a pass mark for their honours year, they must receive a mark of at least 50 for their Honours thesis. Students who do not receive a mark of at least 50 for their Honours thesis will receive a fail for their Honours year.

The coursework component of Honours in Actuarial Studies comprises three compulsory courses:

1. Actuarial Control Cycle A1 (STAT4031, Semester 1);
2. Actuarial Control Cycle A2 (STAT4032, Semester 2); and,
3. Actuarial Control Cycle B (STAT4033, Semester 2)

Sufficiently high grades in these three courses constitute completion of Part II of the professional requirements of the Institute of Actuaries of Australia.

2.1.3 Honours in Statistics
In order to qualify for the award of Honours in Statistics students are required to satisfactorily complete three coursework units and a research thesis. The average coursework score and the thesis mark each account for 50% of the overall Honours grade awarded.\textsuperscript{3} However, for a student to receive a grade of 1\textsuperscript{st} Class Honours, they MUST have received a mark of at least 80 for their Honours thesis, even if their

\textsuperscript{2} All grades are subject to the approval of the Board of Examiners and, in special cases, the final grade may be subject to adjustment.

\textsuperscript{3} All grades are subject to the approval of the Board of Examiners and, in special cases, the final grade may be subject to adjustment.
aggregate mark would place them with a score of 80 or above. Students who have an aggregate mark of 80 or above, but who do not have a score of at least 80 for their Honours thesis, will receive a mark of 79. Further, for a student to receive a pass mark for their honours year, they must receive a mark of at least 50 for their Honours thesis. Students who do not receive a mark of at least 50 for their Honours thesis will receive a fail for their Honours year.

The coursework component of Honours in Statistics comprises three courses. One of these courses is compulsory:

1. Statistical Inference (STAT8027, Semester 2)

The other two courses can be chosen from the list below.

1. STAT7029 – Design of Experiments and Surveys (offered in Semester 1);
2. STAT7018 – Stochastic Modelling (offered in Semester 2);
3. STAT8035 – Risk Theory (offered in Semester 1);
4. STAT7026 – Graphical Data Analysis (offered in Semester 2);
5. STAT7030 – Generalised Linear Modelling (offered in Semester 2);
6. STAT8002 – Applied Time Series Analysis (offered in Semester 1);
7. STAT8036 – Credibility Theory (offered in Semester 2);
8. STAT8003 – Biostatistics (offered in Semester 2); and,
9. MATH6109 – Probability Modelling with Applications (offered in Semester 1).

If a student has already completed Statistical Inference (STAT8027) or an approved equivalent, then s/he must choose one additional course from the above list.

2.1.4 Course grades
Following the successful completion of Finance Honours, Actuarial Studies Honours or Statistics Honours, the appropriate course code (FINM4004, ACST4004, STAT4004) and the overall Honours grade awarded (I, IIA, IIB, or III) will appear on students’ academic transcripts. As indicated previously, the average coursework score and the thesis mark each account for 50% of the overall Honours grade awarded. However, for a student to receive a grade of 1st Class Honours, they MUST have received a mark of at least 80 for their Honours thesis, even if their aggregate
mark would place them with a score of 80 or above. Students who have an aggregate mark of 80 or above, but who do not have a score of at least 80 for their Honours thesis, will receive a mark of 79. Further, for a student to receive a pass mark for their honours year, they must receive a mark of at least 50 for their Honours thesis. Students who do not receive a mark of at least 50 for their Honours thesis will receive a fail for their Honours year. Honours grades will be awarded as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Grade</th>
<th>Overall Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class</td>
<td>I</td>
<td>80+</td>
</tr>
<tr>
<td>Upper Second Class</td>
<td>IIA</td>
<td>70-79</td>
</tr>
<tr>
<td>Lower Second Class</td>
<td>IIB</td>
<td>60-69</td>
</tr>
<tr>
<td>Third Class</td>
<td>III</td>
<td>50-59</td>
</tr>
</tbody>
</table>

