The Arms of the University

Sidere mens eadem mutato

Though the constellations change, the mind is universal

The Arms

The following is an extract from the document granting Arms to the University, dated May 1857:

Argent on a Cross Azure an open book proper, clasps Gold, between four Stars of eight points Or, on a chief Gules a Lion passant guardant also Or, together with this motto "Sidere mens eadem mutato" ... to be borne and used forever hereafter by the said University of Sydney on their Common Seal, ShIELDS, or otherwise according to the Law of Arms.

The motto, which was devised by F.F.S Merewether, Second Vice-Provost of the University, conveys the feeling that in this hemisphere all feelings and attitudes to scholarship are the same as those of our predecessors in the northern hemisphere.

Disclaimer

This publication is copyright and remains the property of the Vice-Provost of the University, conveys the feeling that in this hemisphere all feelings and attitudes to scholarship are the same as those of our predecessors in the northern hemisphere.

Numbering of resolutions

Numbering of resolutions for convenience only and does not affect the interpretation of the resolutions, unless the context otherwise requires.

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The University of Sydney is a leading, comprehensive research and teaching community. We pursue a shared commitment to the transformative power of education, and to fostering greater understanding of the world around us.

We aim to create and sustain a community in which, for the benefit of both Australia and the wider world, the brightest researchers and the most promising students can thrive and realise their full potential, whatever their social or cultural background.

This purpose resonates with the historical objectives of the institution. The University was incorporated by the Parliament of New South Wales on 1 October 1850, making it the first university to be established in Australia. We can also make a strong claim to be the first university in the world to admit students purely on the basis of academic merit, and we were among the first universities in Australia to admit women students in the 1880s.

Under the University of Sydney Act 1989 (as amended), the University’s principal functions include:

– the provision of facilities for education and research of university standard
– the encouragement of the dissemination, advancement, development and application of knowledge informed by free enquiry
– the provision of courses of study or instruction across a range of fields, and the carrying out of research, to meet the needs of the community
– the participation in public discourse
– the conferring of degrees, including those of bachelor, master and doctor, and the awarding of diplomas, certificates and other awards
– the provision of teaching and learning that engage with advanced knowledge and enquiry.

THE SENATE

The Senate is the governing authority of the University of Sydney and has the functions conferred or imposed on it by or under the University of Sydney Act 1989 (as amended). The Senate oversees all major decisions concerning the conduct of the University, including staff appointments and welfare, student welfare and discipline, financial matters and the physical and academic development of the University.

Comprising 22 fellows and chaired by the Chancellor, the Senate awards all degrees and diplomas and is responsible to the Parliament of New South Wales. The Vice-Chancellor and Principal and the Chair of the Academic Board are both ex-officio members of the Senate.

THE ACADEMIC BOARD

The Academic Board, which reports to Senate, is responsible for safeguarding the quality of the University’s academic activities. It is an elected body that includes staff and student representation from across the University’s academic communities.

The Academic Board provides advice to Senate and the Vice-Chancellor on all academic matters, including their relation to the University’s strategic priorities and policies, the conditions of appointment and employment of academic staff, the approval of new and revised courses and the maintenance of academic standards.

EXECUTIVE MANAGEMENT

The Vice-Chancellor is the principal administrative officer, or chief executive, of the University and has line-management responsibility for a number of deputy vice-chancellors who, with him, comprise the University’s executive team. Directors of strategic administrative areas within the University also report to the Vice-Chancellor.

The Vice-Chancellor chairs the Senior Executive Group (SEG), a management decision-making body including the deans of faculty. SEG is representative of the diverse academic and administrative communities in the University and is accountable to Senate for the academic and financial health of the University.
OFFICERS OF THE UNIVERSITY OF SYDNEY
As at 1 January 2015

SENATE
- Official members of Senate
- Appointed members of Senate
- Elected members of Senate

UNIVERSITY OFFICERS
- Vice-Chancellor and Principal
- Deputy Vice-Chancellors
- Vice-Principals
- Other University officers

ACADEMIC BOARD
- Ex-officio members of the Academic Board
- Elected academic staff members of faculties on the Academic Board
- Elected student members of the Academic Board
- Appointed members of the Academic Board
- Co-opted members of the Academic Board

DEANS OF DIVISIONS
- Division of Architecture and Creative Arts
- Division of Business
- Division of Engineering and Information Technologies
- Division of Health Sciences
- Division of Humanities and Social Sciences
- Division of Medicine, Dentistry, Nursing and Pharmacy
- Division of Natural Sciences
OFFICIAL MEMBERS OF SENATE
Chancellor
Belinda J Hutchinson AM
BSc, Sydney, FCA
(Term of office: 4 February 2013 to 6 February 2017)

Vice-Chancellor and Principal
Dr Michael Spence
BA LLB Sydney DPhil PGDipTheol OxT
(Term of office: from 11 July 2008)

Chair of the Academic Board
Associate Professor Peter McCallum
BSc(Food Technology), UNSW MBA City UK
External Fellow appointed by the Minister for Education
(Term of office: 1 January 2014 to 31 December 2015)

DEPUTY CHANCELLOR
Professor Michael Spence
BA LLB Sydney LLM Cambridge
DPhil PGDipTheol OxT
(Term of office: 5 February 2015 to 31 December 2015)

PRO-CHANCELLOR
Robert Leece AO RFD
BSc(Food Technology), UNSW MBA City UK
External Fellow appointed by the Minister for Education
(Term of office: 1 March 2014 to 29 February 2019)

ELECTED MEMBERS OF SENATE
Four Fellows elected by and from the academic staff for two years
Three Fellows elected by and from the non-academic staff for two years

Robert Leece AO RFD
BSc, Sydney, FCA
Fellow from 1 January 2013 to 31 December 2015

Peter FitzSimons AM
BA Sydney
Graduate Fellow from 1 December 2009 to 31 December 2017

Dorothy Hoddinott AO
MA DipEd Sydney, FACE FACEL
External Fellow appointed by the Minister for Education
(Term of office: 12 February 2014 to 11 February 2017)

Kevin McCann AM
BA LLB Sydney LLM Harvard, FACID
External Fellow appointed by the Minister for Education
(Term of office: 23 February 2015 to 23 February 2017)

APPOINTED MEMBERS OF SENATE
Six external Fellows appointed by the Minister for Education:
Leah Armstrong
Fellow from 1 January 2014 to 31 December 2017

Sara Watts
LLB LLM Sydney B.Juris(hons) UWA
Fellow from 1 January 2015 to 31 December 2018

Alexander (Alec) Brennan AM
BSc(Food Technology), UNSW MBA City UK
Fellow from 1 January 2006 to 31 December 2017

Dorothy Hoddinott AO
MA DipEd Sydney, FACE FACEL
Fellow from 1 January 2010 to 31 December 2017

Kevin McCann AM
BA LLB Sydney LLM Harvard, FACID
Fellow from 9 March 2010 to 31 December 2017

University Officers
As at 1 January 2015

Visitor
His Excellency General The Honourable David Hurley
AC DSC (Hons)
BA Grad Dip Defence Studies RMC
From 2 October 2014

Chancellor
Belinda Hutchinson AM
BSc, Sydney, FCA
Elected 4 February 2013

Deputy Chancellor
Alexander (Alec) Brennan AM
BSc(Food Technology), UNSW MBA City UK
Elected 5 February 2015

Vice-Chancellor and Principal
Dr Michael Spence
BA LLB Sydney DPhil PGDipTheol OxT

Deputy Vice-Chancellors
Professor Tyrone Carlin
LLB(Hons) LLM Sydney MCom UNSW PhD Macquarie
Grad Dip Fin SM CA FCPA FRM
Deputy Vice-Chancellor (Registrar)
Professor Stephen Garton
BA Sydney PhD UNSW, FAHA FASSA FRAHS
Provost and Deputy Vice-Chancellor
Professor Shane Houston
PhD Curtin
Deputy Vice-Chancellor (Indigenous Strategy and Services)
Professor Philippa Pattisson
PhD Melbourne, FASSA
Deputy Vice-Chancellor (Education)
Professor Jill Trewella
MSc UNSW PhD Sydney, Dist FRSN FLANL FAAAS FNSSA
Deputy Vice-Chancellor (Research)

Vice-Principals
Tim Dolan
BA UCLA
Vice-Principal (Advancement)
Sara Watts
BSc Sydney MBA Macquarie FCPA GAICD
Vice-Principal (Operations)

General Counsel
Richard Fisher AM
MSc UNE LLB Sydney
Chair
Associate Professor Peter McCallum

Vice-Chancellor
Dr Michael Spence

EX-OFFICIO MEMBERS

Deputy Vice-Chancellors
Pro-Vice Chancellor (Academic Affairs)
Professor Marie Carroll

Pro Vice-Chancellors
Pro Vice-Chancellor (Academic Affairs)
Professor Marie Carroll

Deans
Faculty of Agriculture and Environment
Professor Mark Adams
Faculty of Arts and Social Sciences
Professor Duncan Ivison
Faculty of Dentistry
Professor Chris Pock
Faculty of Education and Social Work
Professor Diane Mayer
Faculty of Engineering and Information Technologies
Professor Archie Johnston
Faculty of Health Services
Professor Kathrynn Reithauge
Faculty of Law
Professor Joan Riley
Faculty of Medicine
Professor Bruce Robinson
Faculty of Nursing and Midwifery
Professor Donna Waters
Faculty of Pharmacy
Professor Iqbal Ramzan
Faculty of Science
Professor Trevor Hambly
Faculty of Veterinary Science
Professor Rosanna Taylor
Sydney College of the Arts
Professor Colin Rhodes
Sydney Conservatorium of Music
Dr Karl Kramer
The University of Sydney Business School
Professor Greg Whitwell

Other members
University Librarian
Anne Ball
Director Teaching and Learning
Associate Professor Simon Barrie
Director Student Centre
Gillian Luck
President of the Students’ Representative Council (SRC)
Kylı Blakeman
President of the Sydney University Postgraduate Representative Association (SUPRA)
Timothy Scriven

ELECTED ACADEMIC STAFF MEMBERS OF FACULTIES

Faculty of Agriculture and Environment
Dr Tina Ball
Associate Professor Stephen Cattle
Vacancy
Vacancy

Faculty of Architecture, Design and Planning
Associate Professor Wendy Davis
Professor Nicole Guirian
Dr Rob Saunders

Faculty of Arts and Social Sciences
Professor Will Christie
Dr Nerida Jarkey
Associate Professor Graham White
Vacancy
Vacancy

Faculty of Dentistry
Dr Jinlong Ge
Associate Professor Tania Gorzina
Vacancy

Faculty of Education and Social Work
Professor Judy Anderson
Dr Susan Colmar
Associate Professor Richard Walker
Dr Rachel Wilson

Faculty of Engineering and Information Technologies
Professor Philip Leong
Professor David Lowe
Dr Jin Ma
Professor Andrew Ruys
Associate Professor Tim Wilkinson

Faculty of Health Sciences
Dr Roger Bourne
Dr Michael Milington
Professor Elias Mopiufu
Dr Kieron Rooney
Professor Roger Stanchfield

Faculty of Law
Elisa Ancini
Professor Mary Crock
Associate Professor James Gilster
Professor Greg Tolhurst

Faculty of Medicine
Professor Manuel Graeber
Dr Peter Knight
Associate Professor Leslie Nicholson
Professor Paul Young
Dr Ying Zhang

Faculty of Nursing and Midwifery
Dr Jacqueline Bloomfield
Dr Janice Gullick
Professor Yun-Hae Jeon

Faculty of Pharmacy
Dr Thomas Balle
Dr Bex Church
Professor Mary Collins
Associate Professor Thomas Grewal

Faculty of Science
Associate Professor David Eastdown
Associate Professor Tony Masters
Dr Calb Owens
Dr Jenny Saleaba
Dr Charlotte Taylor

Faculty of Veterinary Science
Dr Rolyan Bathgata
Dr Susan Matthew
Professor Charlie Wade
Dr Peter White

Sydney College of the Arts
Professor Brad Buckley
Associate Professor John Conomos
Cherine Fahd

Sydney Conservatorium of Music
Professor Michael Haltiwall
Professor Matthew Hindson
Dr David Larkin
Associate Professor Naal Peres da Costa

The University of Sydney Business School
Associate Professor Sandra van der Laan
Associate Professor Susan McGrath-Champ
Associate Professor Philip Saitasakas
Professor John Shields
Associate Professor Catherine Sutton-Brady

ELECTED STUDENT MEMBERS

Faculty of Agriculture and Environment
Vacancy

Faculty of Architecture, Design and Planning
Vacancy

Faculty of Arts and Social Sciences
Emily May

Faculty of Dentistry
Audrey Irish

Faculty of Education and Social Work
Vacancy

Faculty of Engineering and Information Technologies
Dean Mair

Faculty of Health Sciences
Denise Ong

Faculty of Law
Vacancy

Faculty of Medicine
Kilian Brown

Faculty of Nursing and Midwifery
Vacancy

Faculty of Pharmacy
Sami Isaac

Faculty of Science
Jun Tong

Faculty of Veterinary Science
Vacancy

Sydney College of the Arts
Tracey Clements
Sydney Conservatorium of Music
Janna Smith

The University of Sydney Business School
Vacancy

APPOINTED MEMBERS
Professor Jane Hannah
Associate Professor Daniela Trani

CO-OPTED MEMBERS
Associate Professor Tihomir Ancov

SECRETARY
The Secretary to Senate, or the Secretary’s nominee, is to act as Secretary to the Academic Board
Ms Megan Kemmis (nominee)
The authority vested by the statutes of the University in the person of the Vice-Chancellor is exercised through the University’s Senior Executive Group (SEG). Operating within a context set by the Senate, the Senate’s rules and in particular its delegations of decision-making authority to officers of the University, SEG’s terms of reference are to:

- oversee the implementation of the University’s strategic plan
- account for Senate for the financial and academic viability and sustainability of the University
- protect and enhance the position and reputation of the University
- ensure appropriate risk mitigation within the context of the overall Risk Framework
- oversee the University’s curriculum, teaching, research and research training, in conjunction with the Academic Board
- oversee the University’s human resources management and capability planning
- review the University’s budget prior to its presentation for Senate approval
- prioritise digital and physical infrastructure projects
- oversee University’s curriculum, teaching, research and research training, in conjunction with the Academic Board
- approve SEG committee and divisional board recommendations regarding policies, procedures, programs and initiatives
- negotiate compacts with divisions regarding their research and teaching excellence strategies.

SEG’s membership comprises:

- the Vice-Chancellor (Chair)
- all deputy vice-chancellors
- the Chair of the Academic Board
- pro-rata representation of each of the seven academic divisions (including the dean of each of the University’s 16 faculties)
- the Director of Human Resources and the Chief Financial Officer.

A number of senior members of staff routinely attend SEG meetings to assist with the conduct of its business and with the communication and implementation of its decisions.

SEG’s decision-making is underpinned by a number of committees and divisional boards that undertake detailed analysis and planning in particular areas of expertise and interest. The work of these committees and divisional boards intersects at many points.

SEG committees focus on key University-wide themes, such as education and research training, finance and infrastructure, and curriculum and course planning. They provide expert, high-level strategic advice to SEG, and engage SEG members, along with other experts, in the detailed preparation of matters for SEG consideration.

There are 14 SEG committees:

- Aboriginal and Torres Strait Islander Strategy and Services Committee
- Alumni, Development and Marketing Committee
- Charles Perkins Centre Governing Committee
- Colleges Consultative Committee
- Cultural Resources Committee
- Curriculum and Course Planning Committee
- Disability Action Plan Committee
- Education Committee
- Finance and Infrastructure Committee
- Human Resources and Equity Committee
- International Committee
- Research Committee
- Research Training Committee
- Work Health and Safety Committee

SEG divisional boards are charged with detailed strategic planning, portfolio analysis, and educational and research reform for groups of cognate faculties. Their focus is not on University-wide strategies, but on the particularities of diverse educational and research communities.

The divisional boards are composed as follows:

- Division of Architecture and Creative Arts (Faculty of Architecture, Design and Planning; Sydney College of the Arts; Sydney Conservatorium of Music)
- Division of Business (The University of Sydney Business School)
- Division of Engineering and Information Technologies (Faculty of Engineering and Information Technologies)
- Division of Health Sciences (Faculty of Health Sciences)
- Division of Humanities and Social Sciences (Faculty of Education and Social Work; Faculty of Law)
- Division of Medicine, Dentistry, Nursing and Pharmacy (Faculty of Dentistry; Faculty of Medicine; Faculty of Nursing and Midwifery; Faculty of Pharmacy)
- Division of Natural Sciences (Faculty of Agriculture and Environment; Faculty of Science; Faculty of Veterinary Science)

More information about the membership and terms of reference of SEG and its committees is available at sydney.edu.au/senior_executive_group
February 27th, 1858

VICTORIA, by the Grace of God, of the United Kingdom of Great Britain and Ireland, Queen, Defender of the Faith, to all to whom these presents shall come Greeting:

Whereas under and by virtue of the provisions of an Act of the Governor and Legislative Council of our Colony of New South Wales, passed in the fourteenth year of our reign, No. 31, intituled ‘An Act to Incorporate and Endow the University of Sydney’, and to which our Royal Assent was granted on the 9th day of December, One Thousand Eight Hundred and Fifty-one, a Senate, consisting of Sixteen Fellows, was incorporated and made a body politic with perpetual succession, under the name of the University of Sydney, with power to grant, after Examination, the several degrees of Bachelor of Arts, Master of Arts, Bachelor of Laws, Doctor of Laws, Bachelor of Medicine, and Doctor of Medicine, and to examine for Medical Degrees in the four Branches of Medicine, Surgery, Midwifery and Pharmacy. And whereas our trusty and well-beloved Sir William Thomas Denison, Knight Commander of our most honourable Order of the Bath, Lieutenant-Colonel in the Royal Engineers, our Captain-General and Governor-in-Chief in and over our said Colony, has transmitted to us the humble Petition of the Senate of the said University of Sydney under their common seal, dated the 9th day of February, One Thousand Eight Hundred and Fifty-seven, wherein is set forth a statement of the establishment of the said University, the appointment of learned Professors of the Faculty of Arts, and the Provisions adopted and to be adopted in respect of the Faculties of Laws and Medicine, and the course of Education and discipline for the Scholars, Undergraduates, and Graduates of the said University, and in which it is humbly submitted that the standard of acquirements which must be attained by Graduates in the University of Sydney is not below that prescribed by the most learned Universities of the United Kingdom, and the direction of the studies in the said University has been committed to Professors who have highly distinguished themselves in British Universities, that the rules under which the high standard in the University has been fixed cannot be altered without the approval of our representative in the Colony, and that there is invested in him the power of interference should the rules laid down be unduly relaxed in practice, and that, therefore, the Memorialists confidently hope that the Graduates of the University of Sydney will not be inferior in scholastic requirements to the majority of Graduates of British Universities, and that it is desirable to have the degrees of the University of Sydney generally recognised throughout our dominions; and it is also humbly submitted that although our Royal Assent to the Act of Legislature of New South Wales hereinafore recited fully satisfies the principle of our law that the power of granting degrees should flow from the Crown, yet that as that assent was conveyed through an Act which has effect only in the territory of New South Wales, the Memorialists believe that the degrees granted by the said University under the authority of the Governor and Legislative Council of New South Wales were not intended by the legislature of that Colony to be so construed

Approved by: Queen Victoria
Date of effect: 27 February 1858
of the said Act, are not legally entitled to recognition beyond the limits of New South Wales; and the Memorialists are in consequence most desirous to obtain a grant from us of Letters Patent requiring all our subjects to recognise the degrees given under the Act of the Local Legislature in the same manner as if the said University of Sydney had been an University established within the United Kingdom under a Royal Charter or an Imperial enactment; and the Memorialists therefore hereby most humbly pray that we will be pleased to take the premises into our gracious consideration and grant to the University of Sydney Letters Patent effective of the object therein set forth.

NOW KNOW YE that we, taking the premises into consideration, and deeming it to be the duty of our Royal office, and for the advancement of religion and morality and the promotion of useful knowledge to hold forth to all classes and denominations of our faithful subjects, without any distinction whatsoever, throughout our dominions encouragement for pursuing a regular and liberal course of education, and considering that many persons do prosecute and complete their studies in the Colony of New South Wales, on whom it is just to confer such distinctions and rewards as may induce them to persevere in their laudable pursuits; do, by virtue of our Prerogative Royal and our especial Grace and certain knowledge and mere motion, by these presents of us, our heirs and successors, will, grant and declare that the Degrees of Bachelor of Arts, Master of Arts, Bachelor of Laws, Doctor of Laws, Bachelor of Medicine, and Doctor of Medicine, already granted or conferred or hereafter to be granted or conferred by the Senate of the said University of Sydney shall be recognised as Academic distinctions and rewards of merit and be entitled to rank, precedence, and consideration in our United Kingdom and in our Colonies and possessions throughout the world as fully as if the said Degree had been granted by any University of our said United Kingdom. And we further will and ordain that any variation of the Constitution of the said University which may at any time or from time to time be made by an Act of the said Governor and Legislature shall not, so long as the same or a like standard of knowledge is in the opinion of the said Governor preserved as a necessary condition for obtaining the aforesaid degrees therein, in any manner annul, abrogate, circumscribe, or diminish the privileges conferred on the said University by these our Royal Letters Patent, nor the ranks, rights, privileges, and consideration conferred by such degrees. And, lastly, we do hereby for us, our heirs, and successors, grant and declare that these our Letters Patent or the enrolment or exemplification thereof shall be in and by all things valid and effectual in law according to the true intent and meaning of same, and shall be construed and adjudged in the most favourable and beneficial sense to the best advantage of the said University, as well in all our courts as elsewhere, notwithstanding any non-recital, uncertainty, or imperfection in these our Letters Patent. In witness whereof we have caused these our Letters to be made Patent.

Witness ourself at Westminster, the Twenty-seventh day of February, in the Twenty-first year of our Reign.

BY WARRANT under the Queen’s sign manual.

C. ROMILLY
incorporated college means Sancta Sophia College, St Andrew’s College, St John’s College, St Paul’s College, Wesley College or the Women’s College.

Master means any person on whom the degree of Master has been conferred by the University.

principal, in relation to an incorporated college, means the master, warden, rector or other person who is the head of the college.

residential college means an incorporated college or a college (other than an academic college) established under this Act.

Senate means the Senate of the University.

University means the University of Sydney established by this Act.

(2) In this Act, a reference to a graduate of the University is a reference to:
(a) a person who is the recipient of a degree, or of such other diploma, award or certificate as may be prescribed by the by-laws, conferred or awarded by the University, or
(b) a person who is the recipient of a degree or diploma, or of such other award or certificate as may be prescribed by the by-laws, conferred or awarded:
(i) by or on behalf of any former institution that has, pursuant to this Act or to the Higher Education (Amalgamation) Act 1989 or otherwise, become a part of the University, or
(ii) by or on behalf of any predecessor of any such institution.

(3) In this Act,
(a) a reference to a function includes a reference to a power, authority and duty, and
(b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

c) the provision of courses of study or instruction across a range of fields, and the carrying out of research, to meet the needs of the community,
(d) the participation in public discourse,
(e) the conferring of degrees, including those of Bachelor, Master and Doctor, and the awarding of diplomas, certificates and other awards,
(f) the provision of teaching and learning that engage with advanced knowledge and inquiry,
(g) the development of governance, procedural rules, admission policies, financial arrangements and quality assurance processes that are underpinned by the values and goals referred to in the functions set out in this subsection, and that are sufficient to ensure the integrity of the University’s academic programs.

(3) The University has other functions as follows:
(a) the University may exercise commercial functions comprising the commercial exploitation or development, for the University’s benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others,

(b) the University may develop and provide cultural, sporting, professional, technical and vocational services to the community,

(c) the University has such general and ancillary functions as may be necessary or convenient for enabling or assisting the University to promote the object and interests of the University, or as may complement or be incidental to the promotion of the object and interests of the University,

(d) the University has such other functions as are conferred or imposed on it by or under this Act or otherwise, become a part of the University, or

(4) The functions of the University may be exercised within or outside the State, including outside Australia.

7 Facilities for students, staff and others

The University may, for the purposes of or in connection with the exercise of its functions, provide such facilities for its students and staff and other members of the university community as the University considers desirable.

8 The Senate

(1) The Senate is to consist of:
(a) 3 official members, being:
(i) the Chancellor (if the Chancellor is not otherwise a member of the Senate), and
(ii) the Vice-Chancellor, and
(iii) the person for the time being holding the office of presiding member of the Academic Board (if that person is not the Vice-Chancellor) or of a pro-chancellor (if the person is the Vice-Chancellor), and
(b) 6 external persons appointed by the Minister, one of whom is nominated by the Senate for appointment otherwise than pursuant to subsection (2), and
(c) one external person appointed by the Senate, and
(d) 4 persons:
(i) who are members of the academic staff of the University, and
(ii) who have such qualifications as may be prescribed by the by-laws, and
(iii) who are elected by members of the academic staff of the University in the manner prescribed by the by-laws, and
(e) one person:
(i) who is a member of the non-academic staff of the University, and
(ii) who has such qualifications as may be prescribed by the by-laws, and
(iii) who is elected by members of the non-academic staff of the University in the manner prescribed by the by-laws, and
(f) one person:
(i) who is an undergraduate student of the University but who is not a member of the academic or non-academic staff of the University, and
(ii) who has such qualifications as may be prescribed by the by-laws, and
(iii) who is elected by undergraduate students of the University in the manner prescribed by the by-laws, and
(g) one person:
(i) who is a postgraduate student of the University but who is not a member of the academic or non-academic staff of the University, and
(ii) who has such qualifications as may be prescribed by the by-laws, and
(iii) who is elected by postgraduate students of the University in the manner prescribed by the by-laws, and
(h) 5 external persons:
(i) who is a member of the Parliament of New South Wales under subsection (1) (b) but only if the person is nominated by the Senate for appointment.

No more than 2 such persons may hold office at any one time as appointed members under subsection (1) (b).

(3) Of the members of the Senate:
(a) at least 2 must have financial expertise (as demonstrated by relevant qualifications and by experience in financial management at a senior level in the public or private sector), and
(b) at least one must have commercial expertise (as demonstrated by relevant experience at a senior level in the public or private sector).
(4) All appointed members of the Senate must have expertise and experience relevant to the functions exercisable by the Senate and an appreciation of the object, values, functions and activities of the University.
(5) The majority of members of the Senate must be external persons.
(6) The by-laws are to prescribe the procedures for the nomination of persons for appointment as members of the Senate.
(7) Schedule 1 has effect in relation to the members and procedure of the Senate.
(8) A reference in this section to members of the academic staff of the University includes a reference to such persons as the by-laws declare to be members of the academic staff of the University for the purposes of this section.
(9) A reference in this section to external persons is a reference to persons who are not members of the academic or non-academic staff of the University or undergraduate or postgraduate students of the University.

10 Chancellor

(1) Whenever a vacancy in the office of Chancellor occurs, the Senate must elect a person (whether or not a Fellow) to be Chancellor of the University.
(2) Subject to the by-laws, meetings of Convocation are to be convened and the business at the meetings is to be as determined by Convocation.

(3) A quorum at any meeting of Convocation is to be such number of members as may be prescribed by the by-laws.

(4) Convocation has such functions as may be prescribed by the by-laws.

(5) The Senate may establish a Standing Committee and such other committees of Convocation as it considers necessary.

15 Academic Board

(1) There is to be an Academic Board of the University, consisting of:
(a) the Vice-Chancellor, and
(b) such other persons as the Senate may, in accordance with the by-laws, determine.

(2) Subject to subsection (1), the constitution and functions of the Academic Board are to be as prescribed by the by-laws.

Part 4 Functions of Senate

Division 1 General

16 Functions of Senate

(1A) The Senate:

(a) acts for and on behalf of the University in the exercise of the University’s functions, and
(b) has the control and management of the affairs and concerns of the University, and
(c) may act in all matters concerning the University in such manner as appears to the Senate to be best calculated to promote the object and interests of the University.

(1B) Without limiting the functions of the Senate under subsection (1A), the Senate is, in controlling and managing the affairs and concerns of the University:
(a) to monitor the performance of the Vice-Chancellor, and
(b) to oversee the University’s performance, and
(c) to oversee the academic activities of the University, and
(d) to approve the University’s mission, strategic direction, annual budget and business plan, and
(e) to oversee risk management and risk assessment across the University (including, if necessary, taking reasonable steps to obtain independent audit reports of entities in which the University has an interest but which it does not control or with which it has entered into a joint venture), and
(f) to approve and monitor systems of control and accountability for the University (including in relation to controlled entities within the meaning of section 16A), and
(g) to approve significant University commercial activities (within the meaning of section 26A), and
(h) to establish policies and procedural principles for the University consistent with legal requirements and community expectations, and
(i) to ensure that the University’s grievance procedures, and information concerning any rights of appeal or review conferred by or under any Act, are published in a form that is readily accessible to the public, and
(j) to regularly review its own performance (in light of its functions and obligations imposed by or under this or any other Act), and
(k) to adopt a statement of its primary responsibilities, and
(l) to make available for Fellows a program of induction and of development relevant to their role as a Fellow.

(1) Without limiting the functions of the Senate under subsection (1A), the Senate may, for and on behalf of the University in the exercise of the University’s functions:
(a) provide such courses, and confer such degrees (including ad eundem degrees and honorary degrees) and award such diplomas and other certificates, as it thinks fit,
(b) appoint and terminate the appointment of academic and other staff of the University,
(c) (Repealed)
(d) borrow money,
(e) invest any funds belonging to or vested in the University,
(f) promote, establish or participate in (whether by means of debt, equity, contribution of assets or by other means) partnerships, trusts, companies and other incorporated bodies, or joint ventures (whether or not incorporated),
(g) (Repealed)
(h) authorise any other university or educational institution (whether in New South Wales or elsewhere) to confer degrees, or to award diplomas or other certificates, on behalf of the University,
(i) make loans and grants to students, and
(j) impose fees, charges and fines.

(2) The functions of the Senate under this section are to be exercised subject to the by-laws.

(3) Schedule 2 has effect in relation to the investment of funds by the Senate.

Note. The Annual Reports (Statutory Bodies) Act 1994 regulates the making of annual reports to Parliament by the Senate and requires the Senate to report on the University's operations (including in relation to risk management and insurance arrangements) and a range of financial and other matters.

16A Controlled entities

(1) The Senate must ensure that a controlled entity does not exercise any function or engage in any activity that the University is not authorised by or under this Act to exercise or engage in, except to the extent that the Senate is permitted to do so by the Minister under this section.

(2) The Minister may, by order in writing, permit the Senate to authorise a controlled entity to exercise a function or engage in an activity of the kind referred to in subsection (1). Permission may be given in respect of a specified function or activity or functions or activities of a specified class.

(3) The Governor may make regulations providing that subsection (1) does not apply to functions or activities of a specified class.

(4) Nothing in the preceding subsections confers power on a controlled entity to engage in any activity.

(5) Nothing in the preceding subsections affects any obligations imposed on a controlled entity by or under any Act or law, other than an obligation imposed on the controlled entity by the Senate at its discretion.

(5A) The Senate is, as far as is reasonably practicable, to ensure:
(a) that the governing bodies of controlled entities:
(i) possess the expertise and experience necessary to provide proper stewardship and control, and
(ii) comprise, where possible, at least some members who are not members of the Senate or members of staff, or students, of the University, and
(iii) adopt and evaluate their own governance principles, and
(iv) document, and keep updated, a corporate or business strategy containing achievable and measurable performance targets, and
(b) that a protocol is established regarding reporting by governing bodies of controlled entities to the Senate.

(6) In this section:

controlled entity means a person, group of persons or body of which the University or Senate has control within the meaning of a standard referred to in section 39 (1A) or 45A (1A) of the Public Finance and Audit Act 1983,

17 Delegation by Senate

The Senate may, in relation to any matter or class of matters, or in relation to any activity or function of the University, by resolution, delegate all or any of its functions (except this power of delegation) to:
(a) any member or committee of the Senate,
(b) any authority or officer of the University (including any advisory council), or
(c) any other person or body prescribed by the by-laws.
17A Operation of certain Acts

Nothing in this Act limits or otherwise affects the operation of the Ombudsman Act 1974, the Public Finance and Audit Act 1983 or the Annual Reports (Statutory Bodies) Act 1984 to or in respect of the University or the Senate.

17B Recommendations of Ombudsman or Auditor-General

The Senate must include in each annual report of the Senate as part of the report of its operations a report as to any action taken by the Senate during the period to which the report relates to implement any recommendation made in a report of the Ombudsman or the Auditor-General concerning the Senate or the University:

(a) whether or not the recommendation relates to a referral by the Minister under section 26E, and
(b) whether or not the recommendation relates to a University commercial activity (as defined in section 26A).

Division 2 Property

18 Powers of Senate relating to property

(1) The Senate:

(a) may acquire (whether by purchase, gift, grant, bequest, devise or otherwise) any property for the purposes of this Act and may agree to carry out the conditions of any such acquisition and
(b) may acquire (whether or not the recommendation relates to a referral by the Minister under section 26E, and
(c) has the control and management of all property at any time vested in or acquired by the University and may, subject to this section, dispose of property in the name and on behalf of the University.

(2) The Senate may, subject to this section, alienate, mortgage, charge or demise any lands of the University.

(2A) The Senate may, without the approval of the Minister, lease any lands of the University if:

(a) the term of the lease does not exceed 21 years, and
(b) the Senate is satisfied that it is to the benefit of the University, whether from a financial or educational standpoint or otherwise, that the lease be entered into.

(3) Despite subsection (2A), the Senate may, without the approval of the Minister, lease any lands of the University if:

(a) the term of the lease does not exceed 21 years, and
(b) the Senate is satisfied that it is to the benefit of the University, whether from a financial or educational standpoint or otherwise, that the lease be entered into.

(4) In the case of a lease of any lands of the University, or any renewal of the lease, to a residential college affiliated with the University, the lease:

(a) is to be for a term not exceeding 99 years, and
(b) is to be at a nominal rent, and
(c) is to contain a condition that the lease is not to be assigned and such other conditions as the Senate thinks fit.

(5) The rule of law against remoteness of vesting does not apply to or in respect of any condition of a gift, grant, bequest or devise to which the University has agreed.

19 Powers of Senate over certain property vested in Crown

(1) Where any property used for the conduct of the University is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the Senate has the control and management of that property and is responsible for its maintenance.

(2) Nothing in subsection (1) enables the Senate to alienate, mortgage, charge or demise any land vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise).

(3) Notwithstanding subsection (2), the Senate may (on behalf of the Crown or a Minister of the Crown) lease land of which it has, pursuant to this section, the control and management.

(4) Such a lease:

(a) must not be granted for a term (including any option for the grant of a further term) exceeding 21 years except with the approval of the Minister, and
(b) is to contain a condition that the lease is not to be assigned and such other conditions as the Senate thinks fit.

(5) The Senate is, in the exercise of its functions under this section, subject to the control and direction of the Minister.

20 Acquisition of land

(1) The Minister may, for the purposes of this Act, acquire land (including an interest in land) by agreement or by compulsory process in accordance with the Land Acquisition (Just Terms Compensation) Act 1991.

(2) The Minister may do so only if the University:

(a) applies to the Minister for acquisition of the land, and
(b) makes provision to the satisfaction of the Minister for the payment of the purchase price or of compensation for compulsory acquisition (together with all necessary charges and expenses incidental to the acquisition).

(3) For the purposes of the Public Works Act 1912, any acquisition of land under this section is taken to be for an authorised work and the Minister is, in relation to that authorised work, taken to be the Constructing Authority.

(4) Sections 34, 35, 36 and 37 of the Public Works Act 1912 do not apply in respect of works constructed under this section.

21 Grant or transfer of certain land to University

(1) If land on which the University is conducted is vested in the Crown or a Minister of the Crown (whether as Constructing Authority or otherwise), the land may:

(a) if it is vested in the Crown—be transferred to the University subject to such trusts, conditions, covenants, provisions, exceptions and reservations as the Minister for Natural Resources thinks fit, or
(b) if it is vested in a Minister of the Crown—be conveyed or transferred to the University for such estate, and subject to such trusts and rights of way or other easements, as the Minister in whom the land is vested thinks fit.

(2) A conveyance, transfer or other instrument executed for the purposes of this section:

(a) is not liable to stamp duty under the Stamp Duties Act 1920, and
(b) may be registered under any Act without fee.

Division 3 Variation of trusts

22 Definitions

In this Division:

donor, in relation to a trust, means the person creating the trust, whether or not the trustee is a volunteer.

prize includes a scholarship or exhibition.

23 Trusts to which Division applies

This Division applies to a trust, whether created before or after the commencement of this section:

(a) by which any property is held:

(i) by the University on trust for a particular purpose, or
(ii) by any person on trust for the University for a particular purpose, and

(b) the terms of which, by reason of the death or incapacity of the donor or otherwise, could not, but for the provisions of this Division, be varied without the order of a court.
24 Variation of amount of prize, scholarship or exhibition

(1) If:
(a) by the terms of a trust for the award from time to time, out of the income from the trust property or its proceeds, of a prize, the prize to be awarded is a fixed amount of money, and
(b) in the opinion of the Senate, the value of the amount so fixed has been so affected by monetary inflation that it no longer reflects the intentions of the donor with respect to the value and significance of the prize,
the Senate may request the Minister to effect a variation of the amount of the prize.
(2) The Minister, if satisfied that it is just and equitable to do so, and with the concurrence of the Senate, may determine to vary the amount of the prize in accordance with the Senate’s request.
(3) On delivery to the Senate of an instrument in writing signed by the Minister and specifying such a variation, the trust concerned is varied accordingly.

25 Variation of terms of trust

(1) If:
(a) by the terms of a trust, any property is held:
(i) on trust for a charitable purpose, or
(ii) on trust for a purpose of the University other than its general purposes, and
(b) in the opinion of the Senate, it is impossible or inexpedient to carry out or observe the terms of the trust, whether as to its purpose or any other of its terms,
the Senate may request the Minister to effect a variation of the terms of the trust.
(2) The Minister, if satisfied that it is just and equitable to do so, and with the concurrence of the Attorney General, may determine to vary the terms of the trust concerned in accordance with the Senate’s request.
(3) In the making of any such determination, regard is to be had:
(a) to the extent to which it may be necessary to depart from the terms of the trust concerned in order to avoid the impossibility or inexpediency complained of, and
(b) to what appear to have been the intentions of the donor in creating the trust.
(4) On delivery to the Senate of an instrument in writing signed by the Minister and specifying a variation of the terms of the trust concerned, the trust is varied accordingly.

26 Further variation

A trust that has been varied in accordance with this Division may, in the same manner, be further varied from time to time.

Division 4 Commercial activities

26A Definitions

In this Division:

the Guidelines means the guidelines determined for the time being under section 26B.

University commercial activity means:

(a) any activity engaged in by or on behalf of the University in the exercise of commercial functions of the University, and
(b) any other activity comprising the promotion of, establishment of or participation in any partnership, trust, company or other incorporated body, or joint venture, by or on behalf of the University, that is for the time being declared by the Guidelines to be a University commercial activity.

26B Guidelines for commercial activities

(1) The Senate must by resolution determine, and must maintain, Guidelines requiring specified processes and procedures to be followed in connection with University commercial activities.
(2) The Senate may by resolution amend or replace the Guidelines from time to time.
(3) Without limitation, the Guidelines may contain provision for or with respect to the following in connection with University commercial activities:
(a) requiring feasibility and due diligence assessment,
(b) requiring the identification of appropriate governance and administrative arrangements (including as to legal structures and audit requirements),
(c) requiring the undertaking of risk assessment and risk management measures,
(d) regulating and imposing requirements concerning the delegation by the Senate of any of its functions under this Act in connection with University commercial activities,
(e) declaring a specified activity to be a University commercial activity for the purposes of paragraph (b) of the definition of that expression in section 26A,
(f) establishing a protocol regarding the rights and responsibilities of members of the Senate in relation to commercialisation, with a view to avoiding real or apparent conflicts of interest.
(4) The Senate must ensure that the Guidelines are complied with.
(5), (6) (Repealed)

26C Register of commercial activities

(1) The Senate is to maintain a Register of University commercial activities and is to enter and keep in the Register the following details of each of those activities:
(a) a description of the activity,
(b) details of all parties who participate in the activity,
(c) details of any appointment by or on behalf of the University to relevant boards or other governing bodies,
(d) details of any meetings at which relevant matters were considered and approved for the purposes of compliance with the Guidelines,
(e) such other details as the Guidelines may require.
(2) The Guidelines may make provision for the following:
(a) exempting specified activities or activities of a specified class from all or specified requirements of this section,
(b) altering the details to be included in the Register in respect of specified activities or activities of a specified class,
(c) enabling related activities to be treated as a single activity for the purposes of the Register.
(3) The Senate must comply with any request by the Minister to provide the Minister with a copy of the Register or any extract from the Register.

26D Reports to Minister on commercial activities

(1) The Minister may request a report from the Senate as to University commercial activities or as to any particular University commercial activity or aspect of a University commercial activity.
(2) The Senate must provide a report to the Minister in accordance with the Minister’s request.

26E Referral of matters to Ombudsman or Auditor-General

The Minister may refer a University commercial activity or any aspect of a University commercial activity (whether or not the subject of a report by the Senate to the Minister):
(a) to the Auditor-General for investigation and report to the Minister, or
(b) as a complaint to the Ombudsman that may be investigated by the Ombudsman in accordance with the Ombudsman Act 1974.
Part 4A Duties of Fellows

26F Duties of Fellows

The Fellows have the duties set out in Schedule 2A.

26G Removal from office for breach of duty

(1) The Senate may remove a Fellow from office for breach of a duty set out in Schedule 2A.
(2) The removal from office may be effected only at a meeting of the Senate of which notice (including notice of the motion that the Fellow concerned be removed from office for breach of duty) was duly given.
(3) The removal from office may be effected only if the motion for removal is supported by at least a two-thirds majority of the total number of Fellows for the time being.
(4) The motion for removal must not be put to the vote of the meeting unless the Fellow concerned has been given a reasonable opportunity to reply to the motion at the meeting, either orally or in writing.
(5) If the Fellow to whom the motion for removal refers does not attend the meeting, a reasonable opportunity to reply to the motion is taken to have been given if notice of the meeting has been duly given.
(6) A Fellow may not be removed from office by the Senate for breach of duty except pursuant to this section.

Part 5 Establishment of academic colleges

27 Establishment of academic colleges

(1) The following academic colleges of the University are established:
- Sydney Conservatorium of Music
- Cumberland College of Health Sciences
- Sydney College of the Arts
(2) The Governor may, by order published in the Gazette, establish:
(a) an educational institution set up by the University,
(b) any other public educational institution or body, or
(c) any part of any such institution or body, as an academic college.
(3) If, before the establishment of an academic college, any property has been vested in or acquired by any person on trust for the purposes for which the college is established, the person may, when the college is established, convey or transfer the property to the University on trust to apply the property, or the proceeds of it or the income from it, for the benefit of the college.

28 Advisory councils

(1) An advisory council may be constituted for an academic college.
(2) An advisory council is to consist of no fewer than 10, and no more than 20, members.
(3) The members of an advisory council are to be appointed by the Senate.
(4) An advisory council has such functions as may be prescribed by the by-laws.

Part 6 General

29 Advance by Treasurer

The Treasurer may, with the approval of the Governor, advance to the Senate money for the temporary accommodation of the University on such terms and conditions in relation to repayment and interest as may be agreed upon.

29A Stamp duty exemption

(1) Unless the Treasurer otherwise directs in a particular case, neither the University nor the Senate is liable to duty under the Duties Act 1997, in respect of anything done by the University or Senate for the purposes of the borrowing of money or the investment of funds of the University under this Act.
(2) The Treasurer may direct in writing that any other specified person is not liable to duty under the Duties Act 1997 in respect of anything done for the purposes of the borrowing of money or the investment of funds of the University under this Act, and the direction has effect accordingly.

30 Financial year

The financial year of the University is:
(a) if no period is prescribed as referred to in paragraph (b)—the year commencing on 1 January, or
(b) the period prescribed by the by-laws for the purposes of this section.