2.2 Principal Dates

The following is a list of important dates, which are discussed in greater detail in the following sections. Please take these dates as final unless notified otherwise by the Honours Convenor.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st presentation to staff</td>
<td>Friday 28th March</td>
</tr>
<tr>
<td>Submission of thesis timeline to Convenor</td>
<td>2pm Friday 28th March</td>
</tr>
<tr>
<td>Submission of thesis proposal to Convenor</td>
<td>2pm Friday 2nd May</td>
</tr>
<tr>
<td>2nd presentation to staff</td>
<td>Friday 5th September</td>
</tr>
<tr>
<td>Thesis submission date</td>
<td>2pm Friday 31st October</td>
</tr>
</tbody>
</table>

2.2.1 Submission of Thesis Proposal to Convenor

Students are required to submit their thesis proposal to the Convenor by 2pm Friday 2nd May. Proposals submitted to the Convenor are to be no longer than 10 pages in length, double spaced and Times Roman size 12 font. The content of the thesis proposal must cover the following items:

- Introduction to the research topic question being asked, the motivation behind the study, as well as the contribution of the research
• Preliminary literature review
• Proposed methodology and data sources

2.2.2 Presentation of Thesis Proposal to Staff
In a session commencing on the morning of **Friday 28th March**, students will be required to make a 10-minute presentation outlining their thesis topic, with a particular focus on the question being asked, the motivation behind the study, as well as the contribution of the research. The primary purpose of the presentation is to facilitate feedback to the student. It is for this reason that, following each presentation, staff will be given 5 minutes to ask questions pertaining to the previous proposal. Further, on **Friday the 5th of September**, students will be required to make a 15-minute presentation where they will summarize their findings to date. Students should also note that, in the event that staff consider a proposal to contain significant deficiencies or where unsatisfactory progress has been made, they will be required to submit an additional report further detailing their proposed thesis topic.

2.2.3 Submission of Thesis Timeline to Convenor
There are a number of distinct stages involved in the completion of an Honours thesis. The length of time required to complete each stage varies considerably by the topic area. Due to this variation, it is often difficult for students themselves, but also for supervisors, to gauge progress. To provide an indication of progress it is a requirement that students construct, in conjunction with their supervisor, a mutually agreeable timeline.

The timeline should highlight completion dates for key stages of the thesis including the literature review, data collection and completion of the first draft of the thesis. To further facilitate monitoring of their progress, students are also required to submit a copy of the timeline to the Honours Convenor by **2pm Friday 28th March**.

2.2.4 Thesis submission date
The Honours thesis submission date is **2pm Friday 31st October**. On this date, students are required to submit three hard bound copies of their thesis together with a CD containing a soft copy of the thesis and any data used in the preparation thereof to the convenor or school office. **Please note that the deadline is firm and no extensions will be granted.**
2.2.5 Penalties for Late Submission of Assessment

All students must be aware that one of the most important skills they should develop during their honours year is the timely submission of work. To that end, if a student hands in a piece of assessment late in any of their course work subjects, they will have one mark deducted per day the assessment is late from their final honours grade.

For example, a mark of 80 would be reduced to 77, if a student handed one piece of assessment in two days late, and another piece of assessment in one day late. Further, for every day that the honours thesis is handed in late, a total of three marks will be deducted from the overall honours grade. As the thesis is due on Friday the 1st of November, if it is not handed in on that day, the next possible day of submission is Monday the 4th of November, and the thesis will be deemed to be three days late. Given this, please ensure all pieces of assessment are handed in on time.

2.2.6 Additional resources: Workshops and Web Page

To assist students with the task of preparing their thesis, a number of workshops have been organized. These have been placed strategically with the principal thesis milestones (discussed above) in mind. These workshops will give background and general advice such issues as: how to prepare for your presentations, navigating the academic literature, writing and structuring your thesis and will also provide an introduction to the sources and access methods of the various databases that you will be using in your dissertations.

A Wattle site have been developed for Honours students within the School. Important information will be provided on the sites, including reminders of the main dates. The site also contains a section on potential topic areas and supervision capacities of various staff. In addition, some of the honours theses that were submitted in previous years will be available for inspection in electronic format on the sites. If you have accepted a place in the honours program and enrolled, you should have access to the Wattle site by late February 2014.
SECTION 3  THE HONOURS THESIS

Whilst the majority of your weekly meetings with the honours convenor in the first three weeks of semester 1 will be dedicated to discussing, structuring and writing an Honours thesis, the following is designed to help you to select a thesis topic and supervisor/s as well as give you general thesis guidelines.

3.1  Selecting a Thesis Topic and Thesis Supervisor/s

3.1.1. Select a topic area
In selecting the general topic for their dissertation, it is important for students to choose an area of research that they find interesting. This may be an area students are interested in working in after the Honours year or one that appealed to them during their undergraduate studies. In finalising an area of research, students may also find it beneficial to discuss potential thesis topics with academic staff or to consult previous Honours dissertations. Theses from previous Honours years are available on loan from the Convenor.

3.1.2 Selecting a supervisor
Before selecting a supervisor, students should familiarise themselves with the research interests of staff, as it is advisable they are supervised by people who research in a similar area. As mentioned above, the Honours WebCT page contains details from staff as to potential areas of supervision. Staff websites, accessible from links at http://cbe.anu.edu.au/staff/stafflist.asp?School=FAS may provide useful in this exercise as they generally contain details of academics’ research interests. Students should finalise supervision as early as possible to avoid being allocated a supervisor by the Convenor.

3.1.3 Actuarial Links
The International Actuarial Association web page contains links to many useful sites. A list of actuarial organizations, academic institutions and actuarial journals around the world can be found at:
http://www.actuaries.org/index.cfm?DSP=LINKS&ACT=INDEX&LANG=EN

A link to the Australian Actuarial Journal can be found through the Institute of Actuaries web site http://www.actuaries.asn.au. There are many other actuarial sites
that contain links to organisations, data sources and other sites of interest. Some of
these are listed below:

- University of Amsterdam actuarial links
  http://www1.fee.uva.nl/ke/act/actuariallinks.htm
- Balducci’s actuarial, risk and insurance links
  http://www.math.ucalgary.ca/~scollnik/balducci/ari.html
- The Society of Actuaries page
  http://www.soa.org/
- The Casualty Actuarial Society page
  http://www.casact.org

The content of many of these sites may help you decide a topic for your thesis.

3.2 Honours Thesis Requirements

3.2.1 Thesis Submission

The Honours thesis submission date is **2 PM on Friday 31st October 2014**. This date is firm, meaning that **no extensions will be granted**, and is binding on both supervisor and student. It is important that both the student and the supervisor are aware of this requirement and put together a time plan to ensure the deadline is met.

Last minute cramming and writing will adversely affect the final product. Further, as noted previously, three hard bound copies of the thesis **must** be submitted by the due date.4

3.2.2 Thesis Grading

Every Honours dissertation is marked by two examiners, who are appointed by the Honours Convenor in consultation with the Head of School. Each examiner marking a thesis will do so against a comprehensive marking scheme and will subsequently award the dissertation a mark out of 100. Each student’s overall thesis grade will be the average of these 2 marks except in the situation where the grades awarded vary by 10 marks or greater. In this circumstance, a third marker will grade the thesis: The highest and lowest marks awarded will receive 25% weighting each with the remaining 50% weighting resting on the middle mark.

4 Details on binding theses are provided in Section 3.2.5.
3.2.3 Thesis Presentation
The following is a very general overview of key issues relating to the presentation of the submitted Honours theses.

a) Format
The first page of the thesis should include the thesis title, the candidate's name in full and the month and year of submission. In addition to the above, the first page should also include the following statement:

A thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of XXXX with Honours in XXXX at the Australian National University.

The second page must contain a statement signed by the candidate, indicating that the thesis is the candidate's own work and that all sources used have been acknowledged. For example:

This thesis contains no material which has been accepted for the award of any other degree or diploma in any University, and, to the best of my knowledge and belief, contains no material published or written by another person, except where due reference is made in the thesis.

On the third and subsequent pages the following should be placed in order:

1. Acknowledgements;
2. An abstract of no more than 500 words; and
3. A table of contents; and,
4. A list of tables and figures.

An Honours thesis typically includes the following chapters in order:

1. Introduction;
2. Literature Review;
3. Hypothesis Development;
4. Methodology;
5. Data;
6. Results; and,
7. Conclusions, Limitations and Suggestions for Future Research.

Note that the above structure is a general guide and the actual chapter headings may vary depending on your discipline and following advice from your supervisor.