31 No religious test or political discrimination

A person is not, because of his or her religious or political affiliations, views or beliefs, to be denied admission as a student of the University or to be taken to be ineligible to hold office in, to graduate from or to enjoy any benefit, advantage or privilege of the University.

32 Exemption from membership of body corporate or Convocation

A student or graduate of the University or a member of staff of the University is entitled to be exempted by the Senate, on grounds of conscience, from membership of the body corporate of the University or of Convocation, or both.

33 Re-appointment or re-election

Nothing in this Act prevents any person from being re-appointed or re-elected to any office under this Act if the person is eligible and otherwise qualified to hold that office.

34 Academic status

(1) Persons belonging to the following classes of persons have the same rights and privileges within the University as have Masters and Doctors:
(a) professors and other full-time members of the academic staff of the University,
(b) principals of the incorporated colleges,
(c) persons declared by the by-laws to be superior officers of the University.
(2) Persons who possess qualifications that are recognised by the by-laws as being of the same rank as the degree of Bachelor have the same rights and privileges within the University as have Bachelors.

35 Seal of University

The seal of the University is to be kept in such custody as the Senate may direct and is only to be affixed to a document pursuant to a resolution of the Senate.

Note. Documents requiring authentication may be sufficiently authenticated without a seal in accordance with section 50 (3) of the Interpretation Act 1987.
## 36 By-laws

(1) The Senate may make by-laws, not inconsistent with this Act, for or with respect to any matter that is required or permitted to be prescribed or that is necessary or convenient to be prescribed for carrying out or giving effect to this Act and, in particular, for or with respect to:
(a) the management, good government and discipline of the University,
(b) the method of election of members of the Senate who are to be elected,
(c) the manner and time of convening, holding and adjourning the meetings of the Senate or Academic Board,
(d) the manner of voting (including postal voting or voting by proxy) at meetings of the Senate or Academic Board,
(e) the functions of the presiding member of the Senate or Academic Board,
(f) the conduct and record of business of the Senate or Academic Board,
(g) the appointment of committees of the Senate or Academic Board,
(h) the quorum and functions of committees of the Senate or Academic Board,
(i) the resignation of members of the Senate, the Chancellor, the Deputy Chancellor or the Vice-Chancellor,
(j) the tenure of office, stipend and functions of the Vice-Chancellor,
(k) the designation of members of staff of the University as academic staff, non-academic staff, full-time staff, part-time staff or otherwise and the designation of students of the University as undergraduate students, postgraduate students or otherwise,
(l) the number, stipend, manner of appointment and dismissal of officers and employees of the University,
(m) admission to, enrolment in and exclusion from courses of studies,
(n) the payment of such fees and charges, including fines, as the Senate considers necessary, including fees and charges to be paid in respect of:
   (i) entrance to the University,
   (ii) tuition,
   (iii) lectures and classes,
   (iv) examinations,
   (v) residence,
   (vi) the conferring of degrees and the awarding of diplomas and other certificates,
   (vii) the provision of amenities and services, whether or not of an academic nature, and
   (viii) an organisation of students or of students and other persons,
   (o) the exemption from, or deferment of, payment of fees and charges, including fines,
   (p) without limiting the operation of paragraphs (n) and (o), the imposition and payment of penalties for parking and traffic infringements,
(q) the courses of lectures or studies for, the assessments for and the granting of degrees, diplomas, certificates and honours and the attendance of candidates for degrees, diplomas, certificates and honours,
(r) the assessments for, and the granting of, memberships, scholarships, exhibitions, bursaries and prizes,
(s) the admission of students and former students of other universities and institutions of higher education to any status within the University or the granting to graduates of such universities or institutions, or other persons, of degrees or diplomas without examination,
(t) the establishment and conduct of places of accommodation for students (including residential colleges and halls of residence within the University) and the affiliation of residential colleges,
(u) the discipline of academic and residential colleges,
(v) the classes and courses of instruction provided at academic colleges and the conduct of examinations at such colleges,
(w) the constitution and functions of advisory councils,
(x) the delegation of functions of the Senate to advisory councils,
(y) the affiliation with the University of any educational or research establishment,
(z) the creation of faculties, schools, departments, centres, institutes or other entities within the University,
(aa) the provision of schemes of superannuation for the officers and employees of the University,
(bb) the form and use of academic costume,
(cc) the form and use of an emblem of the University or of any body within or associated with the University,
(dd) the use of the seal of the University, and
(ee) the making, publication and inspection of rules.
(2) A by-law has no effect unless it has been approved by the Governor.

## 37 Rules

(1) The by-laws may empower any authority (including the Senate) or officer of the University to make rules (not inconsistent with this Act or the by-laws) for or with respect to any or all of the matters for or with respect to which by-laws may be made, except the matters referred to in sections 3 (2), 9 (1) (d) (ii), (e) (ii), (f) (ii), (g) (ii) and (b) (ii), (6) and (8), 10 (2), 14 (1), 16 (1) (d) and (e), and 30 and 36 (1) (k) and clauses 1 (1) (c) and (d) of Schedule 1 and clause 3 of that Schedule (to the extent that it relates to appointments).
(1A) Despite subsection (1), only the Senate may be empowered to make rules for or with respect to which by-laws may be made concerning matters referred to in sections 9 (1) (d) (iii), (e) (iii), (f) (iii), (g) (ii) and (b) (iii) and 36 (1) (b) and clause 3 of Schedule 1 (to the extent it relates to elections) (election rules).
(1B) Election rules must be consistent with sound and democratic electoral practices, procedures and methods of voting.
(1C) The Senate must ensure that any election rule it makes is made readily available to the public by whatever means the Senate considers appropriate as soon as practicable after it is made.
(2) A rule:
(a) has the same force and effect as a by-law, and
(b) may, from time to time, be amended or repealed by the Senate (whether or not the Senate is empowered to make such a rule), or by the authority or officer of the University for the time being empowered to make such a rule, and
(c) takes effect on the day on which it is published or on such later day as may be specified in the rule, and
(d) must indicate the authority or officer who made the rule and that it is made under this section.
(3) In the event of an inconsistency between a by-law and a rule, the by-law prevails to the extent of the inconsistency.
(4) The fact that a provision of this Act specifically provides for a matter to be the subject of by-laws (without mention of rules) does not prevent the matter from being the subject of rules made in accordance with this section.

## 38 Recovery of charges, fees and other money

Any charge, fee or money due to the University under this Act may be recovered as a debt in any court of competent jurisdiction.

## 39 Repeal etc

(1) The University and University Colleges Act 1900 is repealed.
(2) The Senate of the University of Sydney, as constituted immediately before the repeal of the University and University Colleges Act 1900, is dissolved.
(3) The persons holding office as members of the Senate and Deputy Chancellor immediately before the repeal of the University and University Colleges Act 1900 cease to hold office as such on that repeal.

## 40 Savings and transitional provisions

(1) Schedule 3 has effect.
(2) For the purpose only of enabling the Senate to be duly constituted on or after the commencement of section 9, elections may be conducted and appointments made before that commencement as if:
(a) the whole of this Act, and
(b) sections 7, 10, 13, 19, 20 and 21 of the Higher Education (Amalgamation) Act 1989, were in force.

(3) A Fellow who is elected or appointed to the Senate under this section does not assume office before the commencement of section 9.

(4) The Senate of the University of Sydney referred to in the University and University Colleges Act 1900 is to make the nomination for the purposes of section 9 (4) in respect of the first Senate to be constituted under this Act.

Schedule 1 Provisions relating to Fellows and to the procedure of the Senate (Section 9)

1 Term of office

(1) Subject to this Act, a Fellow holds office as follows:
(a) in the case of an official member, while the member holds the office by virtue of which he or she is a member,
(b) in the case of a member appointed under section 9 (1) (b) or (c), for such term (not exceeding 4 years) as may be specified in the member’s instrument of appointment,
(c) in the case of an elected member referred to in section 9 (1) (d), (e), (f) or (g), for such term (not exceeding 2 years) as may be prescribed by the by-laws,
(d) in the case of an elected member referred to in section 9 (1) (h), for such term (not exceeding 4 years) as may be prescribed by the by-laws.
(2) The need to maintain an appropriate balance of experienced and new members on the Senate must be taken into account:
(a) by the Senate, when making the by-laws required under this clause, and
(b) by the Minister and the Senate, when appointing members to the Senate.
(3) A person must not be appointed or elected to serve more than 12 consecutive years of office (unless the Senate otherwise resolves in relation to the person).

2 Vacation of office

The office of a Fellow becomes vacant if the Fellow:
(a) dies, or
(b) declines to act, or
(c) resigns the office by writing under his or her hand addressed:
(i) in the case of a Fellow appointed by the Minister, to the Minister, or
(ii) in the case of a Fellow appointed by the Senate, to the Chancellor, or
(iii) in the case of an elected Fellow, to the Vice-Chancellor, or
(d) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes any assignment of his or her estate for their benefit, or
(e) becomes a mentally incapacitated person, or
(f) is convicted in New South Wales of an offence that is punishable by imprisonment for 12 months or more or is convicted elsewhere than in New South Wales of an offence that, if committed in New South Wales, would be an offence so punishable, or
(g) is, or becomes, disqualified from managing a corporation under Part 2D.6 of the Corporations Act 2001 of the Commonwealth, or
(h) is removed from office by the Senate pursuant to section 26G, or
(i) is absent from 3 consecutive meetings of the Senate of which reasonable notice has been given to the Fellow personally or in the ordinary course of post and is not, within 6 weeks after the last of those meetings, excused by the Senate for his or her absence, or
(j) in the case of an elected Fellow, ceases to be qualified for election, or
(k) in the case of a Fellow appointed by the Minister, is removed from office by the Minister, or
(l) in the case of a Fellow appointed by the Senate, is removed from office by the Senate.

3 Filling of vacancy in office of Fellow

(1) If the office of an appointed or elected Fellow becomes vacant, a person is, subject to this Act and the by-laws, to be appointed or elected to fill the vacancy.
(2) The by-laws may provide that, in such circumstances as may be prescribed, a person is to be appointed or elected in such manner as may be prescribed instead of in the manner provided for by this Act.

4 Committees of the Senate

(1) The Senate may establish committees to assist it in connection with the exercise of any of its functions.
(2) It does not matter that any or all of the members of a committee are not Fellows.
(3) The procedure for the calling of meetings of a committee and for the conduct of business at those meetings is to be as determined by the Senate or (subject to any determination of the Senate) by the committee.

5 Liability of Fellows and others

No matter or thing done or omitted to be done by:
(a) the University, the Senate or a Fellow, or
(b) any person acting under the direction of the University or the Senate,
if the matter or thing was done or omitted to be done in good faith for the purpose of executing this or any other Act, subjects a Fellow or a person so acting personally to any action, liability, claim or demand.

6 General procedure

The procedure for the calling of meetings of the Senate and for the conduct of business at those meetings is, subject to this Act and the by-laws, to be as determined by the Senate.

6A Use of technology

(1) Without limiting clause 6, a meeting of the Senate may be called or held using any technology consented to by all the Fellows of the Senate.
(2) The consent may be a standing one.
(3) A Fellow may only withdraw his or her consent a reasonable period before the meeting.
(4) If the Fellows are not all in attendance at one place and are holding a meeting using technology that permits each Fellow to communicate with other Fellows:
(a) the Fellows are, for the purpose of every provision of this Act and by-laws concerning meetings of the Senate, taken to be assembled together at a meeting and to be present at that meeting, and
(b) all proceedings of those Fellows conducted in that manner are as valid and effective as if conducted at a meeting at which all of them were present.

7 Presiding member

(1) The Chancellor is to preside at all meetings of the Senate at which the Chancellor is present.
(2) At any meeting of the Senate at which the Chancellor is not present, the Deputy Chancellor is to preside and, in the absence of both the Chancellor and the Deputy Chancellor, a member elected by and from the members present is to preside.
(3) Except as provided by subclause (4), at the meetings of a committee constituted by the Senate a Fellow appointed by the Senate (or, if no Fellow is so appointed, elected by and from the Fellows present) is to preside.
(4) At any meeting of a committee constituted by the Senate at which the Chancellor is present, the Chancellor is entitled, if he or she so desires, to preside at that meeting.
8 Quorum
At any meeting of the Senate, a majority of the total number of Fellows for the time being constitutes a quorum.

9 Voting
A decision supported by a majority of the votes cast at a meeting of the Senate at which a quorum is present is the decision of the Senate.

10 Remuneration
The Senate may, but need not, provide from time to time for a Fellow of the Senate to be paid such remuneration (if any) as is determined by a resolution passed by at least two-thirds of the Fellows of the Senate.

Schedule 2 Investment

1 Definition of “funds”
For the purposes of this Schedule, the funds of the University include funds under the control of the University and real property, securities or other property comprising an investment.

2 (Repealed)

2A Funds managers
(1) The Senate may engage a funds manager to act in relation to the management of the funds belonging to or vested in the University.
(2) Such a funds manager may on behalf of the Senate invest funds of the University in any investment in which the funds manager is authorised to invest its own funds or other funds.

3 Investment common funds
(1) The Senate may establish one or more investment common funds.
(2) The Senate may from time to time, without liability for breach of trust, bring into or withdraw from any such investment common fund the whole or any part of trust funds or other funds of the University.
(3) Subject to subclause (4), the Senate must periodically distribute the income of each investment common fund among the funds participating in the common fund, having regard to the extent of the participation of each fund in the common fund during the relevant accounting period.
(4) The Senate may, if it considers it expedient to do so, from time to time add some portion of the income of an investment common fund to the capital of the common fund or use some portion of the income to establish or augment a fund or funds as a provision against capital depreciation or reduction of income.
(5) If an investment is brought into an investment common fund:
(a) the University is to be taken to hold that investment on behalf of and for the benefit of the common fund instead of the participating trust fund or other fund, and
(b) that participating fund is to be taken to have contributed to the common fund an amount of money equivalent to the value attributed to the investment by the Senate at the time it is brought into the common fund, and
(c) on the withdrawal of that participating fund from the common fund, the amount of money to be withdrawn is to be the amount equivalent to the value attributed by the Senate to the equity in the common fund of that participating fund at the time of withdrawal.

6 The inclusion in an investment common fund of trust funds does not affect any trust to which those trust funds (or money attributed to them) are subject.

7 On the withdrawal of trust funds from an investment common fund, the funds (or money attributed to them) continue to be subject to the trust.

4 Terms of trust to prevail
In respect of the trust funds of the University:
(a) the investment powers of the Senate, and
(b) the power of the Senate to bring the trust funds into an investment common fund, are subject to any express direction in or express condition of the trust.

Schedule 2A Duties of Fellows

1 Duty to act in best interests of University
A Fellow must carry out his or her functions:
(a) in good faith in the best interests of the University as a whole, and
(b) for a proper purpose.

2 Duty to exercise care and diligence
A Fellow must act honestly and exercise a reasonable degree of care and diligence in carrying out his or her functions.

3 Duty not to improperly use position
A Fellow must not make improper use of his or her position:
(a) to gain, directly or indirectly, an advantage for the Fellow or another person, or
(b) to cause detriment to the University.

4 Duty not to improperly use information
A Fellow must not make improper use of information acquired because of his or her position:
(a) to gain, directly or indirectly, an advantage for the Fellow or another person, or
(b) to cause detriment to the University.

5 Disclosure of material interests by Fellows
(1) If:
(a) a Fellow has a material interest in a matter being considered or about to be considered at a meeting of the Senate, and
(b) the interest appears to raise a conflict with the proper performance of the Fellow’s duties in relation to the consideration of the matter,
the Fellow must, as soon as possible after the relevant facts have come to the Fellow’s knowledge, disclose the nature of the interest at a meeting of the Senate.
(2) A disclosure by a Fellow at a meeting of the Senate that the Fellow:
(a) is a member, or is in the employment, of a specified company or other body, or
(b) is a partner, or is in the employment, of a specified person, or
(c) has some other specified interest relating to a specified company or other body or to a specified person:
• is a sufficient disclosure of the nature of the interest in any matter relating to that company or other body or to that person which may arise after the date of the disclosure and which is required to be disclosed under subclause (1).
(3) Particulars of any disclosure made under this clause must be recorded by the Senate in a book kept for the purpose and that book must be open at all reasonable hours for inspection by any person on payment of a reasonable fee determined by the Senate.

(4) After a Fellow has disclosed the nature of an interest in any matter, the Fellow must not, unless the Senate otherwise determines:

(a) be present during any deliberation of the Senate with respect to the matter, or
(b) take part in any decision of the Senate with respect to the matter.

(5) For the purpose of the making of a determination by the Senate under subclause (4), a Fellow who has a material interest in a matter to which the disclosure relates must not:

(a) be present during any deliberation of the Senate for the purpose of making the determination, or
(b) take part in the making by the Senate of the determination.

(6) A contravention of this clause does not invalidate any decision of the Senate.

(7) This clause does not prevent a person from taking part in the consideration or discussion of, or from voting on any question relating to, the person’s removal from office by the Senate pursuant to section 26G or the person’s remuneration pursuant to clause 10 of Schedule 1.

(8) This clause applies to a member of a committee of the Senate and the committee in the same way as it applies to a member of the Senate and the Senate.

(9) For the purposes of this clause, a Fellow has a material interest in a matter if a determination of the Senate in the matter may result in a detriment being suffered by or a benefit accruing to the Fellow or an associate of the Fellow.

(10) In this clause:

associate of a Fellow means any of the following:

(a) the spouse, de facto partner, parent, child, brother or sister, business partner or friend of the Fellow,
(b) the spouse, de facto partner, parent, child, brother or sister, business partner or friend of a person referred to in paragraph (a) if that relationship is known to the Fellow,
(c) any other person who is known to the Fellow for reasons other than that person’s connection with the University or that person’s public reputation.

Note. “De facto partner” is defined in section 21C of the Interpretation Act 1987.

Schedule 3 Savings and transitional provisions

1A Savings or transitional regulations

(1) The regulations may contain provisions of a savings or transitional nature consequent on the enactment of this Act or any Act that amends this Act. (2) Any such provision may, if the regulations so provide, take effect from the date of assent to the Act concerned or a later date.

(3) To the extent to which any such provision takes effect from a date that is earlier than the date of its publication in the Gazette, the provision does not operate so as:

(a) to affect, in a manner prejudicial to any person (other than the State or an authority of the State), the rights of that person existing before the date of its publication, or
(b) to impose liabilities on any person (other than the State or an authority of the State) in respect of anything done or omitted to be done before the date of its publication.

1 University a continuation of the old University

The University is a continuation of, and the same legal entity as, the University of Sydney referred to in the University and University Colleges Act 1900.

2 Chancellor

(1) The person who, immediately before the commencement of this clause, held office as the Chancellor of the University of Sydney:

(a) remains Chancellor of the University, and
(b) continues to hold office as such (unless he or she sooner resigns) for the residue of the term for which he or she was appointed as Chancellor.

(2) Section 10 (2) does not apply to or in respect of the Chancellor referred to in this clause.

3 Deputy Chancellor

The Senate must, at its first meeting that takes place after the commencement of this clause or as soon as practicable thereafter, appoint a Deputy Chancellor of the University.

4 Vice-Chancellor

(1) The person who, immediately before the commencement of this clause, held office as the Vice-Chancellor of the University of Sydney:

(a) remains Vice-Chancellor of the University, and
(b) continues to hold office as such (unless he or she sooner resigns) for the residue of the term for which he or she was appointed as Vice-Chancellor.

(2) Section 12 (2) does not apply to or in respect of the Vice-Chancellor referred to in this clause.

(3) Any appointment made by the Senate of the University of Sydney referred to in the University and University Colleges Act 1900 before the commencement of this clause (not being an appointment that has been revoked) under which a person has been appointed to succeed, as Vice-Chancellor, the person who was the Vice-Chancellor immediately before the commencement of this clause continues to have effect, unless sooner revoked, as if it had been made by the Senate on or after that commencement.

5 Convocation

(1) Convocation includes:

(a) past members of the governing body of any of the former institutions that have, pursuant to this Act or to the Higher Education (Amalgamation) Act 1989 or otherwise, become a part of the University, and
(b) graduates of any of those institutions.

(2) In this clause, a reference to a former institution includes a reference to any predecessor of the institution.

6 Savings of delegations

Any delegation made or taken to have been made by the Senate of the University of Sydney under the University and University Colleges Act 1900 is to be taken to be a delegation under this Act by the Senate.

7 Existing investments

Nothing in this Act affects the validity of any investment made on behalf of the University before the commencement of Schedule 2.

8 Advisory councils

An advisory council constituted under section 43 of the University and University Colleges Act 1900 and in existence immediately before the commencement of this clause is to be taken to have been constituted under section 28.
9 By-laws
The By-laws of the University of Sydney:
(a) continue in force as if they had been made by the Senate, and
(b) may be amended and revoked accordingly.

10 Visitor
(1) Section 13 (2) extends to disputes and other matters arising before the commencement of this clause.
(2) However, if an inquiry by or at the direction of the Visitor into a dispute or other matter has commenced or been completed before the commencement of this clause, the dispute or other matter is to be dealt with and determined as if the University Legislation (Amendment) Act 1994 had not been enacted.

10A Repeal of Acts does not affect operation of savings and transitional provisions
(1) Despite the repeal of the Acts listed in Column 1 of the Table to this subclause, the provisions listed in Column 2 continue to have effect and are taken to have been transferred to this Act.

<table>
<thead>
<tr>
<th>Table</th>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Amendment (Exhibitioners' Fees) Act</td>
<td>Sections 1–3</td>
<td></td>
</tr>
<tr>
<td>1918</td>
<td>University Prizes and Medals Alteration Act 1917</td>
<td>Section 2 and Schedule</td>
</tr>
</tbody>
</table>

(2) The provisions listed in Column 2 of the Table to subclause (1) are transferred provisions to which section 30A of the Interpretation Act 1987 applies.

11 Effect of the University Legislation (Amendment) Act 1994 on existing by-laws and rules
(1) Any by-law made or taken to have been made under this Act and in force immediately before the commencement of this clause is taken to have been made under this Act as amended by the University Legislation (Amendment) Act 1994, but only to the extent to which it could have been made under this Act if this Act had been so amended at the time the by-law was made.
(2) Any rule in force immediately before the commencement of this clause is taken to have been made under this Act as amended by the University Legislation (Amendment) Act 1994, but only to the extent to which it could have been made under this Act if this Act had been so amended at the time the rule was made.

12 Investment powers
Until an order is made under clause 2 of Schedule 2 (as substituted by the Universities Legislation Amendment (Financial and Other Powers) Act 2001), approval is taken to have been given by order under that clause to the investment by the Senate of any funds of the University in any manner that the Senate was authorised to invest those funds immediately before the Senate ceased to be an authority for the purposes of Part 3 (Investment) of the Public Authorities (Financial Arrangements) Act 1987.

13 Validation
Any act or omission occurring before the substitution of section 6 by the Universities Legislation Amendment (Financial and Other Powers) Act 2001 that would have been valid had that section as so substituted been in force from the commencement of that section as originally enacted is (to the extent of any invalidity) taken to be, and always to have been, valid.

14 Provisions consequent on enactment of University Legislation Amendment Act 2004
(1) In this clause:
amending Act means the University Legislation Amendment Act 2004.
former section 9 means section 9 as in force immediately before its substitution by the amending Act.
new section 9 means section 9 as substituted by the amending Act.
relevant day means the date of assent to the amending Act.
(2) Subject to this Act, on the relevant day:
(a) a person holding office under former section 9 (2) ceases to hold that office, and
(b) a person holding office under former section 9 (4) or (6) is taken to be appointed as a member under new section 9 (1) (b) or (c), respectively, for the balance of the person’s term of office, and
(c) a person holding office under former section 9 (5) (a), (b), (c), (d) or (e) is taken to be elected as a member under new section 9 (1) (d), (e), (f), (g) or (h), respectively, for the balance of the person’s term of office.
(3) On, or as soon as is reasonably practicable after, the relevant day, the Minister must appoint the balance of the members required to be appointed under new section 9 (1) (b).
(4) The Senate is to make all necessary by-laws and take all necessary steps to ensure, as far as possible, that the Senate is duly constituted under new section 9 as soon as is reasonably practicable after the relevant day.
(5) For the purposes of making the by-laws referred to in subclause (4), the Senate must be constituted so as to include all of the members required to be appointed under new section 9 (1) (b).
(6) The Senate is taken to be properly constituted until such time as it is constituted in accordance with new section 9.
(7) A casual vacancy occurring in the office of a Fellow before the Senate is duly constituted under new section 9 is to be filled as follows:
(a) if the vacancy occurs in the office of a Fellow appointed under new section 9 (1) (b), the Minister is to appoint a person qualified to hold that office who is not a member of the Senate, and
(b) if the vacancy occurs in the office of a Fellow appointed under new section 9 (1) (c), the Senate is to appoint a person whom the Senate considers appropriate,
(c) if the vacancy occurs in the office of a Fellow elected under new section 9 (1) (d) or (e), the Senate is to appoint a person qualified to hold that office,
(d) if the vacancy occurs in the office of a Fellow elected under new section 9 (1) (f) or (g), the Senate is to appoint a person qualified to hold that office following consultation with the relevant student body or bodies recognised by the Senate,
(e) if the vacancy occurs in the office of a Fellow elected under new section 9 (1) (h), the Senate is to appoint a person qualified to hold that office following consultation with the alumni association or other body for the University.
(8) Subject to this Act, a Fellow appointed under subclause (7) holds office from the time when person is appointed under that subclause until the expiry of the term of that Fellow’s predecessor.
(9) Subject to this Act, if, on the expiry:
(a) of a Fellow’s term of office that is continued under subclause (7) (b) or (c), or
(b) in the case of a Fellow appointed under subclause (7), of the term of office of the Fellow’s predecessor,
the by-laws necessary to enable a person to be duly appointed or elected (as the case may be) to that office under new section 9 are not yet in force, the Fellow may continue to hold that office until such time as a person is so duly appointed or elected.
10. For the purposes of subclause (2), a Fellow filling a casual vacancy and holding office immediately before the relevant day is taken to hold that office immediately before the relevant day under the provision under which the Fellow’s predecessor was elected or appointed.

11. A person who ceases to hold office under subclause (2) (a):
   (a) is not entitled to any remuneration or compensation because of loss of that office, and
   (b) is eligible (subject to this Act and if otherwise qualified) to be appointed as a Fellow.

12. Consecutive years of office served by a Fellow immediately before the relevant day are to be taken into account in applying clause 1 (3) of Schedule 1 in respect of the Fellow.

13. However, clause 1 (3) of Schedule 1 does not affect the operation of subclause (2) (b) or (c) or (9) of this Schedule.

14. Section 26G, as inserted by the amending Act, applies only in relation to breaches of duty constituted by acts or omissions occurring after the relevant day.

15. No amendment made by the amending Act affects the continuity of the Senate.

16. The provisions of this clause are subject to any regulations made under clause 1A.

15 Guidelines for commercial activities

The Guidelines approved for the time being under section 26B, as in force immediately before the amendments made to that section by the Universities Legislation Amendment (Regulatory Reforms) Act 2014, continue to have effect as if they were Guidelines determined by the Senate under that section as amended.

16 Existing investments

An amendment made to this Act by the Universities Legislation Amendment (Regulatory Reforms) Act 2014 does not affect the appointment of a funds manager or the validity of any investment made by or on behalf of the University before the commencement of the amendment.

17 Previously acquired land

Section 18 (2) – (3), as inserted by the Universities Legislation Amendment (Regulatory Reforms) Act 2014, extend to land acquired from the State before the insertion of those subsections.

Table of amending instruments

University of Sydney Act 1989 No 124. Assented to 30.8.1989. Date of commencement, sec 40 (2) - (4) excepted, 1.1.1990, sec 2 (1) and GG No 124 of 22.12.1989, p 11057; date of commencement of sec 40 (2) - (4), assent, sec 2 (2). This Act has been amended as follows:


University of Sydney By-law 1999 (as amended)

Chapter 1 Preliminary

1 Name of By-law

This By-law is the University of Sydney By-law 1999.

2 Commencement

This By-law commences on 6 August 1999.

3 Definitions

(1) In this By-law and in any rule:

Academic Board means the Academic Board established under section 15 of the Act.

Appeals Committee means the Student Disciplinary Appeals Committee constituted under clause 78.

Nominations Committee means the Committee established under clause 46A.

official University notice board means a notice board (including any electronic notice board) designated as such by the Senate.

Registrar means the Registrar of the University or a member of the staff of the University nominated by the Registrar to exercise any of the Registrar’s functions under this By-law.

rule means a rule made under section 37 (1) of the Act.
Secretary means the Secretary to Senate of the University or a member of the staff of
the University nominated by the Secretary to exercise any of the Secretary’s functions
under this By-law.

student means a person who is currently admitted to candidature in an award course
of the University.

the Act means the University of Sydney Act 1989.

(2) In this By-law and in any rule, a reference to:
(a) a board, committee or other body established within the University means the board,
committee or other body established by that name within the University, and
(b) an officer of the University means the incumbent of that position from time to time
(including any person acting in that capacity), and
(c) a reference to a chair of a board, committee or other body established within the
University means the incumbent of that office from time to time, and includes any
person acting or deputising in that office.

4 Notes

The explanatory note and table of contents do not form part of this By-law.

Chapter 2 Making rules

5 Who may make rules

(1) The Senate may make rules, not inconsistent with the Act or this By-law, for or with
respect to any matter for which by-laws may be made, except those matters referred to
in section 37 (1) of the Act.
(2) The Vice-Chancellor may make rules, not inconsistent with the Act or this By-law,
for or with respect to the direction and management of the administrative, financial
and other business of the University.
(3) The University Librarian may make rules, not inconsistent with the Act or this By-
law, for or with respect to any matter concerning the management of any University
library, including:
(a) conditions of use or borrowing of library items or facilities, and
(b) the imposition or payment of penalties in connection with library items or facilities,
and
c) determining the category or categories of persons eligible to borrow items or use
facilities of a University library.
(4) The Academic Board may make rules, not inconsistent with the Act or this By-law,
for or with respect to the meeting procedures of the Academic Board.

6 How rules must be promulgated

(1) A rule must be displayed on all official University notice boards for at least twenty-
four hours after it is made.
(2) A rule must also be published in at least one official publication of the University.
(3) Failure to comply with subclause (1) or (2) does not invalidate a rule.

7 Inconsistency between rules

(1) If there is any inconsistency between a rule made by the Senate and a rule made by
another person or body empowered to make rules under this By-law, then the rule
made by the Senate prevails to the extent of that inconsistency.
(2) If there is any inconsistency between a rule made by the Vice-Chancellor and a rule
made by the University Librarian, then the rule made by the Vice-Chancellor prevails
to the extent of that inconsistency.

8 Amendment or repeal of rules

(1) A person or body with power to make a rule under this By-law also has power to
amend or repeal that rule from time to time.
(2) Any amendment or repeal of a rule must be promulgated in the manner prescribed in
clause 6.

Chapter 3 Chancellor and Deputy Chancellor

Division 1 Chancellor

9 Term of office and election procedure

(1) An election to the office of Chancellor must take place at an ordinary meeting of the
Senate and be held in accordance with those procedures prescribed by resolution of
the Senate for an election to the office of Chancellor.
(2) The Chancellor holds office for a term of 4 years from the date of election and is
eligible for re-election.

10 Casual vacancies

(1) If a casual vacancy in the office of Chancellor occurs, the Senate must elect a
successor no later than at the second ordinary meeting of the Senate after that vacancy
occurs in accordance with any procedures prescribed by resolution of the Senate for
an election to the office of Chancellor.
(2) A person elected under this clause holds office for a term of 4 years from the date of
election and is eligible for re-election.
(3) The Deputy Chancellor is to act as the Chancellor from the date on which the casual
vacancy occurs until the date on which a successor to the Chancellor is elected under
this clause.

Division 2 Deputy Chancellor

11 Term of office and election procedure

(1) Subject to section 11 of the Act, an election to the office of Deputy Chancellor must
take place at an ordinary meeting of the Senate held:
(a) in February 2000, and
(b) in February of every second year after that year.
(2) The Deputy Chancellor holds office until his or her successor is elected, and is
eligible for re-election.
Calendar 2015

University of Sydney By-law 1999 (as amended)

(2A). (2B) (Repealed)

(3) Elections for Deputy Chancellor are to be held in accordance with those procedures prescribed by resolution of the Senate for election to the office of Deputy Chancellor.

12 Casual vacancies

(1) If a casual vacancy in the office of Deputy Chancellor occurs, the Senate must elect a successor in accordance with those procedures prescribed by resolution of the Senate for election to the office of Deputy Chancellor.

(2) A person elected under this section holds office from the date of election and for the balance of the term of office of the preceding Deputy Chancellor.

Division 3 Miscellaneous

13 Chancellor may preside at meetings

(1) The Chancellor may preside at any meeting of:

(a) a committee established by this By-law or by a rule or resolution of the Senate, or

(b) a faculty or board (other than a Student Proctorial Board convened under Chapter 8) within the University,

and, while so presiding, has the powers and duties of the presiding officer of (as the case may be) that committee, faculty or board.

(2) If:

(a) the Chancellor is not present at a meeting, or does not wish or is unable to preside at the meeting, or

(b) the office of Chancellor is vacant,

the Deputy Chancellor may preside at the meeting and has the same powers and duties as the Chancellor has when doing so.

14 (Repealed)

Chapter 4 Election of Fellows of the Senate

Division 1 Preliminary

15 Definitions

In this Chapter:

election website means a secure internet site approved or managed by the returning officer for the purposes of an electronic ballot.

electronic ballot means a ballot conducted in accordance with Division 5B.

electronic vote means a vote cast in an electronic ballot by means of an electronic ballot form.

exhausted ballot paper means a ballot paper or an electronic vote containing votes which can no longer be allocated according to the procedure in (as the case may be) Division 6 or 7, and which is to be set aside as having been finally dealt with.

notice of ballot means a notice of an election given by the returning officer under clause 27.

postal ballot means a ballot conducted in accordance with Division 5A.

primary votes means:

(a) in the case of elections to fill one position only under Division 6—votes on ballot papers or electronic votes marked “1”, and

(b) in the case of elections to fill more than one position under Division 7—votes on a ballot paper or an electronic vote marked “1”, “2” and so on up to the number of positions to be filled.

roll means a roll established by the returning officer in accordance with clause 17.

secondary vote means the first preference vote beyond the primary votes.

16 Returning officer

(1) The Secretary is the returning officer for all elections.

(1A) The returning officer is to take all reasonable steps to ensure the fairness and integrity of the election process.

(2) Subject to the Act and this By-law, the returning officer’s decision is final in connection with any matter affecting the conduct of an election including, without limitation, eligibility of candidates and the results of any election.

(3) The returning officer may authorise another person to exercise any function of the returning officer under this By-law. Any function exercised by that authorised person is taken to have been exercised by the returning officer.

Division 2 Rolls and provisional voting

16A Definition

In this Division, address includes both residential address and email address.
17 Rolls

(1) The returning officer must, for the purposes of elections, establish and maintain separate Rolls for each of the following categories:
   (a) a Roll of academic staff containing the names and addresses of the full-time and part-time members of the academic staff of the University,
   (b) a Roll of non-academic staff containing the names and addresses of the full-time and part-time members of the non-academic staff of the University,
   (c) a Roll of undergraduate students containing the names and addresses of persons enrolled in an undergraduate award course of the University,
   (d) a Roll of postgraduate students containing the names and addresses of persons enrolled in a postgraduate award course of the University,
   (e) a Roll of graduates containing the names and addresses of graduates of the University as defined in section 3 (2) of the Act.

(2) For the purposes of subclause (1) (a) and (b), a person who is engaged as a casual member of the academic or non-academic staff is not entitled to have his or her name entered on the relevant Roll.

(2A) A person is not entitled to have his or her name entered on the Roll of undergraduate students or the Roll of postgraduate students unless the person has completed, to the satisfaction of the University, all requirements for enrolment or re-enrolment in the award course concerned.

(3) A copy of the relevant Roll must be available for inspection at the office of the returning officer during the University’s usual business hours for at least 14 days before the date on which the election is due to be held.

(4) The returning officer is entitled to alter a Roll at any time by:
   (a) correcting any mistake or omission in the details of any eligible voter entered on that Roll, or
   (b) altering, on the written application of any eligible voter, the name or address of the person entered on that Roll, or
   (c) removing the name of any deceased person, or
   (d) removing the superfluous entry where the name of the same eligible voter appears more than once on the Roll, or
   (e) reinstating the name of an eligible voter removed from the Roll, where the returning officer is satisfied that such person is still entitled to be entered on the relevant Roll.

(5) Notwithstanding subclause (4), a Roll is not invalid because any one or more of the following events occurs in connection with that Roll:
   (a) the Roll contains any mistake or omission in the details of any eligible voter entered on that Roll,
   (b) the Roll contains the name of any deceased person,
   (c) the Roll contains more than one entry for the same eligible voter,
   (d) the Roll does not contain the name of any person entitled to be entered on that Roll.

18 Provisional voting

(1) This clause applies to a person who claims he or she is entitled to vote in an election even though:
   (a) the person’s name cannot be found on the Roll for the election for which the person is claiming an entitlement to vote, or
   (b) the person’s name is on the Roll for the relevant election, but his or her address is incorrect, or does not appear on that Roll, or
   (c) a mark on the Roll used in that election indicates incorrectly that the person has already voted in that election.

(2) A person to whom this clause applies may cast a provisional vote if:
   (a) the person makes a request to the returning officer to do so, and
   (b) the person complies with the provisions of clause 36 or 36D, as the case requires.

Division 3 Qualifications for election and terms of office

19 Academic staff Fellow

For the purposes of section 9 (1) (d) of the Act, a person is eligible for election as an academic staff Fellow if that person’s name appears on the Roll of academic staff members at the time for close of nominations specified in the notice of ballot.

20 Non-academic staff Fellow

For the purposes of section 9 (1) (e) of the Act, a person is eligible for election as a non-academic staff Fellow if that person’s name appears on the Roll of non-academic staff members at the time for close of nominations specified in the notice of ballot.

21 Undergraduate student Fellow

For the purposes of section 9 (1) (f) of the Act, a person is eligible for election as an undergraduate student Fellow if:
   (a) the person’s name appears on the Roll of undergraduate students, and
   (b) the person’s name does not appear on the Roll of academic or non-academic staff, at the time for close of nominations specified in the notice of ballot.

22 Postgraduate student Fellow

For the purposes of section 9 (1) (g) of the Act, a person is eligible for election as a postgraduate student Fellow if:
   (a) the person’s name appears on the Roll of postgraduate students, and
   (b) the person’s name does not appear on the Roll of academic or non-academic staff, at the time for close of nominations specified in the notice of ballot.

23 Graduate Fellow

For the purposes of section 9 (1) (h) of the Act, a person is eligible for election as a graduate Fellow if:
   (a) the person’s name appears on the Roll of graduates, and
   (b) the person is not a member of the academic or non-academic staff of the University or an undergraduate or a postgraduate student of the University, at the time for close of nominations specified in the notice of ballot.
24 Terms of office

(1) A Fellow elected pursuant to section 9 (1) (d) of the Act holds office:
   (a) in the case of a Fellow elected to hold office on and from 1 December 2005, until and including 31 May 2007, and
   (b) in any other case, for a term of 2 years on and from 1 June following election.
(2) A Fellow elected pursuant to section 9 (1) (e) of the Act holds office:
   (a) in the case of a Fellow elected to hold office on and from 1 December 2005, until and including 31 May 2007, and
   (b) in any other case, for a term of 2 years on and from 1 June following election.
(3) A Fellow elected pursuant to section 9 (1) (f) or (g) of the Act holds office for a term of 2 years on and from 1 December following election.
(4) A Fellow elected pursuant to section 9 (1) (h) of the Act holds office:
   (a) in the case of a Fellow elected to hold office on and from 1 December 2005, until and including 31 May 2007, and
   (b) in any other case, for a term of 4 years on and from 1 December following election.
(5) A Fellow filling a casual vacancy holds office from the time that person is elected or appointed under Division 8 to fill that casual vacancy, until the expiry of the term of that Fellow’s predecessor.

Division 4 Commencement of election procedures

25 Time intervals for different stages of the election process

In any election, there must be:
   (a) no less than 14 days between the date on which publication of a notice of ballot occurs and the date on which nominations close, and
   (b) no more than 28 days between the date on which nominations close and the date of issue of ballot material, being:
      (i) in the case of a postal ballot, the date of issue of ballot papers by the returning officer, and
      (ii) in the case of an electronic ballot, the date on which instructions on how to access the electronic ballot and complete an electronic ballot form are sent to voters by the returning officer, and
   (c) no less than 14 days between the date of issue of ballot material and the closing date of the ballot.

26 Manner of conducting ballot

(1) Each election must be conducted by a postal ballot or an electronic ballot.
(2) The returning officer may decide whether the election is to be conducted by a postal ballot or an electronic ballot.
(3) In the case of an electronic ballot, the returning officer may make alternative arrangements for eligible voters who are unable to take part in an electronic ballot to vote in the election.
(4) If there is any technical malfunction in respect of an electronic ballot, the returning officer may determine that the election is to be held again by a postal ballot or another electronic ballot.

27 Notice of ballot

(1) A notice of ballot for election of a Fellow must be published in the following manner:
   (a) by displaying a copy of the notice of ballot on all official University notice boards,
   (b) if the election is for a graduate Fellow elected pursuant to section 9 (1) (b) of the Act, by publishing a copy of the notice of ballot in at least 2 daily newspapers published in Sydney.
(2) A notice of ballot must specify the following:
   (a) that an election is necessary to a particular office,
   (b) the category or categories of persons who are eligible for election,
   (c) the number of vacancies to be filled in each category,
   (d) the term of office of each category,
   (e) an invitation for nominations for election,
   (f) the form in which nominations must be made,
   (g) the date and time when nominations close,
   (h) who is eligible to vote in the election,
   (i) whether the election is to be conducted by a postal ballot or an electronic ballot,
   (j) the closing date of the ballot,
   (k) the method of election,
   (l) any other information about the election that the returning officer decides is appropriate to be included,
   (m) that the election procedures can be found in this Chapter of the By-law.

28 Nominating candidates

(1) Each separate nomination form must be completed for each nominee and for each category in which that person is nominated.
(2) Each person who nominates another for election must be eligible to vote in that election. A person cannot nominate himself or herself for election.
(3) Each nomination form must contain:
   (a) a statement to the effect that section 26F of the Act provides that each Fellow has the duties set out in Schedule 2A of the Act and may be removed from office by the Senate in accordance with section 26G of the Act for a breach of such a duty, and
   (b) an acknowledgement to be signed by the person nominated that the person has read sections 26F and 26G of, and Schedule 2A to, the Act and understands the effect of those provisions.
(3A) Each nomination form must contain the written consent of the person nominated and an acknowledgment (as referred to in subclause (3) (b)) signed by the person nominated.
(4) A person cannot nominate more than one person in any election. If this occurs, the returning officer is to treat the first signed nomination form received as the valid nomination for that election.
(5) At the time of nomination, the nominee may provide a statement of no more than 100 words containing any of the following information:
   (a) the nominee’s name,
   (b) current occupation or position,
   (c) if a student, the current course and year of enrolment,
   (d) academic qualifications,
   (e) honours and distinctions,
(f) employment experience,
(g) any other information the nominee thinks relevant.
(6) The returning officer may edit any information provided by a nominee under subclause (5). Edited statements are to be provided to voters.

29 Nominations
Each nomination for the election of a Fellow must be proposed in the nomination form by at least 2 persons who are eligible to vote in the relevant election.

30 Deadline for close of nominations
Nominations for any election close at 12.00 noon on the date specified in the notice of ballot.

31 Receiving nominations
The returning officer must reject a nomination paper if satisfied that the nomination does not comply with the requirements of any of clauses 28, 29 or 30. If a nomination is rejected, then the returning officer must, within seven days of receiving that nomination, send or deliver a notice to each person who has signed or endorsed that nomination paper that the nomination has been rejected.

32 Dealing with nominations
(1) If the number of nominations received is less than or equal to the number of positions to be filled, the returning officer must declare those nominees elected.
(2) If the number of nominations received is greater than the number of positions to be filled, the returning officer must conduct an election in accordance with Divisions 5 and (as the case may be) 6 or 7.