Finally, a bibliography of references used in the thesis should be included at the end of the thesis. An index is unnecessary. The bibliography is to include only those references cited in the text. Bibliographic standards should conform to mainstream journal styles (see, for example, *The Journal of Financial Economics* or *The Journal of Finance*).

b) Thesis Length

The expected thesis length is between 80-100 pages (double spaced - including appendices, tables, etc). **Extensions to this limit will not be granted.**

c) Typesetting

Theses should be typed or printed on one side of 80gsm A4 sized paper (297 mm x 210 mm). For ease of reading, *double-spacing* must be used, with the exception of indented quotations, footnotes and bibliographies, where single spacing is acceptable. Computer typeset theses must use fonts which are easy to read, and no smaller than 11 points for text and 9 points for footnote text. The font used must be “Times New Roman”.

To ensure readability *after binding*, margins should be no narrower than 4 cm in the case of the left-hand margin and 2 cm for top, right-hand and bottom margins. Note that page numbers should be *within* these margins.
3.2.5 Binding

Three bound theses and an electronic soft copy of the dissertation must be submitted for marking purposes. Hard bound theses must be full bound in stiff cloth covers of a colour of your choosing and must be lettered on the spine with the title followed by the candidate's name and year of study. If placed lengthwise, the lettering should run from the top. After marking, the submitted theses will be kept in a library of Honours theses for the reference of future Honours students.

3.2.6 Revisions and Corrections

There will be no facility for correction of the theses once they are submitted. Therefore, it is the responsibility of the student to ensure that errors in grammar or style are corrected prior to thesis submission.

3.2.7 Examiners' Reports

In marking the Honours theses, examiners will produce written reports. These reports will be kept by the Convenor, but copies will be made available to students on request. However, confidentiality of the examiners is important to the process and will be protected.

3.2.8 Plagiarism

If the work of other people is discussed in a student’s dissertation, the authors of this material must be cited both in text and in the bibliography at the conclusion of the thesis. The copying or summarising of another person’s results or ideas as if they were one’s own is a form of theft and will not be tolerated. Penalties for plagiarism may include suspension or termination of a student’s course of study.

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5 A copy of the thesis must be burnt onto CD/USB and submitted with the hard bound theses. This CD/USB should also include a copy of all the data used in the preparation of the dissertation.
3.3 Supervisor-Student Guidelines

3.3.1 Responsibilities of the Supervisor

1. The supervisor will give guidance about the nature of the research, advice on topic selection, aid with finding suitable references and help in project planning and maintenance, including the timing deliverables.

2. The supervisor will advise on the standard of work required and will indicate to the candidate any areas of obvious deficiency.

3. The supervisor will meet with the candidate on a periodic basis to discuss progress and problems. A timetable for these meetings will be scheduled early on in the year in cooperation with the student. While the timing and length of these meetings will vary across students, the meetings should not normally last for more than one hour or be more frequent than weekly.

4. The supervisor will read one full draft of the thesis.

5. Where appropriate, the supervisor will provide students with comments on written work within a reasonable period of time. If the supervisor suspects that they will take a longer period of time, the student should be notified.

6. The supervisor will advise students of any prolonged absence from the University, and where necessary, the supervisor will arrange an alternative or temporary supervisor.

7. The supervisor will report to the Convenor any problems or delays with the student meeting deliverables, or if the student continuously misses meetings with the supervisor, as this will help the Convenor identify students at risk of poor performance.
3.3.2 Responsibilities of the Student

1. Students are expected to be familiar with the University’s rules, regulations and requirements. This includes the administrative responsibility for course requirements and enrolments.

2. Students are responsible for the preparation and presentation of the thesis. While staff may help supply some resources, final responsibility lies with the student.

3. Students must comply with the University’s Guidelines for the Responsible Practice of Research.

4. Students must ensure that any data collected, used or referred is available for inspection, and they should submit a copy of their data on CD with their thesis.

5. While supervisors may help with the provision of data, the ultimate responsibility for data rests with the student.

6. Students must be prepared to initiate discussion with the supervisor. The onus is on the student to keep meetings with the supervisor, though both the supervisor and student should arrange a mutually agreeable timetable for meetings early on in the year.

7. Students must raise with their supervisor any problems or difficulties which arise. This is particularly important with respect to problems that may delay a student’s progress.

8. Students must ensure that they maintain the progress of the work that has been scheduled. Candidates must allow sufficient time in which to receive comments on written work.