Division 5A Conduct of postal ballot

34A Application of Division
This Division applies if the returning officer decides to conduct an election by postal ballot.

35 Preparing and sending ballot papers
(1) The returning officer must prepare ballot papers that contain:
(a) instructions for completing the voting paper, and
(b) the names of all candidates for election, arranged in an order determined by drawing lots, and
(c) a box opposite and to the left of the name of each candidate.
(2) The returning officer must send the following to each voter on the relevant Roll, at the voter’s address as listed on the Roll:
(a) a ballot paper prepared in accordance with subclause (1),
(b) a notice describing:
(i) how the ballot paper must be completed, and
(ii) the closing date of the ballot, and
(iii) the address where the ballot paper is to be returned to the returning officer,
(c) a summary of information about each candidate, if provided under clause 28 (5),
(d) a declaration form requiring the voter to state his or her name and that he or she is eligible to vote,
(e) 2 envelopes, one marked “Voting Paper” and the other a returning envelope addressed to the returning officer.

36 Marking and returning ballot papers
(1) Voters must vote by marking the ballot paper with the numbers 1, 2, 3 and so on, next to the name of each candidate, in order of preference.
(2) Voters:
(a) must express their order of preference for a number of candidates at least equal to the number of vacancies to be filled, and
(b) may express their order of preference for as many of the other candidates as have been nominated.
(3) Voters must, after completing the ballot paper:
(a) enclose and seal that ballot paper in the envelope marked “Voting Paper”, and
(b) enclose and seal that envelope in the returning envelope addressed to the returning officer, together with the signed declaration of eligibility to be given under clause 35 (2) (d), and
(c) send by post or deliver the envelope to the returning officer so that the returning officer receives it no later than the closing date of the ballot.
(4) The returning officer must ensure that all ballot papers received are stored securely until the counting of votes begins in accordance with (as the case may be) Division 6 or 7.
Division 5B Conduct of electronic ballot

36A Application of Division

This Division applies if the returning officer decides to conduct an election by electronic ballot.

36B Providing ballot material to voters

The returning officer must send to each voter on the relevant Roll, at the voter’s email or residential address, instructions on how to access the electronic ballot and complete an electronic ballot form, including the internet address of the election website.

36C Election website

(1) An election website is to be established for the purposes of an electronic ballot.
(2) The election website must include the following:
   (a) instructions on how to vote, including the closing date of the ballot,
   (b) a summary of information about each candidate, if provided under clause 28 (5),
   (c) the names of all candidates for election arranged in an order determined by drawing lots.
(3) The election website may require voters to verify their eligibility to vote and their identity.

36D Completing and submitting electronic ballot forms

(1) Voters must vote by completing the electronic ballot form on the election website, in accordance with the instructions on the election website, so as to indicate their preference for the candidates.
(2) Voters:
   (a) must express their order of preference for a number of candidates at least equal to the number of vacancies to be filled, and
   (b) may express their order of preference for as many of the other candidates as have been nominated.
(3) Voters must, after completing the electronic ballot form, submit it to the returning officer by following the prompts on the election website.
(4) The returning officer must ensure that any electronic database or retrieval system containing electronic votes is kept secure until the counting of votes begins in accordance with Division 6 or 7 (as the case requires).

Division 5C Procedures after election is conducted

37 Election not invalidated because of certain errors

(1) An election is not invalid because of any one or more of the following:
   (a) any one or more of the events described in clause 17 (5) occurs,
   (b) an eligible voter did not see a notice of ballot,
   (b1) in the case of a postal ballot—an eligible voter did not receive a ballot paper,
   (b2) in the case of an electronic ballot—an eligible voter could not access the election website,
   (c) an eligible voter’s vote has not been accepted at the election.
(2) Notwithstanding subclause (1) and without limiting any of the returning officer’s other powers, the returning officer may at any time declare an election invalid because, in his or her opinion, one or more of the events described in that subclause has materially affected, or is likely to materially affect, the outcome of that election.

38 Scrutineers

(1) Each candidate for election may appoint one person to be present as that candidate’s scrutineer at any counting of votes for that election. Any appointment under this clause must be in writing, signed by the candidate, and given to the returning officer before counting of votes commences.
(2) A candidate for election is not eligible to be a scrutineer.
(3) In the case of a postal ballot, a scrutineer may inspect any ballot paper provided that, in the opinion of the returning officer, that scrutiny does not delay the counting of votes unreasonably.
(4) In the case of an electronic ballot, a scrutineer may inspect any report or record from any electronic database or retrieval system containing electronic votes used in the electronic ballot, provided that, in the opinion of the returning officer, that scrutiny does not delay the counting of votes unreasonably.

39 Informal votes

(1) In the case of a postal ballot, a ballot paper is informal if, and only if that ballot paper:
   (a) contains any mark or writing that, in the opinion of the returning officer, enables any person to identify the voter, or
   (b) is not validated by the returning officer, or
   (c) in the opinion of the returning officer, contains no vote, or does not include a vote for a number of candidates at least equal to the number of vacancies to be filled.
(2) In the case of an electronic ballot, an electronic vote is informal if, and only if, in the opinion of the returning officer, it does not include a vote for a number of candidates at least equal to the number of vacancies to be filled.

40 Tally sheet to be kept

(1) The returning officer must keep a tally sheet (in either electronic or hard copy form) for each ballot containing the following information:
   (a) total number of ballot papers or electronic votes,
   (b) total number of informal ballot papers or electronic votes,
   (c) a list of candidates,
   (d) primary votes allocated to each candidate,
   (e) secondary votes allocated to each candidate,
   (f) exhausted ballot papers,
   (g) progressive total votes for each candidate.
(2) At each stage of counting, the total number of votes divided by the number of candidates to be elected must correspond with the total number of formal ballot papers or electronic votes (including exhausted ballot papers).
Division 6 Procedures for election to fill one position only

41 Counting votes

In an election to fill one position only, the returning officer must follow the following procedure for counting votes, in the order specified:

(a) exclude all informal ballot papers or electronic votes,
(b) count the primary votes for each candidate on the formal ballot papers or electronic votes,
(c) enter the total number of primary votes for each candidate next to that candidate’s name on the tally sheet,
(d) if a candidate receives an absolute majority of primary votes, declare that candidate elected,
(e) if no candidate receives an absolute majority of primary votes, distribute secondary votes according to paragraphs (f) to (l) inclusive until one candidate receives an absolute majority of votes,
(f) exclude the candidate with the fewest primary votes,
(g) for each ballot paper or electronic vote where the excluded candidate received a primary vote, allocate the next active secondary vote to the remaining candidates,
(h) indicate on the tally sheet the excluded candidate and that the next active secondary vote has been allocated,
(i) add together the primary votes and the allocated secondary votes for each remaining candidate, and exclude the candidate with the lowest number of total votes,
(j) if, after the exclusion of a candidate, the next active secondary vote is to an excluded candidate, disregard that secondary vote and distribute the next active secondary vote,
(k) repeat the process described in paragraphs (i) to (j) inclusive until one candidate receives an absolute majority of votes,
(l) if on any count, 2 or more candidates have an equal number of votes, and that number is the lowest on that count, the returning officer must:
(i) eliminate the candidate with the lowest number of primary votes, or
(ii) if the number of primary votes is equal, in the presence of any scrutineers present, draw lots with the candidate first drawn remaining in the ballot,

Division 7 Procedures for election to fill more than one position

42 Counting votes

In an election to fill more than one position, the returning officer must follow the following procedure for counting votes, in the order specified:

(a) exclude all informal ballot papers or electronic votes,
(b) count the primary votes for each candidate on the formal ballot papers or electronic votes,
(c) enter the total number of primary votes for each candidate next to that candidate’s name on the tally sheet,
(d) exclude the candidate with the fewest primary votes,
(e) for each ballot paper or electronic vote where the excluded candidate received a number 1 vote, allocate the next active secondary vote to the remaining candidates,
(f) indicate on the tally sheet the excluded candidate and that the next active secondary vote has been allocated,
(g) add together the primary votes and the allocated secondary votes for each remaining candidate and exclude the candidate with the lowest number of total votes,
(h) if, after the exclusion of a candidate, the next active secondary vote indicates an excluded candidate, disregard that preference and allocate the next active secondary vote,
(i) repeat the process described in paragraphs (d) to (h) inclusive until only the number of candidates required to fill the vacancies remain,
(j) if on any count, 2 or more candidates have an equal number of votes and that number is the lowest on that count, the returning officer must:
(i) eliminate the candidate with the lowest number of primary votes, or
(ii) if the number of primary votes is equal, in the presence of any scrutineers present, draw lots with the candidate first drawn remaining in the ballot,

Division 8 Casual vacancies for elected Fellows

43 Academic or non-academic staff Fellows

(1) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (d) or (e) of the Act occurs on or before the last 6 months of the end of that Fellow’s term of office:

(a) that vacancy must be filled by the candidate at the immediately preceding election who, in the vote counting process at the election, was the last remaining candidate for election aside from the person who was declared elected, and who remains eligible to be elected,

(b) if there is no eligible candidate, an election must be held.

(2) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (d) or (e) of the Act occurs within the last 6 months of that Fellow’s term, the Senate must fill the vacancy by appointing a person qualified to hold that office.

44 Undergraduate or postgraduate student Fellows

(1) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (f) or (g) of the Act occurs within the first year of that Fellow’s term, an election must be held.

(2) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (f) or (g) of the Act occurs within the last year of that Fellow’s term, the Senate must fill the vacancy, by no later than the date of the second meeting of the Senate after that casual vacancy occurs, by appointing a person qualified to hold that office, and only after first consulting the relevant student body or bodies recognised by the Senate.

45 Graduate Fellows

(1) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (h) of the Act occurs and that vacancy is the first or second vacancy occurring during the term of office for which that Fellow was elected, that vacancy must be filled by the candidate at the immediately preceding election who was the last candidate to be excluded, and who remains eligible to be elected.
(2) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (h) of the Act occurs and that vacancy:
(a) is the third or subsequent vacancy occurring during the term of office for which that Fellow was elected, and
(b) occurs more than 6 months before the end of that Fellow’s term of office,
an election must be held.

(3) If a casual vacancy in the office of a Fellow elected pursuant to section 9 (1) (h) of the Act occurs and that vacancy:
(a) is the third or subsequent vacancy occurring during the term of office for which that Fellow was elected, and
(b) occurs 6 months or less before the end of that Fellow’s term of office,
the vacancy is to remain unfilled until that term of office for which that Fellow was elected expires.

Division 9
46 (Repealed)

Chapter 4A Appointed Fellows of the Senate

46A Nominations Committee

(1) The Senate is to establish a Nominations Committee consisting of the following persons:
(a) the Chancellor,
(b) the Deputy Chancellor,
(c) the Vice-Chancellor,
(d) the Chair of the Academic Board,
(e) 3 Fellows who are external persons (within the meaning of section 9 (9) of the Act),
appointed to the Committee by the Senate.

(2) Despite subclause (1), the Nominations Committee may be constituted in accordance with a resolution of the Senate passed by a majority of the number of Fellows present and voting at a meeting of the Senate of which at least 7 days’ notice has been given.

46B Nominations procedure relating to appointed Fellows

(1) If the Senate is required to make a nomination as referred to in section 9 (1) (b) of the Act or intends to make a nomination as referred to in section 9 (2) of the Act, the Senate is to request the Nominations Committee to identify persons who may be suitable for nomination.

(2) If the Senate is required to appoint a person under section 9 (1) (c) of the Act, the Senate is to request the Nominations Committee to identify persons who may be suitable for appointment.

(3) The Committee is:
(a) to determine which of the persons identified under subclause (1) or (2) are to be recommended to the Senate:
(i) for nomination for consideration for appointment by the Minister, or
(ii) for appointment by the Senate,
as the case may be, and
(b) to recommend the length of appointment for each such person,
and
(c) to forward those recommendations to the Senate.

(4) In determining the persons to be recommended under subclause (3) (a), the Committee is to have regard to:
(a) the skills and experience of the continuing Fellows, and
(b) the matters referred to in section 9 (3) and (4) of the Act.

(5) The Senate:
(a) is to consider the recommendations forwarded by the Nominations Committee, and
(b) is to determine which of the recommended persons are to be nominated for appointment and may select one or more other persons for nomination in place of one or more of the recommended persons, and
(c) is to determine which of the persons referred to in paragraph (b) are to be:
(i) nominated for consideration for appointment by the Minister, or
(ii) appointed by the Senate,
as the case may be, and
(d) is to determine:
(i) in the case of the persons referred to in paragraph (c) (i), the recommended length of appointment for each such person, or
(ii) in the case of the persons referred to in paragraph (c) (ii), the length of appointment for each such person.

(6) The Senate is, when selecting a person for nomination other than a person recommended by the Nominations Committee, to have regard to the matters referred to in subclause (4) (a) and (b).

(7) The Chancellor is to forward the determinations referred to in subclause (5) (c) (i) and (d) (i) to the Minister.

46BA Procedure for proposing Fellows to Minister for appointment

(1) The Senate may propose to the Minister the names of persons (other than those nominated by the Senate in accordance with clause 46B) to be considered for appointment to the Senate by the Minister under section 9 (1) (b) of the Act.

(2) For the purposes of making any such proposal, the Senate may request the Nominations Committee to recommend to the Senate:
(a) persons the Committee considers suitable for appointment, and
(b) the length of appointment for each such person.

(3) In determining the persons to be recommended to the Senate, the Nominations Committee is to have regard to:
(a) the skills and experience of the continuing Fellows, and
(b) the matters referred to in section 9 (3) and (4) of the Act.

(4) The Senate may, after considering the Nominations Committee’s recommendations, propose to the Minister the names of persons to be considered for appointment and the length of appointment for each such person.

(5) If the Senate is considering proposing to the Minister a person other than a person recommended by the Nominations Committee, the Senate is to have regard to:
(a) the skills and experience of the continuing Fellows,
(b) the matters referred to in section 9 (3) and (4) of the Act.

(6) The Chancellor is to forward any proposal by the Senate under this clause to the Minister.
46C Casual vacancy in office of appointed Fellow

(1) If a casual vacancy occurs in the office of a Fellow appointed under section 9 (1) (b) of the Act, the Chancellor is to forward to the Minister for consideration for appointment the name of a person nominated in accordance with the procedures set out in clause 46B in respect of such an office.

(2) If a casual vacancy occurs in the office of a Fellow appointed under section 9 (1) (c) of the Act, the vacancy is to be filled in accordance with the procedures set out in clause 46B in respect of such an office.

Chapter 5 Vice-Chancellor

47 Functions

(1) The Vice-Chancellor is responsible for promoting the interests and furthering the development of the University.

(2) The Vice-Chancellor is, under the Senate and subject to this By-law or any rule or resolution of the Senate, to:

(a) manage and supervise the administrative, financial and other business of the University, and

(b) collect and prepare for the Senate and Finance Committee of the Senate all information required by those bodies about the administration, finance and other business of the University, and

(c) consult with and advise the Senate and its committees, the Academic Board, and all other University boards, faculties, committees, professors and heads of department, and

(d) exercise general supervision over the staff and students of the University, and

(e) subject to any delegations of authority approved by the Senate, apportion administrative authority throughout the University, and

(f) exercise supervision over the discipline of the University, in accordance with and subject to any law or rule dealing with discipline or misconduct of staff or students, and

(g) give effect to this By-law, any rules, or any resolutions made, or reports adopted, by the Senate, and

(h) have such functions of the Senate as the Senate may, from time to time, delegate to the Vice-Chancellor.

(3) The Vice-Chancellor:

(a) is, ex officio, a member of every board, faculty or committee, except a Student Proctorial Board convened under Chapter 8, and

(b) may preside at any meeting of such board, faculty or committee.

(4) Nothing in this Chapter affects the precedence or authority of the Chancellor or the Deputy Chancellor.

(5) In this clause, student includes a person registered in a unit of study or course conducted by the University who is not admitted to candidature in an award course of the University.

48 Acting Vice-Chancellor

The Vice-Chancellor may appoint:

(a) a Deputy Vice-Chancellor, or

(b) in the absence of a Deputy Vice-Chancellor, a Pro-Vice-Chancellor, as Acting Vice-Chancellor, when the Vice-Chancellor is absent from the University.

Chapter 6 Academic governance

49 Academic Board

(1) The Academic Board:

(a) is to comprise at least 18 members and (subject to this clause) to consist of the membership prescribed by rules made by the Senate, and

(b) is to have the functions prescribed by rules made by the Senate, and

(c) is to report directly to the Senate.

(2) Of the members of the Academic Board:

(a) one is to be Chair and one is to be Deputy Chair, and

(b) at least 9 are to be academic staff members, of whom at least 4 are to be professors, and at least 4 are not to be professors, and

(c) at least 9 are to be enrolled students.

(3) For the purposes of section 17 of the Act, the Academic Board is prescribed as a body to which the Senate may delegate its functions.

50 Definitions

(1) In this Chapter:

academic staff member means a person who is employed as a member (other than a casual member) of the academic staff of the University.

enrolled student means a person (other than a person who is an academic staff member) who is enrolled as a student in an award course at the University.

(2) Expressions used in any rule relating to election procedures for the Academic Board have the same meaning as they have in this Chapter.

(3) In any election for the Academic Board, the question of whether a person is an academic staff member or an enrolled student is to be determined at the time of the close of nominations for the election concerned, as specified in the notice of ballot for the election.

(4) A person is not considered to be enrolled as a student in an award course unless the person has completed, to the satisfaction of the University, all requirements for enrolment or re-enrolment in the award course concerned.

51 (Repealed)
Chapter 7 Convocation

52 Standing Committee of Convocation

There is to be a Standing Committee of Convocation which:
(a) consists of the membership, and
(b) has those functions, powers and procedures, prescribed by rules made by the Senate.

53 (Repealed)

Chapter 8 Student discipline

Division 1 Preliminary

54 Definitions

In this Chapter:

academic staff member means a member of the academic staff of the University.

Appeals Committee means the Student Disciplinary Appeals Committee established pursuant to clause 78 (1).

Board means a Student Proctorial Board established pursuant to clause 66 (1).

Chair of the Panel means the member of the Panel referred to in clause 64 (1) (a).

misconduct includes:

(a) conduct on the part of a student which is prejudicial to the good order and government of the University or impairs the reasonable freedom of other persons to pursue their studies or research in the University or to participate in the life of the University, and
(b) refusal by a student to give satisfactory particulars of the student’s identity in response to a direction to do so by a prescribed officer and any other form of wilful disobedience to a reasonable direction of a prescribed officer.

Panel means a Student Proctorial Panel established pursuant to clause 64 (1).

prescribed officer means a member of the staff of the University who is designated as a prescribed officer by a resolution of the Senate.

University grounds includes all land, buildings and other property owned, leased or otherwise used by the University.

55 Miscellaneous provisions

(1) A prescribed officer must, before giving a direction to a student, state to the student the officer’s name and official position or rank.

(2) A document or notice which is required to be given to any person under this Chapter may be:
(a) delivered to or left for the person at the address of the person as last known to the Registrar, or
(b) posted by prepaid registered mail to the person at the address of the person as last known to the Registrar, and is to be taken to have been given to the person when it has been so delivered or left or at the expiration of 2 days after it has been so posted.

(3) If, in the opinion of the Vice-Chancellor, the Vice-Chancellor is required to:
(a) exercise any power or discretion, or
(b) perform any duty in relation to any matter in which the Vice-Chancellor has been, is or may be personally involved, the Vice-Chancellor may appoint a Deputy Vice-Chancellor to exercise those powers or discretions and to perform those duties and the Deputy Vice-Chancellor has the power and authority to so act.

Division 2 Suspension of students

56 By senior officers

If, in the opinion of the Vice-Chancellor, a Deputy Vice-Chancellor, a Pro-Vice-Chancellor or a Deputy Principal:
(a) the behaviour of a student amounts to misconduct, or
(b) there is an imminent threat of misconduct by a student, that officer may, for the purpose of halting or preventing misconduct, suspend the student from entering the University grounds or any part of those grounds for a period not exceeding 7 days.

57 By academic staff

(1) If, in the opinion of a member of the academic staff:
(a) the behaviour of a student in the member’s class or during other work supervised by the member amounts to misconduct, or
(b) there is an imminent threat of misconduct by a student in the member’s class or during other work supervised by the member, the member may, for the purpose of halting or preventing misconduct, suspend the student from attending the member’s classes or other supervised work for a period not exceeding 7 days.

(2) A member of the academic staff who has imposed a period of suspension under subclause (1) exceeding 24 hours must immediately report the suspension and circumstances of the suspension to:
(a) the Registrar, and
(b) unless the suspension was imposed by the Head of a Department or School, to the Head of the member’s Department or School.

58 By University Librarian or nominee

(1) If, in the opinion of the University Librarian or a member of the Library staff nominated by the University Librarian for the purpose of this subclause:
(a) the behaviour of a student in a library of the University or in relation to any property of the Library amounts to misconduct, or
(b) there is an imminent threat of misconduct by a student in a library of the University or in relation to any property of the Library,
the University Librarian or nominated member of the Library staff may, for the purpose of halting or preventing misconduct, suspend the student from the use of or entry to all or any of the libraries of the University for a period not exceeding 7 days.
(2) The University Librarian or a nominated member of the Library staff who has imposed a period of suspension under subclause (1) exceeding 24 hours must immediately report the suspension and circumstances of the suspension to:
(a) the Registrar, and
(b) unless the suspension was imposed by the University Librarian, to the University Librarian.

59 By Registrar

(1) If, in the opinion of the Registrar or a member of the academic staff:
(a) the behaviour of a student in, or in respect of, an examination or other test amounts to misconduct, or
(b) there is an imminent threat of misconduct by a student in, or in respect of, an examination or other test,
the Registrar or the member of the academic staff may, for the purpose of halting or preventing misconduct, suspend the student from sitting for the examination or test.
(2) A person who has imposed a suspension under subclause (1) must immediately report the suspension and circumstances of the suspension:
(a) unless the suspension was imposed by the Head of the Department or School within which the examination or test was held, to the Head of that Department or School, and
(b) unless the suspension was imposed by the Registrar, to the Registrar.

60 Suspension does not prevent subsequent action

A suspension imposed under clause 56, 57 (1), 58 (1) or 59 (1) in respect of conduct alleged to be misconduct does not prevent any subsequent action against the student in respect of the conduct.

61 Suspension pending inquiry or disciplinary proceedings

(1) The Vice-Chancellor may:
(a) suspend a student, or
(b) extend a suspension of a student, from entering the University grounds or any part of those grounds, for the purpose of halting or preventing misconduct by the student pending an inquiry into, or disciplinary proceedings in respect of, alleged misconduct by the student but no such suspension is to be imposed, extended or continued unless, in the opinion of the Vice-Chancellor, it is reasonably necessary to do so.
(2) If, in respect of certain conduct, a student is suspended under this Chapter for a period exceeding 24 hours and:
(a) no subsequent proceedings in respect of the conduct are taken against the student within a reasonable time after the suspension, or
(b) the student is, in relation to the conduct, found by a Student Proctorial Board or the Vice-Chancellor or on appeal to be not guilty of misconduct, reasonable allowance must be made by the University for any academic disadvantage incurred by the student as a result of the suspension.

Division 3 Complaints, investigations and summary proceedings

62 Procedure for investigating complaints

(1) Any member of the University staff or any student may, by written complaint, inform the Registrar of any conduct by a student which the member or student considers to be misconduct.
(2) The Registrar:
(a) must, upon receipt of a complaint referred to in subclause (1), make a recommendation to the Vice-Chancellor as to whether, in the Registrar’s opinion, the conduct which is the subject of the complaint warrants investigation, and
(b) may, without having received any such complaint, make a recommendation to the Vice-Chancellor that conduct by a student which the Registrar alleges to be misconduct warrants investigation.
(3) Upon receipt of a recommendation referred to in subclause (2) in respect of conduct by a student, the Vice-Chancellor may, whether or not the Registrar has recommended an investigation of the conduct:
(a) determine that no investigation is to be made, or
(b) direct the Registrar to cause a full investigation of the conduct to be made.
(4) In making the investigation referred to in subclause (3) (b), the Registrar has power to require any member of the University staff or any student to appear before the Registrar with a view to assisting the investigation, but no person appearing is obliged to answer any question.
(5) Upon completion of an investigation in relation to an allegation of misconduct by a student, the Registrar is to make a recommendation to the Vice-Chancellor:
(a) that no further action should be taken, or
(b) that the student be given a notice in the form specified in clause 63 (1), or
(c) that the allegation of misconduct be heard and determined by the Vice-Chancellor or a Student Proctorial Board.
(6) Upon receipt of a recommendation referred to in subclause (5) in relation to action to be taken in respect of an allegation of misconduct by a student, the Vice-Chancellor may, whether or not it is in accordance with the recommendation:
(a) decide that no further action should be taken, or
(b) cause the student to be given a notice in the form specified in clause 63 (1), or
(c) refer the allegation of misconduct to the Chair of the Panel or, unless the Registrar recommended that no action should be taken with respect to the allegation, hear and determine the allegation in person.

63 Notifying students of allegations of misconduct

(1) A notice given under clause 62 (5) (b) is to inform the student to whom it is addressed of the allegation of misconduct made against that student and that:
(a) if, within the period of 14 days immediately following the date upon which the notice is given, the student notifies the Vice-Chancellor that the allegation of misconduct
specified in the notice is denied—the allegation of misconduct will be formally heard and determined, and
(b) if, within the period of 14 days immediately following the date upon which the notice is given, the student does not notify the Vice-Chancellor that the allegation of misconduct is denied—the Vice-Chancellor will, at the expiration of that period, impose on the student a specified penalty unless:
(i) the student has given to the Vice-Chancellor an explanation concerning the alleged misconduct which the Vice-Chancellor considers adequate, in which case no penalty is to be imposed on the student, or
(ii) the student has satisfied the Vice-Chancellor that, for any reason, a lesser or different penalty from that specified should be imposed, in which case the Vice-Chancellor will impose the lesser or different penalty on the student.
(2) If a student to whom a notice is given under subclause (1) does not, within the period of 14 days immediately following the date upon which the notice is given, notify the Vice-Chancellor that the allegation of misconduct specified in the notice is denied, the Vice-Chancellor must, at the expiration of that period, impose on the student the penalty in the notice unless:
(a) the student has given to the Vice-Chancellor an explanation concerning the alleged misconduct which the Vice-Chancellor considers adequate, in which case no penalty is to be imposed on the student in relation to the alleged misconduct, or
(b) the student has satisfied the Vice-Chancellor that, for any reason, a lesser or different penalty from that specified should be imposed, in which case the Vice-Chancellor is to impose that lesser or different penalty on the student, and must lay a report of any penalty so imposed upon the table of the Senate and of the Academic Board.
(3) Clause 76 (4) applies to a report referred to in subclause (2) in the same way as it applies to a report referred to in clause 76 (3).
(4) If a student to whom a notice is given under subclause (1) denies the allegation of misconduct which the Vice-Chancellor considers adequate, in which case no penalty from that specified should be imposed, in which case the Vice-Chancellor is to impose the lesser or different penalty on the student.
(5) Clause 76 (4) applies to a report referred to in clause 76 (3).

Division 4 Student Proctorial Panels and Student Proctorial Boards

64 Student Proctorial Panel

(1) There is to be a Student Proctorial Panel consisting of:
(a) the Chair of the Academic Board, and
(b) 9 members of the academic staff (of whom at least 4 are to be professors and at least 4 are not to be professors) appointed by and from the members of the Academic Board, and
(c) 9 student members of the Academic Board appointed by the Academic Board to be constituted to hear the allegation.
(2) The members of the Panel referred to in subclause (1) (b) and (c) are to be appointed at the first meeting of the Academic Board held in each calendar year, or at another time determined by resolution of the Senate.
(3) If the office of any member of the Panel referred to in subclause (1) (b) or (c):
(a) falls vacant for any reason, or
(b) is not filled at the meeting referred to in subclause (2), that office may be filled by a person appointed in accordance with the relevant paragraph of subclause (1) which is applicable to that office.
(4) A member of the Panel (other than the member referred to in subclause (1) (a)) is to assume office from the date of appointment by the Academic Board and, subject to subclause (5) and clause 67, is to hold office until a successor is appointed.
(5) The Senate may, at any time, extend the term of office of any member of the Panel and the successor to that member is not to assume office until the expiration of that term as so extended.
(6) The member of the Panel referred to in subclause (1) (a) is to be the Chair of the Panel.
(7) In the case of the illness or absence of the Chair of the Panel, the Deputy Chair of the Academic Board may act as deputy for the Chair during the Chair’s illness or absence and, during the time the Deputy Chair acts as deputy, the Deputy Chair has all the powers and authority of the Chair.

65 Convening meetings of the Student Proctorial Panel

(1) The Chair of the Panel must convene a meeting of the Panel as soon as practicable after the Vice-Chancellor has referred an allegation of misconduct against a student to the Chair.
(2) The Panel is to establish, in accordance with this clause and clause 66, a Board to hear and determine the allegation of misconduct.
(3) At a meeting of the Panel the Chair must inform the Panel of the allegation of misconduct in respect of which the meeting was convened and the name of the student against whom the allegation is made and any member of the Panel may, with the consent of Chair of the Panel, be disqualified at the member’s own request from membership of a Board to be constituted to hear an allegation against a student on the ground that the member may appear to be biased in relation to any matter concerning the allegation.
(4) When all disqualifications from membership of a Board to be constituted to hear an allegation of misconduct have been made under subclause (3), each of the remaining members of the Panel must disclose to the Panel:
(a) whether the member has been or is involved in or associated with any matter concerning the allegation and, if the member has been or is so involved or associated, the nature or extent of the involvement or association, and
(b) whether the member has or has had any attitude towards or association with any person known to be involved in or associated with any matter concerning the allegation.
(5) If, in the opinion of the Chair of the Panel, a disclosure made by a member of the Panel under subclause (4) gives rise to a reasonable apprehension that the member would be biased in deciding any matter concerning an allegation of misconduct against a student, the Chair may disqualify that member from membership of the Board to be constituted to hear the allegation.
(6) If the Chair of the Panel seeks to be disqualified under subclause (3) or where the Chair makes a disclosure under subclause (4), the senior member of the members of the Panel referred to in clause 64 (1) (b) who has not been disqualified has the power to consent to the Chair being disqualified under subclause (3) or to disqualify the Chair under subclause (5).
66 Student Proctorial Board

(1) A Student Proctorial Board is to consist of 3 persons of whom:
(a) one is to be a member elected by and from the Panel, being an academic staff
member who is not disqualified from membership of that Board, and
(b) one is to be a member elected by and from the Panel, being a student member who is
not disqualified from membership of that Board, and
(c) one is to be a person appointed by the Senate under subclause (4).
(2) The member of a Board referred to in subclause (1) (c) is the Chair of that Board.
(3) If the Chair of the Panel considers it to be desirable, 2 Boards may be constituted and
may hear different allegations of misconduct simultaneously.
(4) The Senate must appoint one or more Chairs of Boards annually, or at such other
times as appears to it desirable, from among persons who:
(a) have been admitted to practise as barristers or solicitors of the Supreme Court of New
South Wales for at least five years, or
(b) hold or have held office as judge or stipendiary magistrate in any State or federal
court in Australia.
(5) If the Senate has appointed more than one person as Chair of the Boards under
subclause (4), the Chair of the Panel is to determine which person is to be Chair of a
particular Board.

67 Death of or expiry of term of member of Student Proctorial Panel or Student
Proctorial Board

(1) If the term of office of a member of the Panel expires while the member is a member
of a Board constituted to hear an allegation of misconduct, the member is to continue
to be a member of the Board until the hearing of the allegation is completed.
(2) If:
(a) a member of the Panel dies or otherwise ceases to be a member of the Panel while the
member is a member of a Board constituted to hear an allegation of misconduct, or
(b) a member of a Board is, for any reason unable to attend a meeting of the Board,
the remaining 2 members of that Board may, with the written approval of the Chair of the
Panel, but subject to clause 75, continue the hearing of the allegation and make a
determination in relation to the allegation.
(3) If, in the opinion of the Chair of the Panel, it is not possible for a hearing of an
allegation of misconduct to be concluded within a reasonable time then a new Board
must be constituted and the allegation heard by it de novo.
(4) A Board must not hear any allegation of misconduct or make any decision in relation
to such an allegation (other than a decision to adjourn a hearing) in the absence of the
Chair of the Board.

Division 5 Hearing and determining allegations of misconduct

68 Who hears and determines allegations of misconduct

An allegation of misconduct against a student must be heard and determined:
(a) if the Vice-Chancellor has decided to do so in person—as soon as practicable after
the Vice-Chancellor so decides, or
(b) if the Vice-Chancellor has referred the allegation to the Chair of the Panel—as soon
as practicable after the Board is constituted for that purpose.

69 Preliminary matters to be dealt with by Vice-Chancellor or Student
Proctorial Board

(1) In the hearing of an allegation of misconduct against a student, the Vice-Chancellor
or a Board has power:
(a) to summon any member of the University staff or any student to appear to give
evidence in relation to the allegation, and
(b) to obtain information as to the facts concerning the allegation in any way the Vice-
Chancellor or the Board sees fit and may at any stage seek further information in any
manner reasonably possible, and
(c) to determine the procedure of the hearing.
(2) The Vice-Chancellor or Board must:
(a) ensure that the student and any witnesses have been correctly identified and that the
allegations of misconduct against the student have been made known to the student,
and
(b) if satisfied that there is insufficient evidence to establish the allegation of misconduct,
drop the allegation without calling on the student to answer it, and
(c) if satisfied that there is a case to answer with respect to the allegation, give
the student an opportunity to answer the allegation.

70 Dealing with more than one allegation of misconduct

(1) One or more different allegations of misconduct may be heard against one or more
students at the same hearing.
(2) If at any time before a final determination has been made in relation to an
allegation of misconduct against a student, a fresh allegation is made known to the student, being
an allegation which arises out of or relates to the same conduct which is the subject of
the previous allegation, the Vice-Chancellor or, as the case may be, a Board may hear
the fresh allegation together with the allegation previously made against the student
but the student must be given an opportunity to prepare a response to that fresh
allegation.

71 Failure to appear

If a student fails to appear at the time and place appointed by the Vice-Chancellor or a
Board, for the hearing of an allegation of misconduct against the student, the Vice-
Chancellor or the Board, as the case may be, may, if satisfied that reasonable and
proper steps have been taken to give to the student notice of the hearing:
(a) proceed in the absence of the student, or
(b) adjourn the hearing to a later date and cause the student to be given a notice stating
that the hearing is so adjourned and informing the student that the hearing will
proceed on the later date notwithstanding any further absence of the student.
72 Objections to questions

(1) A person to whom a question is put at a hearing may object to the question and the Vice-Chancellor or, subject to subclause (2), the Board is to decide whether the objection should be upheld.
(2) A decision in respect of any matter at a hearing of a Board:
   (a) if the matter raises a point of law, must be made by the Chair of the Board, and
   (b) in any other case, must be made by the agreement of at least 2 members of the Board.

73 Presenting evidence on behalf of the University

The Registrar must designate a person to present evidence in relation to an allegation of misconduct at a hearing of the allegation and that person must attend the hearing and may:

(a) question any witness giving evidence at the hearing, and
(b) present witnesses and other evidence, and
(c) address the Vice-Chancellor or the Board on any issue.

74 Student's rights in respect of hearing

Any student against whom an allegation of misconduct has been made, being an allegation which the Vice-Chancellor has referred to the Chair of the Panel or decided to hear and determine in person must:

(a) be informed of the allegation and of all relevant particulars relating to the allegation, and
(b) subject to clause 75 (2) (c), has the right to be present at any hearing in which any evidence or submission is given or made in relation to the allegation, and
(c) be afforded a reasonable opportunity of bringing to the knowledge of the Vice-Chancellor or the Board any factual material relevant to the allegation and of bringing before the Vice-Chancellor or Board any person who can provide that material, and
(d) be afforded a reasonable opportunity of questioning either in person or by a representative any person who has furnished information at the hearing of the allegation, and
(e) is entitled to inspect any documentary or other physical evidence placed before the Vice-Chancellor or Board, and
(f) is entitled to address the Vice-Chancellor or Board on any issue relating to the allegation whether in relation to the allegation or the penalty which may be imposed, and
(g) is entitled to be represented at the hearing of the allegation or to be accompanied at the hearing by a friend.

75 Conduct at hearing

(1) All persons appearing before or present at a hearing of an allegation of misconduct against a student must conduct themselves in a proper manner.
(2) If a person fails to comply with subclause (1):
   (a) at a hearing by a Board, the Board must, if the person is a member of staff of the University, inform the Vice-Chancellor of the failure, and
   (b) at a hearing by the Vice-Chancellor or a Board, the Vice-Chancellor or, as the case may be, the Board must, if the person is a student, inform the person that disciplinary action may be taken in respect of the person’s behaviour, and
   (c) at a hearing by the Vice-Chancellor or a Board, the Vice-Chancellor or, as the case may be, the Board may require the person to leave the hearing.
(3) If a person who is required under subclause (2) (c) to leave a hearing is the student who is the subject of the hearing, the hearing may only continue in the absence of the student if the student was required to leave the hearing by reason of conduct which was so improper as to unreasonably disrupt the hearing.

76 Making a determination

(1) The Vice-Chancellor or a Board may, after hearing an allegation of misconduct against a student:
   (a) make a finding that the student is guilty of misconduct but impose no penalty, or
   (b) impose one or more penalties on the student if satisfied that the student is guilty of misconduct.
(2) The Vice-Chancellor or a Board may, instead of or in addition to a penalty imposed under subclause (1):
   (a) if a student is found to have damaged or destroyed any property of the University, order the student to pay to the University such amount as may be determined by the Vice-Chancellor or Board as compensation for the damage or destruction of the property, or
   (b) if a student is found to have taken or removed any property of the University:
       (i) order the student to return the property to the University, or
       (ii) order the student to pay to the University such amount as may be determined by the Vice-Chancellor or Board as compensation for the taking or removal of the property, or both, or
   (c) if a student is found to have taken or removed and damaged or destroyed any property of the University, make orders in respect of the property under subclause (2) (a) and (b).
(3) The Vice-Chancellor and any Board must, as soon as practicable after making a determination under subclause (1) (b) to impose a penalty on any student for misconduct or an order under subclause (2), lay a report of that determination or order upon the table of the Senate and of the Academic Board.
(4) Unless the Senate otherwise determines, only one report referred to in subclause (3) is required to be tabled at a meeting of the Senate or the Academic Board but the Vice-Chancellor or the person who is presiding at the meeting of the Senate or the Academic Board at which the report is tabled must state at the meeting the number of persons mentioned in the report, the nature of the misconduct alleged and the penalties imposed or order made.

Division 6 Penalties

77 Penalties that may be imposed

(1) One or more of the following penalties may be imposed under this Chapter in respect of misconduct by a student:
   (a) expulsion from the University,
Division 7 Appeals

78 Student Disciplinary Appeals Committee

(1) There is to be a Student Disciplinary Appeals Committee that consists of:
(a) a person who holds, or has held, office as a judge or magistrate in any State or
    Federal Court in Australia, and
(b) a Fellow,
(c) a person admitted and enrolled as a legal practitioner under the Legal Profession Act
    1987, for at least 5 years.
(2) The members of the Appeals Committee are to be appointed by the Senate, on the
    nomination of the Chancellor, for a period of not more than 2 years.
(3) The member of the Appeals Committee referred to in subclause (1) (a) or, where
    applicable, that member’s substitute, is the Chairperson of the Committee.
(4) Members of the Appeals Committee hold office for the period of their appointment
    or, in the case of the Fellow, until he or she ceases to be a Fellow, whichever is the
    earlier.
(5) If a member of the Appeals Committee is unwilling or unable for any reason to hear
    a particular appeal by a student, or the Fellow (or, in the Fellow’s absence, the
    Deputy Chancellor) determines after consultation with the Vice-Chancellor that in the
    particular circumstances of the appeal it would be inappropriate for a member to sit,
    then the Fellow (or Deputy Chancellor) must appoint a substitute member
    qualified under subclause (1) (a), (b) or (c) to hear the appeal.
(6) Subject to subclause (5), any casual vacancy in the office of a member of the Appeals
    Committee must be filled by the Senate, on the nomination of the Chancellor, as soon
    as practicable after the casual vacancy arises.
(7) If, before the commencement of this clause, the Student Disciplinary Appeals
    Committee has commenced the hearing of an appeal by a student but has not made a
    determination in respect of the appeal, that Committee is to continue to hear and
    determine the appeal under this Chapter unless that Committee directs that it be heard
    afresh by the Appeals Committee constituted under subclause (1).

79 Student may appeal against determination

(1) A student may, in accordance with subclause (2), appeal to the Appeals Committee
    against a determination being:
(a) a finding by the Vice-Chancellor or a Board that the student is guilty of misconduct,
    or
(b) the imposition of a penalty upon the student by the Vice-Chancellor under clause 63
    (2) or by the Vice-Chancellor or a Board under clause 76 (1) (b), or
(c) an order made by the Vice-Chancellor or a Board under clause 76 (2).
(2) An appeal by a student against a determination made by the Vice-Chancellor or a
    Board:
(a) must be filed with the Registrar within the period of 14 days (or such longer period
    not exceeding one month as the Vice-Chancellor may allow) immediately following
    the date upon which the student was given notice of the determination, and
(b) must be in writing giving full particulars of the grounds of appeal, and
(c) may be made only on one or more of the following grounds:
(i) that the determination is unreasonable or cannot be supported, having regard to the
    evidence,
(ii) that the determination was made in breach of the rules of natural justice,
(iii) that particular evidence should not have been admitted or rejected,
(iv) that fresh relevant evidence has become available to the student, being evidence that
    was not available or not known to the student at the time of the hearing,
(v) that a provision of this Chapter was not complied with,
(vi) that the meaning or effect of any provision of this Chapter was misinterpreted,
(vii) that in any way whatever there was a miscarriage of justice,
(viii) that the penalty imposed on the student or order made against the student was
    excessive or inappropriate.

80 Hearing and determining appeals

(1) (Repealed)
(2) A Fellow must not participate in or be present at the hearing of an appeal by the
    Appeals Committee against a determination made by a Board of which the Fellow
    was a member or, if the Fellow is the Vice-Chancellor, against any determination.
(3) The Appeals Committee must, on the hearing of an appeal by a student:
(a) allow the appeal if it is of the opinion that the determination of the Vice-Chancellor
    or Board should be set aside on any of the grounds of appeal referred to in clause 79
    (2) (c), or
(b) dismiss the appeal if it is of the opinion that:
(i) the determination of the Vice-Chancellor or Board should not be set aside on any of
    the grounds of appeal referred to in clause 79 (2) (c), or
(ii) notwithstanding that the determination may be set aside on any 1 or more of the
    grounds referred to in clause 79 (2) (c) (ii) to (vii) (both inclusive), no substantial
    miscarriage of justice has actually occurred.
(4) In allowing an appeal by a student, the Appeals Committee may:
(a) quash a determination made by the Vice-Chancellor or a Board, or
(b) quash a determination made by the Vice-Chancellor or a Board and direct that all or
    any of the allegations the subject of the appeal be reheard by:
(i) if the determination was made by the Vice-Chancellor—a Board, or
(ii) if the determination was made by a Board—another Board, or
(c) if the appeal was made on the ground specified in clause 79 (2) (c) (viii), substitute a
    different penalty for the one imposed or a different order for the one made, or
(d) if an appeal is made on the ground specified in clause 79 (2) (c) (iv), consider any
    fresh evidence offered by the student and determine the matter itself without directing
    a rehearing.
(5) In relation to the hearing of an appeal by a student, the student, any representative of
    the student and the person designated for that purpose by the Registrar may make
Division 8 Miscellaneous

81 Request to quash determination

The Senate may at any time, on the recommendation of the Vice-Chancellor, quash a determination made by the Vice-Chancellor, a Board or the Appeals Committee, whether or not an appeal has been made against that determination.

82 All hearings to be conducted in camera

All disciplinary hearings in the University under this By-law are limited to those persons who in accordance with this Chapter are required or entitled to be present.