9. Students undertaking research that involves humans as subjects (surveys, questionnaires, interviews, laboratory studies) must first obtain approval from the University’s Human Research Ethics Committee. Contact your supervisor if in doubt.
10. The final research report should contain a statement of acknowledgements. The statement should recognise the assistance of all individuals who have helped with guidance, advice, data identification and collection in addition to the provision of verbal and/or written comments on any part of the thesis.

11. The student will advise the supervisor of any prolonged absence from the University.
SECTION 4  STUDENT RESOURCES

4.1 The Honours Centre

The Honours centre is located in room 2100 on Level 2 of the Copland building. The centre is best accessed through Copland Entrance 5, which is adjacent to the Copland Lecture Theatre. To gain 24-hour swipe card access to the building through this door and to the Honours centre, students will also need to use their Student ID card.

Before their Student ID card will give them access to these areas, students need complete a registration form. The convenors will make this form available in the first week of semester.

Once the student is registered, the IT Unit will then contact ANU Security on behalf of students to activate the swipe card door access. This process can take up to a week, so students may not have access to the building or the Honours centre until the following week.

Students granted access to the Honours center should be aware of the following rules in relation to its use:

1. Under no circumstances is the door of the Honours centre to be propped open as it causes an alarm at ANU security. If the door is found propped open, ALL student access may be curtailed; and,
2. Non-Honours students are forbade from working in the Honours centre. Any Honours student found granting access and allowing non-Honours to work in the centre may result in them having their own access to the room denied.

4.1.1 Mail Services

School administrators deliver mail several times a week. Only study-related mail is to be addressed to the University. Students should address mail in the following manner:
4.1.2 Lockers
Lockers are provided for student use. There are not enough lockers for every student to have access to their own locker and, therefore, usage is on a first come-first served basis. Students should also note they need to provide their own padlock to secure their locker.

4.1.3 Environment
Students are asked to keep work areas clean and tidy at all times. Further, as students do not have exclusive access to a particular computer within the room, with usage on a first come-first served basis each day, they must store any belongings they do not wish to take home at the end of each day in their lockers.

4.1.4 Telephone Services
The telephone installed in the Honours centre can be used to call on-campus extensions. If students need to make study-related telephone calls to numbers outside the campus they should discuss their need to do so with the School of Finance, Actuarial Studies and Applied Statistics office during business hours.

4.1.5 Furniture and Fittings
The Honours centre has been refurbished and new chairs, desks, blinds and carpets installed. Students are asked to treat these facilities with respect: Any vandalism may result in a penalty imposed by the Dean. Finally, if students have any special requirements because of a disability they have, they should make these needs known by contacting the IT Unit or the Disability Services Unit on 6125 5036.
4.2 Computing Resources

The IT Unit is responsible for the day-to-day administration of the Honours centre computer resources. If students are having problems with computers within the centre they should approach the IT Unit in the first instance. Contact details for the IT Unit are as follows:

Location: Room 1080, Level 1, LF Crisp Building 026
Email: itsupport.cbe@anu.edu.au
Hours: Monday-Friday 9:00am - 5:00pm.
Telephone: 6125 3435

Each machine comes pre-loaded with Microsoft Office, statistics and utility applications. If students require additional software installed they should consult with the IT unit as students are unable to install software with their level of security privilege.

4.2.2 Backups and Data Storage

Each student is allocated space on an H: drive, which is connected to the networked server. Students can store documents and data sets on the server, which is backed up every evening on to tape. Space usage will be monitored, and students will be informed if they are using excessive hard disk space.

Students must not store any documents or data sets on the C: drive of machine in the Honours centre. This is because, from time to time, the IT Unit will reimage the machines with the latest software and anything stored on the C drive at this time will be deleted.

4.2.3 Internet Access

Each computer has a connection to the Internet via the campus proxy server. All access to the Internet is logged. Access to the Internet from the Honours centre counts against each student’s internet quota, and the balance of students’ quotas can be checked at http://olams.anu.edu.au/user. If students run out of internet quota, they should contact the IT Unit and ask for their quota to be reset.
Students are expressly prohibited from downloading electronic media including music and film clips. Any student found downloading this material will have their internet access privileges revoked. Finally, no student is permitted to run a media distribution package on their desktop system.

4.2.4 Email Access
When student accounts are established by the IT Unit, students will also have an email account created. Students should note that this email account is not separate to their existing ANU email account.

4.2.6 Printers & Photocopiers
Whilst both printers and photocopies are available for use in the Honours centre, students need to supply their own paper. If either the printer or photocopier is low on toner or displaying an error, students should call the IT Unit and ask them to rectify the problem.

4.3 Remedies for Students with Difficulties
During the year, students may experience particular difficulties which may be personal in nature, be created or associated with other students and/or staff, or otherwise. In most cases, students’ first contact is the Convenor (Dr. Bronwyn Loong) or the Director of Education (Dr Steve Sault). The next contact is the Head of the School (Dr Steven Roberts) and then, in extraordinary circumstances, the Dean. The University also provides additional support for students with difficulties. These services are discussed in detail below.

4.3.1 University Counselling Centre
The Counselling Centre offers a free and confidential counselling service to all ANU students. For more information on the University Counselling Service, see [http://www.anu.edu.au/counsel/](http://www.anu.edu.au/counsel/) or contact the Centre via email at counselling.centre@anu.edu.au.

4.3.2 Equity and Diversity Unit
The Equity and Diversity Unit provides a channel for cultural change within the University, offers advice and grievance resolution processes, and aims to assist in
achieving an environment where all members of the University community are committed to the equality of opportunity and value individual diversity. Consistent with the spirit and intent of the relevant Commonwealth and ACT, the Equity and Diversity Unit is responsible for discrimination and harassment grievance resolution.

4.3.3 Disability Support Unit
The Disability Support Unit acts as the University contact point for students with disabilities. For more information, see http://www.anu.edu.au/disabilities/.
SECTION 5 BEYOND HONOURS

5.1 Potential Employers

5.1.1 Links at Ecocomm
The website http://www.cbe.anu.edu.au/student/careers/default.asp provides information on various careers including careers for finance, actuarial and statistics graduates, and links for general graduate recruitment. This website also has a number of direct links to firms and other useful information for prospective job hunters, such as salary ranges you can expect across disciplines. It also covers public sector recruitment.

5.1.2 On Campus
Further Information: contact ANU Careers Centre, JB Chifley Building (15), Arts Centre Laneway, The Australian National University, Canberra ACT 0200, Phone: 02 6125 3593, Fax: 02 6125 5191, Email: careers@anu.edu.au; Website: http://www.anu.edu.au/careers/index.php?page=2

5.1.3 Off Campus
The ANU Careers centre contains information on these events (for example the Tertiary to Work Careers Fair which was held on 20th March in 2002) See the ANU Career HUB website http://www.anu.edu.au/careers/ for more information.

5.1.4 General Vacancy Websites
The following is a list of general vacancy websites;

www.jobsearch.gov.au
www.mycareer.com.au
www.gradlink.edu.au

5.1.5 The Application Process
The ANU career centre provides a free resume and CV checking service (small fee charged for same day service).

Downloadable articles containing advice regarding job searching, resume writing, interview skills and job offers are available from the ANU careers centre website. See http://www.anu.edu.au/careers/online_advice/advice_index.html
On line sites, such as Gradlink provide useful tips on resume presentation and writing job application letters and interview techniques.

The ANU careers centre also provides seminars on interview skills, writing resumes etc. See the ANU Careers website for more information.

5.2 Getting Published

After students have completed their thesis, every student should consider the avenue of publication with their supervisor. It is only through publication that your research can gain wide exposure. Publication is not an impossible task and there are occasional examples. Staff within the School of Finance, Actuarial Studies and Applied Statistics can give you the information that is required if and when you wish to pursue publication.

5.3 Postgraduate Life

Provided the grade achieved for honours is of a high enough standard, students can enroll in the PhD program in finance, actuarial or statistics studies at ANU. Details of the PhD program and scholarships are given at: http://cbe.anu.edu.au/Current_Students/pg/

More details of available scholarships can be found at the ANU graduate website for scholarships pertaining to higher research degrees such as Masters and PhD: http://www.anu.edu.au/graduate/scholarships/

For further information about the PhD program, contact the Graduate Program Convenors (Dr Tim Higgins).

5.4 Teaching Positions

On occasion, Level A teaching positions are made available to completing honours students prepared to enroll in a PhD. These positions may be advertised via the ANU employment website: http://info.anu.edu.au/hr/Jobs/index.asp.