83 (Repealed)

Chapter 9 Miscellaneous

84 Repeal

(1) The By-laws of the University of Sydney are repealed.

(2) Any act, matter or thing that immediately before the repeal of the By-laws of the University of Sydney had effect under the By-laws of the University of Sydney is taken to have effect under this By-law.

85 Transitional provision relating to terms of office of undergraduate or postgraduate student Fellows

(1) In this clause, 2012 By-law means the University of Sydney Amendment (Terms of Office) By-law 2012.

(2) The amendment of clause 24 (3) by the 2012 By-law does not apply to persons elected before the commencement of that amendment.

(3) The amendment of clause 44 by the 2012 By-law does not apply to a casual vacancy in the office of a Fellow who was elected before the commencement of that amendment.

86 Transitional provision relating to casual vacancies in office of Chancellor

Clause 10 as amended by the University of Sydney Amendment (Chancellor) By-law 2012 applies to a casual vacancy in the office of Chancellor that occurs on or after the commencement of that amendment.
University of Sydney (Academic Governance) Rule 2003 (as amended)

Approved on: 6 May 2002
Amended on: 2 December 2013
Amendment effective from: 1 January 2014

Please also see the University of Sydney (Authority Within Academic Units) Rule 2003 (as amended)

Part 1 – Preliminary
1. Citation and commencement

1.1 Citation
This Rule is made by the Senate of the University of Sydney pursuant to section 37(1) of the Act, and pursuant to Chapter 6 of the University of Sydney By-law 1999 (as amended).

1.2 Commencement
This Rule commences on the same day that the University of Sydney Amendment (Academic Board) By-law 2003 comes into force.

2. Purpose
This Rule:
2.1 repeals and replaces the Rules relating to the constitution and functions of, and elections to the Academic Board and the Academic Forum in force immediately before this Rule came into effect; and
2.2 prescribes the membership, functions and procedures of the Academic Board.

3. Dictionary

3.1 Definitions
In this Rule the following words or expressions have these meanings:

absolute majority of votes – an amount greater than 50 per cent of valid votes
academic staff member – as defined in Chapter 6 of the University of Sydney By-law 1999 (as amended)
Act – the University of Sydney Act 1989 (NSW) (as amended)
Board of Studies – an academic unit of the University described as such
By-law – the University of Sydney By-law 1999 (as amended)
Chair – a person elected as Chair of the Academic Board pursuant to Part 3 of this Rule
college – an academic college established under section 27(1) of the Act
Dean – a dean of a Faculty; or a director or a principal of an academic college as defined in Part 5 of the Act
Deputy Chair – a person appointed as the Deputy Chair of the Academic Board pursuant to Part 3 of this Rule
election – an election conducted according to Part 5 of this Rule
enrolled student has the meaning prescribed in subclause 50(1) of the University of Sydney By-law 1999 (as amended)
Faculty – a faculty of the University; or an academic college as defined in Part 5 of the Act
majority – an amount greater than 50 per cent
non-professorial member of academic staff – a member of academic staff who is not a professor
notice of election – a notice of an election given by the returning officer under Rule 18
primary vote – preferences marked on a voting paper equal to the number of vacancies to be filled, and which shall have equal value
professor – a member of academic staff who is appointed or promoted to the position of professor
Roll – a roll established according to Rule 15.1
secondary votes – preferences marked on a voting paper beyond the primary votes to be allocated in rank order according to their numerical values
special resolution – a resolution passed at an Academic Board meeting by at least two thirds of all Academic Board members who are present at that meeting and are eligible to vote
Standing Committee – a committee of that description established under Rule 12
student has the meaning prescribed in subclause 3(1) of the University of Sydney By-law 1999 (as amended)
student of a faculty, college or board – has the meaning given to it in the Resolutions of Senate: “Student membership of the faculties, college boards and boards of studies”

Part 2 – Functions and membership of the Academic Board

4.1 General functions
Subject to the governing authority and powers of the Senate and to the powers of the Vice-Chancellor, the Academic Board has principal responsibility:
4.1.1 to maintain the highest standards in teaching, scholarship and research and, in that process, to safeguard the academic freedom of the University;
4.1.2 to oversee and monitor the development of all academic activities of the University; and
4.1.3 to communicate with the academic community through the Faculties, colleges and boards of studies and similar organisational units.

4.2 Advisory functions
The Academic Board will provide advice to the Senate and the Vice-Chancellor on:
4.2.1 academic matters relating to and affecting the University’s teaching and research activities and its educational programs, including general advice on the academic priorities and policies of the University;
4.2.2 academic aspects of the formulation and review of the University’s strategic plan;
4.2.3 policies concerning the academic aspects of the conditions of appointment and employment of academic staff;
4.2.4 any academic matters it considers to be of strategic importance, including any Faculty plans; and
4.2.5 the maintenance of academic standards.
4.3 Specific functions
Subject to the governing authority and powers of the Senate and to the powers of the Vice-Chancellor, the functions of the Academic Board are to:

4.3.1 exercise authority as delegated to the Academic Board to approve new academic courses and changes to existing courses, the delegation being subject to:

4.3.1.1 the Academic Board's reporting to the Senate on important implications of the proposals; and
4.3.1.2 the final endorsement of proposals by Senate, it being intended that Senate would:

4.3.1.2.1 normally endorse the Academic Board's decisions;
4.3.1.2.2 ordinarily give its endorsement promptly;
4.3.1.2.3 refer decisions back to the Academic Board only in exceptional circumstances; and
4.3.1.2.4 exercise its capacity for independent decision again only in exceptional circumstances;

4.3.2 determine policy concerning the programs of study or examinations in any Faculty, college or Board of Studies and within such policy, determine requirements to be satisfied by candidates for the award of degrees, diplomas or certificates;

4.3.3 determine the terms and conditions of awards, scholarships and prizes established within the University and make awards;

4.3.4 formulate and review policies, guidelines and procedures in relation to academic matters;

4.3.5 request reports from, or refer matters to Faculties, colleges and boards of studies and similar organisational units for consideration and action as required;

4.3.6 consider and take action as required on reports or academic submissions from Faculties, colleges or boards of studies or similar organisational units;

4.3.7 play an active role in assuring the quality of teaching, scholarship and research in the University and co-ordinate and maintain an overview of the academic activities of Faculties, colleges and boards of studies and similar organisational units;

4.3.8 initiate and oversee a formal and regular program of review of academic activities of Faculties, colleges and boards of studies, and similar organisational units;

4.3.9 provide a forum to facilitate information flow and debate within the University and between the senior executive officers of the University and the wider academic community;

4.3.10 make regular reports on the range of its activities to the Senate after each meeting of the Academic Board and make a formal, annual report on its activities and its assessment of its performance to the Senate;

4.3.11 consider and report on all matters referred to it by the Senate or the Vice-Chancellor; and

4.3.12 exercise any powers and perform any other duties delegated to it by the Senate.

5. Constitution

5.1 Members

The Board consists of:

5.1.1 the Chair;
5.1.2 the Vice-Chancellor;
5.1.3 the following members ex officio:

5.1.3.1 the Deputy Vice-Chancellors;
5.1.3.2 the Pro Vice-Chancellors;
5.1.3.3 the Deans;
5.1.3.4 the University Librarian;
5.1.3.5 the Director, Teaching and Learning;
5.1.3.6 the Director, Student Centre;
5.1.3.7 the President of the Students' Representative Council; and
5.1.3.8 the President of the Sydney University Postgraduate Representative Association;

5.1.4 the following elected academic staff members, who do not already hold office as members under Rule 5.1.1, 5.1.2 or 5.1.3 elected:

5.1.4.1 by a group of voters defined by each relevant Faculty and approved by the Academic Board; and
5.1.4.2 according to guidelines approved from time to time by the Academic Board and the Senate:

5.1.4.2.1 three academic staff members for each faculty with 40 or fewer full-time academic staff;
5.1.4.2.2 four academic staff members for each faculty with more than 40 but fewer than 100 full-time academic staff; and
5.1.4.2.3 five academic staff members for each faculty with 100 or more full-time academic staff;

5.1.4.3 for each group of academic staff members elected from a faculty at least one should be appointed at professorial level and at least one should be appointed at a non-professorial level;

5.1.5 the following elected enrolled student members:

5.1.5.1 one representative of each faculty, college and board of studies, elected by and from the enrolled student members of the relevant faculty, college and board of studies.

5.1.6 up to four members, who do not already hold office as members under rules 5.1.1 to 5.1.5 inclusive, appointed by resolution of the Academic Board at an ordinary meeting of the Academic Board on the recommendation of the Chair;

5.1.7 up to four members, who do not already hold office as members under Rules 5.1.1 to 5.1.6 inclusive, co-opted by resolution at an ordinary meeting of the Academic Board on the recommendation of the Chair (Note: co-opted members are defined as short-term appointees who are identified to assist the Academic Board with a specific issue or project, and their term of office will normally reflect the time-span of that issue or project).

5.2 Allocation of members

For the purposes of Rule 5.1:

5.2.1 the Vice-Chancellor may allocate to any one Faculty any member of the academic staff who is not a member of a department or school placed under the supervision of a Faculty; and
5.2.2 a member of the academic staff who is a member of more than one Faculty is taken to be a member only of the Faculty that supervises that person through the relevant department or school.

5.3 When membership ceases

A person ceases to be a member of the Academic Board if that person at any time during their term of office:

5.3.1 resigns from the Academic Board;
5.3.2 in the case of a member holding office under Rule 5.1.1, 5.1.2 or 5.1.3, no longer holds the relevant position;
5.3.3 in the case of an academic staff member elected under Rule 5.1.4, ceases to be:

5.3.3.1 an academic staff member; or
5.3.3.2 an academic staff member in the category for which that person was elected (for example, if that person transfers to another Faculty); 5.3.4 in the case of an enrolled student member elected under Rule 5.1.5, is no longer enrolled as a student; 5.3.5 is absent from three consecutive ordinary meetings of the Academic Board and is not, within six weeks of the last of those meetings, excused for his or her absence; or 5.3.6 dies.

6. Terms of office
6.1 Elected academic staff members
All elected academic staff members elected pursuant to Rule 5.1.4 hold office for a term of two years from 1 January in the year immediately following the year of their election.

6.2 Student members
All enrolled student members elected pursuant to Rule 5.1.5 hold office for a term of one year from 1 January in the year immediately following the year of their election.

6.3 Appointed and co-opted members
All appointed and co-opted members appointed pursuant to Rule 5.1.6 or 5.1.7 hold office for the term and on such conditions as resolved by the Academic Board at the time of their appointment.

6.4 Casual vacancies
A person filling a casual vacancy holds office from the time that person is elected or appointed to fill that casual vacancy, until the expiry of the term of that person's predecessor.

6.5 Re-election in the same category
Elected members of the Academic Board are eligible for re-election in the same category, on the conditions that they: 6.5.1 are, at the time of their nomination, eligible for membership in that category; and 6.5.2 do not serve more than three full, consecutive terms as a member in that category.

6.5.3 A period of service as a Chair of one of the Academic Board’s Standing Committees will not count towards calculating the term of membership referred to in clause 6.5.2 but service for a term as a member in a particular category immediately prior to service as a Chair of one of the Academic Board’s Standing Committees and service for a term as a member in a particular category immediately following service as a Chair of one of the Academic Board’s Standing Committees shall constitute service for consecutive terms for the purposes of clause 6.5.2.

Part 3 – Chair, Deputy Chair and Chairs of Standing Committees

7. Chair of the Academic Board
7.1 Role and functions
The Chair of the Academic Board: 7.1.1 is responsible for managing and supervising the functions and business of the Academic Board; and 7.1.2 is the point of contact between the academic community of the University and: 7.1.2.1 the Senate; and 7.1.2.2 the senior executive management of the University;

7.1.3 subject to any delegations of authority approved by the Senate or resolutions of the Academic Board, may apportion authority for carrying out the functions of the Academic Board to other members of the Academic Board; and 7.1.4 must present reports to the Senate about matters considered at meetings of the Academic Board held since the previous meeting of the Senate.

7.2 Election and term of office
The Chair: 7.2.1 must be an academic staff member who is a professor or associate professor; 7.2.2 shall be elected by those persons who are members elect of the Academic Board as soon as practicable after elections are held according to Part 5 of this Rule*; and Explanatory note: This is to ensure that the Chair is elected by the newly elected membership of the Academic Board, rather than the previous constituency 7.2.3 holds office 7.2.3.1 if elected in the same year as the members elect, from 1 January following election for a period of two years, or 7.2.3.2 in any other case, from election for the remainder of the period of two years from 1 January in the year of election.

7.3 Re-election
A person elected as Chair is eligible for re-election, so long as that person does not serve more than three full, consecutive terms as Chair.

7.4 Disqualification
A person may not hold office as Chair while that person is: 7.4.1 the Vice-Chancellor [but subject to the Vice-Chancellor's right to preside at any meeting of the Academic Board pursuant to clause 47(3)(b) of the University of Sydney By-law 1999 (as amended)]; 7.4.2 a Deputy Vice-Chancellor; 7.4.3 a Pro-Vice-Chancellor; 7.4.4 an Assistant Pro-Vice-Chancellor; or 7.4.5 a Dean.

7.5 Casual vacancy
The office of Chair becomes vacant if the person holding that office: 7.5.1 resigns in writing, either as Chair or from the University; 7.5.2 assumes any of the positions referred to in Rule 7.4; or 7.5.3 dies.

8. Deputy Chair of the Academic Board
8.1 Role and functions
The Deputy Chair of the Academic Board is to: 8.1.1 assist the Chair in the performance of his or her functions as the Chair determines from time to time; 8.1.2 act as an alternate chair of meetings of the Academic Board when the Chair is unable to do so or if a casual vacancy in the office of Chair occurs; and 8.1.3 attend meetings of the Senate in the place of the Chair when the Chair is unable to do so, or if a casual vacancy in the office of Chair occurs.
8.2 Appointment and term of office
The Deputy Chair of the Academic Board:
8.2.1 must be an academic staff member;
8.2.2 shall be appointed by the Academic Board from among the Chairs of
Standing Committees, on the nomination of the Chair, at the first meeting of
the Academic Board following an election of Academic Board members; and
8.2.3 holds office for a period of two years following appointment.

8.3 Re-appointment
A person appointed as a Deputy Chair is eligible for re-appointment, so long as that
person does not serve more than three full, consecutive terms as Deputy Chair.

8.4 Disqualification
A person may not hold office as Deputy Chair while that person is:
8.4.1 the Vice-Chancellor;
8.4.2 Chair;
8.4.3 a Deputy Vice-Chancellor;
8.4.4 a Pro-Vice-Chancellor;
8.4.5 an Assistant Pro-Vice-Chancellor; or
8.4.6 a Dean.

8.5 Casual vacancy
The office of Deputy Chair becomes vacant if the person holding that office:
8.5.1 resigns in writing, either as Deputy Chair or from the University;
8.5.2 assumes any of the positions referred to in Rule 8.4; or
8.5.3 dies.

8.6 Filling casual vacancies
If a casual vacancy occurs in the office of Deputy Chair, then the Academic Board
shall fill that casual vacancy in accordance with the procedure set out in Rule 8.2 to
hold office for the rest of the term of that person's predecessor.

9. Chairs of Standing Committees
9.1 Appointment
Chairs of Standing Committees:
9.1.1 shall be appointed by and from the members of the Academic Board, on the
nomination of the Chair at the first meeting of the Academic Board following
an election of Academic Board members; and
9.1.2 hold office for a period of two years following appointment.

9.2 Re-appointment
A person appointed as Chair of a Standing Committee is eligible for re-appointment,
so long as that person does not serve more than three full, consecutive terms as Chair
of that Standing Committee.

9.3 Disqualification
A person may not hold office as Chair of a Standing Committee while that person is:
9.3.1 the Vice-Chancellor;
9.3.2 a Deputy Vice-Chancellor;
9.3.3 a Pro-Vice-Chancellor;
9.3.4 an Assistant Pro-Vice-Chancellor; or
9.3.5 a Dean.

9.4 Casual vacancy
The office of the Chair of a Standing Committee becomes vacant if the person
holding that office:
9.4.1 resigns in writing, either as Chair of that Standing Committee or from the
University;
9.4.2 assumes any of the positions referred to in Rule 9.3; or
9.4.3 dies.

9.5 Filling casual vacancies
If a casual vacancy occurs in the office of Chair of a Standing Committee, then the
Academic Board shall fill that casual vacancy in accordance with the procedure set
out in Rule 9.1 to hold office for the rest of the term of that person's predecessor.

Part 4 -- Meetings and procedures of the Academic Board
10. Meetings
10.1 Frequency of meetings
The Academic Board must meet at least eight times in any one calendar year.

10.2 Who convenes meetings
The Chair must convene all meetings.

10.3 Special meetings
The Chair may at any time convene a special meeting of his or her own motion, and
must do so if requested by:
10.3.1 the Academic Board;
10.3.2 the Vice-Chancellor; or
10.3.3 at least 50 per cent of all members of the Academic Board.

10.4 Secretary
The Secretary to Senate, or the Secretary to Senate's nominee, is to act as secretary
to the Academic Board.

10.5 Notices of meetings
Notices of meetings of the Academic Board:
10.5.1 must:
10.5.1.1 subject to Rule 10.5.1.2, be given at least seven days in advance of
the meeting to which it relates; or
10.5.1.2 in the case of special meetings convened under Rule 10.3, be given
at least three days in advance of the meeting to which it relates; and
10.5.1.3 specify the place, date and time of that meeting and a brief
description of the business to be transacted at that meeting;
10.5.2 may be given in electronic or hard copy form.

10.6 Meetings or resolutions not invalid in certain circumstances
A meeting held or a resolution passed at a meeting is not invalid because:
10.6.1 of an accidental failure to give notice of that meeting to a person entitled
to receive notice;
10.6.2 a person entitled to receive notice of that meeting does not receive it;
or
10.6.3 less than the prescribed time of notice of that meeting was given.

11. Meeting procedures
11.1 Quorum
The quorum of the Academic Board is thirty members.
11.2 No quorum
Subject to Rule 11.3, no business may be transacted at a meeting unless a quorum of members is present at the meeting within 30 minutes of the time nominated in a notice given under Rule 10.5.

11.3 Qualification
If a quorum is not present at a meeting, the meeting may consider procedural matters only.

11.4 Minutes
Minutes of each meeting must be kept and must be:
11.4.1 signed by the Chair as a true and accurate record; and
11.4.2 distributed to each Board member no later than the date when notice of the next meeting is given.

11.5 Resolutions
Any motion which is to be put to a vote by members of the Academic Board:
11.5.1 must be duly proposed and seconded;
11.5.2 subject to Rule 11.6, may be carried or lost by a majority of votes of those present at the meeting and eligible to vote; and
11.5.3 together with the results of any vote on that motion, must be recorded in the minutes.

11.6 Special resolution
A special resolution is required to make or change a Rule made by the Academic Board.

11.7 Motions without notice
Subject to Rule 11.9, only the Chair may put a motion without notice to a meeting of the Academic Board.

11.8 Chair's ruling is final
Subject to Rules 11.9 and 11.10, the Chair's decision on all matters relating to meetings (including, without limitation, how meeting procedures are to be interpreted) is final.

11.9 Motions of dissent
Members of the Academic Board may (and without the need for notice to be given under Rule 10.5), by resolution of at least two-thirds of members present at the meeting:
11.9.1 overrule a ruling of the Chair; and
11.9.2 substitute their own ruling for the ruling of the Chair.

11.10 Presiding over motions of dissent
The following person must preside at the meeting while a motion is put to, and resolved by, the members of the Academic Board under Rule 11.9:
11.10.1 the Deputy Chair; or
11.10.2 if that person is not present at that meeting, another member of the Academic Board elected by and from the members of the Academic Board present at that meeting.

11.11 Voting at meetings
Voting at meetings must be conducted by:
11.11.1 show of hands; or
11.11.2 secret ballot, if demanded by any two members who are present and have the right to vote at that meeting, or if the Chair so directs.

11.12 Member’s vote
Each member present at a meeting of the Academic Board has one deliberative vote.

11.13 Casting vote
If there is a tied vote then the person chairing that meeting of the Academic Board has one casting vote, in addition to a deliberative vote. However, this Sub-rule does not apply to a motion under Rule 11.9.

12. Standing and other committees
12.1 Establishment by Academic Board
The Academic Board may, by resolution, establish such Standing Committees or other committees or working parties as it thinks fit to assist or advise the Academic Board in the performance of its functions.

12.2 Establishment by the Chair
The Chair may establish committees (but not Standing Committees) or working parties to provide advice in connection with the role and functions of the Academic Board and the Chair.

12.3 Terms of reference and membership
The terms of reference and the membership of Standing Committees or other committees or working parties established under this Rule 12 are to be as determined by (as the case may be) the Academic Board or the Chair, but the following principles apply to all of them:
12.3.1 quality assurance matters shall be embedded in their terms of reference; and
12.3.2 they must, as appropriate, include the following members, taking into account gender, discipline and expertise:
12.3.2.1 academic staff members who are not necessarily members of the Academic Board;
12.3.2.2 members of the non-academic staff of the University who have relevant professional expertise or experience; and
12.3.2.3 appropriate student representation – with all Standing Committees to include at least one enrolled student member and, where appropriate, one undergraduate enrolled student and one postgraduate enrolled student member.

Part 5 – Election procedures for the Academic Board
13. Procedural requirements
All elections to the Academic Board and for the Chair must be carried out according to the procedure set out in this Part 5.

14. Timing of elections
14.1 Elected academic staff members
The election of the elected academic staff members of each faculty and college board to the Academic Board shall be held in second semester of every alternate year (i.e. the last semester prior to the end of the term of office of such members), and will normally be scheduled to run in conjunction with the election of elected enrolled student members of each faculty, college board and board of studies.
14.2  **Student members**  
The election of the elected enrolled student member of each faculty, college board and board of studies to the Academic Board shall be held in second semester of each year, following the election of enrolled students to faculties, college boards and boards of studies.

14.3  **Chair of the Academic Board**  
The election of the Chair of the Academic Board shall be held in second semester of every alternate year (i.e. the last semester prior to the end of the term of office of the Chair of the Academic Board), following the election of the academic staff members and the enrolled student members of the Academic Board as per sections 14.1 and 14.2 above.

15.  **Returning Officer**  
15.1  **Who acts as returning officer**  
The Secretary to Senate, or the Secretary to Senate’s nominee, acts as the returning officer for all elections.

15.2  **Decision of returning officer is final**  
Subject to the By-law and this Rule, the returning officer's decision is final in connection with any matter affecting the conduct of an election including, without limitation, eligibility of candidates and the results of any election.

15.3  **Agency**  
The returning officer may authorise another person to exercise any function of the returning officer under these Rules. Any function exercised by that authorised person is taken to have been exercised by the returning officer.

16.  **Rolls**  
16.1  **Rolls required**  
The returning officer must, for the purpose of elections, establish and maintain separate Rolls for each category of elected members of the Academic Board prescribed in Rule 5, current as at the date of close of nominations.

16.2  **Availability and inspection of Rolls**  
16.2.1  A copy of each relevant Roll must be available for inspection at the office of the returning officer during the University's usual business hours for at least 14 days before the date on which the election is due to be held.

16.2.2  A person’s entitlement to inspect a Roll is subject to any policies or procedures of the University from time to time concerning privacy of personal information.

16.3  **Alteration of Roll**  
The Secretary to Senate or the Secretary to Senate’s Nominee is entitled to alter a Roll at any time by:

16.3.1  correcting any mistake or omission in the details of any eligible voter entered on that Roll;

16.3.2  altering, on the written application of any eligible voter, the name or address of the person entered on that Roll;

16.3.3  removing the name of any deceased person;

16.3.4  removing the name of any person who is no longer entitled to vote in that election, or in the relevant category of that election;

16.3.5  removing the superfluous entry where the name of the same eligible voter appears more than once on the Roll; or

16.3.6  reinstating the name of an eligible voter removed from the Roll, where the Secretary to Senate or the Secretary to Senate’s Nominee is satisfied that such person is still entitled to be entered on the relevant Roll.

16.4  **Roll not invalid**  
Notwithstanding Rule 16.3, a Roll is not invalid because that Roll:

16.4.1  contains any mistake or omission in the details of any eligible voter entered on that Roll;

16.4.2  contains the name of any deceased person;

16.4.3  contains the name of any person who is no longer entitled to vote in that election, or the relevant category of that election;

16.4.4  contains more than one entry for the same eligible voter; or

16.4.5  does not contain the name of any person entitled to be entered on that Roll.

17.  **Eligibility for election and to vote**  
17.1  **Defined**  
A person is eligible for election to the Academic Board and/or (as the case may be) to vote in any election of the Academic Board if that person's name appears on the Roll in the relevant category at the time of close of nominations specified in the notice of election.

17.2  **Circumstances where a provisional vote may apply**  
Rule 17.3 applies to a person who claims he or she is entitled to vote in an election even though:

17.2.1  that person's name cannot be found on the Roll for the election for which the person is claiming an entitlement to vote;

17.2.2  the person's name is on the Roll, but contains an incorrect address, or no address; or

17.2.3  a mark on the Roll used in that election indicates incorrectly that the person has already voted in that election.

17.3  **Casting a provisional vote**  
A person to whom Rule 17.2 applies may cast a provisional vote if:

17.3.1  the person makes a request to the returning officer to do so; and

17.3.2  the person complies with clause 24.3.

18.  **Time intervals for different stages of the election process**  
When conducting an election, the returning officer must ensure that:

18.1  there are not less than 14 days nor more than 28 days between the publication of the notice that an election is to be held and the time for nominations to close;

18.2  there are not less than 14 days nor more than 28 days between the time nominations close and the issue of voting papers; and

18.3  where a postal vote is held, there are not less than 14 days nor more than 28 days between the issue of voting papers and polling day.

19.  **Notice of election**  
19.1  **What it must contain**  
When an election becomes necessary, the returning officer must publish a notice of election containing the following information:

19.1.1  that an election is necessary to a particular office;

19.1.2  the category or categories for election;

19.1.3  the number of vacancies to be filled in each category;

19.1.4  the term of office of each category;

19.1.5  inviting nominations for election;
The University amends its policies and procedures from time to time. The version contained here was accurate at 31 January 2015.

The only authoritative version of the document is the version published in the University's Policy Register at sydney.edu.au/policies
24.3 Voting
Each voter must, after completing a postal vote:
24.3.1 enclose and seal the voting paper in the envelope marked ‘Voting Paper’;
24.3.2 complete and sign the declaration of eligibility required under Rule 24.2.3;
24.3.3 enclose and seal the envelope and declaration, referred to in Rule 24.3.1 and
24.3.2 above, in the returning envelope addressed to the returning officer; and
24.3.4 send by post or deliver the envelope to the returning officer so that the
returning officer receives it no later than the closing date for voting specified
in Rule 24.2.2.2.

24.4 Security of voting papers
The returning officer must take all reasonable steps to ensure that all voting papers received
under Rule 24.3 are stored securely until the close of the poll concerned.

25. Marking and returning voting papers
25.1 Preferences must be allocated
Voters must vote by marking the numbers 1, 2, 3 and so on, next to every candidate,
in order of preference.

26. Election not invalidated because of certain errors
An election is not invalidated if:
26.1.1 any one or more of the events described in Rule 16.4 occurs;
26.1.2 an eligible voter did not receive a voting paper, or did not see displayed or
receive a notice of election; or
26.1.3 an eligible voter's voting paper has not been accepted at the election.

26.2 Returning officer may declare election invalid
Notwithstanding Rule 26.1, and without limiting any of the returning officer's other
powers, the returning officer may, at any time, declare an election invalid because, in
his or her opinion, one or more of the events described in that Rule has materially
affected, or is likely to materially affect, the outcome of that election.

27. Scrutineers
27.1 Each candidate may nominate a scrutineer
Each candidate for election may nominate one person to be present as that
candidate’s scrutineer at any counting of votes for that election. Any nomination
under this Rule must be in writing, signed by the candidate, and given to the
returning officer before counting of votes commences.

27.2 Candidate may not be a scrutineer
A candidate for election is not eligible to be a scrutineer.

27.3 Inspection of voting papers
A scrutineer is entitled to inspect any voting paper provided that, in the opinion of the
returning officer, that scrutiny does not delay the counting of votes unnecessarily.

28. Informal voting papers
28.1 Informality
A voting paper is informal if it:
28.1.1 contains any mark or writing that, in the opinion of the returning officer,
enables any person to identify the voter;
28.1.2 is not validated by the returning officer; or
28.1.3 in the opinion of the returning officer, contains no vote, or does not allocate a
preference to each candidate.

28.2 Not informal for any other reason
A voting paper:
28.2.1 cannot be declared informal for any reason other than a reason specified in
Rule 28.1; and
28.2.2 must be given effect to according to the voter's intention so far as that
intention is clear.

29. Tally sheet to be kept
29.1 Contents of tally sheet
The returning officer must keep a tally sheet for each ballot containing the following
information:
29.1.1 total number of voting papers;
29.1.2 a list of candidates;
29.1.3 primary votes allocated to each candidate;
29.1.4 secondary votes allocated to each candidate;
29.1.5 progressive total vote for each candidate;
29.1.6 informal votes, calculated by multiplying informal voting papers by the number
of candidates to be elected; and
29.1.7 exhausted votes.

29.2 Number of voting papers must tally
At each stage of counting the total votes divided by the number of candidates to be elected
must correspond with the total number of voting papers.

30. Procedures for election of one candidate only
The returning officer must follow the procedures in Rule 31 where one candidate only is to
be elected.

31. Counting votes for one candidate only
31.1 Informal voting papers
Exclude all informal voting papers.

31.2 Count primary votes
Count the primary votes for each candidate on formal voting papers.

31.3 Total primary votes
Enter the total number of primary votes for each candidate next to that candidate's
name on the tally sheet.

31.4 Majority of votes
If a candidate receives an absolute majority of primary votes, then declare that
candidate elected.

31.5 Distribute secondary votes
Where no candidate receives an absolute majority of primary votes, distribute
secondary votes according to Rules 31.6 to 31.11 until one candidate receives an
absolute majority.

31.6 Exclusion of candidates
Exclude the candidate with the fewest primary votes.
31.7 Allocation of secondary votes
For each voting paper where the excluded candidate received a primary vote, allocate the next active secondary vote.

31.8 Indicate excluded candidate
Indicate the excluded candidate and that the next secondary vote has been allocated.

31.9 Exhausted voting papers
If there is no active secondary vote on any voting paper examined then that voting paper is exhausted.

31.10 Exclusion of candidates
Add together the primary votes and secondary votes for each remaining candidate and exclude the candidate with the lowest number of total votes.

31.11 Distribution of secondary votes
If, after the exclusion of a candidate, the next active secondary vote is to an excluded candidate then that secondary vote shall be disregarded and the next secondary vote, if any, distributed.

31.12 Repeat process
Repeat the process as set down in Rules 31.6 to 31.11 until one candidate receives an absolute majority of votes.

31.13 Equal lowest vote
If on any count two candidates have an equal number of votes and that number is the lowest on that count then:
31.13.1 the candidate with the lowest number of primary votes shall be eliminated; or
31.13.2 where the number of primary votes is equal, then the returning officer shall draw lots with the candidate first drawn remaining in the ballot.

32. Election procedures for more than one candidate
The returning officer must follow the procedures in Rule 33 where more than one candidate is to be elected.

33. Counting votes
33.1 Informal voting papers
Exclude all informal voting papers.

33.2 Count primary votes
Count the primary votes for each candidate on the formal voting papers.

33.3 Total primary votes
Enter the total number of primary votes for each candidate next to that candidate's name on the tally sheet.

33.4 Exclusion of candidates
Exclude the candidate with the fewest primary votes.

33.5 Allocation of secondary votes
For each voting paper where the excluded candidate received a primary vote, allocate the next active secondary vote.

33.6 Indicate excluded candidate
Indicate the excluded candidate and that the next secondary vote has been allocated.

33.7 Exhausted voting papers
If there is no active secondary vote on any voting paper then that voting paper is exhausted.

33.8 Exclusion of candidates
Add together the primary votes and secondary votes for each remaining candidate and exclude the candidate with the lowest of total votes.

33.9 Allocation of secondary votes
If, after the exclusion of a candidate, the next active secondary vote indicates an excluded candidate, then that secondary vote must be disregarded and the next secondary vote, if any, allocated.

33.10 Repeat process
Repeat the process as set down in Rules 33.5 to 33.9 until only the number of candidates required to fill the vacancies remain.

33.11 Equal lowest vote
If on any count, two candidates have an equal number of votes and that number is the lowest on that count then:
33.11.1 the candidate with the lowest number of primary votes shall be eliminated; or
33.11.2 where the number of primary votes is equal, then the returning officer must draw lots with the candidate first drawn remaining in the ballot.

34. Election in more than one category
34.1 Order of election
Where a non-professional member of academic staff is nominated in more than one category under Rule 5.1, and receives a sufficient number of votes to be declared elected under Rule 5.1.4, that person must be declared elected in that category.

34.2 Removal from subsequent categories
If a person is declared elected pursuant to Rule 34.1, then that person is no longer eligible for election to another category of membership, and must be removed from any list of candidates for that category of membership.

35. Filling casual vacancies or dealing with insufficient nominations
35.1 Elected academic staff members
35.1.1 If a casual vacancy occurs in the office of any elected academic staff member of the Academic Board [other than in the office of the Chair], then that vacancy must be filled by the candidate at the immediately preceding election who was the last candidate to be excluded, and who remains eligible to be elected.
35.1.2 If:
35.1.2.1 a casual vacancy cannot be filled according to Rule 35.1.1; or
35.1.2.2 there are insufficient nominations for any category of academic staff members,
then the Academic Board may fill that vacancy or position by appointing a person from the relevant Faculty who is eligible to be elected to that category of members, after first consulting with the relevant Dean.
35.1.3 If a casual vacancy or position cannot be filled according to Rule 35.1.2, then the position shall remain vacant until it can be filled for the remainder of the term according to Rule 35.1.1 or 35.1.2 [as the case may be].

Explanatory note: This Sub-rule is designed to enable more than one attempt to fill a casual vacancy or position while the relevant term of office remains current.

35.2 Elected student members

35.2.1 If a casual vacancy occurs in the office of any elected enrolled student member, then that vacancy must be filled by the candidate at the immediately preceding election who was the last candidate to be excluded, and who remains eligible to be elected.

35.2.2 If:

35.2.2.1 a casual vacancy cannot be filled according to Rule 35.2.1; or

35.2.2.2 there are no nominations

then that vacancy or position must be filled by an enrolled student, who is not already a member of the Academic Board, on the nomination of the relevant dean or chair of the board of studies, who must first consult with the Presidents of the Students’ Representative Council and the Sydney University Postgraduate Representative Association. For the purposes of that consultation the relevant Dean, the President of the Students’ Representative Council and the President of the Student University Postgraduate Representative Association shall have regard to the consideration that it is desirable that undergraduate enrolled students, postgraduate coursework enrolled students and postgraduate research enrolled students all be represented on the Academic Board;

35.2.3 If a casual vacancy or position cannot be filled according to Rule 35.2.2, then the position shall remain vacant until it can be filled for the remainder of the term according to Rule 35.2.1 or 35.2.2 [as the case may be].

Explanatory note: This Sub-rule is designed to enable more than one attempt to fill a casual vacancy or position while the relevant term of office remains current.

35.3 Chair

If a casual vacancy occurs in the office of the Chair:

35.3.1 on or after the last six months of the end of the Chair’s term, then that vacancy must be filled by the Deputy Chair; or

35.3.2 before the last six months of the end of the Chair’s term, then an election must be held to fill that vacancy according to Part 5.

Notes

University of Sydney (Academic Governance) Rule 2003

Date made: 6 May 2002
Date registered:
Date commenced: 23 May 2003
Administered by: University Secretariat
Publication date:
Review date:
Related documents: University of Sydney (Authority Within Academic Units) Rule 2003 (as amended)

Amendment history

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UNIVERSITY OF SYDNEY (ALUMNI COUNCIL) RULE 2014

The Senate of the University of Sydney, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-law 1999.

Adopted on: 1 December 2014
Effective from: 8 December 2014

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1 Name of Rule
This is the University of Sydney (Alumni Council) Rule 2014.

2 Commencement
This Rule commences on 8 December 2014.

3 Statement of intent
(1) This Rule is made by the Senate under section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-law 1999
(2) The principal objective of this Rule is to prescribe:

(a) the constitution, purpose and powers of the Alumni Council;
(b) a process for the appointment of Alumni Council members; and
(c) the duties of Alumni Council members.

(3) This Rule governs:
(a) members of Convocation;
(b) the Alumni Council; and
(c) Alumni Council members.

4 Interpretation
(1) In this Rule:
Alumni Council means the Standing Committee of Convocation.
By-law means a by-law made by the Senate in accordance with section 36 of the University of Sydney Act 1989.
Convocation has the meaning given to it by section 14 of the University of Sydney Act 1989.
Standing Committee of Convocation means the Standing Committee of Convocation established by section 52 of the University of Sydney By-law 1999.

(2) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.

(3) A note, marginal note, footnote or endnote is not a provision of this Rule.

5 Constitution of Alumni Council
(1) The Alumni Council will comprise 12 members, selected and appointed by the Senate on the recommendation of its Nominations and Appointments Committee in accordance with section 10.
(2) The Senate will appoint a President and Deputy President from among the Alumni Council members.
(3) At least 25 per cent of the Alumni Council members will be women.
(4) At least 25 per cent of the Alumni Council members will be men.
(5) Alumni Council members will be drawn from a cross-section of different faculties.

6 Purpose of Alumni Council
The purposes of the Alumni Council are to:
(a) support the University and its faculties in their endeavours to grow alumni engagement across the University community; and
(b) provide opportunities for alumni to develop a lifelong connection with the University, commencing when a student enters the University.
7 Powers of Alumni Council

(1) The Alumni Council may submit for the consideration of the Senate such suggestions as it thinks fit in respect of the affairs and concerns of the University.

(2) The Senate may take into account any suggestions made by the Alumni Council in accordance with paragraph (1), and report to the Alumni Council on any related determinations.

(3) The Alumni Council will report to Senate on any matters referred to it by the Senate for report.

(4) If the Senate requests the Alumni Council to report to the Senate its opinion on any proposal by the Senate to make, amend or repeal any By-laws, the Alumni Council will do so within 28 days of the request.

(5) The Alumni Council may at any time report to Convocation.

8 Alumni Council standing orders

The Alumni Council will make standing orders for the conduct of business and its meetings, including for:

(a) the number of ordinary meetings to be held in each year; and

(b) the notice and conduct of meetings, including quorum.

9 Alumni Council sub-committees and taskforces

The Alumni Council may establish sub-committees and taskforces to facilitate the conduct of its business.

10 Appointment of Alumni Council

(1) The Secretary to Senate will publish on the University’s website a notice calling for and giving the closing date for nominations for appointment to the Alumni Council.

(2) The closing date for nominations will be no less than six weeks from the date of the notice.

(3) An eligible person may nominate him or herself, or another eligible person, for appointment to the Alumni Council by completing an online form.

(4) Subject to section 5, when appointing members to the Alumni Council, the Senate will have regard to:

(a) nominees’ skills and experience; and

(b) the desirability of a cross-section of skills and experience among Alumni Council members.

11 Duties of Alumni Council members

(1) Alumni Council members must carry out their functions:

(a) in good faith in the best interests of the University as a whole; and

(b) for a proper purpose.

(2) Alumni Council members must act honestly and exercise a reasonable degree of care and diligence in carrying out their functions.

(3) Alumni Council members must not make improper use of their position, or of information acquired because of their position, to:

(a) gain, directly or indirectly, an advantage for another member or other person; or

(b) cause detriment to the University.

12 Eligibility for office

A person is eligible for appointment as a member of the Alumni Council if:

(a) the person’s name appears on the register of members of Convocation kept by the Registrar in accordance with section 12.2 of the University of Sydney (Amendment Act) Rule 1999; and

(b) by the end of the term of appointment, he or she will not have served more than six consecutive years on the Alumni Council.

13 Term of office

(1) Subject to this clause, the Senate will appoint Alumni Council members for a two year term.

(2) In the first round of appointments made by the Senate under this Rule, the Senate will appoint:

(a) six Alumni Council members for a two year term; and

(b) six Alumni Council members for a one year term.

(3) The Senate will appoint six members in every year after the first round of appointments.

14 Vacation of office

(1) The office of an Alumni Council member becomes vacant if the member:

(a) dies;

(b) declines to act;

(c) gives his or her written resignation to the Secretary to Senate;

(d) becomes bankrupt;

(e) becomes a mentally incapacitated person;

(f) is convicted of an offence that is punishable by imprisonment for 12 months or more;

(g) is removed from office by the Senate pursuant to section 15; or

(h) is absent from three consecutive meetings of the Alumni Council without being excused by the Alumni Council for his or her absence.
(2) If an Alumni Council member vacates office before the end of his or her term, the Senate will appoint a member from among the nominees for the previous round of appointments.

(3) The term of an Alumni Council member appointed in accordance with paragraph (2) will end on a date determined by the Senate, but will be no longer than two years.

15 Removal from office for breach of duty

(1) The Senate may remove an Alumni Council member from office for breach of a duty set out in section 11.

(2) The removal from office may be effected only:
   (a) at a meeting of the Senate of which notice (including notice of the motion that the member concerned be removed from office for breach of duty) was duly given; and
   (b) the motion for removal is supported by at least a two-thirds majority of the total number of Senate Fellows.

(3) The motion for removal will not be put to the vote of the meeting unless the member concerned has been given a reasonable opportunity to reply to the motion in writing.

(4) An Alumni Council member may not be removed from office for breach of duty except in accordance with this section.

16 Savings and transitional provisions

(1) Except to the extent that they are inconsistent with this Rule, any standing orders made by Convocation or the Alumni Council before the commencement of this Rule will remain in full force and effect until revoked or amended in accordance with this Rule.

(2) The term of an Alumni Council member who was elected or appointed before the commencement of this Rule will terminate on 14 April 2015.

17 Rescissions and replacements

This Rule replaces clauses 11.1, 11.2, 13.10.1, 13.11, 13.12, 14.2, 14.3, 14.4 and 14.5 of the University of Sydney (Amendment Act) Rule 1999, which are rescinded as from the date of commencement of this Rule.

NOTES

University of Sydney (Alumni Council) Rule 2014

Date adopted: 1 December 2014

Date commenced: 8 December 2014

Related documents: University of Sydney Act 1989
University of Sydney (Amendment Act) Rule 1999
(as amended)

Approved on: 6 October 1998
Amended on: 12 June 2012
Amendment effective from: 1 December 2014

Part 1 – Preliminary
1. Commencement and purpose of Rule
   1.1 This Rule is made by the Senate pursuant to section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-law 1999.
   1.2 This Rule comes into force on 6 August 1999.
   1.3 The purpose of this Rule is to regulate certain matters for which rules may be made by the Senate.

2. Definitions
   In this Rule, a reference to a Chapter means a reference to a Chapter of the University of Sydney By-law 1999.

Part 2 – Standard format of Rules
3. Requirements
   All Rules must specify:
   3.1 by whom they are made;
   3.2 that they are made pursuant to section 37(1) of the Act for the purposes of the University of Sydney By-law 1999;
   3.3 when they commence;
   3.4 their purpose; and
   3.5 if they are intended to replace Rules or resolutions already in existence, 3.5.1 the Rules or resolutions that they will replace; and 3.5.2 that those Rules or resolutions already in existence are taken to be repealed by the Rules replacing them.

Part 3 – Procedures of Senate
4. Secretary
   4.1 The Secretary to Senate is to act as secretary at all meetings of the Senate.
   4.2 The Secretary to Senate is responsible for:
      4.2.1 issuing notices for all meetings of the Senate; and
      4.2.2 keeping minutes of the proceedings of Senate.

5. Time and frequency of ordinary meetings of Senate
   5.1 Meetings of the Senate are normally to be held six to eight times per year at approximately six weekly intervals, with an option to increase the numbers of meetings ad hoc where urgency or workload requires.
   5.2 Meetings of the Senate may be held at times other than those specified in Rule 5.1 if the Senate so resolves.
   5.3 Meetings of Senate may be adjourned to a convenient later time to conclude any unfinished business.

6. Special meetings of the Senate
   6.1 At any time between meetings convened under Rule 5.1, either:
      6.1.1 the Chancellor; or
      6.1.2 in the absence of the Chancellor, the Deputy Chancellor; or
      6.1.3 in the absence of the Chancellor and the Deputy Chancellor, the Vice-Chancellor,
   6.2 If the Secretary to Senate receives a request under Rule 6.1, he or she must convene a meeting of the Senate to be held as soon as conveniently possible.

7. Notice of meetings and motions
   7.1 Subject to Rule 7.2, the Secretary to Senate must give at least three days' notice of any meeting of Senate (including any date for re-convening an adjourned meeting).
   7.2 There is no minimum prescribed time for giving notice of a special meeting of Senate under Rule 6.1.
   7.3 Except for a motion moved by the Vice-Chancellor which, in the opinion of the Vice-Chancellor and the Chancellor is a matter of urgency, no motion initiating a subject for discussion at a meeting of the Senate may be made unless that motion is included in the notice of meeting given by the Secretary to Senate under Rule 7.1, or in a notice of the previous meeting.

8. Quorum
   If there is no quorum of Senate, as prescribed by clause 8 of Schedule 1 of the Act, within 30 minutes of the hour appointed for that meeting, those Fellows present may appoint a future time convenient to re-convene that adjourned meeting.

9. Minutes
   9.1 All proceedings of Senate are to be recorded in minutes, and must be confirmed as a true and correct record at the ordinary meeting immediately following that to which the minutes relate.
   9.2 The person presiding at the meeting at which minutes are confirmed as a true and correct record must sign the minutes to that effect.

Part 4 – Convocation
10. Exemption from membership of Convocation
    A person may be exempted from membership of Convocation upon satisfying the Senate that he or she objects on the grounds of conscience to such membership.

11. Standing Committee of Convocation
11.1 Rescinded.
11.2 Rescinded.
11.3 The Standing Committee of Convocation may be referred to as the University of Sydney Alumni Council.

12. Register of graduates and members of Convocation
12.1 A register of graduates of the University shall be kept by the Registrar in such manner as the Senate shall from time to time direct and such register shall be conclusive evidence that any person whose name shall appear thereon at the time of his or her claiming a vote at a meeting of Convocation or for an election of Fellows of the Senate is so entitled to vote.

13. Meeting procedures of Convocation
13.1 The Chancellor, or in his or her absence the Deputy Chancellor, or in the absence of both, the Vice-Chancellor, shall in pursuance of a resolution of the Senate, or upon the receipt of a requisition signed by at least 20 members of Convocation, summon a meeting of Convocation to be held at such time and place as he or she shall direct. Such meeting shall be held accordingly within 28 days from the receipt of the requisition. And notice of such meeting shall be given by public advertisement not less than 14 days before the day appointed for the meeting: provided that every such requisition shall specify the subjects which it is proposed to bring before Convocation. If, in the opinion of the summoning officer, the subjects so specified, or any of them, are such as ought not to be discussed in Convocation, he or she shall refer the matter to the Senate, which shall decide whether the meeting shall be held or not: provided that no such meeting shall be held in the month of January.
13.2 At all meetings so summoned, the Chancellor, or in his or her absence, the Deputy Chancellor, or in the absence of both, the Vice-Chancellor, shall preside. In the absence of the Chancellor, the Deputy Chancellor or the Vice-Chancellor, the members of the Convocation present shall elect one of their number to preside at that meeting.
13.3 Apart from the meetings of Convocation provided for in this Rule, Convocation shall meet when summoned: 13.3.1 by the Standing Committee; or 13.3.2 as provided for by standing orders of Convocation.
13.4 Convocation shall hold at least 1 meeting in each year.
13.5 The presence at any meeting of one hundred members of Convocation shall be necessary to form a quorum. And if within 30 minutes from the time of meeting there shall be no quorum present the meeting shall lapse.
13.6 At all meetings of Convocation the Senate or the Secretary to Senate's nominee shall act as secretary and keep the minutes of all proceedings.
13.7 Every meeting may be adjourned by the person presiding at the meeting to such day and hour as may be fixed by resolution.
13.8 All questions submitted to the Convocation shall be decided by a majority of members present. The person presiding at the meeting shall have a deliberative as well as a casting vote.
13.9 All resolutions of Convocation shall be signed by the person presiding at the meeting and shall be laid by the Secretary to Senate before the Senate at its next meeting.
13.10 Convocation shall make standing orders providing for:
13.10.1 Rescinded.
13.10.2 the number of ordinary meetings to be held in each year;
13.10.3 the time and place of and manner of convening meetings summoned by the Standing Committee;
13.10.4 for the regulation of meetings so summoned; 
13.10.5 and for any other matters with respect to which it is empowered by the Senate to make standing orders so far as such standing orders are not inconsistent with the Act or any Rule.
13.11 Rescinded.
13.12 Rescinded.

14. Powers of Convocation and of Standing Committee
14.1 Convocation shall submit for the consideration of the Senate such suggestions as it thinks fit with respect to the affairs and concerns of the University, and the Senate may take all such suggestions into consideration and report to Convocation its determinations thereon.
14.2 Rescinded.
14.3 Rescinded.
14.4 Rescinded.
14.5 Rescinded.

Part 5 – Appointment to Student Proctorial Panel
Part 5 has been repealed and replaced by a new Rule, the University of Sydney (Student Proctorial Panel) Rule 2003.

Part 6 – Seal and Arms of the University
17. Affixing the Seal
17.1 The Seal of the University may not be affixed to any document except as authorised by a resolution of the Senate including, without limitation, pursuant to a delegation of authority given under section 17 of the Act.
17.2 Every document to which the Seal is affixed must be signed by: 17.2.1 the Chancellor; or 17.2.2 the Deputy Chancellor; or 17.2.3 the Vice-Chancellor; and counter-signed by the Secretary to Senate.

18. Arms of the University
18.1 Consent to use or reproduce the Arms of the University may only be conferred by resolution of the Senate (including, without limitation, pursuant to a delegation of authority conferred under section 17 of the Act). No person, body or organisation may use the Arms except in accordance with this Rule.
18.2 Notwithstanding Rule 18.1, any person, body or organisation (including any club, society, foundation or other body established within the University) which, before this Rule commenced, had authority to use or reproduce the Arms of the University, may continue to do so, subject to this Rule and any terms imposed as a condition of such use or reproduction.

19. Arms design
19.1 The Arms of the University may only be used, reproduced or represented in a design or format approved by the Senate from time to time.
19.2 No other design or format representing the Arms of the University may be used, except with the approval of the Senate.
19.3 Any design or format representing the Arms which: 19.3.1 exists when this Rule commences; and 19.3.2 has previously been approved by the Senate.
may continue to be used, subject to this Rule and to any terms imposed as a condition of such use.

19.4 Any person or body to whom the Senate, before the commencement of this Rule, has given approval to use, reproduce or otherwise deal with the Arms may continue to do so after this Rule commences, subject to any terms imposed as a condition of such use, reproduction or dealing.

Part 7 – Senior Officers of the University

20. Deputy Vice-Chancellors

20.1 The Senate may appoint one or more Deputy Vice-Chancellors.

20.2 A Deputy Vice-Chancellor shall assist the Vice-Chancellor as the Vice-Chancellor may require.

20.3 A Deputy Vice-Chancellor is, while holding office as Deputy Vice-Chancellor, a member of the Academic Board and its committees, and of every Faculty, College Board and Board of Studies.

21. Pro-Vice-Chancellors

21.1 The Senate may appoint one or more Pro-Vice-Chancellors.

21.2 A Pro-Vice-Chancellor shall assist the Vice-Chancellor as the Vice-Chancellor may require.

22. University Librarian

22.1 The University Librarian shall, under the Vice-Chancellor, be responsible for the operation and management of the University Library and shall assist the Vice-Chancellor on such other matters as the Vice-Chancellor may require.

22.2 The University Librarian is, while holding office as University Librarian, a member of every Faculty, College Board and Board of Studies.

22.3 The University Librarian may nominate another member of staff of the Library to act as a member of a Faculty, College Board or Board of Studies in the University Librarian's place.

Part 8 – Intellectual Property

Part 8 has been repealed and replaced by a new Rule, the University of Sydney (Intellectual Property) Rule 2002.

Part 9 – Admission to courses

Part 9, Divisions 1 through 9 have been repealed and replaced by a new Rule, the University of Sydney (Coursework) Rule 2014 and the Coursework Policy 2014.

Division 10: Admission to candidature for postgraduate courses

Division 11: Conditions of postgraduate study

Part 9, Divisions 10 and 11 have been repealed and replaced by a new Rule, the University of Sydney (Higher Degree by Research) Rule 2011.
Notes

University of Sydney (Amendment Act) Rule 1999

Date made: 6 October 1998
Date registered:
Date commenced: 6 August 1999
Administered by: University Secretariat
Publication date:
Review date:
Related documents

Amendment history

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<th>Provision</th>
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<td>14.5</td>
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</tbody>
</table>
University of Sydney (Authority Within Academic Units) Rule 2003

Approved by: Senate on 5 May 2003
Date of effect: 16 May 2003

The Senate of the University of Sydney has approved the following Rule pursuant to section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-Law 1999.

This Rule takes effect from 16 May 2003.

1. Citation and Commencement

1.1 Citation

This Rule is made by the Senate of the University of Sydney pursuant to section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-law 1999.

1.2 Commencement

This Rule commences on the day it is made in accordance with Chapter 2 of the University of Sydney By-law 1999.

2. Purpose

The purpose of this Rule is to confer upon the University certain powers in relation to persons coming onto a campus or other property occupied by the University.

3. Dictionary

"Magistrate" means a Magistrate appointed under the Local Courts Act 1982.

"Termination of Licence Notice" includes a written notice completed and forwarded or delivered by a University representative to an individual which revokes that individual's express or implied right to remain on any University lands.

"University lands" includes any land or roads occupied or used in connection with the University including the whole or part of any building or structure and any land or roads occupied or used in connection with the whole or part of any building or structure.

"University representative" includes the following.

• A Security Services Officer engaged by the University to undertake security and guard services to single events and functions.
• A person engaged by the University or the University of Sydney Union to provide security and guard services throughout University property.
• A Security Services Officer engaged by the University to oversee the day to day management and administration of the University's security and guard services.

4. Unlawful Entry on University Lands

Any person who, without lawful excuse (proof of which lies on the person), enters into University lands without the consent of the University, or who remains on those lands after being requested by a University representative to leave those lands will have their licence to access those lands terminated by way of a Termination of License Notice.

5. Offensive Conduct While on University Lands

Any person, who remains upon the University lands after being requested by a University representative to leave those lands, will have their licence to access those lands terminated by way of a Termination of License Notice.

6. Officer May be Apprehended

Any person found committing any offence upon the University lands, and who refuses, when required to do so, to give his or her name and place of abode, may be apprehended by a University representative upon or in relation to which the offence was committed, and delivered to the custody of the nearest constable to be taken before a Magistrate or an authorised officer within the meaning of the Criminal Procedure Act 1986 to be dealt with according to law.

University of Sydney (Campus Access) Rule 2009

Approved by: Senate on 5 May 2003
Date of effect: 16 May 2003

The Senate of the University of Sydney has approved the following Rule pursuant to section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-Law 1999.

This Rule takes effect from 16 May 2003.

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UNIVERSITY OF SYDNEY (COURSEWORK) RULE 2014

The Senate, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37(1) of the University of Sydney Act 1989 (as amended) for the purposes of the University of Sydney By-law 1999.

Adopted on: 1 December 2014
Effective from: 18 December 2014

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5.2 Variation of award course requirements in exceptional circumstances

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Part 7  Rescissions and replacements
7.1 Rescissions and replacements

PART 1  PRELIMINARY

1.1 Name of Rule

This is the University of Sydney (Coursework) Rule 2014.
1.5 University may change courses and units of study

Despite any policy, faculty resolutions or course resolutions, the University:

(a) is not obliged to offer a particular course, or a particular unit of study, in any academic year; and
(b) is not liable to any person for not offering a particular course, or a particular unit of study, in a particular academic year.

1.6 Interpretation

(1) In this Rule:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATAR or Australian Tertiary Admissions Rank</td>
<td>for an applicant, means:</td>
</tr>
<tr>
<td></td>
<td>• the applicant’s rank in relation to the applicant’s secondary cohort, as provided to the University by UAC; or</td>
</tr>
<tr>
<td></td>
<td>• the applicant’s results in a school leaving examination in another State, Territory or country, converted to an ATAR equivalent, as provided to the University by UAC.</td>
</tr>
<tr>
<td>award course</td>
<td>means a course approved by the Senate, on the recommendation of the Academic Board, that leads to the conferral of a degree or the award of a diploma or certificate.</td>
</tr>
<tr>
<td>course resolutions</td>
<td>means the requirements for an award course set out in the faculty resolutions for the course, in accordance with clause 2.3.</td>
</tr>
<tr>
<td>coursework award course</td>
<td>means a course approved by the Senate, on the recommendation of Academic Board, that leads to a degree, diploma or certificate and is undertaken predominantly by coursework. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses, graduate certificates, graduate diplomas and those master’s degrees that comprise less than 66% research are coursework award courses.</td>
</tr>
<tr>
<td>Dean</td>
<td>means the Dean of the relevant faculty.</td>
</tr>
<tr>
<td>exchange student</td>
<td>means a person who is:</td>
</tr>
<tr>
<td></td>
<td>• not an Australian citizen;</td>
</tr>
<tr>
<td></td>
<td>• not admitted to an award course at the University;</td>
</tr>
<tr>
<td></td>
<td>• admitted to a formally approved program of study at an overseas institution with which the University has an exchange agreement; and</td>
</tr>
<tr>
<td></td>
<td>• enrolled in one or more units of study at the University.</td>
</tr>
<tr>
<td>faculty</td>
<td>means a faculty or a board of studies as established by Senate in each case by its constitution and in this Rule refers to the faculty or faculties responsible for the award course concerned.</td>
</tr>
<tr>
<td>faculty resolutions</td>
<td>means resolutions passed by a faculty in accordance with its constitution.</td>
</tr>
</tbody>
</table>

University

means the University of Sydney, established under the University of Sydney Act 1989 (as amended).

2.2 No right to admission

Nothing in this Rule, or any applicable policy, confers a right on a person to be admitted to candidacy in an award course or imposes a duty on the University to admit, or to offer to admit, a person to candidacy in an award course.
2.3 Course resolutions

Subject to this Rule and any applicable policy, faculties, with the approval of the Academic Board, may adopt resolutions setting out admission, progression, course and other requirements for award courses offered in that faculty.

2.4 Admission on the basis of merit

(1) Subject to this Rule and any applicable policy, admission to award courses will be determined by the standard achieved by eligible applicants in the relevant entry qualification, including any special entry requirements, taking into account:
   (a) the number of places available in a course or unit of study; and
   (b) the number of applicants competing for places.

(2) Offers are made on the basis of academic merit, and available places will be offered to the most meritorious applicants.

2.5 Admission by Dean

Subject to this Rule and any applicable policy, the Dean of a faculty is responsible for the admission of eligible candidates to courses within that faculty.

PART 3 ASSESSMENT

3.1 Grades

A student who completes a unit of study will be awarded a mark and a grade, or a grade only, in accordance with any applicable policy.

3.2 Examination and assessment

Examination and assessment will be conducted in accordance with any applicable policy or procedure.

PART 4 PROGRESSION

4.1 Progression requirements

A student enrolled in an award course must meet the progression requirements, and will be subject to the conditions specified in faculty resolutions, course resolutions and any applicable policy.

4.2 Time limits

(1) A student must meet all the course requirements for an award course:
   (a) within the period prescribed by this Part; or
   (b) any shorter period prescribed in the course resolutions; and
   (c) in any event, within 10 years of his or her first enrolment in the course.

(2) Subject to this Part, a student must meet all the course requirements for an award course within the period set out in the following table:

<table>
<thead>
<tr>
<th>Item</th>
<th>Course</th>
<th>Maximum period for meeting course requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Master’s degree or degrees classified at the same level as the master’s degree that are of more than 2 years duration</td>
<td>10 years</td>
</tr>
<tr>
<td>2</td>
<td>Master’s degree of 2 years duration or less</td>
<td>6 years</td>
</tr>
<tr>
<td>3</td>
<td>Graduate Diploma</td>
<td>4 years</td>
</tr>
<tr>
<td>4</td>
<td>Graduate Certificate</td>
<td>3 years</td>
</tr>
<tr>
<td>5</td>
<td>Bachelor’s degree (including combined degrees)</td>
<td>10 years</td>
</tr>
<tr>
<td>6</td>
<td>Juris Doctor, Doctor of Medicine and Doctor of Veterinary Medicine</td>
<td>10 years</td>
</tr>
<tr>
<td>7</td>
<td>Doctor of Dental Medicine</td>
<td>5 years</td>
</tr>
<tr>
<td>8</td>
<td>Advanced Diploma</td>
<td>6 years</td>
</tr>
<tr>
<td>9</td>
<td>Undergraduate Diploma</td>
<td>6 years</td>
</tr>
</tbody>
</table>

(3) Subject to this Part and with the approval of the Academic Board, faculties may impose a shorter period for completing the course requirements.

(4) Subject to paragraph 4.2(1)(c), periods of suspension will not be counted when calculating the maximum period within which a student must meet all the course requirements, unless the course resolutions say otherwise.

Note 2: In accordance with paragraph 4.2(1)(c), the maximum length of any candidature is 10 years.

PART 5 AWARD COURSE REQUIREMENTS

5.1 Students must meet award course requirements

To qualify for the award of a degree, diploma or certificate, a student must:
   (a) complete the award course requirements prescribed in any relevant faculty resolutions and the course resolutions; and
5.2 Variation of award course requirements in exceptional circumstances

(1) Subject to subclause (2), the relevant Dean may vary a course requirement for a particular student enrolled in an award course in that faculty where, in the opinion of the Dean, exceptional circumstances exist.

(2) A Dean cannot vary the total number of credit points required for completion of an award course.

Note 3: A Dean cannot vary the time limits for completion of the requirements for an award course. See clause 4.2.

PART 6 AWARDS

6.1 Award of Degrees, Diplomas and Certificates

(1) A Diploma or Advanced Diploma may be awarded at one of four grades:
(a) pass;
(b) pass with merit;
(c) pass with distinction;
(d) pass with high distinction.

(2) A Bachelor’s degree may be awarded at one of two grades:
(a) pass;
(b) pass with honours.

(3) Degrees of Master by coursework may be conferred, and Graduate Diplomas and Graduate Certificates may be awarded, only at a pass grade.

PART 7 RESCISSIONS AND REPLACEMENTS

7.1 Rescissions and replacements

This Rule replaces the following, which are rescinded as from the date of commencement of this document:

(1) Part 9 of the University of Sydney (Amendment Act) Rule 1999, which commenced on 6 October 1998;

(2) Resolutions of the Senate: Restrictions on Re-enrolment, which commenced on 6 September 1999; and

(3) University of Sydney (Coursework) Rule 2000 (as amended), which commenced on 4 December 2000.

NOTES

University of Sydney (Coursework) Rule 2014
Date adopted: 3 December 2014
Date commenced: 18 December 2014
Related documents: Australian Citizenship Act 2007 (Cth)
Disability Discrimination Act 1992 (Cth)
Education Act 1990 (NSW)
University of Sydney Act 1989 (NSW)
University of Sydney By-law 1999 (NSW) (as amended)
University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

Adopted on: 21 June 2010
Amended on: 19 September 2011
19 March 2012
17 September 2012
4 February 2013
4 November 2013
2 June 2014
3 November 2014
Amendment effective from: 4 October 2011
23 March 2012
2 October 2012
8 February 2013
8 November 2013
6 June 2014
1 December 2014

The University amends its policies and procedures from time to time. The version contained here was accurate at 31 January 2015.

The only authoritative version of the document is the version published in the University’s Policy Register at sydney.edu.au/policies

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Part 2. Principles Governing the Exercise of Delegations

The following principles apply to a delegate’s level and scope of authority under any delegation of authority (whether it appears in this Rule or elsewhere).

2.1 This Rule constitutes an important legal document (not a policy or guideline) conferring on the individual delegates specified authority of the Senate to perform the particular functions delegated to them. To the extent of any inconsistency, this Rule prevails over any University policy, procedure or guideline.

2.2 If the exercise of a function in accordance with this Rule requires the exercise of some preliminary or ancillary administrative function, then the delegated authority extends to the exercise of that function.

2.3 Where authority is delegated in this Rule to approve transactions, then that authority extends to the negotiation of all terms and execution of all documents necessary to give effect to those transactions, as prescribed in the section relevant to such transactions.

2.4 Subject to any financial limits, where authority is delegated in this Rule to enter into a contract or other document effecting a transaction, then delegated authority extends to varying or amending the terms of that contract or other document.

2.5 A delegation applies only to a delegate’s accountability area unless otherwise specified.

2.6 A delegate of the Senate is not authorised to sub-delegate (by way of an agency or in any other way) any or all of the delegate’s delegated functions to another person or group of persons.

2.7 In the performance of a delegated function that a delegate has been authorised to perform, a delegate may use input from a designated source of expertise provided that the Senate delegate retains ultimate responsibility and accountability for the exercise of the delegation. Some delegations include a specific requirement to consult with a named officer, body, or person more senior in the lines of responsibility. When exercising their delegations, delegates should undertake consultation to the extent required by this Rule, or otherwise as reasonably considered appropriate, whilst retaining ultimate responsibility and accountability for the performance of the delegated function, subject, however, in the case of the delegations of authority conferred by Parts 4.5 and 5.2 where, in the event that the Gift Acceptance Committee expresses the opinion that a potential gift, bequest, devise or sponsorship should not be accepted the decision on that account shall be referred by the Vice-Chancellor to the Senate.

2.8 A delegation of authority applies to the occupant of the position described in this document, and may be exercised by a person formally appointed in writing, whether by means of the person’s job description or otherwise, on an acting or temporary basis to that position.

2.9 These delegations of authority apply to all University activities including foundations, centres, associations and institutes not separately incorporated.

2.10 In exercising a delegation with respect to a transaction, the delegate must estimate the cost of the transaction as a whole, over the term of the transaction. For the purpose of making this calculation, the following principles apply:
   i. a transaction must not be assessed in components or parts, such as instalments, tranches, or the cost of individual items;
   ii. the total gross cost of the transaction (including all taxes and duties) must be estimated;
   iii. no reduction may be made in respect of any set-off, trade-in or the like.

2.11 Any delegation to incur expenditure must be exercised within the limits of the relevant approved budget or other approved source of funds.

2.12 A delegate who is ultimately subject to the direction and supervision of the Vice-Chancellor through established lines of accountability is, in the exercise of delegations, also subject to the direction and supervision of delegates more senior than the delegate in the lines of accountability. Delegates more senior in the lines of accountability to a delegate named in these delegations of authority may exercise a delegation conferred on that named delegate but in accordance only with its terms.

2.13 The Vice-Chancellor has authority to exercise any delegations made by Senate in this Rule, except delegations made to a member or Committee of Senate or delegations pertaining to the terms of appointment and/or resignation or retirement of the Vice-Chancellor.

2.14 Where the Senate or an authorised delegate of the Senate approves a change to the University’s administrative structure or to the title of an employee’s position, with the effect that there is a reassignment of responsibility for a particular delegated function, authority to perform that delegated function is reassigned accordingly.

Part 3. Interpretation

3.1 The delegations are specified in table form, using a standard framework with the following elements:

   Activity
   Function
   Appointed delegate
   Exercise conditions
   Financial limits
   Staff Level
   Expertise
   Consultation
   Notification

   i. the strategic University activity to which the function relates.
   ii. the subject of the delegation.
   iii. the specified position, on the holder of which the delegation is conferred.
   iv. the conditions governing the exercise of the delegation.
   v. the financial limits within which the delegate is authorised to exercise the delegation.
   vi. the staff level for which the delegate is authorised to exercise the delegation.
   vii. the advice required for the delegate to effectively exercise the delegation.
   viii. the consultation required for the delegate to effectively exercise the delegation.
   ix. notification required to be made to a specified person, body or register after a delegation is exercised.

3.2 For the purpose of this document only, the following terms have these meanings:

   Academic college
   Academic staff
   Accountability area
   Act
   ADDI
   collective reference to Conservatorium of Music, Sydney College of the Arts
   academic staff of the University, including teaching and research academic staff, research only and teaching focused academic staff, who are neither Exempt staff nor English Language Teaching staff
   the organisational unit (e.g., an Academic College, Faculty, School, responsibility centre, administrative unit) for which a delegate is responsible or carries fiscal responsibility
   The University of Sydney Act 1989 (as amended)
   Associate Director – Debt Investments

The only authoritative version of the document is the version published in the University’s Policy Register at sydney.edu.au/policies
| Adjunct titles | titles conferred on persons from business, the professions or external bodies who it is intended will make a substantial and regular contribution to the teaching, research, scholarship or creative work of the University |
| Advance database | the University’s database of information relating to gifts and bequests |
| Alumni Council | Standing Committee of Convocation established by section 52 of the University of Sydney By-law 1999 (as amended) |
| Alumni Council Executive | the Executive Committee of the Alumni Council as constituted from time to time |
| ARC | Australian Research Council |
| Asset Register | the University’s register of assets |
| Authorised bank signatories | individuals authorised to sign and open cheques, authorise debits to the University’s bank accounts and enter into agreements with the University’s bank |
| BEC | Buildings and Estates Committee of Senate |
| Cadigal Program | educational access scheme supporting Aboriginal and Torres Strait Islander students |
| Casual staff | a staff member who is engaged and paid on an hourly rate or sessional basis |
| CDIP | Commercial Development and Industry Partnerships (previously known as Sydnovate) |
| CFO | Chief Financial Officer |
| CIO | Chief Information Officer |
| Classification assessment team | team established under the Enterprise Agreement to advise the Director (Human Resources) on the classification of Professional staff appointments |
| Clinical academic titles | titles conferred by the University of Sydney upon persons who are not University staff who meet teaching needs, on a regular basis, which the University may not otherwise satisfy and who may also contribute to the University’s research activities |
| Commercial activity | a commercial activity as defined in section 26A of the Act, and in the Guidelines Concerning Commercial Activities made from time to time under section 26B of the Act |
| Conjoint appointments | a form of appointment by the University of employees who are or will also be employees of external bodies (such as an Area Health Service) who will contribute to the teaching, research or other goals of the University |
| Corporate card holder | a University representative issued with a University corporate credit card |
| CPO | Chief Procurement Officer |
| DAD | Director, Alumni and Development |
| DARM | Director, Audit and Risk Management |
| DCFO | Deputy Chief Financial Officer |
| DCF | Director, Corporate Finance |
| DCIS | Director, Campus Infrastructure Services |

| Dean | Dean of a Faculty or Academic College. Where appropriate a reference to Dean includes a reference to the Academic Director of the Charles Perkins Centre. |
| Delegated Officer (Staffing) | the Director, Human Resources (who has a standing appointment as Delegated Officer (Staffing)) and such other person or persons as may be appointed by the Vice-Chancellor to exercise the functions of Delegated Officer (Staffing) from time to time |
| DHR | Director, Human Resources |
| DIS | Director, International Services |
| DMCM | Director, Marketing and Communications |
| DMCE | Director, Museums and Cultural Engagement |
| DOGE | Director, Office of Global Engagement |
| DSHW | Director, Safety Health and Wellbeing |
| DSR | Director, Student Recruitment |
| DSSS | Director, Student Support Services |
| DVC | collective reference to: Provost and Deputy Vice-Chancellor; Deputy Vice-Chancellor (Education); Deputy Vice-Chancellor (Research); Deputy Vice-Chancellor (Registrar); Deputy Vice-Chancellor (International); Deputy Vice-Chancellor (Indigenous Strategy and Services); and any other Deputy Vice-Chancellor |
| DVC(Ed) | Deputy Vice-Chancellor (Education) |
| DVC(IS) | Deputy Vice-Chancellor (Indigenous Strategy and Services) |
| DVC(R) | Deputy Vice-Chancellor (Research) |
| DVC(Reg) | Deputy Vice-Chancellor (Registrar) |
| Enterprise Agreement | the University of Sydney Enterprise Agreement 2013-2017 or any replacement agreement |
| Exempt position | a position to be filled by an Exempt staff member |
| Exempt staff | staff to whom the University’s Enterprise Agreement does not apply |
| FAC | Finance and Audit Committee of Senate |
| Future Fund | The fund, established by the University, constituted by: |
| Gifts Register | the University’s Register of Gifts and Bequests |

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<table>
<thead>
<tr>
<th>Gift Acceptance Committee</th>
<th>the Committee established under the Gift Acceptance Policy for the purpose of advising the University as to whether any particular gift satisfies the gift acceptance principles established by the Policy or any successor committee which performs a like function.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HBMS</td>
<td>Head, Brand and Marketing Services</td>
</tr>
<tr>
<td>HICM</td>
<td>Head, Investments and Capital Management</td>
</tr>
<tr>
<td>HEO#</td>
<td>a higher education officer being a member of the Professional staff of the University at the level designated by the number immediately following (e.g., HEO10) and English Language Teacher classifications.</td>
</tr>
<tr>
<td>HOA</td>
<td>an employee, normally a HEO level 10 or above, who is head of an administrative or equivalent budget unit, and is formally appointed as such by a Principal Officer or Dean. Where appropriate, a reference to a HOA includes a reference to the Director, International House or the Chief Operating Officer, Brain and Mind Research Institute.</td>
</tr>
<tr>
<td>HOS</td>
<td>an employee who is a head of a School or equivalent budget unit (or the equivalent of that position, for example Associate Dean or Pro Dean), formally appointed as such. Where appropriate, a reference to a HOS includes a reference to the Director, China Studies Centre; the Director South East Asia Centre; the Executive Director, Brain and Mind Research Institute; or the Chief Executive Officer, John Grill Centre for Project Leadership.</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources</td>
</tr>
<tr>
<td>HWDD</td>
<td>Head, Web and Digital Development</td>
</tr>
<tr>
<td>ICT Board of Management</td>
<td>any of the various committees convened by the Infrastructure and Communications portfolio for liaison with groups of users of its services</td>
</tr>
<tr>
<td>Independent contractor</td>
<td>a party engaged by the University pursuant to a contract for services. In the context of workforce engagements, this includes sole traders, companies or partnerships with whom the University enters into any agreement for the provision of specific skills or services. It does not include labour hire agencies. Independent contractors are not employees of the University.</td>
</tr>
<tr>
<td>Investment consultant</td>
<td>a consultant, approved by ICC, appointed to advise the University about its investment funds portfolio</td>
</tr>
<tr>
<td>Labour hire agency</td>
<td>a recruitment agency or labour engagement specialist contracted by the University to provide temporary labour resourcing services.</td>
</tr>
<tr>
<td>Land bank property</td>
<td>real property which is surplus to the University’s needs but is being held for strategic reasons.</td>
</tr>
<tr>
<td>Level#</td>
<td>a level designated by the letter immediately following (e.g., Level A) as the letters are used in the Enterprise Agreement for Academic staff.</td>
</tr>
<tr>
<td>Major capital works project</td>
<td>a capital works project for which the total approved budget is greater than $10M</td>
</tr>
<tr>
<td>Mobile application</td>
<td>a computer program which runs on a mobile electronic device such as a smart phone or tablet computer.</td>
</tr>
<tr>
<td>NHMRC</td>
<td>National Health and Medical Research Council</td>
</tr>
</tbody>
</table>

**University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)**

- **Nominated University organisation**
  - any of International House Council, Law Extension Committee, Mandelbaum House Council, Student Disciplinary Appeals Committee, Sydney University Sport and Fitness General and Management Committees, Student Proctorial Board or University of Sydney Union Board of Directors
- **Non-financial gift**
  - a gift of real or personal property other than a gift of cash or its equivalent
- **OGC**
  - Office of General Counsel
- **Principal Officer**
  - collective reference, for the purpose of this document to:
    - Vice-Chancellor and Principal
    - Deputy Vice-Chancellor
    - Vice-Principal (Advancement)
    - Vice-Principal (Operations)
    - General Counsel
    - Director, University Libraries
- **PCG**
  - Project Control Group, being the body appointed by the BEC to exercise responsibility for overseeing and supervising the delivery of a major capital works project
- **Professional staff**
  - employees of the University who are not Academic staff including English Language Teaching staff
- **Project Director**
  - an officer, employee or contractor of the University with responsibility for delivering a major capital works project
- **Property Register**
  - the University’s register of owned and leased real property interests
- **Provost**
  - Provost and Deputy Vice-Chancellor
- **PVC (SCP)**
  - Pro Vice-Chancellor (Strategic Collaborations and Partnerships)
- **Remuneration package**
  - annual salary and other monetary benefits, including loadings, allowances and performance bonus payments, but excluding employer superannuation contributions and shift penalty rates.
- **School**
  - an organisational unit or equivalent budget unit reporting through an Academic college or a Faculty, or unit with equivalent standing as designated by the Provost
- **Secondary logo**
  - a logo, other than the University Logo, used by a University entity
- **Senate Chair Appointments Committee**
  - the Chair Appointments Committee established by resolution of the Senate as constituted from time to time.
- **Senate Human Resources Committee**
  - the Human Resources Committee established by resolution of the Senate as constituted from time to time
- **SEG**
  - Senior Executive Group which comprises the Vice-Chancellor, Deputy Vice-Chancellors, Deans and the Director, Human Resources.
- **SEG ADM**
  - the Alumni, Development and Marketing Committee of SEG
- **SEG CR**
  - the Cultural Resources Committee of SEG
- **SEG DAP**
  - the Disability Action Plan Implementation Committee of SEG
- **SEG ED**
  - the Education Committee of SEG
- **SEG FIC**
  - the Finance and Infrastructure Committee of SEG
- **SEG HRE**
  - the Human Resources and Equity Committee of SEG
- **SEG Int**
  - the International Committee of SEG
- **SEG R**
  - the Research Committee of SEG

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SEG WHS
the Work Health and Safety Committee of SEG

SGS
a Professional staff position graded within the Senior Professional staff range, which comprises eight levels (1 to 8) above HEO 10. Where an SGS position is an Exempt position, the delegations of authority relating to Exempt staff must be applied, except where otherwise specified.

Sponsorship
means a commercial relationship between a donor and a recipient through which the donor receives a material benefit in return for making a financial or other commitment to the recipient.

Standard rate
the salary rate (excluding loadings and allowances) applicable to a current or prospective staff member’s classification or level (as specified in the relevant enterprise agreement or award) or, in the case of Professional staff in roles at or above HEO 10, University’s official remuneration scales.

Student organisation
any of the Student Representative Council, Sydney University Postgraduate Representative Association, Sydney University Sport and Fitness or University of Sydney Union

Tender Board
the board established by the CFO to review and approve acquisition of goods and services by tender process

University logo
the crest with the University of Sydney word mark

University digital publishing channel
a digital publishing channel which is either owned or controlled by the University or located on a web domain owned or controlled by the University.

VC
Vice-Chancellor and Principal

VP(Ad)
Vice-Principal (Advancement)

VP(O)
Vice-Principal (Operations)
### University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

#### 13.8 Delegations of Authority for Administrative Functions: 4 – Brand and Marketing

<table>
<thead>
<tr>
<th>DELEGATION</th>
<th>APPOINTED DELEGATE</th>
<th>DELEGATION EXERCISE CONDITIONS</th>
<th>GOVERNANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>Function</td>
<td>Financial</td>
<td>Expertise</td>
</tr>
<tr>
<td>4.2 University image and brand management (including use of University logo and name)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2.1 Approve policy for management of the University's brand including use of the University logo</td>
<td>VC</td>
<td>OGC; DMC</td>
<td>SEG ADM</td>
</tr>
<tr>
<td>4.2.2 Approve use of the University logo in University-owned publications, including electronic publications and digital publishing channels</td>
<td>HBMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2.3 Approve the separate use or reproduction of elements of the University logo</td>
<td>HBMS</td>
<td>SEG ADM</td>
<td>Brand Policy</td>
</tr>
<tr>
<td>4.2.4 Approve use or reproduction of the University Logo by third parties</td>
<td>HBMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2.5 Approve use of the University logo, except on letterhead, by affiliates, associates and academic title holders who are not employees</td>
<td>HBMS</td>
<td>Dean; DHR; HOS</td>
<td>Brand Policy</td>
</tr>
<tr>
<td>4.2.6 Approve use of the University logo on letterhead by affiliates, associates and academic title holders who are not employees</td>
<td>Dean; HOS</td>
<td>Brand and Marketing Services</td>
<td>Brand Policy</td>
</tr>
<tr>
<td>4.2.7 Approve use of the University's name (including variations of the University's name) by third parties</td>
<td>HBMS</td>
<td>CDIP</td>
<td>Dean; HOS</td>
</tr>
<tr>
<td>4.2.8 Approve use of secondary logos or graphical devices</td>
<td>VC</td>
<td>DMC</td>
<td>SEG ADM</td>
</tr>
<tr>
<td>4.2.9 Approve display of a third party's logo or branding on a University digital publishing channel</td>
<td>DMC</td>
<td>HWDD, HBMS</td>
<td>SEG ADM</td>
</tr>
</tbody>
</table>

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### University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

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<td>Expertise</td>
<td>Financial</td>
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<td>Expertise</td>
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<td>VC</td>
<td>Procedures</td>
<td>Policies</td>
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<td>Policies</td>
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<td>DELEGATION</td>
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<td>DELEGATION</td>
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<td>DELEGATION</td>
<td>VC</td>
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<td>Policies</td>
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<tr>
<td>DELEGATION</td>
<td>VC</td>
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<td>Policies</td>
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<td></td>
<td></td>
<td></td>
<td>Policies</td>
</tr>
</tbody>
</table>

### 4.3 University digital publishing channels

#### Activity

4.3.1 Direct the removal of University digital publishing channels if content is injurious to University reputation.

4.3.2 Agree to establish a University digital publishing channel or domain name on University-owned infrastructure.

4.3.3 Approve creation of University web domain names or sub-domains.

4.3.4 Approve establishment of University digital publishing channels or domain names on infrastructure not owned by the University.

#### Financial Expertise

- Provost
- Relevant Dean
- CIO
- SEG ADM

#### Consultation

- Provost
- Relevan Dean
- CIO
- SEG ADM

#### Notification

- Provost
- Relevan Dean
- CIO
- SEG ADM

### 4.4 Naming

#### Activity

4.4.1 Exercise the right to name Chairs and Senate Chair Appointments Committee.

4.4.2 Exercise the right to name University positions other than Chairs, where external funding support is provided.

4.4.3 Exercise the right to name University buildings, other physical assets and University centres.

4.4.4 Exercise the right to name rooms (including lecture theatres, laboratories, libraries, classrooms or meeting rooms).

#### Financial Expertise

- Provost
- Relevan Dean
- CIO
- SEG ADM

#### Consultation

- Provost
- Relevan Dean
- CIO
- SEG ADM

#### Notification

- Provost
- Relevan Dean
- CIO
- SEG ADM

### 4.5 Sponsorship

#### Activity

4.5.1 Approve acceptance of sponsorship from third parties (other than sponsorship of Chairs).

4.5.2 Exercise the right to accept other forms of funding support, where external funding support is provided.

4.5.3 Exercise the right to accept other forms of funding support, where external funding support is provided.

#### Financial Expertise

- Provost
- Relevan Dean
- CIO
- SEG ADM

#### Consultation

- Provost
- Relevan Dean
- CIO
- SEG ADM

#### Notification

- Provost
- Relevan Dean
- CIO
- SEG ADM

### Delegation

#### DELEGATION EXERCISE CONDITIONS

- Provost
- Relevan Dean
- CIO
- SEG ADM

#### GOVERNANCE

- Provost
- Relevan Dean
- CIO
- SEG ADM

#### Policies

- Provost
- Relevan Dean
- CIO
- SEG ADM

#### Procedures

- Provost
- Relevan Dean
- CIO
- SEG ADM
### University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

#### Part 5 – Fundraising and Alumni Relations

<table>
<thead>
<tr>
<th>Activity</th>
<th>Function</th>
<th>Financial</th>
<th>Expertise</th>
<th>Consultation</th>
<th>Notification</th>
<th>Policies</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2.2 Approve sponsorship agreements with third parties for a Chair</td>
<td>DMC</td>
<td>≤ $300k</td>
<td>VC</td>
<td>OGC</td>
<td>SEG</td>
<td>ADM SEG Committee</td>
<td>Group Secretary</td>
</tr>
<tr>
<td>4.3 Approve sponsorship agreements with third parties to third parties</td>
<td>DMC</td>
<td>≤ $300k</td>
<td>VC</td>
<td>OGC</td>
<td>SEG</td>
<td>ADM SEG Committee</td>
<td>Group Secretary</td>
</tr>
<tr>
<td>4.6 University Trademarks and Business Names</td>
<td>OGC</td>
<td>≤ $300k</td>
<td>VC</td>
<td>OGC</td>
<td>SEG</td>
<td>ADM SEG Committee</td>
<td>Group Secretary</td>
</tr>
</tbody>
</table>

#### Part 5 – Fundraising and Alumni Relations

<table>
<thead>
<tr>
<th>Activity</th>
<th>Function</th>
<th>Financial</th>
<th>Expertise</th>
<th>Consultation</th>
<th>Notification</th>
<th>Policies</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Approve policy for fundraising activities</td>
<td>DVC</td>
<td>$100K - $1M</td>
<td>VP(Adv)</td>
<td>SEG ADM</td>
<td>SEG ADM SEG Committee</td>
<td>Group Secretary</td>
<td>SEG ADM SEG Committee</td>
</tr>
<tr>
<td>5.1.1 Approve policy for fundraising activities</td>
<td>VC</td>
<td>≤ $1M</td>
<td>VP(Adv)</td>
<td>SEG ADM</td>
<td>SEG ADM SEG Committee</td>
<td>Group Secretary</td>
<td>SEG ADM SEG Committee</td>
</tr>
<tr>
<td>5.1.2 Approve University-wide fundraising campaigns and initiatives</td>
<td>VC</td>
<td>&gt; $1M</td>
<td>VP(Adv)</td>
<td>SEG ADM</td>
<td>SEG ADM SEG Committee</td>
<td>Group Secretary</td>
<td>SEG ADM SEG Committee</td>
</tr>
<tr>
<td>5.1.3 Approve fundraising activities undertaken on behalf of the University, including by controlled entities, centres and foundations</td>
<td>DVC</td>
<td>$100K - $1M</td>
<td>VP(Adv)</td>
<td>SEG ADM</td>
<td>SEG ADM SEG Committee</td>
<td>Group Secretary</td>
<td>SEG ADM SEG Committee</td>
</tr>
<tr>
<td>5.2 Gifts and Bequests</td>
<td>OGC</td>
<td>≤ $100K</td>
<td>VC</td>
<td>OGC</td>
<td>SEG</td>
<td>ADM SEG Committee</td>
<td>Group Secretary</td>
</tr>
<tr>
<td>5.2.1 Approve acceptance of gift or bequest whether to the whole or a part of the University (such as a faculty) for a Chair or Chairs, and establish terms for its management</td>
<td>VC</td>
<td>≤ $1M</td>
<td>VP(Adv)</td>
<td>SEG ADM</td>
<td>SEG ADM SEG Committee</td>
<td>Group Secretary</td>
<td>SEG ADM SEG Committee</td>
</tr>
<tr>
<td>5.2.2 Approve acceptance of gift or bequest whether to the whole or a part of the University (such as a faculty) for a Chair or Chairs, and establish terms for its management</td>
<td>DVC</td>
<td>$100K - $1M</td>
<td>VP(Adv)</td>
<td>SEG ADM</td>
<td>SEG ADM SEG Committee</td>
<td>Group Secretary</td>
<td>SEG ADM SEG Committee</td>
</tr>
<tr>
<td>5.2.3 Approve acceptance of gift or bequest whether to the whole or a part of the University (such as a faculty) for a Chair or Chairs, and establish terms for its management</td>
<td>&lt; $100K</td>
<td>VP(Adv)</td>
<td>SEG ADM</td>
<td>SEG ADM SEG Committee</td>
<td>Group Secretary</td>
<td>SEG ADM SEG Committee</td>
<td></td>
</tr>
</tbody>
</table>

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142 The University amends its policies and procedures from time to time. The version contained here was accurate at 31 January 2015. The only authoritative version of the document is the version published in the University’s Policy Register at sydney.edu.au/policies

143 The University amends its policies and procedures from time to time. The version contained here was accurate at 31 January 2015. The only authoritative version of the document is the version published in the University’s Policy Register at sydney.edu.au/policies
### University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

#### 5.2.2 Approve acceptance of a non-financial gift, bequest or devise, whether to the whole or a part of the University (such as a museum or collection) which is subject to a condition that it be maintained in perpetuity, rather than being sold, and establish terms for its management

<table>
<thead>
<tr>
<th>DELEGATION</th>
<th>APPOINTED DELEGATE</th>
<th>DELEGATION EXERCISE CONDITIONS</th>
<th>GOVERNANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Financial</td>
<td>Expertise</td>
<td>Consultation</td>
</tr>
<tr>
<td></td>
<td>&gt;$1M</td>
<td>Gift Acceptance Committee, GAB</td>
<td>VC</td>
</tr>
</tbody>
</table>

### 5.2.3 Approve acceptance of gift, bequest or devise whether to the whole or a part of the University (such as a faculty) and establish the terms for its management

<table>
<thead>
<tr>
<th>DELEGATION</th>
<th>APPOINTED DELEGATE</th>
<th>DELEGATION EXERCISE CONDITIONS</th>
<th>GOVERNANCE</th>
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<tbody>
<tr>
<td></td>
<td>Financial</td>
<td>Expertise</td>
<td>Consultation</td>
</tr>
<tr>
<td></td>
<td>&gt;$10M</td>
<td>OGC</td>
<td>FAC</td>
</tr>
</tbody>
</table>

### 5.3 Non-research funding agreements

#### 5.3.1 Approve agreements with government for the acceptance of funds other than in relation to research or Commercial Activity

<table>
<thead>
<tr>
<th>DELEGATION</th>
<th>APPOINTED DELEGATE</th>
<th>DELEGATION EXERCISE CONDITIONS</th>
<th>GOVERNANCE</th>
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<tbody>
<tr>
<td></td>
<td>Financial</td>
<td>Expertise</td>
<td>Consultation</td>
</tr>
<tr>
<td></td>
<td>&gt;$250K</td>
<td>Deputy CFO; OGC</td>
<td>DVC; VP(O)</td>
</tr>
</tbody>
</table>

### 5.4 Alumni engagement

#### 5.4.1 Approve policy for alumni engagement activities

<table>
<thead>
<tr>
<th>DELEGATION</th>
<th>APPOINTED DELEGATE</th>
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<th>GOVERNANCE</th>
</tr>
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<tr>
<td></td>
<td>Financial</td>
<td>Expertise</td>
<td>Consultation</td>
</tr>
<tr>
<td></td>
<td>DAD</td>
<td>Alumni Council Executive, SEG ADM</td>
<td>DAD</td>
</tr>
</tbody>
</table>

### 5.4.2 Approve procedures and guidelines for alumni engagement activities

<table>
<thead>
<tr>
<th>DELEGATION</th>
<th>APPOINTED DELEGATE</th>
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<th>GOVERNANCE</th>
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### Part 6 - Financial and Infrastructure

<table>
<thead>
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<th>Activity</th>
<th>Function</th>
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<tbody>
<tr>
<td>6.1 Financial and infrastructure policy</td>
<td>6.1.1 Approve University financial and infrastructure policy</td>
<td>VC</td>
<td>CFO, CPO, CIO, HCM, DCIS, Chair, Tender Board, OGC</td>
<td>FAC</td>
<td>FAC (Annual Report)</td>
</tr>
<tr>
<td>6.2 Budgeting and allocation of funds</td>
<td>6.2.1 Determine and approve budgets and allocations including Capital Program, Repairs &amp; Maintenance Program, Capital Development Program, Information Technology and Research revenue</td>
<td>Authority retained by Senate</td>
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<td></td>
<td>6.2.2 Revise approved Operational budgets if the total allocation across the University would not change as a result of the revision or if the total capital budget allocation increases</td>
<td>VC</td>
<td>CFO</td>
<td>FAC</td>
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<td>6.2.3 Revise approved Capital budget if the total allocation across the University would materially change as a result of the revision</td>
<td>FAC</td>
<td>CFO, VC, SEG</td>
<td>Senate</td>
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### 23. Delegations of Authority for Administrative Functions: 6 – Financial and Infrastructure

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<tr>
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<td>Senate</td>
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#### 6.2.4 Revise budget allocations within portfolios or Faculties to respond to organisational changes or other initiatives

- **CFO**
- DVCs of affected portfolios or Deans of affected Faculties

**Governance**
- VC
- Senate
- VC

**Exercise Conditions**
- $>10M SEG; CFO; SEG; CPO
- VC

**Delegation**
- $>1M SEG; CFO; SEG; CPO
- VC

#### 6.3 Capital expenditure and strategic initiatives based on business case approval

- **6.3.1 Approve capital expenditure projects or strategic initiative business case within approved University budget total**

**Exercise Conditions**
- $>10M SEG; CFO; SEG; CPO
- Senate; VC

**Delegation**
- $>1M SEG; CFO; SEG; CPO
- Senate; VC

#### 6.4 Expenditure of funds

**N.B. these delegations apply to transactions governed by the Procurement Policy and any other expenditure transactions not separately specified in these delegations. See also clauses 10.3.7 and 12.6**

- **6.4.2 Approve acquisition of goods and services from a supplier other than an independent contractor or a labour hire agency as specified in clause 6.4.3**

**Exercise Conditions**
- $>10M SEG; CFO; SEG; CPO
- Senate; VC

**Delegation**
- $>1M SEG; CFO; SEG; CPO
- Senate; VC

**AO**
- Finance Director; CPO
- VC

**AC**
- Finance Director; CPO
- VC

**OVE**
- Finance Director; CPO
- VC

**OV**
- Finance Director; CPO
- VC

**SE**
- Finance Director; CPO
- VC
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<td>&lt;$5M - &lt;$10M</td>
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<td>$100K - $200K</td>
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<td>HOS; HOA; Manager Rural Operations; DMC</td>
<td>$50K - $100K</td>
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<td></td>
<td>Level E; HEO 10; ARC Research Centre Director</td>
<td>$25K - $550K</td>
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<td>Chief Investigator; Level D; HEO 8</td>
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<td>Level C; HEO 6; HEO's in Finance Staff; Farm Manager</td>
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<td></td>
<td>Corporate Card Holder</td>
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<td>6.4.3 Approve acquisition of services of specifically identified individuals from an independent contractor or a labour hire agency</td>
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<td>DVC; VPO</td>
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<td>CPO; OGC if not using standard University terms; DHR</td>
<td>Where acquired for a portfolio or Faculty, relevant DVC or Dean</td>
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<tr>
<td>GC; CFO</td>
<td>&gt;$200K - ≤$500K</td>
<td>CPO; OGC if not using standard University terms; DHR</td>
<td>Where acquired for a portfolio or Faculty, relevant DVC or Dean</td>
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<td>6.4.4 Approve issue of corporate card to named individual; set credit card limit</td>
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<td>Finance Director; Associate Director Finance</td>
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<td>6.4.5 Approve arrangements and budgets for travel on University business</td>
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<td>HOS; HOA</td>
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<td>6.5 Contracts for approved major capital works for building projects</td>
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<tr>
<td>6.5.1 Approve entry into contracts</td>
<td>BEC (contract to be executed under seal or by VC or by DCIS under Power of Attorney)</td>
<td>- &gt;$10M (up to approved project budget)</td>
<td>OGC Project Director; PCG (if any)</td>
<td>Senate</td>
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<tr>
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<td>PCG (contract to be executed under seal or by DCIS under Power of Attorney)</td>
<td>- &gt;$500K - ≤$10M</td>
<td>OGC Project Director</td>
<td>BEC</td>
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<tr>
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<td>Project Director</td>
<td>- ≤$500K</td>
<td>OGC Project Director</td>
<td>PCG (if any)</td>
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<tr>
<td>6.5.2 Approve variations to contracts, within the approved project budget</td>
<td>BEC (contract to be executed under seal or by VC)</td>
<td>Individual variation &gt;$500K</td>
<td>OGC Project Director</td>
<td>FAC, if approval would result in exceeding original project budget</td>
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<tr>
<td></td>
<td>PCG (contract to be executed by VC or by DCIS under Power of Attorney)</td>
<td>Individual variation ≤$500K</td>
<td>OGC Project Director</td>
<td>BEC</td>
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</table>

The only authoritative version of the document is the version published in the University’s Policy Register at sydney.edu.au/policies.
### University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

#### 31 Delegations of Authority for Administrative Functions: 6 – Financial and Infrastructure

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<tr>
<td>Financial Expertise</td>
<td>Aggregate variations in capital expenditure of less than 5% of the approved budget</td>
<td>Service, Property Register</td>
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<td>Financial Expertise</td>
<td>Aggregate variations in capital expenditure up to 5% of the approved budget</td>
<td>Chair of PCG, Property Register</td>
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<td>Financial Expertise</td>
<td>Aggregate variations in capital expenditure greater than 5% of the approved budget</td>
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<td>Financial Expertise</td>
<td>Aggregate variations in income exceeding the budget estimate</td>
<td>Chair of PCG, Property Register</td>
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#### DELEGATION EXERCISE CONDITIONS

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<tr>
<td>Activity</td>
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<td>Procedures</td>
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<tr>
<td>6.1.1 Approve the acquisition of real property</td>
<td>Project Director</td>
<td>PCG, ICC (contract to be executed under seal by VC or by DCIS under Power of Attorney)</td>
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<tr>
<td>6.1.2 Approve development of real property consistently with Part 4, Division 2 of the Act, with the approval of the Minister</td>
<td>PCG</td>
<td>OGC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1.3 Approve leases and licences whether as tenant or landlord (note the University may not grant a lease of University lands for a term greater than 21 years without the consent of the Minister)</td>
<td>DCIS; CFO (In relation to land bank properties)</td>
<td>OGC, CIO, where there is a potential impact on ICT operations</td>
<td></td>
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<tr>
<td>6.1.4 Approve any other dealing with real property consistently with Part 4, Division 2 of the Act</td>
<td>DCIS</td>
<td></td>
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<tr>
<td>6.2 Determine policy and procedures for the security and manner of use of University land and buildings</td>
<td>DCIS; CFO (In relation to land bank properties)</td>
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<td>6.3 Determine policy for the hire of University venues</td>
<td>DCIS SEG ADM; SEG</td>
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<tr>
<td>6.4 Approve student loans</td>
<td>DVC(Reg)</td>
<td>≤$10K: Student Loan Procedures; &gt;$10K: Student Loan Procedures</td>
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<td>6.5 Approve emergency student cash loans</td>
<td>DS</td>
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<td>6.6 Approve the terms of occupation licences for student housing for periods up to one year</td>
<td>OGC</td>
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The University amends its policies and procedures from time to time. The version contained here was accurate at 31 January 2015. The only authoritative version of the document is the version published in the University’s Policy Register at sydney.edu.au/policies.
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<td>Approve payment schedules for student housing, approved in accordance with 6.7.2</td>
<td>Financial Controller, Treasurer &amp; Investments</td>
<td>Student Fees</td>
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<td>Procedure</td>
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<td>Approve payment schedules for payroll transactions and payroll tax and contributions</td>
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<td>Approve payment schedules for student housing, approved in accordance with 6.7.2</td>
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<td>Approve payment schedules for payroll transactions and payroll tax and contributions</td>
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<td>6.8 Payments</td>
<td>Approve payment schedules for payroll transactions and payments for payroll tax, including superannuation</td>
<td>Director, HR Service Centre</td>
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<td>Approve payment schedules for student housing, approved in accordance with 6.7.2</td>
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<td>Approve payment schedules for student housing, approved in accordance with 6.7.2</td>
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<td>GO</td>
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## Part 7 - Human Resources

### 7.1 Human Resources policy

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<th>GOVERNANCE</th>
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<tbody>
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<td>DHR; OGC; SEG HRE; SEG Senate</td>
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<tr>
<td>7.2.1 Establish categories of employment and position classifications</td>
<td>DHR</td>
<td>VC</td>
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</tr>
<tr>
<td>7.2.2 Establish official remuneration scales and ranges for all levels, and standard conditions of employment (including authorising the Enterprise Agreement)</td>
<td>VC</td>
<td>DHR; CFO; Provost; SEG HRE Senate Human Resources Committee</td>
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<tr>
<td>7.2.3 Authority to establish positions</td>
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<td>VC; DVC; Dean</td>
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### 7.3 Authority to establish positions

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<td>7.3.2 Establish categories of employment and position classifications</td>
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<td>Principal Officer</td>
<td>All exempt academic staff below Level E</td>
<td>DHR; Dean</td>
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<td>Dean</td>
<td>Level D and below</td>
<td>HEO 10 to SGS 8</td>
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<td>HOA; HOS</td>
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<td>Principal Officer; Dean</td>
<td>Level D and below</td>
<td>Exempt SGS staff at Level 6 and below</td>
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<td>Dean</td>
<td>Level D and below</td>
<td>HEO 10 and non-exempt SGS staff</td>
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<td>Function</td>
<td>APPONTED DELEGATE</td>
<td>DELEGATION EXERCISE CONDITIONS</td>
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<td>Approval of remuneration package of up to 25% above standard rate for non-exempt staff</td>
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<td>7.3.7</td>
<td>Approval of all other terms and conditions of employment for non-exempt staff (including extension or renewal of fixed term contracts)</td>
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<td>Appointment of Head of School or Head of Administration</td>
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<td>Approve appointment of HOA</td>
<td>Principal Officer; Dean</td>
<td>HOA</td>
<td>DHR</td>
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<tr>
<td>7.6.4 Confer and revoke academic titles for less than 12 months</td>
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<td>Dean</td>
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<tr>
<td>7.6.5 Confer and revoke academic titles for holders of NHMRC, ARC &amp;</td>
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<td>Dean</td>
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<tr>
<td>other nationally competitive fellowships for up to 12 months</td>
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<td>7.6.6 Confer and revoke academic titles for non-staff members for</td>
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<td>Senate Chair</td>
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<tr>
<td>12 months or more</td>
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<td>Provost</td>
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### University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

#### Delegation Exercise Conditions

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<td>Confer and revoke academic titles for non-staff members for less than 12 months</td>
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<td>Principal Officer; Provost</td>
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<td>7.7.1</td>
<td>Confirm appointment following probation</td>
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<td>7.7.2</td>
<td>Extend the period of probation</td>
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<td>7.7.3</td>
<td>Terminate employment during or at end of probation period</td>
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<td>Provost; Dean</td>
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<tr>
<td>7.7.4</td>
<td>Approve progression from probation to confirmation period</td>
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<td>All other Academic staff</td>
<td>Provost; Dean</td>
<td>Provost; Dean</td>
<td>DHR</td>
<td>HOS; HOA</td>
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</tbody>
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### Delegation of Authority - Administrative Functions

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<td>7.7.5 Continue confirmation (at annual confirmation review)</td>
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<td>All Exempt Academic staff</td>
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<td>Provost</td>
<td>All other Academic staff</td>
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<tr>
<td>7.7.6 Extend the period of confirmation</td>
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<td>All Exempt Academic staff</td>
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<tr>
<td>7.7.7 Confirm appointment of academic staff</td>
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<td>7.7.8 Terminate employment during or at end of confirmation period</td>
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<tr>
<td>7.7.9 Waive or reduce period of confirmation or probation for academic staff</td>
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<td>7.8 Promotion and reclassification</td>
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<td>Academic Promotions Policy; Out of Round Promotion Policy &amp; Procedures</td>
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<td>Senate Chair Appointments Committee</td>
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<td>Academic</td>
<td>Level E</td>
<td>DHR</td>
</tr>
<tr>
<td>Professional staff</td>
<td>Academic</td>
<td>DHR</td>
<td></td>
</tr>
<tr>
<td>HOS, HCA</td>
<td>Academic</td>
<td>DHR</td>
<td></td>
</tr>
<tr>
<td>Provost</td>
<td>Academic</td>
<td>DHR</td>
<td></td>
</tr>
<tr>
<td>Principal Officers</td>
<td>Academic</td>
<td>DHR</td>
<td></td>
</tr>
<tr>
<td>GC; DHR</td>
<td>DHR</td>
<td>DHR</td>
<td></td>
</tr>
</tbody>
</table>

#### 7.11 Termination of employment

**Termination of employment**
- For termination during probation, see section 7.12.
- For termination due to redundancy, see section 7.14.
- For termination of employment due to illness, see section 7.13.

**Activity**
- 7.11.1 Terminate employment of VC
- 7.11.2 Terminate employment of staff other than VC

**Function**
- VC
- DVC
- Provost
- Other Academic staff
- Professional staff
- VC
- DVC
- Provost
- Other Academic staff
- Professional staff

**Staff Level**
- Level E
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR

**Expertise**
- GC; DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR

**Consultation**
- GC; DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR

**Notification**
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR

**Policies**
- VC
- DVC
- Provost
- Other Academic staff
- Professional staff

**Procedures**
- VC
- DVC
- Provost
- Other Academic staff
- Professional staff

#### 7.12 Disciplinary action

**Issuance of discipline warnings and terminations**
- 7.12.1 Issue discipline warnings under the Enterprise Agreement
- 7.12.2 Issue discipline warnings under the Enterprise Agreement

**Activity**
- 7.12.1 Issue discipline warnings under the Enterprise Agreement
- 7.12.2 Issue discipline warnings under the Enterprise Agreement

**Function**
- VC
- DVC
- Provost
- Other Academic staff
- Professional staff

**Staff Level**
- Level E
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR

**Expertise**
- GC; DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR

**Consultation**
- GC; DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR

**Notification**
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR
- DHR

**Policies**
- VC
- DVC
- Provost
- Other Academic staff
- Professional staff

**Procedures**
- VC
- DVC
- Provost
- Other Academic staff
- Professional staff

#### 7.13 Ill health

**Carry out functions relating to termination for ill-health in the Enterprise Agreement**
- 7.13.1 Carry out functions relating to termination for ill-health in the Enterprise Agreement

**Activity**
- 7.13.1 Carry out functions relating to termination for ill-health in the Enterprise Agreement

**Function**
- VC
- DVC
- Provost
- PVC (SCP)

**Staff Level**
- All staff
- DHR
- DHR
- DHR

**Expertise**
- GC; DHR
- DHR
- DHR
- DHR

**Consultation**
- GC; DHR
- DHR
- DHR
- DHR

**Notification**
- DHR
- DHR
- DHR
- DHR

**Policies**
- VC
- DVC
- Provost
- PVC (SCP)

**Procedures**
- VC
- DVC
- Provost
- PVC (SCP)
<table>
<thead>
<tr>
<th>DELEGATION</th>
<th>Function</th>
<th>APPOINTED DELEGATE</th>
<th>DELEGATION EXERCISE CONDITIONS</th>
<th>GOVERNANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>HOA; HOS</td>
<td>Academic</td>
<td>DHR</td>
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<tr>
<td></td>
<td></td>
<td>All other Professional staff</td>
<td></td>
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</tr>
<tr>
<td>7.13.3 Approve voluntary early retirement schemes</td>
<td>VC</td>
<td>All Academic staff</td>
<td>DHR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>VP(O)</td>
<td>All Professional staff</td>
<td>VC</td>
</tr>
<tr>
<td>7.13.4 Terminate employment on grounds of ill-health</td>
<td>Authority</td>
<td>VC</td>
<td>DHR, DSHW</td>
<td>Provost, Principal Officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VC, VP(O)</td>
<td>Exempt staff</td>
<td>VC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DVC</td>
<td>All other Academic staff</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DHR</td>
<td>All other Professional staff</td>
<td></td>
</tr>
<tr>
<td>7.14 Redundancy</td>
<td>VC</td>
<td>DVC</td>
<td>GC, DHR</td>
<td>Senate Human Resources Committee</td>
</tr>
<tr>
<td>7.14.1 Declare positions redundant and terminate employment on grounds of redundancy</td>
<td>VC</td>
<td>All other Exempt staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.15 External affiliations</td>
<td>VC</td>
<td>All other Academic staff</td>
<td>GC, DHR</td>
<td>Senate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DELEGATION</th>
<th>Function</th>
<th>APPOINTED DELEGATE</th>
<th>DELEGATION EXERCISE CONDITIONS</th>
<th>GOVERNANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>HOS; HOA</td>
<td>Academic</td>
<td>Provost, DHR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Professional staff (excluding Exempt staff)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.14.2 Carry out functions relating to termination for redundancy in Enterprise Agreement</td>
<td>HOS</td>
<td>All Academic staff</td>
<td>DHR</td>
<td>Provost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HOA</td>
<td>All Professional staff</td>
<td>DHR</td>
</tr>
<tr>
<td>7.15.1 Approve staff affiliations with other universities</td>
<td>DVC, Provost</td>
<td>All staff</td>
<td>DHR</td>
<td></td>
</tr>
<tr>
<td>7.15.2 Approve appointment of volunteers</td>
<td>DVC, Provost, Dean</td>
<td>All Academic staff</td>
<td>DVC, Provost</td>
<td>Outside Earnings of Academic Staff Policy</td>
</tr>
<tr>
<td>7.16 External employment</td>
<td>DVC, Provost</td>
<td>All Academic staff</td>
<td>DHR</td>
<td></td>
</tr>
<tr>
<td>7.17 Appointment of affiliates (i.e. non-employees)</td>
<td>HOS</td>
<td></td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>7.17.1 Approve appointment of teaching or research affiliates upon whom no title is conferred</td>
<td>HOS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.17.2 Approve appointment of volunteers</td>
<td>HOS, HOA</td>
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</tbody>
</table>
### Part 8 - Information and Communication Technology

<table>
<thead>
<tr>
<th>Activity</th>
<th>Function</th>
<th>APPOINTED DELEGATE</th>
<th>DELEGATION EXERCISE CONDITIONS</th>
<th>GOVERNANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1 Information and Communication Technology policy</td>
<td>8.1.1 Approve policy relating to access, usage and privacy of information and communication technology resources</td>
<td>VC</td>
<td>Financial: CIO; Expertise: OGC; Consultation: SEG</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8.1.2 Approve policies for provision &amp; delivery of ICT services</td>
<td>CIO</td>
<td>Financial: VC, SEG; Expertise: OGC</td>
<td></td>
</tr>
<tr>
<td>8.2 Provision and maintenance of ICT infrastructure and resources</td>
<td>8.2.1 Plan, develop and maintain University ICT infrastructure</td>
<td>CIO</td>
<td>Financial: DCGIS; Expertise: VC, SEG</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8.3 Provision and delivery of ICT services</td>
<td>CIO</td>
<td>Financial: &lt;$100K: CFO, DICT; &gt;$100K: Provost</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8.3.1 Approve progression from preliminary feasibility to development stage of enterprise level application system</td>
<td>CIO</td>
<td>Financial: &lt;$100K: DICT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8.3.2 Determine charges for ICT services</td>
<td>CIO</td>
<td>Financial: CFO</td>
<td>Governance: Relevant ICT Board of Management</td>
</tr>
<tr>
<td></td>
<td>8.3.3 Develop &amp; implement ICT disaster recovery plan</td>
<td>CIO</td>
<td>Financial: DICT, DARM</td>
<td>Governance: Relevant ICT Board of Management</td>
</tr>
</tbody>
</table>

### Part 9 - International

<table>
<thead>
<tr>
<th>Activity</th>
<th>Function</th>
<th>APPOINTED DELEGATE</th>
<th>DELEGATION EXERCISE CONDITIONS</th>
<th>GOVERNANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1 International policy</td>
<td>9.1.1 Approve policy for the accommodation of the University’s international students</td>
<td>DVC(Reg)</td>
<td>Financial: DHR, OGC; Expertise: DSIS, DIS</td>
<td>Governance: DIS, DOGE</td>
</tr>
<tr>
<td></td>
<td>9.1.2 Approve policies for the establishment and management of off-shore operations in which the University has a controlling interest</td>
<td>VC</td>
<td>Financial: OGC</td>
<td>Governance: Provost, SEG, DIS, DOGE, DVC(Reg), DIS, DOGE</td>
</tr>
<tr>
<td>9.2 International student experience</td>
<td>9.2.1 Approve University-wide cotutelle, student exchange or study abroad agreements with other universities</td>
<td>DVC(Reg)</td>
<td>Financial: DVC(Ed), OGC</td>
<td>Governance: DIS, SEG, DOGE, Cotutelle Scheme Policy</td>
</tr>
<tr>
<td></td>
<td>9.2.2 Approve cotutelle, student exchange or study abroad agreements with other universities relating to a Faculty or Academic College</td>
<td>DVC(Reg)</td>
<td>Financial: OGC</td>
<td>Governance: Provost, DIS, DSIS, DOGE, Cotutelle Scheme Policy, Conjoint Ventures in Postgraduate Coursework Policy</td>
</tr>
<tr>
<td></td>
<td>9.2.3 Approve University-wide student placement agreements with international providers</td>
<td>DVC(Reg)</td>
<td>Financial: OGC</td>
<td>Governance: Provost, DIS, DSIS, DOGE, Conjoint Ventures in Postgraduate Coursework Policy</td>
</tr>
</tbody>
</table>
### Part 10 - Legal Affairs

<table>
<thead>
<tr>
<th>DELEGATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal affairs policy</td>
</tr>
<tr>
<td>Confidentiality agreements</td>
</tr>
<tr>
<td>Legal processes and execution</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1 Legal affairs policy</td>
<td>Approve policy relating to the University's legal affairs</td>
</tr>
<tr>
<td>10.2 Confidentiality agreements</td>
<td>Approve confidentiality agreements imposing obligations on third parties to protect confidential information owned or held by the University</td>
</tr>
<tr>
<td>10.3 Legal processes and execution</td>
<td>Accept service of court process on behalf of the University</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPOINTED DELEGATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC</td>
</tr>
<tr>
<td>Relevant DVC, VP(O), SC, CIO, HOS, Director, CDIP, COP, Director, Research Grants &amp; Contracts Administration, Funding Director, Research Development, PVC(SCP)</td>
</tr>
<tr>
<td>GC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DELEGATION EXERCISE CONDITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
</tr>
<tr>
<td>GC</td>
</tr>
<tr>
<td>OGC (if exercised other than by GC)</td>
</tr>
<tr>
<td>Relevant HOS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GOVERNANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
</tr>
<tr>
<td>VC</td>
</tr>
<tr>
<td>OGC (if exercised other than by GC)</td>
</tr>
<tr>
<td>DELEGATION EXERCISE CONDITIONS</td>
</tr>
<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td><strong>DELEGATION</strong></td>
</tr>
<tr>
<td>Function</td>
</tr>
<tr>
<td>Expertise</td>
</tr>
<tr>
<td>Consultation</td>
</tr>
<tr>
<td>Notification</td>
</tr>
<tr>
<td>Policies</td>
</tr>
<tr>
<td>Procedures</td>
</tr>
<tr>
<td><strong>Activity</strong></td>
</tr>
<tr>
<td>10.3 Institute or settle legal</td>
</tr>
<tr>
<td>court, legal or other formal</td>
</tr>
<tr>
<td>proceedings and legally bind</td>
</tr>
<tr>
<td>the University in the Federal</td>
</tr>
<tr>
<td>Court</td>
</tr>
<tr>
<td>10.3.4 Institute or settle</td>
</tr>
<tr>
<td>court, legal or other formal</td>
</tr>
<tr>
<td>proceedings and legally bind</td>
</tr>
<tr>
<td>the University in the Federal</td>
</tr>
<tr>
<td>Court</td>
</tr>
<tr>
<td>10.3.5 Affix the University</td>
</tr>
<tr>
<td>seal to any document</td>
</tr>
<tr>
<td>(NB. This includes execution of</td>
</tr>
<tr>
<td>any deed)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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### Part 11 - Work Health and Safety

<table>
<thead>
<tr>
<th>DELEGATION</th>
<th>APPOINTED DELEGATE</th>
<th>DELEGATION EXERCISE CONDITIONS</th>
<th>GOVERNANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity</strong></td>
<td><strong>Function</strong></td>
<td><strong>Financial</strong></td>
<td><strong>Expertise</strong></td>
</tr>
<tr>
<td>11.1 Work health and safety policy</td>
<td>11.1.1 Approve policy related to work health and safety</td>
<td>VC</td>
<td>DSHW</td>
</tr>
<tr>
<td>11.2 Safety management</td>
<td>11.2.1 Approve safety policies for fieldwork &amp; university activities carried out off campus</td>
<td>DHR</td>
<td>DSHW</td>
</tr>
<tr>
<td>11.3 Travel to destinations subject to Australian government advisories</td>
<td>11.3.1 Approve travel to destination subject to “do not travel” recommendation from the Australian government</td>
<td>VC</td>
<td>DARM; DHR</td>
</tr>
<tr>
<td></td>
<td>11.3.2 Approve travel to destination subject to “reconsider your need to travel” recommendation from the Australian government</td>
<td>Principal Officer</td>
<td>DARM; DHR</td>
</tr>
</tbody>
</table>

### Part 12 - Research

<table>
<thead>
<tr>
<th>DELEGATION</th>
<th>APPOINTED DELEGATE</th>
<th>DELEGATION EXERCISE CONDITIONS</th>
<th>GOVERNANCE</th>
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<tbody>
<tr>
<td><strong>Activity</strong></td>
<td><strong>Function</strong></td>
<td><strong>Financial</strong></td>
<td><strong>Expertise</strong></td>
</tr>
<tr>
<td>12.1 Research policy</td>
<td>12.1.1 Approve policy for the conduct of the University’s research activities</td>
<td>DVC(R)</td>
<td>Director CDIP, Director Research Development, Director, Research Grants &amp; Contracts, PVC(SGP)</td>
</tr>
<tr>
<td>12.2 Cooperative Research Centres</td>
<td>12.2.1 Approve application to establish or for membership of a Cooperative Research Centre</td>
<td>DVC(R)</td>
<td>Dean(s) of relevant Faculties</td>
</tr>
<tr>
<td></td>
<td>12.2.2 Approve agreement for establishment of Cooperative Research Centre</td>
<td>DVC(R)</td>
<td>OGC</td>
</tr>
<tr>
<td>12.3 Centres and institutes</td>
<td>12.3.1 Approve application to establish or disestablish a centre or Institute</td>
<td>Provost</td>
<td>DVC(R), DVC(Ed), DVC(Pag)</td>
</tr>
<tr>
<td>12.4 Memoranda of understanding, research agreements &amp; grants</td>
<td>12.4.1 Approve memorandum of understanding in relation to research</td>
<td>DVC(R)</td>
<td>PVC(SGP)</td>
</tr>
</tbody>
</table>

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### University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

#### DELEGATION EXERCISE CONDITIONS

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<tr>
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<th>Function</th>
<th>DELEGATION</th>
<th>APPOINTED DELEGATE</th>
<th>APPONTED DELEGATE</th>
<th>Expertise</th>
<th>Notification</th>
<th>Policies</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.4.2 Approve research agreements with commercial and non-commercial partners</td>
<td>Financial</td>
<td>DVC(R)</td>
<td>Director, GIP</td>
<td>DVC(R)</td>
<td>OGC</td>
<td>≤$1M or ≤5 yrs</td>
<td>DVC(R)</td>
<td></td>
</tr>
<tr>
<td>12.4.3 Approve research agreements with non-commercial or publicly funded partners other than agreements referred to in 12.4.5</td>
<td>Financial</td>
<td>Director, Research Grants &amp; Contracts; Director, Research Development</td>
<td>≤$2M and ≤5 yrs</td>
<td>OGC</td>
<td>Director, CDIP in relation to intellectual property provisions</td>
<td>Director, CDIP in relation to intellectual property provisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.4.4 Approve research training or scholarship agreements with non-commercial or publicly funded partners</td>
<td>Financial</td>
<td>Director, Research Grants &amp; Contracts; Director, Research Development</td>
<td>≤$2M and ≤5 yrs</td>
<td>OGC</td>
<td>Director, CDIP in relation to intellectual property provisions</td>
<td>Director, CDIP in relation to intellectual property provisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.5 Research grant applications</td>
<td>Financial</td>
<td>DVC(Rd)</td>
<td>Director, GIP</td>
<td>DVC(Rd)</td>
<td>OGC</td>
<td>≤$1M or ≤5 yrs</td>
<td>DVC(Rd)</td>
<td></td>
</tr>
<tr>
<td>12.5.1 Approve submission of research grant proposal or project other than proposals referred to in 12.5.2</td>
<td>Financial</td>
<td>Director, Research Grants &amp; Contracts; Director, Research Development</td>
<td>All</td>
<td>OGC</td>
<td>Director, CDIP in relation to intellectual property provisions</td>
<td>Director, CDIP in relation to intellectual property provisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.5.2 Approve submission of research or training scholarship proposal</td>
<td>Financial</td>
<td>Director, Scholarships Office</td>
<td>All</td>
<td>OGC</td>
<td>Director, CDIP in relation to intellectual property provisions</td>
<td>Director, CDIP in relation to intellectual property provisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.6 Research grant payments and refunds</td>
<td>Financial</td>
<td>DVC(R)</td>
<td>Director, GIP</td>
<td>DVC(R)</td>
<td>OGC</td>
<td>≤$500K</td>
<td>DVC(R)</td>
<td></td>
</tr>
<tr>
<td>12.6.1 Approve payments to external organisations or bodies of grant amounts other than grants referred to in 12.6.2</td>
<td>Financial</td>
<td>Director, Research Grants &amp; Contracts; Director, Research Development</td>
<td>≤$500K</td>
<td>OGC</td>
<td>Director, CDIP in relation to intellectual property provisions</td>
<td>Director, CDIP in relation to intellectual property provisions</td>
<td></td>
<td></td>
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<tr>
<td>12.6.2 Approve payments to external organisations or bodies of grant amounts other than grants referred to in 12.6.3</td>
<td>Financial</td>
<td>Director, Scholarships Office</td>
<td>≤$500K</td>
<td>OGC</td>
<td>Director, CDIP in relation to intellectual property provisions</td>
<td>Director, CDIP in relation to intellectual property provisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.6.3 Approve refund of unexpended grant funds to funding body</td>
<td>Financial</td>
<td>Director, GIP</td>
<td>Director, CDIP</td>
<td>Director, GIP</td>
<td>OGC</td>
<td>≤$500K</td>
<td>Director, CDIP</td>
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</table>

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<tr>
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<th>Function</th>
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<th>DELEGATION EXERCISE CONDITIONS</th>
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<tr>
<td></td>
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<td></td>
<td>Financial</td>
<td>Expertise</td>
</tr>
<tr>
<td>12.7 Clinical trials agreements</td>
<td>12.7.1 Approve clinical trial agreements</td>
<td>DVC(R)</td>
<td>OGC</td>
<td></td>
</tr>
<tr>
<td>12.8 Intellectual property</td>
<td>12.8.1 Approve applications for registration, maintenance and prosecution (including abandonment) of intellectual property</td>
<td>Director, CDIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.8.2 Execute documents to facilitate application for registration, maintenance and prosecution (including abandonment) of intellectual property</td>
<td>CDIP Manager Intellectual Property</td>
<td>Director, CDIP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.8.3 Approve agreement granting any right in intellectual property</td>
<td>Director, CDIP</td>
<td>OGC</td>
<td></td>
</tr>
<tr>
<td>12.9 Agreements affected by Australian government sanctions</td>
<td>12.9.1 Approve application for permit to supply or publish information about technologies listed on the Defence Strategic Goods List.</td>
<td>DVC(R)</td>
<td>OGC</td>
<td>Dean; Director; CDIP</td>
</tr>
<tr>
<td></td>
<td>12.9.2 Execute documents to facilitate application for registration, maintenance and prosecution (including abandonment) of intellectual property</td>
<td>CDIP Manager Intellectual Property</td>
<td>Director, CDIP</td>
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</table>

### Part 13 – Education & Student Management

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<tr>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Financial</td>
<td>Expertise</td>
</tr>
<tr>
<td>13.1 Student management policies</td>
<td>13.1.1 Approve policy and procedures relating to student management and support</td>
<td>DVC(Reg)</td>
<td>OGC</td>
<td>VC; DSSS; SEG Ed; SEG</td>
</tr>
<tr>
<td></td>
<td>13.1.2 Approve policy for domestic and international student recruitment</td>
<td>DVC(Reg)</td>
<td>DI (in respect of International student recruitment); OGC</td>
<td>VC; SEG Ed; SEG</td>
</tr>
<tr>
<td></td>
<td>13.1.3 Approve guidelines for performance of domestic and international students</td>
<td>DVC(Reg)</td>
<td>Deans</td>
<td>VC; SEG Ed</td>
</tr>
<tr>
<td></td>
<td>13.1.4 Approve requirements regarding pre-requisites for courses</td>
<td>DVC(Reg)</td>
<td>Deans</td>
<td>Provost; SEG Ed</td>
</tr>
<tr>
<td>13.2 Course admissions and withdrawals</td>
<td>13.2.1 For a maximum period of one year, place requirements and restrictions on the enrolment of a student offered admission under the Cadigal Program</td>
<td>Dean</td>
<td>Admission to Undergraduate Courses Policy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13.2.2 Approve admission or withdrawal from course</td>
<td>Associate Dean, Pro-Dean or HOS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13.2.3 Approve admission or withdrawal from honours</td>
<td>Associate Dean, Pro-Dean or HOS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DELEGATION</td>
<td>APPOINTED DELGATE</td>
<td>FUNCTION</td>
<td>DELEGATION EXERCISE CONDITIONS</td>
<td>GOVERNANCE</td>
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</tr>
<tr>
<td>13.4.1 Approve student placement agreements</td>
<td>Dean</td>
<td>Financial, Expertise, Consultation, Notification</td>
<td>Policies, Procedures</td>
<td></td>
</tr>
<tr>
<td>13.4.2 Approve extension of student program</td>
<td>Dean</td>
<td>Financial, Expertise, Consultation, Notification</td>
<td>Policies, Procedures</td>
<td></td>
</tr>
<tr>
<td>13.4.3 Approve leave of absence</td>
<td>Dean</td>
<td>Financial, Expertise, Consultation, Notification</td>
<td>Policies, Procedures</td>
<td></td>
</tr>
<tr>
<td>13.4.4 Approve student practicum placements</td>
<td>Dean</td>
<td>Financial, Expertise, Consultation, Notification</td>
<td>Policies, Procedures</td>
<td></td>
</tr>
<tr>
<td>13.4.5 Approve courses delivery</td>
<td>Dean</td>
<td>Financial, Expertise, Consultation, Notification</td>
<td>Policies, Procedures</td>
<td></td>
</tr>
<tr>
<td>13.4.6 Approve agreements for to be provided to by the University</td>
<td>VC</td>
<td>Financial, Expertise, Consultation, Notification</td>
<td>Policies, Procedures</td>
<td></td>
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</table>

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<th>Consultation</th>
<th>Notification</th>
<th>Policies</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.6.3 Approve agreements for provision of educational services to a commercial or non-commercial partner, where those services are not badged with the University's logo or otherwise identified as being produced by the University</td>
<td>OGCG, VP(O) SEG; SEG ED; Academic Board</td>
<td>SEG ED</td>
<td>&lt;$500K and &lt;5 years’ duration</td>
<td>OGC, VP(O)</td>
<td>SEG ED; Academic Board</td>
<td>OGC, VP(O)</td>
<td>SEG ED; Academic Board</td>
<td>OGC, VP(O)</td>
</tr>
<tr>
<td>13.6.4 Approve agreements for acquisition of educational services from a commercial or non-commercial partner</td>
<td>OGC, VP(O) SEG; SEG ED; Academic Board</td>
<td>Academic Board</td>
<td>≥$5M and ≥5 years’ duration</td>
<td>OGC, VP(O)</td>
<td>SEG ED; Academic Board</td>
<td>OGC, VP(O)</td>
<td>SEG ED; Academic Board</td>
<td>OGC, VP(O)</td>
</tr>
<tr>
<td>13.7 Teaching affected by Australian government sanctions</td>
<td>Dean</td>
<td>DVC(Reg) DVC(Reg) DVC(Reg)</td>
<td>OGC</td>
<td>DVC(Reg)</td>
<td>DVC(Reg)</td>
<td>OGC</td>
<td>DVC(Reg)</td>
<td>DVC(Reg)</td>
</tr>
</tbody>
</table>

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### Part 14 - Commercial and Corporate Activities

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<th>DELEGATION EXERCISE CONDITIONS</th>
<th>GOVERNANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.1 Associations and affiliations (excluding controlled entities)</td>
<td>14.1.1 Other than in the case of a transaction involving the formation or acquisition of a controlled entity, approve promotion, training or establishment of, or participation in (whether by means of debt, equity, contribution of assets or other means), partnerships, trusts, companies and other incorporated bodies, or joint ventures (except for the purpose of or in consideration for intellectual property rights) or in relation to the establishment of joint venture campuses as provided in Clause 13.6.1</td>
<td>DVC</td>
<td>Financial: GC, Expertise: VC, VP(S), Consultation: Group Secretary, Notification: Associated &amp; Affiliated Entities Policy, Policies: Associated &amp; Affiliated Entities - Operational Guidelines</td>
<td></td>
</tr>
</tbody>
</table>
### Delegation Exercise Conditions

<table>
<thead>
<tr>
<th>DELEGATION</th>
<th>APPOINTED DELEGATE</th>
<th>DELEGATION EXERCISE CONDITIONS</th>
<th>GOVERNANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Financial</td>
<td>Expertise</td>
</tr>
<tr>
<td>14.1.2</td>
<td>Other than in the case of a transaction involving the formation or acquisition of a controlled entity, approve promotion, naming or establishment of, or participation in (whether by means of debt, equity, contribution of assets or other means), partnerships, trusts, companies and other incorporated bodies, or joint ventures for the purpose of or in consideration for intellectual property rights</td>
<td>DVC(R)</td>
<td>GC</td>
</tr>
<tr>
<td>14.1.3</td>
<td>Approve directors or other representative of the University</td>
<td>DVC; VP(O)</td>
<td></td>
</tr>
<tr>
<td>14.1.4</td>
<td>Exercise voting rights of the University arising from its membership of a company, partnership, other incorporated body or joint venture (including appointing a proxy to exercise such rights)</td>
<td>DVC; VP(O)</td>
<td></td>
</tr>
<tr>
<td>14.2</td>
<td>Commissioned research</td>
<td>VC</td>
<td>$10M or 5 years' duration</td>
</tr>
<tr>
<td>14.2.1</td>
<td>Approve contracts, memoranda of understanding and other arrangements for commissioned research</td>
<td>VC</td>
<td>$10M or 5 years' duration</td>
</tr>
<tr>
<td>14.2.2</td>
<td>Approve agreements for commissioned research which are linked to scholarship agreement(s)</td>
<td>Director, CDIP</td>
<td>&lt; $10M and &lt; 5 years' duration</td>
</tr>
<tr>
<td>14.3</td>
<td>Other commercial activities</td>
<td>Director, CDIP</td>
<td>&lt; $10M and &lt; 5 years' duration</td>
</tr>
<tr>
<td>14.3.1</td>
<td>Approve commercial activities to be conducted through a Faculty or Academic College if the HOS has assessed the proposed commercial activities and has recommended the undertaking of such commercial activities</td>
<td>Director, CDIP; HCM, DCIS (as relevant); DVCs of affected portfolios; VP(O)</td>
<td>&lt; $100K</td>
</tr>
<tr>
<td>14.3.2</td>
<td>Approve commercial activities which are linked to scholarship agreement(s)</td>
<td>Director, CDIP</td>
<td>&lt; $10M and &lt; 5 years' duration</td>
</tr>
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</table>

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University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

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University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)
### University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)

#### DELEGATIONS OF AUTHORITY

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<th>Notification</th>
<th>Policies</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.3.2</td>
<td>Approve commercial activities to be conducted through a Faculty or Academic College</td>
<td>Director, CDIP; HICM; DCIS (as relevant); DVCs of affected portfolios; VP(O)</td>
<td>$100K – $500K</td>
<td>VP(O)</td>
<td>VP(O); CFO</td>
<td>Group Secretary</td>
<td>VC</td>
<td>GC; DVC; DARM</td>
</tr>
<tr>
<td>14.3.3</td>
<td>Approve commercial activities which have University wide application or a value greater than $500K</td>
<td>Director, CDIP; HICM; DCIS (as relevant); DVCs of affected portfolios; VP(O)</td>
<td>VP(O)</td>
<td>VP(O)</td>
<td>CFO</td>
<td>GC</td>
<td>VC</td>
<td>GC; DVC; DARM</td>
</tr>
<tr>
<td>14.3.4</td>
<td>Maintain a register of commercial activities</td>
<td>Director, University</td>
<td>VP(O)</td>
<td>CFO</td>
<td>VP(O); DVC</td>
<td>Group Secretary</td>
<td>GC</td>
<td>VC; DVC; DARM</td>
</tr>
<tr>
<td>14.3.5</td>
<td>Approve publishing and distribution agreements which provide licences of copyright to the University</td>
<td>Director, University Libraries</td>
<td>Gifted</td>
<td>CFO</td>
<td>VP(O); DVC; DARM</td>
<td>Group Secretary</td>
<td>GC</td>
<td>VC; DVC; DARM</td>
</tr>
<tr>
<td>14.4.1</td>
<td>Approve proposals to provide clinical services</td>
<td>VP(O)</td>
<td>GC; DVC; DARM</td>
<td>Group Secretary</td>
<td>Group Secretary</td>
<td>Group Secretary</td>
<td>GC; DVC; DARM</td>
<td>GC</td>
</tr>
<tr>
<td>14.4.2</td>
<td>Approve establishment or acquisition of a controlled entity</td>
<td>VC</td>
<td>$5M</td>
<td>CFO; GC; DVC; DARM</td>
<td>DVC; Group Secretary</td>
<td>DVC; Group Secretary</td>
<td>GC; DVC; DARM</td>
<td>GC</td>
</tr>
<tr>
<td>14.4.3</td>
<td>Approve decisions by a controlled entity which require University consent, or arrangements for a controlled entity which require University agreement</td>
<td>VP(O)</td>
<td>CFO; GC; DVC; DARM</td>
<td>Group Secretary</td>
<td>Group Secretary</td>
<td>Group Secretary</td>
<td>GC; DVC; DARM</td>
<td>GC</td>
</tr>
<tr>
<td>14.4.4</td>
<td>Exercise voting rights of the University arising from its membership of a company, partnership, other incorporated body or joint venture (including appointing a proxy to exercise such rights)</td>
<td>VP(O)</td>
<td>CFO</td>
<td>GC; DVC; DARM</td>
<td>Group Secretary</td>
<td>Group Secretary</td>
<td>GC; DVC; DARM</td>
<td>GC</td>
</tr>
<tr>
<td>14.4.5</td>
<td>Appoint directors or other representative of the University and determine the remuneration for such appointment</td>
<td></td>
<td></td>
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</tbody>
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### Part 15 - Ceremonial Matters

#### 15.1 Preside at graduation ceremonies
- **Function**: (i.e. admit to the university, or other institution; and award the degree or diploma(s) to be conferred or granted to the person or persons qualified for the degree or diploma(s) concerned. The names of those so admitted and the degrees and diplomas granted shall be included in the printed list contained in the official program)
- **Appointed Delegate**: Chancellor, Deputy Chancellor, Vice-Chancellor, Chair, Academic Board, DVC(Reg)

#### 15.2 Approve graduation dates
- **Appointed Delegate**: DVC(Reg)

#### 15.3 Change disciplines to be presented at any graduation ceremony or the scheduled time for any such ceremony with notice to the graduands concerned
- **Appointed Delegate**: DVC(Reg)

#### 15.4 Approve academic dress
- **Appointed Delegate**: DVC(Reg)

#### 15.5 Nominate a member of the Alumni Council or other eminent alumnus to act as Esquire Bedell
- **Appointed Delegate**: President, Alumni Council

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### Delegations of Authority - Administrative Functions

**DELEGATION EXERCISE CONDITIONS**

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<th>Notification</th>
<th>Policies</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.5.5 Approve transactions resulting in a change of control where there is a sale, realisation or other disposition of all or part of the University interest in any company, partnership, other incorporated body or joint venture</td>
<td>VC, Deputy Chancellor, Pro-Chancellor, Chair, Academic Board</td>
<td>≤$500K</td>
<td>GC, SEG, FIC</td>
<td>VC, SEG, FIC</td>
<td>VC, SEG, FIC</td>
<td>GC</td>
<td>SEG, FIC, DVC</td>
</tr>
<tr>
<td>14.5.6 Approve transactions not resulting in a change of control where there is a sale, realisation or other disposition of all or part of the University interest in any company, partnership, other incorporated body or joint venture</td>
<td>VC, Deputy Chancellor, Pro-Chancellor, Chair, Academic Board</td>
<td>≤$500K</td>
<td>GC, SEG, FIC</td>
<td>VC, SEG, FIC</td>
<td>VC, SEG, FIC</td>
<td>GC</td>
<td>SEG, FIC, DVC</td>
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**DELEGATION APPOINTED**

<table>
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<th>Consultation</th>
<th>Notification</th>
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<tbody>
<tr>
<td>Chancellor, Deputy Chancellor, Vice-Chancellor, Chair, Academic Board</td>
<td>≤$500K</td>
<td>GC, SEG, FIC</td>
<td>VC, SEG, FIC</td>
<td>VC, SEG, FIC</td>
<td>GC</td>
<td>SEG, FIC, DVC</td>
</tr>
<tr>
<td>DVC(Reg)</td>
<td>≤$500K</td>
<td>GC</td>
<td>SEG, FIC</td>
<td>VC, SEG, FIC</td>
<td>GC</td>
<td>SEG, FIC, DVC</td>
</tr>
</tbody>
</table>

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**PART 15 - CEREMONIAL MATTERS**

- Chancellor, Deputy Chancellor, Vice-Chancellor, Chair, Academic Board, DVC(Reg)
Chapter 1 Preliminary

Part 1 Preliminary

1.01 Name of Rule
1.02 Commencement
1.03 Statement of intent
1.04 Authorities and responsibilities
1.05 University may change courses and units of study
1.06 Overall requirements
1.07 No right to admission
1.08 Interpretation

Chapter 2 Higher degrees by research

Part 2 Master's by research

2.01 Course resolutions
2.02 Application of this Part
2.03 Eligibility for admission to candidature
2.04 Application for admission to candidature
2.05 Probationary admission to candidature
2.06 Credit for previous studies
2.07 Limit on credit for previous studies
2.08 Control of candidature
2.09 Other studies during candidature
2.10 Supervision
2.11 Location of candidature
2.12 Progress
2.13 Students may be required to show good cause
2.14 Discontinuation of candidature
2.15 Suspension of candidature
2.16 Lapse of candidature
2.17 Return to candidature
2.18 Leave of absence
2.19 Earliest date for submission of thesis for examination
2.20 Latest date for submission of thesis for examination
2.21 Content of thesis
2.22 Form of thesis for examination
2.23 Publications
2.24 Examination procedures

Part 3 Doctorates by research other than the Doctor of Philosophy

3.01 Course resolutions
3.02 Application and meaning of this Part
3.03 Eligibility for admission to candidature
3.04 Application for admission to candidature
3.05 Probationary admission to candidature
3.06 Credit for previous studies
3.07 Limit on credit for previous studies
3.08 Control of candidature
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3.12 Progress
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3.17 Return to candidature
3.18 Leave of absence
3.19 Earliest date for submission of thesis for examination
3.20 Latest date for submission of thesis for examination
3.21 Content of thesis
3.22 Form of thesis for examination
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3.24 Examination procedures
3.25 Aegrotat and posthumous awards

Part 4 Doctor of Philosophy

4.01 Application of this Part
4.02 Eligibility for admission to candidature
4.03 Application for admission to candidature
4.04 Probationary admission to candidature
4.05 Credit for previous studies
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4.07 Control of candidature
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4.13 Discontinuation of candidature
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4.16 Return to candidature
4.17 Leave of absence
4.18 Earliest date for submission of thesis for examination
4.19 Latest date for submission of thesis for examination
4.20 Content of thesis
4.21 Form of thesis for examination
4.22 Publications
4.23 Examination procedures
4.24 Aegrotat and posthumous awards
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- **5.01 Meaning of this Part**
- **5.02 Award of Higher Doctorates**
- **5.03 Eligibility for admission to candidature**
- **5.04 Application for admission to candidature**
- **5.05 Preliminary assessment of application for admission**
- **5.06 Admission to candidature**
- **5.07 Enrolment**
- **5.08 Submission of work for examination**
- **5.09 Appointment of examiners**
- **5.10 Examination**
- **5.11 Lodging the published work**

## Part 6 Higher degree theses

- **6.01 Meaning of this Part**
- **6.02 Lodgement**
- **6.03 Use of confidential material**
- **6.04 Access to confidential material in a restricted appendix**
- **6.05 Delay in lodgement to protect intellectual property**
- **6.06 Delay in lodgement to protect the interests of the author**
- **6.07 Right of examiners to access**

## Chapter 3 Higher degree theses

## Chapter 4 Miscellaneous

- **7.01 Rules, resolutions and policies that cease to have effect**
1.08 Interpretation

(1) In this Rule:

applicant means an applicant for admission as a candidate for a higher degree by research.

Associate Dean means the Associate Dean of a Faculty with authority for matters relating to higher degrees by research within the Faculty or the Deputy Chairperson of a Board of Studies or a person appointed by the Dean to have authority for matters relating to higher degrees by research within the Faculty.

candidate means a candidate for a higher degree by research

cotutelle agreement means an agreement between the University and another university or institution that:

(a) permits joint candidature in the Doctor of Philosophy; and

(b) allows a candidate to receive a doctorate from the University and from the other university or institution, each testamur acknowledging the circumstances under which the award was made.

course resolutions means resolutions made by the Academic Board in accordance with clauses 2.01 and 3.01

Note: The Doctor of Philosophy is offered by the University, not by individual faculties. Accordingly, there is no power for faculties or the Academic Board to make course resolutions for the Doctor of Philosophy.

Dean means the Dean of a Faculty or the Chairperson of a Board of Studies.

delegate means an officer, employee or committee of the University to whom Senate has made a delegation of power.

department includes one or more departments, one or more schools, inter-departmental committees and inter-school committees.

Doctorate by research means a degree with the word “doctor” in the title comprising a minimum of two-thirds research that is approved by the Academic Board.

Note: The Academic Board will not approve a Doctorate by research unless it complies with the Australian Qualifications Framework.

Faculty means the relevant Faculty or College Board

full-time candidature means a candidature in which the student works on the requirements for the degree for a minimum of 35 – 40 hours per week for 48 weeks per year or as stipulated by the Faculty

Head of Department means the head of the relevant department or discipline.

Note: Functions performed by the Head of Department may be performed by the Head of School, Dean or Associate Dean, in accordance with paragraph 1.02(5) of this Rule, particularly in faculties that are not organized into departments or disciplines.

good cause means circumstances beyond the reasonable control of a student, which may include serious ill health or misadventure.

higher doctorate has the meaning given to it by clause 5.01 of this Rule.

Master’s by research means a degree with the word “Master” in the title comprising a minimum of two-thirds research that is approved by the Academic Board.

Note: The Academic Board will not approve a Master’s by research unless it complies with the Australian Qualifications Framework.

part-time candidature means a candidature in which the student works on the requirements for the degree for a proportion of the period specified for a full-time candidature over a proportionately longer time.

Postgraduate Coordinator means the member of academic staff within the relevant School, Department or discipline with authority for matters relating to higher degrees by research within the School, Department or discipline.

student means a person who is currently admitted to candidature in an award course of the University.

Supervisor means, in relation to a higher degree by research student, a person appointed to discharge the responsibilities set out in the Supervision of Higher Degree by Research Students Policy 2013. For the purpose of this policy, the generic term supervisor(s) will be used to include research supervisors, co-ordinating supervisors, or auxiliary supervisors.

University means the University of Sydney.

(2) Unless the contrary appears, a provision in this Rule that specifies matters that are to be or may be considered in relation to a determination or other decision does not imply that they are the only matters to be considered.

(3) A note, marginal note, footnote or endnote is not a provision of this Rule.

(4) A delegate of the Senate is not authorised to sub-delegate (by way of an agency or in any other way) any or all of the delegate’s delegated functions to another person or group of persons.

(5) Delegates more senior in the lines of accountability to a delegate named in this Rule, may exercise a delegation conferred on that named delegate.

Example: A Dean may exercise a delegation conferred on an Associate Dean. An Associate Dean may exercise a delegation conferred on a Head of Department.
Chapter 2  Higher degrees by research

Part 2  Master's by research

2.01  Course resolutions
The Academic Board may, on the recommendation of the Faculty, prescribe for a Master's degree by research, standards relating to:
(a) admission requirements;
(b) course requirements
(c) candidature; and
(d) examination.

2.02  Application of this Part
This Part applies to:
(a) the Master of Philosophy; and
(b) other Master's degrees with a research component of at least two thirds of the total student load for the degree.

2.03  Eligibility for admission to candidature
(1) Subject to sub-clause (2) and (3) and to admission requirements specified in the course resolutions, to be eligible for admission by a Dean or Associate Dean to candidature for a Master's degree, an applicant must:
   (a) hold or have completed all the academic requirements for:
      (i) a Master's degree; or
      (ii) a Bachelor's degree; or
      (iii) a qualification equivalent to a Bachelor's degree; and
   (b) meet other criteria as specified in the course resolutions.
(2) A Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Graduate Studies Committee are equivalent to those prescribed in sub-clause (1).
(3) The Dean or Associate Dean may impose on a student admitted to candidature pursuant to sub-clause (2) such conditions as the Dean or Associate Dean considers appropriate.

2.04  Application for admission to candidature
(1) An applicant for admission to candidature for a Master's degree must submit to the relevant Faculty:
   (a) if required by the course resolutions, a proposed course of advanced study and research, approved by the Head of the department in which the work is to be undertaken;
   (b) satisfactory evidence of the applicant's eligibility for admission; and
   (c) a statement certifying the applicant's understanding that, subject to this Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for immediate public use.

2.05  Probationary admission to candidature
(1) Where provision is made for probationary admission in the course resolutions, the Dean or Associate Dean may admit a student to candidature for a Master's degree on a probationary basis for a period not exceeding one year.
(2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department will review the student's work and recommend to the Associate Dean that:
   (a) the student's candidature be confirmed; or
   (b) the student be required to show good cause why he or she should be permitted to continue the candidature.
(3) After considering a recommendation made by a Head of Department in accordance with sub-clause (2), the Associate Dean may:
   (a) confirm the student's candidature; or
   (b) require the student to show good cause why he or she should be permitted to continue the candidature.
   Note: See clause 2.13 for details of the 'show cause' process.
(4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student's probationary admission to candidature.

2.06  Credit for previous studies
(1) Subject to sub-clause (2), a student who, at the date of admission to candidature, has completed not less than six months as a candidate for a higher degree in any Faculty of the University may be permitted by the Dean or Associate Dean to receive credit for all or any part of the higher degree candidature.
(2) The Dean or Associate Dean may grant credit in accordance with sub-clause (1), provided that the student's higher degree candidature was:
   (a) a course of full-time or part-time advanced study and research;
   (b) pursued by the student under the supervision of a supervisor appointed by the relevant Faculty or Board of Studies;
   (c) directly related to the student's proposed course of advanced study for the Master's degree.
(3) Subject to sub-clause (4), and to the course resolutions, a student who, at the date of admission to candidature, has completed not less than six months as a candidate for a higher degree at another university or institution may be permitted by the Dean or Associate Dean to receive credit for all or any part of the higher degree candidature.
(4) The Dean or Associate Dean may grant credit in accordance with sub-clause (3), provided that:
   (a) at the time of admission to the higher degree at the other university or institution, the student held academic qualifications equivalent to those set out in clause 2.03;
   (b) the higher degree candidature was:
      (i) a course of full-time or part-time advanced study and research;
      (ii) pursued by the student under the supervision of a supervisor appointed by the other university or institution; and
      (iii) directly related to the student's proposed course of advanced study for the Master's degree; and
(c) the student has discontinued his or her candidature in the higher degree at the other university or institution.

(5) Where the course resolutions specify the completion of coursework as part of the requirements of the award, and subject to the course resolutions and the University of Sydney (Coursework) Rule 2000 (as amended), the Dean or Associate Dean may grant a student credit for previously completed coursework.

2.07 Limit on credit for previous studies

(1) The amount of credit for previous studies that may be granted to a student in accordance with clause 2.06 is limited by the following requirements:

(a) the combined duration of the student's previous higher degree candidature and the Master's candidature must meet the requirements set out in clauses 2.19 and 2.20 of this Rule;

(b) any period of discontinued, suspended or lapsed candidature (as set out in clauses 2.14 to 2.16 of this Rule) must comply with this Rule and with standards set by the Academic Board; and

(c) no student who has been granted credit may present a thesis for examination less than:

(i) six months, for a full-time student; or
(ii) twelve months, for a part-time student;

following admission to candidacy in the Master's degree.

2.08 Control of candidature

(1) All candidates for a Master's degree are required to undertake their candidature wholly under the control of the University.

(2) The Dean or Associate Dean may require a student to provide a statement from his or her employer acknowledging that the candidature is under the exclusive control of the University.

2.09 Other studies during candidature

Subject to the approval of any other affected Head of Department, and the course resolutions, a Head of Department or a student's supervisor may require a student to attend, undertake or complete assessment for lectures, seminars, courses or practical work during the course of his or her candidature.

Note: In accordance with this Rule, a Master’s degree must comprise a minimum of two-thirds research.

2.10 Supervision

(1) The Head of Department will appoint suitably qualified supervisors for each student undertaking a Master's degree by research, in accordance with policy for supervision determined by the Academic Board.

Note: As at the date of this rule, the Supervision of Higher Degree by Research Students Policy 2013 can be found at http://sydney.edu.au/policies/showdoc.aspx?recnum=PODOC2013/316

(2) The supervisors will:

(a) have primary responsibility for the conduct of the candidature in accordance with policies determined by the Academic Board;

(b) be responsible for reporting the progress of the candidature to the Head of Department and the Dean or Associate Dean.

2.11 Location of candidature

(1) Subject to the annual approval of the supervisors and Head of Department, students will pursue their candidature:

(a) within the University, including its research stations and teaching hospitals;

(b) on fieldwork, including in the field or in libraries, museums or other repositories;

(c) within industrial laboratories or research institutions or other institutions considered by the Head of Department to provide adequate facilities for that candidature; or

(d) within a professional working environment.

(2) Throughout the course of his or her candidature, a student will attend the University for:

(a) face-to-face consultation with his or her supervisors;

(b) Departmental and Faculty or College Board seminars; and

(c) coursework or other studies required under 2.09 of this Rule;

as specified annually by the Head of Department.

(3) Subject to sub-clause (4), a student who pursues his or her candidature outside Australia must complete a minimum of one semester of candidature within the University prior to submitting his or her thesis for examination.

(4) For the purposes of sub-clause (3), the semester of candidature to be completed within the University may be completed:

(a) at any time during the candidature; and

(b) continuously or in several non-consecutive periods.

2.12 Progress

(1) At intervals no longer than one year, departments must require students to:

(a) provide evidence of satisfactory progress in their candidature (including any required progress and review forms); and

(b) participate in a progress review interview.

(2) Satisfactory progress will be assessed by the supervisors, Head of Department and the Departmental or Faculty Postgraduate Review Committee.

(3) On the basis of any evidence provided by the student and any information obtained during the interview, the Head of Department may determine that the student:

(a) has demonstrated satisfactory progress, and specify the conditions of candidature to apply the following year; or

(b) has not demonstrated satisfactory progress, and:

(i) require the student to provide further evidence of progress at the end of one semester, or such other period that the Head of Department considers appropriate; or

(ii) recommend to the Associate Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.

(4) When determining the conditions of candidature to apply the following year, the Head of Department must indicate whether he or she is satisfied that the proposed supervision arrangements are satisfactory.

(5) After considering a recommendation made by the Head of Department in accordance with sub-paragraph (3)(b)(ii), the Associate Dean may:

(a) confirm the student's candidature and require the Head of Department to specify the conditions of candidature to apply the following year; or
2.13 Students may be required to show good cause

(1) A student who is required to show good cause in accordance with paragraph 2.05(3)(b) or 2.12(5)(b) will be sent a notice that:
   (a) requires the student to show good cause why he or she should be permitted to continue the candidature, on or before a specified date;
   (b) states why the student is being asked to show good cause;
   (c) sets out the actions that may be taken in respect of the candidature; and
   (d) advises the student of his or her right to seek independent advice and assistance in preparing his or her response.

(2) The Associate Dean must give the student a reasonable opportunity to make written submissions about the matter.

(3) If, after considering any submissions made by the student, progress reports, and any reports by the supervisors or Head of Department, the Associate Dean forms the opinion that the student has shown good cause, the Associate Dean will permit the student to continue the candidature.

(4) If, after considering any submissions made by the student, progress reports, and any reports by the supervisors or Head of Department, the Associate Dean forms the opinion that the student has not shown good cause, the Associate Dean must, by written notice setting out his or her reasons:
   (a) terminate the student’s candidature; or
   (b) impose conditions or restrictions on the continuation of the student’s candidature.

Note. For review of these decisions see University of Sydney (Student Appeals against Academic Decisions) Rule 2006.

(5) In addition to the decision made under 2.13(3) or 2.13(4), the Associate Dean might also offer the student the option to transfer to another course within the Faculty for which the student is eligible. The Associate Dean may impose conditions or restrictions on that offer transfer of course.

(6) (a) A person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 2.13(4)(a) shall not be permitted to re-enrol in that candidature.
   (b) The Associate Dean may also exclude the person from applying for admission to a new higher degree by research candidature at the University of Sydney until he or she might be considered to be commencing a new and substantially different research project, such that he or she would not be granted credit for previous study. This period of exclusion will usually for the longer period of either:
      (i) at least two academic years; or
      (ii) if the person is applying for a Research Training Scheme place, until that person will be entitled to the maximum period allowed for the course under the Research Training Scheme.

(7) Where a person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 2.13(4)(a), that person may be excluded by the Associate Dean from applying for admission to a higher degree by research at the University of Sydney for the longer period of:
   (a) at least two academic years; or
   (b) if the person is applying for a Research Training Scheme place, the period of time until the person is entitled to the maximum period allowed for the course under the Research Training Scheme.

2.14 Discontinuation of candidature

(1) Subject to clause 2.13 and the course resolutions, a student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.

(2) The notice must be in a form approved or accepted by the Faculty.

(3) A student’s enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, unless he or she produces evidence that:
   (a) the discontinuation occurred at an earlier date; and
   (b) there was good reason why the application could not be made at an earlier time.

(4) A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:
   (a) the Dean granted prior permission to re-enrol; or
   (b) the student is later re-selected for admission to the course.

(5) A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with paragraphs (3)(a) and (b).

2.15 Suspension of candidature

(1) Subject to the course resolutions, a student in a course may, by notice to the Faculty, suspend his or her enrolment in the course:
   (a) for a maximum period of one year; or
   (b) with the approval of the Dean or Associate Dean, for a longer period.

(2) The notice must be in a form approved or accepted by the Faculty.

(3) At the end of the suspension period, the student must comply with any requirements notified by the Dean for completing the course. Those requirements apply to the student, despite anything to the contrary in the course resolutions.

2.16 Lapse of candidature

(1) If a student does not enrol by the last census date for enrolment in each semester of the degree, and the student has not sought approval to discontinue or suspend enrolment, the student’s candidature lapses.

(2) If a student’s candidature in a course lapses, then, despite any contrary provision in this Rule, the procedures for the student to apply for readmission to the course are to be as the Dean or Associate Dean determines.

2.17 Return to candidature

(1) Subject to written advice from the Dean or Associate Dean, if a student returns to candidature after suspension, discontinuation or a lapse in candidature, the course requirements as in force at the time of the student’s return to candidature apply.

(2) The Dean or Associate Dean may, in writing, modify the application of the course resolutions with respect to a particular student’s return to candidature.

2.18 Leave of absence

Subject to the course resolutions, a student may, with the approval of the Head of Department, take leave of absence from the course for a period less than one semester.
2.19 Earliest date for submission of thesis for examination

Subject to clause 2.07 and this clause 2.19:
(a) a student may not submit a thesis for examination earlier than the end of the second semester of enrolled candidature; and
(b) for the purposes of paragraph (a), a student's candidature will be considered to include any periods of credit granted under clause 2.06.
(c) the student must be enrolled at the time that the thesis is submitted for examination.

2.20 Latest date for submission of thesis for examination

(1) Subject to clause 2.07 and this clause 2.20, a student who has undertaken all of his or her candidature on a full-time basis must submit his or her thesis for examination:
(a) no later than the end of the fourth semester of enrolled candidature; and
(b) for the purposes of paragraph (a), a student's candidature will be considered by the University to include any periods of credit granted under clause 2.06.

(2) Subject to this clause, a student who has undertaken all of his or her candidature on a part-time basis must submit his or her thesis for examination no later than the end of the eighth semester of enrolled candidature.

(3) Where a student has undertaken his or her candidature as a mixture of part-time candidature and full-time candidature, a part-time semester will be counted as the equivalent of one half of a full-time semester, and the student must submit his or her thesis for examination no later than the end of fourth equivalent full-time semester of enrolled candidature.

(4) On the recommendation of the Head of Department, the Dean or Associate Dean may permit a student to submit his or her thesis after a period of time greater than the maximum periods specified in this clause.

(5) The student must be enrolled at the time that the thesis is submitted for examination.

2.21 Content of thesis

(1) The thesis submitted by a student at the end of his or her course of advanced study and research must:
(a) embody the results of the work undertaken by the student;
(b) be a substantially original contribution to the subject concerned;
(c) state, generally in the preface and specifically in the notes:
   (i) the sources from which the information in the thesis is derived;
   (ii) the animal and human ethics approvals obtained;
   (iii) the extent to which the thesis draws on the work of others; and
   (iv) the portion of the thesis that the student claims as original; and
(d) subject to sub-clauses (4) and (5), be written in English.

(2) Subject to sub-clause (3), a student may not submit as his or her thesis any work that has been presented for a degree or diploma at the University or at another university or institution.

(3) A student may submit work that has been presented for a degree or diploma at the University or at another university or institution where the work is submitted as part of the thesis, and the student has identified those parts of the thesis that have previously been presented for a degree or diploma.

(4) A student who undertook his or her candidature in a language department in the Faculty of Arts and Social Sciences may:
(a) submit a thesis written in English or in the target language determined by the department; or
(b) where a department has specified by means of a Faculty resolution that it will consider applications to submit a thesis in a language other than English or the target language of the department, submit a thesis in another language approved by the department.

(5) Applications to submit a thesis in a language other than English or the target language of a department must be:
(a) made by an applicant in writing; and
(b) considered and determined by the Head of Department and the Dean (taking into account arrangements for supervision and examination);

prior to the commencement of candidature.

2.22 Form of thesis for examination

(1) A candidate must submit for examination to the Faculty:
(a) three copies of the thesis; or
(b) if otherwise specified in the course resolutions, the number of copies so specified;

in a form prescribed by resolution of the Academic Board.

(2) The thesis must be accompanied by a certificate from the co-ordinating supervisor stating whether, in the supervisors' opinion, the form of presentation of the thesis is satisfactory.

(3) The thesis must also be accompanied by an abstract in a form prescribed by resolution of the Academic Board.

(4) Subject to this Rule, the student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for immediate public use.

2.23 Publications

Where a thesis includes publications, or part thereof, of which the student is the sole or joint author, the student must also submit such publications, and produce evidence to identify satisfactorily the parts of the work for which the student is responsible.

2.24 Examination procedures

The examination of candidates for the degree of Master's by research will be conducted in accordance with the course resolutions and with standards and guidelines determined by the Academic Board.

2.25 Aegrotat and posthumous awards

Aegrotat and posthumous awards may be made in circumstances involving serious illness or death.
Part 3  Doctorates by research other than the Doctor of Philosophy

3.01 Course resolutions
The Academic Board may, on the recommendation of the Faculty, prescribe for a Doctorate by research other than a Doctor of Philosophy, standards relating to:
(a) admission requirements;
(b) degree requirements;
(c) candidature; and
(d) examination.

3.02 Application and meaning of this Part
This Part applies to Doctorates by research other than the Doctor of Philosophy and Higher Doctorates.

3.03 Eligibility for admission to candidature

(1) Subject to sub-clause (2) and (3) and to admission requirements specified in the course resolutions, to be eligible for admission by a Dean or Associate Dean to candidature for a Doctorate by research other than a Doctor of Philosophy, an applicant must:
(a) hold or have completed all the academic requirements for:
(i) a Master’s degree or higher qualification; or
(ii) a Bachelor’s degree with first or second class honours; or
(iii) a Bachelor’s degree and either relevant professional experience or a portfolio of works as determined by the Faculty; and
(b) meet other criteria for admission to the degree specified in the course resolutions.

(2) A Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds a qualification or qualifications that, in the opinion of the Faculty Graduate Studies Committee are equivalent to those prescribed in sub-clause (1).

(3) The Dean or Associate Dean may impose on a student admitted to candidature pursuant to sub-clause (2) such conditions as the Dean or Associate Dean considers appropriate.

3.04 Application for admission to candidature
An applicant for admission to candidature for a Doctorate by research other than the Doctor of Philosophy must submit to the relevant Faculty:
(a) if required by the course resolutions, a proposed course of advanced study and research, approved by the Head of the department in which the work is to be undertaken;
(b) satisfactory evidence of the applicant’s eligibility for admission; and
(c) a statement certifying the applicant’s understanding that, subject to this Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for immediate public use.

3.05 Probationary admission to candidature

(1) Where provision is made for probationary admission in the course resolutions, the Dean or Associate Dean may admit a student to candidature for a Doctorate other than a PhD on a probationary basis for a period not exceeding one year.

(2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department will review the student’s work and recommend to the Associate Dean that:
(a) the student’s candidature be confirmed; or
(b) the student be required to show good cause why he or she should be permitted to continue the candidature.

(3) After considering a recommendation made by a Head of Department in accordance with sub-clause (2), the Associate Dean may:
(a) confirm the student’s candidature; or
(b) require the student to show good cause why he or she should be permitted to continue the candidature.

Note: See clause 3.13 for details of the ‘show cause’ process.

(4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student’s probationary admission to candidature.

3.06 Credit for previous studies

(1) Subject to sub-clause (2), a student who, at the date of admission to candidature, has completed not less than six months as a candidate for a Master’s degree by research or Doctoral degree by research in any Faculty of the University may be permitted by the Dean or Associate Dean to receive credit for all or any part of the Master’s or Doctoral degree candidature.

(2) The Dean may grant credit in accordance with sub-clause (1), provided that the student’s previous Master’s or Doctoral degree candidature was:
(a) a course of full-time or part-time advanced study and research;
(b) pursued by the student under the supervision of a supervisor appointed by the relevant Faculty or Board of Studies;
(c) directly related to the student’s proposed course of advanced study for the Doctoral degree; and
(d) the student has discontinued his or her candidature in the previous higher degree.

(3) Subject to sub-clause (4), a student who, at the date of admission to candidature, has completed not less than six months as a candidate for a Master’s degree by research or Doctoral degree by research at another university or institution may be permitted by the Dean or Associate Dean to receive credit for all or any part of the previous higher degree candidature.

(4) The Dean or Associate Dean may grant credit in accordance with sub-clause (3), provided that:
(a) at the time of admission to the higher degree at the other university or institution, the student held academic qualifications equivalent to those set out in clause 3.03; or
(b) the previous Master’s degree by research or Doctoral degree by research candidature was:
(i) a course of full-time or part-time advanced study and research;
(ii) pursued by the student under the supervision of a supervisor appointed by the other university or institution; and
(iii) directly related to the student’s proposed course of advanced study for the Doctoral degree by research; and
(c) the student has discontinued his or her candidature in the previous Master’s degree by research or Doctoral degree by research at the other university or institution.
3.10 Supervision

(1) The relevant Head of Department will appoint suitably qualified supervisors for each student undertaking a Doctoral degree by research in accordance with policy for supervision determined by the Academic Board.

Note: As at the date of this rule, the Supervision of Higher Degree by Research Students Policy 2013 can be found at http://sydney.edu.au/policies/showdoc.aspx?recnum=PDSC2013/316

(2) The supervisors will:

(a) have primary responsibility for the conduct of the candidature in accordance with policy determined by the Academic Board;

(b) be responsible for reporting the progress of the candidature to the Head of Department and the Dean or Associate Dean.

3.11 Location of candidature

(1) Subject to the annual approval of the supervisors and Head of Department, students will pursue their candidature:

(a) within the University, including its research stations and teaching hospitals;

(b) on fieldwork, including in the field or in libraries, museums or other repositories;

(c) within industrial laboratories or research institutions or other institutions considered by the Head of Department to provide adequate facilities for that candidature; or

(d) within a professional working environment.

(2) Throughout the course of his or her candidature, a student will attend the University for research.

(a) face-to-face consultation with his or her supervisors;

(b) Departmental and Faculty or College Board seminars; and

(c) coursework or other studies required under clause 3.09 of this Rule;

as specified annually by the Head of Department.

(3) Subject to sub-clause (4) and (5), a student who pursues his or her candidature outside Australia must complete a minimum of two semesters of candidature within the University prior to submitting his or her thesis for examination.

(4) For the purposes of sub-clause (3), the semesters of candidature to be completed within the University may be completed:

(a) at any time during the candidature; and

(b) continuously or in several non-consecutive periods.

(5) A student granted credit under 3.05 must complete a minimum of one semester of candidature within the University prior to submitting his or her thesis for examination.

3.12 Progress

(1) At intervals no greater than one year, departments must require students to:

(a) provide evidence of satisfactory progress in their candidature (including any required progress and review forms); and

(b) participate in a progress review interview.

(2) Satisfactory progress will be assessed by the supervisors, Head of Department and the Departmental or Faculty Postgraduate Review Committee.

(3) On the basis of any evidence provided by the student and any information obtained during the interview, the Head of Department may determine that the student:

(a) has demonstrated satisfactory progress, and specify the conditions of candidature to apply the following year; or

(b) has not demonstrated satisfactory progress, and:

(i) require the student to provide further evidence of progress at the end of one semester, or such other period that the Head of Department considers appropriate; or

(ii) recommend to the Associate Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.

(4) When determining the conditions of candidature to apply the following year, the Head of Department must indicate whether he or she is satisfied that the proposed supervision arrangements are satisfactory.
3.13 Students may be required to show good cause

(1) A student who is required to show good cause in accordance with paragraph 3.05(3)(b) or 3.12(5)(b) will be sent a notice that:

(a) requires the student to show good cause why he or she should be permitted to continue the candidature;
(b) states why the student is being asked to show good cause;
(c) sets out the actions that may be taken in respect of the candidature; and
(d) advises the student of his or her right to seek independent advice and assistance in preparing his or her response.

(2) The Associate Dean must give the student a reasonable opportunity to make written submissions about the matter.

(3) If, after considering any submissions made by the student, progress reports, and any reports by the supervisors or Head of Department, the Associate Dean forms the opinion that the student has not shown good cause, the Associate Dean must, by written notice setting out his or her reasons:

(a) terminate the student’s candidature; or
(b) impose conditions or restrictions on the continuation of the student’s candidature.

Note. For review of these decisions see University of Sydney (Student Appeals against Academic Decisions) Rule 2006.

(4) If, after considering any submissions made by the student, progress reports, and any reports by the supervisors or Head of Department, the Associate Dean forms the opinion that the student has not shown good cause, the Associate Dean must, by written notice setting out his or her reasons:

(a) terminate the student’s candidature; or
(b) impose conditions or restrictions on the continuation of the student’s candidature.

(5) A person whose candidature for a higher degree by research has been terminated under this clause or clause 3.12(5) may appeal to the University Development Board.

3.14 Discontinuation of candidature

(1) Subject to this clause and the course resolutions, a student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.

(2) The notice must be in a form approved or accepted by the Faculty.

(3) A student’s enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, unless he or she produces evidence that:

(a) the discontinuation occurred at an earlier date; and
(b) there was good reason why the application could not be made at an earlier time.

(4) A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:

(a) the Dean granted prior permission to re-enrol; or
(b) the student is later re-selected for admission to the course.

(5) A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with sub-clauses (3)(a) and (b).

3.15 Suspension of candidature

(1) Subject to the course resolutions, a student in a course may, by notice to the Faculty, suspend his or her enrolment in the course:

(a) for a maximum period of one year; or
(b) with the approval of the Dean or Associate Dean, for a longer period.

(2) The notice must be in a form approved or accepted by the Faculty.

(3) At the end of the suspension period, the student must comply with any requirements notified by the Dean or Associate Dean for completing the course. Those requirements apply to the student, despite anything to the contrary in the course resolutions.

3.16 Lapse of candidature

(1) If a student does not enrol by the last census date for enrolment in each semester of the degree, and the student has not sought approval to discontinue or suspend enrolment, the student’s candidature lapses.

(2) If a student’s candidature in a course lapses, then, despite any contrary provision in this Rule, the procedures for the student to apply for readmission to the course are to be as the Dean or Associate Dean determines.

3.17 Return to candidature

(1) Subject to written advice from the Dean or Associate Dean, if a student returns to candidature after suspension, discontinuation or a lapse in candidature, the course requirements as in force at the time of the student’s return to candidature apply.

(2) The Dean or Associate Dean may, in writing, modify the application of the course resolutions with respect to a particular student’s return to candidature.

3.18 Leave of absence

Subject to the course resolutions, a student may, with the approval of the Head of Department, take leave of absence from the course for a period less than one semester.

3.19 Earliest date for submission of thesis for examination

(1) Subject to clause 3.07 and this clause 3.19:

(a) a student may not submit a thesis for examination earlier than the end of the sixth semester of enrolled candidature; and
(b) for the purposes of paragraph (a), a student’s candidature will be considered by the University to include any periods of credit granted under clause 3.06 of this Rule.
3.20 Latest date for submission of thesis for examination

(1) Subject to clause 3.07 and this clause 3.20, a student who has undertaken all of his or her candidature on a full-time basis must submit his or her thesis for examination:

(a) no later than the end of the eighth semester of enrolled candidature; and

(b) for the purposes of paragraph (a), a student’s candidature will be considered by the University to include any periods of credit granted under clause 3.06 of this Rule.

(2) Subject to this clause, a student who has undertaken all of his or her candidature on a part-time basis must submit his or her thesis for examination no later than the end of the sixteenth semester of enrolled candidature.

(3) Where a student has undertaken his or her candidature as a mixture of part-time candidature and full-time candidature, a part-time semester will be counted as the equivalent of one half of a full-time semester, and the student must submit his or her thesis for examination no later than the end of eighth equivalent full-time semester of enrolled candidature.

(4) On the recommendation of the Head of Department, the Dean or Associate Dean may permit a student to submit his or her thesis after a period of time greater than the maximum periods specified in this clause.

(5) The student must be enrolled at the time that the thesis is submitted for examination.

3.21 Content of thesis

(1) The thesis submitted by a student at the end of his or her course of advanced study and research must:

(a) embody the results of the work undertaken by the student;

(b) be a substantially original contribution to the subject concerned;

(c) state, generally in the preface and specifically in the notes:

(i) the sources from which the information in the thesis is derived;

(ii) the animal and human ethics approvals obtained;

(iii) the extent to which the thesis draws on the work of others; and

(iv) the portion of the thesis that the student claims as original; and

(d) subject to the course resolutions, be written in English.

(2) Subject to sub-clause (3), a student may not submit as his or her thesis any work that has been presented for a degree or diploma at the University or at another university or institution.

(3) A student may submit work that has been presented for a degree or diploma at the University or at another university or institution where the work is submitted as part of the thesis, and the student has identified those parts of the thesis that have previously been presented for a degree or diploma.

(4) A student who undertook his or her candidature in a language department in the Faculty of Arts and Social Sciences may:

(a) submit a thesis written in English or in the target language determined by the department; or

(b) where a department has specified by means of a Faculty resolution that it will consider applications to submit a thesis in a language other than English or the target language of the department, submit a thesis in another language approved by the department.

(5) Subject to the course resolutions, applications to submit a thesis in a language other than English or the target language of a department must be:

(a) made by an applicant in writing; and

(b) considered and determined by the Head of Department and the Dean (taking into account arrangements for supervision and examination); prior to the commencement of candidature.

3.22 Form of thesis for examination

(1) A candidate must submit for examination to the Faculty:

(a) three copies of the thesis; or

(b) if otherwise specified in the course resolutions, the number of copies so specified; in a form prescribed by resolution of the Academic Board.

(2) The thesis must be accompanied by a certificate from the co-ordinating supervisor stating whether, in the supervisors’ opinion, the form of presentation of the thesis is satisfactory.

(3) The thesis must also be accompanied by an abstract in a form prescribed by resolution of the Academic Board.

(4) Subject to this Rule, the student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for immediate public use.

3.23 Publications

Where a thesis includes publications, or part thereof, of which the student is the sole or joint author, the student must also submit such publications, and produce evidence to identify satisfactorily the parts of the work for which the student is responsible.

3.24 Examination procedures

(1) The examination of candidates for a Doctorate by research will be conducted in accordance with the course resolutions and with standards and guidelines determined by the Academic Board.

(2) Where the course resolutions do not specify examination procedures, the examination of candidates for a Doctorate by research will be conducted in accordance with procedures prescribed by the Academic Board for the Doctor of Philosophy.

3.25 Aegrotat and posthumous awards

Aegrotat and posthumous awards may be made in circumstances involving serious illness or death.
Part 4  Doctor of Philosophy

4.01 Application of this part
This Part applies to the degree of Doctor of Philosophy.

4.02 Eligibility for admission to candidature
(1) Subject to sub-clauses (2) and (3), to be eligible for admission by the Dean or Associate Dean to candidature for the Doctor of Philosophy, an applicant must hold or have completed all the academic requirements for:
(a) a Master’s degree; or
(b) a Bachelor’s degree with first or second class honours.

(2) The Dean or Associate Dean may admit to candidature an applicant who does not meet the requirements of sub-clause (1), provided that the applicant holds or has completed all the requirements for a Bachelor’s degree, and:
(a) has passed a qualifying examination at a standard equivalent to a Bachelor’s degree with first or second class honours; or
(b) has obtained a high distinction or distinction in the highest course available in the subject or subjects relevant to the proposed course of advanced study and research; or
(c) has completed a period of relevant full-time or part-time advanced study and research towards a Master’s degree at the University, at such a standard as demonstrates to the satisfaction of the Dean or Associate Dean that the applicant is suitably prepared in the field of study to undertake the Doctor of Philosophy.

(3) The Academic Board may admit to candidature an applicant who does not meet the requirements of sub-clause (1) or (2), provided that the applicant holds qualifications that, in the opinion of the Chair of the Graduate Studies Committee and of the Dean, are equivalent to those prescribed in sub-clauses (1) or (2).

(4) The Academic Board may impose on a student admitted to candidature pursuant to sub-clause (3) such conditions as the Academic Board considers appropriate.

4.03 Application for admission to candidature
(1) An applicant for admission to candidature for the degree of Doctor of Philosophy must submit to the relevant Faculty:
(a) a proposed course of advanced study and research, approved by the Head of the department in which the work is to be undertaken, and
(b) satisfactory evidence of the applicant’s eligibility for admission; and
(c) a statement certifying the applicant’s understanding that, subject to this Rule, if the candidature is successful, his or her thesis will be lodged with the University Librarian and made available for immediate public use.

(2) The Dean or Associate Dean may also require an applicant to demonstrate his or her suitability for admission by passing a special examination.

4.04 Probationary admission to candidature
(1) The Dean or Associate Dean may admit a student to candidature for the degree of Doctor of Philosophy on a probationary basis for a period not exceeding one year.

(2) On completion by the student of any probationary period imposed pursuant to sub-clause (1), the Head of Department will review the student’s work and recommend to the Associate Dean that:
(a) the student’s candidature be confirmed; or
(b) the student be required to show good cause why he or she should be permitted to continue the candidature.

(3) After considering a recommendation made by a Head of Department in accordance with sub-clause (2), the Associate Dean may:
(a) confirm the student’s candidature; or
(b) require the student to show good cause why he or she should be permitted to continue the candidature.

Note: See clause 4.12 for details of the “show cause” process.

(4) The candidature of a student that is confirmed in accordance with paragraph (3)(a) will be considered by the University to have commenced on the date of the student’s probationary admission to candidature.

4.05 Credit for previous studies
(1) Subject to sub-clause (2), a student who, at the date of admission to candidature, has completed not less than six months as a candidate for a Master’s by research or Doctoral degree by research in any Faculty of the University may be permitted by the relevant Dean or Associate Dean to receive credit for all or any part of the Master’s or Doctoral candidature.

(2) The Dean or Associate Dean may grant credit in accordance with sub-clause (1), provided that:
(a) the student’s Master’s or Doctoral candidature was:
(b) pursued by the student under the supervision of a supervisor appointed by the relevant Faculty or Board of Studies;
(c) directly related to the student’s proposed course of advanced study for the degree of Doctor of Philosophy; and
(d) the student has discontinued his or her candidature in the previous higher degree.

(3) Subject to sub-clause (4), a student who, at the date of admission to a higher degree, has completed not less than six months as a candidate for a higher degree at another university or institution may be permitted by the Chair of the Graduate Studies Committee of the Academic Board to receive credit for all or any part of the higher degree candidature.

(4) The Chair of the Graduate Studies Committee of the Academic Board may grant credit in accordance with sub-clause (3), provided that:
(a) at the time of admission to the higher degree at the other university, or institution, the student held academic qualifications equivalent to those set out in clause 4.02; and
(b) the higher degree candidature was:
(i) a course of full-time or part-time advanced study and research;
(ii) pursued by the student under the supervision of a supervisor appointed by the other university or institution; and
(iii) directly related to the student’s proposed course of advanced study for the degree of Doctor of Philosophy; and
(c) the student has discontinued his or her candidature in the higher degree at the other university or institution.

4.06 Limit on credit for previous studies
The amount of credit for previous studies that may be granted to a student in accordance with clause 4.05 is limited by the following requirements:
4.07 Control of candidature

(1) All candidates for the degree of Doctor of Philosophy are required to undertake their candidature wholly under the control of the University.

(2) The Dean or Associate Dean may require a student to provide a statement from his or her employer acknowledging that the candidature is under the exclusive control of the University.

4.08 Other studies during candidature

Subject to the approval of any other affected Head of Department, a Head of Department or a student’s supervisor may require a student to attend, undertake or complete assessment for lectures, seminars, courses or practical work during the course of his or her candidature.

Note: In accordance with this Rule, a Doctorate must comprise a minimum of two-thirds research.

4.09 Supervision

(1) The Head of Department will appoint suitably qualified supervisors for each candidate for the Doctor of Philosophy in accordance with policy for supervision determined by the Academic Board.

Note: As at the date of this rule, the Supervision of Higher Degree by Research Students Policy 2013 can be found at http://sydney.edu.au/policies/showdoc.aspx?recnum=PD02013/316

(2) The supervisors will:

(a) have primary responsibility for the conduct of the candidature;

(b) be responsible for reporting the progress of the candidature to the Head of Department and the Dean or Associate Dean in accordance with policy determined by the Academic Board.

4.10 Location of candidature

(1) Subject to the annual approval of the supervisors and Head of Department, students will pursue their candidature:

(a) within the University, including its research stations and teaching hospitals;

(b) on fieldwork, including in the field or in libraries, museums or other repositories;

(i) within industrial laboratories or research institutions or other institutions considered by the Head of Department to provide adequate facilities for that candidature; or

(ii) within a professional working environment.

(2) Throughout the course of his or her candidature, a student will attend the University for such:

(a) consultation with his or her supervisors; and

(b) Departmental and Faculty or College Board seminars; and

(c) coursework or other studies required under clause 4.08 of this Rule; as specified annually by the Head of Department.

(3) Subject to sub-clauses (4) (5) and (6), a student who pursues his or her candidature outside Australia must complete a minimum of two semesters of candidature within the University prior to submitting his or her thesis for examination.

(4) A student whose minimum length of candidature is four semesters (rather than the usual six), and who pursues his or her candidature outside Australia, must complete a minimum of one semester of candidature within the University prior to submitting his or her thesis for examination.

(5) For the purposes of sub-clauses (3) and (4), the semester(s) of candidature to be completed within the University may be completed:

(a) at any time during the candidature; and

(b) continuously or in several non-consecutive periods.

(6) A student granted credit under 4.05 must complete a minimum of one semester of candidature within the University prior to submitting his or her thesis for examination.

4.11 Progress

(1) At intervals no greater than one year, departments must require students to:

(a) provide evidence of satisfactory progress in their candidature (including any required progress and review forms); and

(b) participate in a progress review interview.

(2) Satisfactory progress will be assessed by the supervisors, Head of Department and any Departmental or Faculty Postgraduate Review Committee.

(3) On the basis of any evidence provided by the student and any information obtained during the interview, the Head of Department may determine that the student:

(a) has demonstrated satisfactory progress, and specify the conditions of candidature to apply the following year; or

(b) has not demonstrated satisfactory progress, and:

(i) require the student to provide further evidence of progress at the end of one semester, or such other period that the Head of Department considers appropriate; or

(ii) recommend to the Associate Dean that the student be asked to show good cause why he or she should be permitted to continue the candidature.

(4) When determining the conditions of candidature to apply the following year, the Head of Department must indicate whether he or she is satisfied that the proposed supervision arrangements are satisfactory.

(5) After considering a recommendation made by the Head of Department in accordance with sub-paragraph (3)(b)(ii), the Associate Dean may:

(a) confirm the student’s candidature and require the Head of Department to specify the conditions of candidature to apply the following year; or

(b) require the student to show good cause why he or she should be permitted to continue the candidature.
4.12 Students may be required to show good cause

(1) A student who is required to show good cause in accordance with paragraph 4.04(3)(b) or paragraph 4.11(5)(b) will be sent a notice that:
   (a) requires the student to show good cause why he or she should be permitted to continue the candidature, on or before a specified date;
   (b) states why the student is being asked to show good cause;
   (c) sets out the actions that may be taken in respect of the candidature; and
   (d) advises the student of his or her right to seek independent advice and assistance in preparing his or her response.

(2) The Associate Dean must give the student a reasonable opportunity to make written submissions about the matter.

(3) If, after considering any submissions made by the student, progress reports, and any reports by the supervisors or Head of Department, the Associate Dean forms the opinion that the student has shown good cause, the Associate Dean will permit the student to continue the candidature.

(4) If, after considering any submissions made by the student, progress reports, and any reports by the supervisors or Head of Department, the Associate Dean forms the opinion that the student has not shown good cause, the Associate Dean must, by written notice setting out his or her reasons:
   (a) terminate the student's candidature; or
   (b) impose conditions or restrictions on the continuation of the student's candidature.

   Note. For review of these decisions see University of Sydney (Student Appeals against Academic Decisions) Rule 2006.

(5) In addition to the decision made under 4.12(3) or 4.12(4), the Associate Dean might also offer the student the option to transfer to another course within the Faculty for which the student is eligible. The Associate Dean may impose conditions or restrictions on that offer.

(6) Where a person whose candidature for a higher degree by research has been terminated by an Associate Dean in accordance with 4.12(4)(a), that person may be excluded by the Associate Dean from applying for admission to a higher degree by research at the University of Sydney for the longer period of:
   (a) at least two academic years; or
   (b) if the person is applying for a Research Training Scheme place, the period of time until the person is entitled to the maximum period allowed for the course under the Research Training Scheme.

   Note: As at the date of this rule, detailed information about entitlement for Research Training Scheme can be found in Research Training Scheme: Conditions of Grant, which can be found at http://www.innovation.gov.au/Research/ResearchBlockGrants/Documents/RTSAnnexuretoDetermination2012.pdf

4.13 Discontinuation of candidature

(1) Subject to this clause and the course resolutions, a student in a course may, by notice to the Faculty, discontinue his or her enrolment in the course or in one or more units of study.

(2) The notice must be in a form approved or accepted by the Faculty.

(3) A student's enrolment in the course or the relevant units of study will be treated as discontinued from the date of the notice, unless he or she produces evidence that:
   (a) the discontinuation occurred at an earlier date; and
   (b) there was good reason why the application could not be made at an earlier time.

(4) A student who discontinues enrolment in a course during his or her first year of enrolment in the course will not be permitted to re-enrol in that course unless:
   (a) the Dean granted prior permission to re-enrol; or
   (b) the student is later re-selected for admission to the course.

(5) A student may not discontinue enrolment in a course or a unit of study after the end of classes in that course or unit of study, except in accordance with sub-clause (3)(a) and (b).

4.14 Suspension of candidature

(1) Subject to the course resolutions, a student in a course may, by notice to the Faculty, suspend his or her enrolment in the course:
   (a) for a maximum period of one year; or
   (b) with the approval of the Dean or Associate Dean, for a longer period.

(2) The notice must be in a form approved or accepted by the Faculty.

(3) At the end of the suspension period, the student must comply with any requirements notified by the Dean or Associate Dean for completing the course.

4.15 Lapse of candidature

(1) If a student does not enrol by the last census date for enrolment in each semester of the degree, and the student has not sought approval to discontinue or suspend enrolment, the student's candidature lapses.

(2) If a student's candidature in a course lapses, then, despite any contrary provision in this Rule, the procedures for the student to apply for readmission to the course are to be as the Dean or Associate Dean determines.

4.16 Return to candidature

(1) Subject to written advice from the Dean or Associate Dean, if a student returns to candidature after suspension, discontinuation or a lapse in candidature, the requirements as in force at the time of the student's return to candidature apply.

4.17 Leave of absence

Subject to the course resolutions, a student may, with the approval of the Head of Department, take leave of absence from the course for a period of less than one semester.

4.18 Earliest date for submission of thesis for examination

(1) For the purposes of this clause, a student's candidature will be considered by the University to include any periods of credit granted under clause 4.06 of this Rule.

(2) Subject to clause 4.06 and this clause 4.18 a student may not submit a thesis for examination earlier than the end of the sixth semester of enrolled candidature.

(3) The Dean may permit a student to submit a thesis for examination not earlier than the end of the fourth semester of enrolled candidature provided that the student holds one or more of the following academic qualifications from the University or from such other university or institution as the Dean approves:
   (a) a Master's degree completed primarily by research;
   (b) both the Bachelor of Dental Surgery and the Bachelor of Science (Dental) with honours;
   (c) both the Bachelor of Medicine and the Bachelor of Science (Medical) with honours;
   (d) both the Bachelor of Veterinary Science and the Bachelor of Science (Veterinary) with honours.
4.19 Latest date for submission of thesis for examination

(1) For the purposes of this clause, a student's candidature will be considered by the University to include any periods of credit granted under clause 4.05 of this Rule.

(2) Subject to this clause 4.19, a student who has undertaken all of his or her candidature on a full-time basis must submit his or her thesis for examination no later than the end of the eight semester of enrolled candidature.

(3) A student who has undertaken all of his or her candidature on a part-time basis must submit his or her thesis for examination no later than the end of the sixteenth semester of enrolled candidature.

(4) Where a student has undertaken his or her candidature as a mixture of part-time candidature and full-time candidature, a part-time semester will be counted as the equivalent of one half of a full-time semester, and the student must submit his or her thesis for examination no later than the end of eighth equivalent full-time semester of enrolled candidature.

(5) The Dean or Associate Dean may permit a student to submit his or her thesis after a period of time greater than the maximum periods specified in this clause.

(6) Prior to exercising his or her discretion under sub-clause (4), the Chair of the Academic Board may obtain advice from the Chair of the Graduate Studies Committee of the Academic Board.

(7) The Chair of the Academic Board will report to the next meeting of the Academic Board any request for permission to submit a thesis earlier than the periods prescribed in sub-clauses (1)-(3), and the action taken by the Chair in response to it.

(8) The student must be enrolled at the time that the thesis is submitted for examination.

4.20 Content of thesis

(1) The thesis submitted by a student at the end of his or her course of advanced study and research must:
   (a) embody the results of the work undertaken by the student;
   (b) be a substantially original contribution to the subject concerned;
   (c) state, generally in the preface and specifically in the notes:
      i. the sources from which the information in the thesis is derived;
      ii. the animal and human ethics approvals obtained;
      iii. the extent to which the thesis draws on the work of others; and
      iv. the portion of the thesis that the student claims as original; and
   (d) be written in English.

(2) Subject to sub-clause (3), a student may not submit as his or her thesis any work that has been presented for a degree or diploma at the University or at another university or institution.

(3) A student may submit work that has been presented for a degree or diploma at the University or at another university or institution where:
   (a) his or her candidature has been governed by an approved cotutelle agreement; or
   (b) the work is submitted as part of the thesis, and the student has identified those parts of the thesis that have previously been presented for a degree or diploma.

(4) A student whose candidature is governed by an approved cotutelle agreement may submit a thesis written in English or in another language.

(5) A student who undertook his or her candidature in a language department in the Faculty of Arts and Social Sciences may:
   (a) submit a thesis written in English or in the target language determined by the department; or
   (b) where a department has specified by means of a Faculty resolution that it will consider applications to submit a thesis in a language other than English or the target language of the department, submit a thesis in another language approved by the department.

(6) Applications to submit a thesis in a language other than English or the target language of a department must be:
   (a) made by an applicant in writing; and
   (b) considered and determined by the Head of Department and the Dean (taking into account arrangements for supervision and examination); prior to the commencement of candidature.

4.21 Form of thesis for examination

(1) A candidate must submit for examination to the Faculty four copies of the thesis in a form prescribed by resolution of the Academic Board.

(2) The thesis must be accompanied by a certificate from the coordinating supervisor stating whether, in the supervisors’ opinion, the form of presentation of the thesis is satisfactory.

(3) The thesis must also be accompanied by an abstract in a form prescribed by resolution of the Academic Board.

(4) Subject to this Rule, the student must submit with the thesis a statement certifying his or her understanding that, if the candidature is successful, the thesis will be lodged with the University Librarian and made available for immediate public use.

4.22 Publications

Where a thesis includes publications, or part thereof, of which the student is the sole or joint author, the student must also submit such publications, and produce evidence to identify satisfactorily the parts of the work for which the student is responsible.

4.23 Examination procedures

The procedures for examination of candidates for the degree of Doctor of Philosophy will be prescribed by the Academic Board.

4.24 Aegrotat and posthumous awards

Aegrotat and posthumous awards may be made in circumstances involving serious illness or death.
Part 5 Higher doctorates

5.01 Meaning of this Part

(1) In this Part:

(a) assessment committee means the committee appointed by the Dean in accordance with clause 5.05.

(b) higher doctorate means any of the following: (i) Doctor of Agricultural Economics; (ii) Doctor of Dental Science; (iii) Doctor of Engineering; (iv) Doctor of Laws; (v) Doctor of Letters; (vi) Doctor of Letters in Education; (vii) Doctor of Letters in Social Work; (viii) Doctor of Medicine; (ix) Doctor of Music; (x) Doctor of Science; (xi) Doctor of Science in Agriculture; (xii) Doctor of Science in Architecture; (xiii) Doctor of Science in Economics; (xiv) Doctor of Veterinary Science.

5.02 Award of Higher Doctorates

(1) The Academic Board may, on the recommendation of the relevant Faculty, award a higher doctorate for published work that, in the opinion of the examiners:

(a) constitutes a distinguished contribution to knowledge or creative achievement; and

(b) is recognised by scholars in the relevant field as constituting a distinguished contribution to knowledge or creative achievement in that field.

(2) Without limiting sub-clause (1), a published work may be regarded as a distinguished contribution to knowledge if:

(a) it represents a significant advance in knowledge in the relevant field;

(b) it has caused, or become a major part of, a significant debate among scholars in the relevant field (including in books and journals); or

(c) it has caused significant changes in the direction of research or in the practice of recognised scholars in the relevant field.

5.03 Eligibility for admission to candidature

(1) Subject to this clause 5.03, to be eligible for admission to candidature for a higher doctorate, an applicant must:

(a) hold a degree from the University that was conferred five or more years prior to the application date;

(b) hold a degree from another university or institution that was conferred five or more years prior to the application date; or

(c) have qualifications that were conferred five or more years prior to the application date and standing that are determined by the faculty and by the Graduate Studies Committee of the Academic Board to be equivalent to holding a degree from the University and:

(d) for the Doctor of Dental Science, hold or have completed all the academic requirements for the award of the Bachelor of Dental Surgery;

(e) for the Doctor of Medicine, hold or have completed all the academic requirements for the Bachelor of Medicine;

(f) for the Doctor of Music hold or have completed all the academic requirements for:

(i) the Bachelor of Music; or

(ii) the Bachelor of Arts including a three year sequence of courses in Music;

(g) for the Doctor of Veterinary Science hold or have completed all the academic requirements for the Bachelor of Veterinary Science.

(2) To be eligible for admission to candidature, an applicant who does not meet the requirements of paragraph (1)(a) must:

(a) have been a full-time member of the academic staff of the University for at least three years (or pro-rata part-time); or

(b) be recognised by the Academic Board, on the recommendation of the Dean, to have been involved in the teaching and research of the University to an equivalent level.

(3) To be eligible for admission to candidature, an applicant for a degree referred to in paragraphs 1(d)-(g) who does not meet the requirements of those paragraphs must be recognised by the faculty and the Graduate Studies Committee of Academic Board to have equivalent academic standing.

5.04 Application for admission to candidature

(1) An application for admission to a higher doctorate must:

(a) state the name of the higher doctorate to which the application relates;

(b) specify the applicant’s academic qualifications; and

(c) describe the applicant’s association with the University.

(2) The application must be accompanied by:

(a) a list of the published works that the candidate proposes to submit for examination;

(b) a description of the themes of the published works; and

(c) where there are a large number of publications whose dates range over a period of time and cover a range of subjects, a statement of how these publications are related to one another and to the theme.

5.05 Preliminary assessment of application for admission

(1) The Dean will appoint a committee to consider and determine, in respect of each application for admission, whether:

(a) the applicant is eligible for admission to candidature;

(b) the published work is in a field appropriate to the nominated degree;

(c) the Faculty is competent to examine the published work at the required level; and

(d) whether the applicant should be admitted to candidature.

(2) The committee may not determine that the applicant should be admitted to candidature unless the requirements of each of paragraphs (1)(a)-(c) are met.
(3) If the committee determines that the applicant should be admitted to candidature, the committee will recommend to the Dean that he or she recommends to the Academic Board:
(a) that the applicant be admitted to candidature; and
(b) the appointment of at least three named examiners, of whom at least two will be external examiners.

(4) The assessment committee will comprise:
(a) the Dean;
(b) the Head of Department and academic staff member most closely associated with the relevant field of work; and
(c) other persons appointed by the Dean.

5.06 Admission to candidature
The Academic Board may, on the recommendation of the Dean, admit to candidature for a higher doctorate an applicant who meets the requirements for admission in this Part.

5.07 Enrolment
A successful applicant must enrol as a candidate for the higher doctorate in the first enrolment period following receipt of his or her offer of admission.

5.08 Submission of work for examination
(1) The candidate must submit to the Dean five copies of the published work.
(2) The work submitted must include:
(a) a description of the theme of the published work;
(b) a record of original research undertaken by the candidate;
(c) a statement by the candidate of:
   (i) the sources from which the information in the work was derived;
   (ii) the extent to which the work draws on the work of others; and
   (iii) the portion of the work that the candidate claims as original;
(3) if the work submitted contains research that was carried out conjointly, a statement by the candidate of the extent to which the candidate was responsible for the initiation, conduct or direction of the research; and
(4) if the principal publications, as distinct from any supporting papers, incorporate work previously submitted for a degree or diploma at the University or at any other university or institution, a statement by the candidate of those parts of the publications that have previously been submitted.
(5) A candidate for the Doctor of Letters must submit work that includes at least one substantial work.
(6) A candidate for the Doctor of Music may submit one or more major musical works of the candidate’s own composition.

5.09 Appointment of examiners
(1) The Academic Board will, on the recommendation of the Dean, appoint at least three examiners, of whom at least two will be external examiners.
(2) The Academic Board may appoint examiners in addition to those recommended by the Dean.

5.10 Examination
(1) Each examiner for a candidature must:
   (a) examine the published work; and
   (b) make a separate report on whether, in the examiner’s opinion, the work meets the requirements for higher doctorates set out in clause 4.2.
(2) The assessment committee will consider the examiners reports, having regard to the requirements of clause 4.2, and recommend to the Dean that:
   (a) that the higher doctorate be awarded; or
   (b) that the higher doctorate not be awarded.
(3) After considering the recommendation of the assessment committee, the Dean:
   (a) will provide to the Academic Board:
      (i) the names and qualifications of the examiners; and
      (ii) the substance of the examiners’ reports; and
   (b) will recommend to the Academic Board that:
      (i) the higher doctorate be awarded;
      (ii) the higher doctorate not be awarded; or
      (iii) the Academic Board appoint a further examiner or examiners.
(4) The Academic Board will determine the result of the examination.

5.11 Lodging the published work
If the Academic Board decides to award a higher doctorate to the candidate, the Faculty must lodge one bound copy of the published work in a form specified by the Academic Board.
Chapter 3 Higher degree theses

Part 6 Higher degree theses

6.01 Meaning of this Part

In this Part:

restricted appendix means an appendix to a thesis to which public access has been restricted in accordance with clause 5.3.

thesis includes treaties, dissertations and other substantial works submitted for examination for a higher degree.

6.02 Lodgement

(1) Subject to this Part, a candidate for a higher degree by research will not be permitted to undertake a program of advanced study and research that is likely to result in the lodgement of a thesis that cannot be made available for public use.

(2) Subject to this Part, all successful candidates for a higher degree must lodge a copy of their thesis with the University Librarian, in a form specified by the Academic Board.

(3) Subject to clause 6.03, 6.05 and 6.06, a thesis lodged with the University Librarian will be made available for immediate public use.

Note 1: Applicants are required to certify their awareness of this requirement prior to admission to candidature. See paragraphs 2.04(1)(c), 3.04(1)(c) and 4.03(1)(c).

Note 2: Candidates are required to certify their awareness of this requirement at the time their thesis is submitted for examination. See sub-clauses 2.22(4), 3.22(4) and 4.21(4).

(4) Immediately following lodgement, the University Librarian will arrange for a label stating the author's rights under copyright law to be affixed or appended to the thesis.

6.03 Use of confidential material

(1) If, at any time between application for admission to candidature and the lodgement of the thesis, it appears to the candidate's supervisors and Head of Department that:

(a) successful completion of the candidature will require the use of confidential material; and

(b) the candidate would not be at liberty to fully disclose this confidential material in the thesis;

the matter will be reported as soon as possible to the Faculty Graduate Studies Committee.

(2) The Faculty Graduate Studies Committee may, if it considers it appropriate to do so, recommend to the Chair of the Graduate Studies Committee of the Academic Board that the candidate be granted:

(a) permission to include in an appendix to the thesis any material that is essential to the thesis but which, for a limited period, may not be available for public inspection; and

(b) exemption, in respect of the appendix, from the requirement to give the undertaking prescribed by sub-clauses 2.22(4), 3.22(4) and 4.21(4).

(3) If, after considering the recommendation of the Faculty Graduate Studies Committee, the Chair of the Graduate Studies Committee of the Academic Board decides to give the permission and exemption referred to in sub-clause (1), the University Librarian will restrict public access to the appendix for a period specified by the Chair of the Graduate Studies Committee of the Academic Board.

6.04 Access to confidential material in a restricted appendix

(1) The University Librarian may grant access by a scholar to a restricted appendix, provided that the scholar:

(a) demonstrates genuine concern with the material in the appendix; and

(b) has the written consent of either:

(i) the author of the thesis; or

(ii) the Head of Department.

(2) The Head of Department may not consent to access by a scholar to a restricted appendix unless:

(a) all reasonable steps have been taken to contact the author; and

(b) the author cannot be contacted.

6.05 Delay in lodgement to protect intellectual property

(1) Where:

(a) the subject of an applicant or candidate's higher degree thesis is work conducted collaboratively with industry; and

(b) there is a reasonable basis for concern that intellectual property contained in the thesis will be improperly exploited by others;

the Dean may recommend to the Chair of the Graduate Studies Committee of the Academic Board that:

(c) the candidate be granted:

(i) permission and exemption referred to in sub-clause (1), the University Librarian will delay lodgement of the thesis;

(ii) the scholar:

(a) clearly state the length of the requested delay in lodgement; and

(b) include supporting evidence, as appropriate.

(2) If, after considering the Dean's recommendation, the Chair of the Graduate Studies Committee decides to give the permission and authorisation referred to in sub-clause (1), the Dean will delay lodgement of the thesis for a period specified by the Chair of the Graduate Studies Committee.

(3) Other than in exceptional circumstances, any period of delay in lodgement of the thesis will not exceed 18 months from the date of the award of the degree.

6.06 Delay in lodgement to protect the interests of the author

(1) If, at any time between application for admission to candidature and the lodgement of the thesis, it appears to:

(a) the candidate;

(b) the candidate's supervisors; and

(c) the Head of Department;

that there is a reasonable basis for believing that the candidate's interests would be at risk if the thesis were made immediately available to the public, the candidate may apply in writing to the Dean for a delay in lodgement of the thesis for a specific period of time.

(2) The candidate's application to the Dean should:

(a) clearly set out the reasons for the application;

(b) clearly state the length of the requested delay in lodgement; and

(c) include supporting evidence, as appropriate.
(3) If, after considering the candidate’s application, the Dean is satisfied that a delay in lodgement of the thesis is necessary to protect the candidate’s interests, the Dean may:
(a) delay the lodgement of the thesis for a period not exceeding six months from the date of the award of the degree; or
(b) recommend to the Chair of the Graduate Studies Committee of the Academic Board that:
   (i) a longer period of deferment; or
   (ii) an extension of an earlier deferment;
   be approved.
(4) If, after considering the Dean’s recommendation, the Chair of the Graduate Studies Committee decides to give the approval referred to in sub-clause (3), the Dean will delay lodgement of the thesis for a period specified by the Chair of the Graduate Studies Committee.
(5) Other than in exceptional circumstances, any period of delay in lodgement of the thesis will not exceed 18 months from the date of the award of the degree.

6.07 Right of examiners to access

Notwithstanding any other clause in this Rule, the thesis and any restricted appendix will be available to the examiners of the thesis, including:
(a) any committee or board of postgraduate studies of the Faculty; and
(b) any committee of the Academic Board;
for the purposes of examination or re-examination.

Chapter 4    Miscellaneous

Part 7    Miscellaneous

7.01 Rules, resolutions and policies that cease to have effect

The following rules, resolutions and policies, as amended and in force immediately before the commencement of this Rule, cease to have effect to the extent set out in the table below:

<table>
<thead>
<tr>
<th>Title of Policy or resolutions</th>
<th>Date originally approved</th>
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<tbody>
<tr>
<td>University of Sydney (Doctor of Philosophy (PhD)) Rule 2004</td>
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<td>University of Sydney (Amendment Act) Rule 2000:</td>
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<td>Part 9: Division 10 and Division 11</td>
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<td>Part 10: Division 3 and Division 5</td>
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Notes

University of Sydney (Higher Degree by Research) Rule 2011
Date made: 21 March 2011
Date registered:
Date commenced: 25 March 2011
Administered by: University Secretariat
Publication date: 25 March 2011
Review date:
Related documents

Amendment history

<table>
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<tr>
<th>Provision</th>
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<td>5 November 2012</td>
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<td>2 June 2014</td>
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University of Sydney (Intellectual Property) Rule 2002
(as amended)

Approved by: Senate on 3 March 2002
Date of effect: 14 March 2002
Latest amendment approved by: Senate on 4 May 2009
Date of effect: 11 June 2010 (following gazettal of changes to the By-law)

Preliminary
The Senate of the University of Sydney has approved the following Rule pursuant to section 37(1) of the University of Sydney Act 1999 for the purposes of the University of Sydney By-law 1999.

This Rule:
- takes effect from 14 March 2002 and replaces Part 8 of the University of Sydney (Amendment Act) Rule 1999 in its entirety.
- The purpose of this Rule is to deal with matters relating to ownership and development of intellectual property generated by staff and students of, and visitors to, the University of Sydney, recognising that there are sometimes competing demands between publication and intellectual property generated by staff and students of, and visitors to, the University of Sydney, recognising that there are sometimes competing demands between publication and

Division 1 – Dictionary

1. Definitions
In this Part:
1.1 Business Liaison Office means the administrative unit of the University of Sydney that has that name, or any replacement of it;
1.2 commercial benefit means any benefit that the University receives (whether income, in-kind or otherwise) from the development of intellectual property;
1.3 computer program has the meaning ascribed to it by s10 of the Copyright Act (1968) (C’wlth);
1.4 costs mean any amount (including, without limitation, any Australian or foreign taxes, charges or other imposts, or any legal costs) the University incurs to protect or develop intellectual property;
1.5 course means any program of study, in whole or part, conducted by or on behalf of the University to any student;
1.6 create means to produce, invent, design, enhance, generate, discover, make, originate or otherwise bring into existence (whether alone or with another person) and creation has a corresponding meaning;
1.7 develop (and, by extension, development) means, in relation to intellectual property, to make the most of it by any means (whether alone or with another person) for commercial or non-commercial purposes including, without limitation, to apply, publish, exhibit, transmit, enhance, use, assign, license, sub-licence, franchise, adapt or modify intellectual property;
1.8 Department means an academic or an administrative unit of the University and includes, without limitation, a centre or an institute of the University;
1.9 Head of Department means a person who is designated as head of a Department;
1.10 intellectual property includes rights (including, without limitation, rights of registration or application for registration) relating to:
   1.10.1 literary (including computer programs), artistic, musical and scientific works;
   1.10.2 multimedia subject matter;
   1.10.3 performances of performing artists, phonograms and broadcasts;
   1.10.4 inventions in all fields of human endeavour;
   1.10.5 scientific discoveries;
   1.10.6 industrial designs;
   1.10.7 trade secrets and confidential information;
   1.10.8 trademarks, service marks and commercial names and designations;
   1.10.9 plant varieties; and
   1.10.10 circuit layouts;
- but does not include any moral right.
1.11 moral right has the meaning ascribed to that term in the Copyright Act 1968 (as amended) and recognises three types of moral rights:
   1.11.1 an author's right to be identified as the author of a work – known as the right of attribution of authorship;
   1.11.2 the right of an author to take action against false attribution – known as the right not to have authorship of a work falsely attributed; and
   1.11.3 an author's right to object to derogatory treatment of his or her work that prejudicially affects his honour or reputation – known as the right of integrity of authorship of a work;
1.12 originator means a staff member, student or visitor, who creates intellectual property that is subject to this Rule regardless of whether he or she creates the relevant intellectual property alone or jointly with another person;
1.13 protect means any thing done or that is necessary to do to protect a claim in connection with intellectual property and includes, without limitation, registration anywhere in the world or enforcement or assertion of that intellectual property in any legal proceedings;
1.14 reported intellectual property means any intellectual property reported by a staff member under Rule 12 or by an enrolled student under Rule 16;
1.15 staff member means a person who is a member of the University's academic or non-academic staff (whether full-time, part-time or casual) at the time he or she creates any intellectual property;
1.16 student means a person admitted to candidature in an award course of the University, at the time he or she creates any intellectual property;
1.17 teaching material means any thing created in any medium by a staff member in pursuance of the terms of his or her employment with the University (but regardless of whether this occurs under a specific direction to do so) as an aid or a tool for instruction in a course;
1.18 third party agreement means an agreement between the University and another person (other than a staff member or student) that regulates intellectual property and includes, without limitation, agreements with research funding bodies;
1.19 third party activity means any activity in which the University engages or otherwise participates and which is the subject of a third party agreement;
1.20 visitor means a person who is not a staff member or student of the University (but who may be a staff member or student of another university), who:
   1.20.1 takes part in any research, teaching or other activity that would normally be conducted by a staff member or student; or
   1.20.2 visits a part of the University in which research or scholarship, or any related activity, is conducted, at the time he or she creates any intellectual property;
University of Sydney (Intellectual Property) Rule 2002 (as amended)

Division 2 – Ownership of intellectual property created by staff members

3. University asserts ownership

3.1 Subject to Rule 4.1, the University asserts ownership of all intellectual property created by a staff member in pursuance of the terms of his or her employment with the University, including, without limitation, copyright in any material that is

3.1.1 teaching material,

3.1.2 computer programs; or

3.1.3 created at the express request or direction of the University.

3.2 In the absence of a third party agreement to the contrary, the ownership and the associated rights of all intellectual property generated from a research project funded by any publicly funded research agency will vest in the University.

4. Exceptions to Rule 3

4.1 The University does not assert copyright ownership over any work created by a staff member that is a work of a scholarly nature, including, without limitation, a journal article, conference paper, creative works or proceeding or text ("exempt intellectual property") but subject to the conditions that:

4.1.1 the University retains a non-exclusive, royalty-free, perpetual licence to develop that exempt intellectual property anywhere in the world and in any manner the University thinks fit, subject to any obligation that the University may have relating to any moral right subsisting in that work; and

4.1.2 if the University exercises its rights under Rule 4.1.1, then the originator is entitled to a share of any commercial benefit in accordance with Rule 14.

4.2 The University grants to the author of any teaching material that is subject to Rule 3.1 a non-transferable, perpetual, royalty-free licence to use the teaching material created for the sole purpose of teaching any course. This licence does not:

4.2.1 include any right of sub-licence; or

4.2.2 where the teaching material is a work of joint authorship as defined in section 10 of the Copyright Act 1968 (Cwlth), does not confer on the author any additional rights to deal with the teaching materials except as a joint author.

5. Sharing commercial benefits

5.1 Subject to Rule 5.2, staff members who create intellectual property over which the University asserts ownership under Rule 3 are entitled to a share of any commercial benefits that the University receives from developing it in accordance with Rule 14.

5.2 The sharing of commercial benefits with staff members in accordance with Rule 5.1 does not apply to any use of teaching materials as an aid or tool for instruction in a course.

Division 3 – Intellectual property created by students

6. Ownership

6.1 The University does not assert any claim in respect of intellectual property created by a student, unless:

6.1.1 prescribed otherwise by law; or

6.1.2 the student agrees otherwise (including in any form prescribed by law).

7. Assignment

7.1 A student cannot be required by the University to assign his or her intellectual property:

7.1.1 in order to qualify for enrolment, or to remain enrolled in a course, or to complete the requirements of a course in which he or she has enrolled, under any circumstances; or

7.1.2 otherwise, including where that student is engaged in or otherwise participates in any third party activity, unless that student does so freely and with consent.

Subject to the provisions of any prior agreement between the student and the University, where a student creates intellectual property jointly with a staff member or a visitor, the University will negotiate with that student in connection with the development of that intellectual property.

7.2 If a student wishes to participate in any third party activity or in any activity that has, or may in future create intellectual property that may be the subject of development ("activity") then, before that student is permitted to begin that activity:

7.2.1 the University may, as a condition of the student participating in that activity, require the student to:

7.2.1.1 assign his or her intellectual property; and

7.2.1.2 give consent with respect to any moral right subsisting in a work, to the extent that either of these relate to or affect the activity concerned;

7.2.2 it is the responsibility of (as the case may be):

7.2.2.1 the person who is in charge of that activity (for example, the chief researcher); and

7.2.2.2 the student's supervisor,

7.2.2.3 to notify the student about all requirements for participating in that activity including, without limitation:

7.2.2.2.1 any requirement to assign that student's intellectual property or give consent in relation to any moral right he or she may have in the relevant work; and

7.2.2.2.2 especially where a student is required to assign his or her intellectual property or give consent in relation to any moral right he or she may have in a work, a recommendation that the student seek advice (which may include legal advice).

Note: Legal advice may be arranged through, as the case may be, the Students' Representative Council or the Sydney University Postgraduate Representative Association.

7.3 If a student is required to do any thing under Rule 7.2, then that student should be given a reasonable period ("response deadline") to review all documentation and seek appropriate advice (including legal advice), which in most cases should not be less than 14 days. However, the response deadline may be reduced by the University, depending on what is reasonable under the circumstances including taking into account any obligations to third parties that the University may have in respect of that activity.

7.4 If a student does not agree to do any thing required under Rule 7.2, or else does not respond to a request to do so, on or before the response deadline, then the University may decline to permit the student to participate in that activity.
8. Sharing commercial benefits
8.1 Students who assign their intellectual property rights and, if required to do so, give consent in respect of any moral right under Rule 7.2 are, subject to any agreement, entitled to a share of any commercial benefits that the University receives from developing that intellectual property according to Rule 14.
8.2 If a student assigns his or her intellectual property under Rule 7.2, the University will pay any stamp duty assessable on any instrument that the University deems necessary to give effect to that assignment.

Division 4 – Ownership of intellectual property created by visitors
9. Requirement of confidentiality and assignment
9.1 As a condition of any visitor:
9.1.1 having access to and use of any University facilities, equipment or accommodation;
9.1.2 having access to and use of any intellectual property of the University; or
9.1.3 participating in any teaching or research activities of the University (including any third party activity), ("visitor privileges");
9.2 the University may require that visitor to do one or more of the following things:
9.2.1 sign a confidentiality agreement on terms acceptable to the University;
9.2.2 disclose to the Business Liaison Office, within 14 days of its creation, full details of any intellectual property created by that University visitor and arising from the visitor being granted those visitor privileges;
9.2.3 do all things and sign all instruments necessary to assign to the University, or another person designated by the University, any intellectual property created by that visitor arising from that visitor being granted any visitor privileges; and
9.2.4 give consent in relation to any moral right he or she may have in the relevant work.

10. Assumption
10.1 Unless and until the University gives a visitor notice under Rule 9:
10.1.1 a visitor is entitled to assume that the University:
10.1.1.1 makes no claim in respect of any intellectual property;
10.1.1.2 does not require the consent of the visitor in relation to any moral right he or she may have in any work that the visitor creates in respect of any research conducted by the visitor using any University facilities or intellectual property of the University; but
10.1.2 must still observe the visitor's obligations under Rule 9.2.2.

Division 5 – Reporting and developing intellectual property
11. Staff responsibilities
The Code of Conduct for Responsible Research, as amended from time to time, makes it clear that staff have responsibilities in relation to intellectual property protection including, where appropriate, the maintenance of research laboratory records and the prevention of premature public disclosure of research results prior to obtaining intellectual property protection.

12. Reporting by staff members
12.1 Staff members who believe they have created any intellectual property for which the University asserts ownership pursuant to Rule 3 must, as soon as possible after its creation:
12.1.1 report that fact to their Head of Department and to the Business Liaison Office; and
12.1.2 provide full details of the intellectual property created and the names of the originators in a form prescribed by the Business Liaison Office from time to time.
12.2 Staff members who create exempt intellectual property within the meaning of Rule 4.1 must provide a copy of the thing to which that intellectual property relates to their Head of Department within 90 days of its creation or modification.
12.3 In the event that the Head of Department considers that the intellectual property reported in accordance with Rule 12.2 is intellectual property over which the University asserts ownership and is subject to Rules 3 and 12.1 then that Head of Department shall:
12.3.1 notify both the staff member and the Business Liaison Office within seven days;
12.3.2 together with the staff member take such actions as required to protect the value of the intellectual property; and
12.3.3 provide sufficient disclosure to the Business Liaison Office to enable assessment of the value of the intellectual property.
12.4 If notice is given under Rule 12.1, the University has eight weeks from the time the Business Liaison Office receives full details of intellectual property reported under Rule 12.1.2 ("notice period") in which to decide whether it wishes to protect or develop that intellectual property ("reported intellectual property"). The notice period may be extended beyond 8 weeks with the consent of the staff member who gave notice under Rule 12.1.
12.5 Until the University makes a decision under Rule 12.4, the staff member who gives notice under Rule 12.1 must take all reasonable steps to protect the reported intellectual property. The University encourages staff members to seek advice from the Business Liaison Office on how best to do so.

13. Dealing with reported intellectual property
13.1 If the University:
13.1.1 makes no decision by the end of a notice period (or any extension of it); or
13.1.2 decides it does not wish to protect or develop the reported intellectual property,
then the originator is free, at his or her own cost, to protect or develop the reported intellectual property in any manner he or she chooses.
13.2 Nothing in Rule 13.1 prejudices any right of the University to:
13.2.1 claim a share in any commercial benefit received; or
13.2.2 recover any establishment costs or continuing costs already incurred by the University
because of any subsequent development of reported intellectual property, unless that right is expressly waived by the Vice-Chancellor in writing.
13.3 If the University decides that it wishes to protect or develop reported intellectual property, then the Business Liaison Office must notify:
13.3.1 the staff member concerned; and
13.3.2 that staff member's Head of Department.
13.4 If the University decides to protect or develop reported intellectual property in collaboration with a third party, then the originator should be given the opportunity to participate in any negotiations concerning ownership, protection or development of that reported intellectual property, but:
13.4.1 negotiations will be undertaken on a case-by-case basis, according to the relevant circumstances; and
13.4.2 the University shall make any decisions arising from those negotiations which shall be binding on the originator.
14. Distribution of commercial benefits
14.1 All commercial benefits received by the University shall be distributed as follows, after the University first deducts any costs:
14.1.1 one-third to the originator;
14.1.2 one-third to the originator's Department; and
14.1.3 one-third to the Vice-Chancellor's Innovative Development Fund.
14.2 If it is not practicable to distribute commercial benefits of a non-monetary kind in accordance with Rule 14.1.2, then the University, after first consulting with the originator, may determine a mechanism for distributing commercial benefits by some other means, which may include, without limitation, the University holding commercial benefits in trust for the originator.

15. Where more than one originator
If there is more than one originator of any reported intellectual property, then any commercial benefits must be distributed according to the individual contribution of each originator to the reported intellectual property, unless those originators agree otherwise, and subject to Rule 14.2.

16. Protecting and developing intellectual property created by students
If students create any intellectual property that they wish the University to protect or develop, then the procedures specified in Rules 10, 12, 13 (except Rule 13.2), 14 and 15 apply, except that, for the purposes of Rule 12.1, they must notify their supervisor and the Business Liaison Office.

17. Application of Rules 14 and 15
The application of Rules 14 and 15 may not be varied in individual circumstances except with the prior written approval of the Vice-Chancellor, or the Vice-Chancellor's nominee.

Division 6 – Dispute resolution
18. Inapplicability of Rule
18.1 Rule 19 does not apply to disputes:
18.1.1 normally dealt with pursuant to the University's Code of Conduct for Responsible Research, as amended from time to time; or
18.1.2 involving third party agreements, unless all parties to those third party agreements first agree to be bound by the procedure set out in it.

19. Procedure
19.1 If an originator has any concerns about the manner in which this Rule is interpreted or applied ("dispute"), then that person may notify:
19.1.1 any other originators; and
19.1.2 the Director of the Business Liaison Office, about that dispute. Any notice given under this Rule 19 must be in writing and must specify full details of the dispute.
19.2 The Director of the Business Liaison Office must, within 14 days of receiving a notice under Rule 19.1 convene a meeting between all persons notified of a dispute in order to try and resolve that dispute.
19.3 If:
19.3.1 a meeting is not convened under Rule 19.2 within the deadline specified; or
19.3.2 a meeting is convened under Rule 19.2, but the dispute is not resolved within 14 days of convening it, then the party who gave notice under Rule 19.1 or the Director of the Business Liaison Office must notify the Pro-Vice-Chancellor (Research) to that effect, giving full details of the dispute (including any attempts to resolve it).

19.4 If the Pro-Vice-Chancellor (Research) cannot resolve a dispute referred to him or her under Rule 19.3 within 14 days of that dispute being so referred, then the Pro-Vice-Chancellor must refer that dispute to the Vice-Chancellor, giving full details of the dispute and any attempts to resolve it.
19.5 The Vice-Chancellor must consider any dispute referred to him or her under Rule 19.4 and determine that dispute within 31 days of it being so referred. The Vice-Chancellor's determination is final and binding on all parties to the dispute.

Division 7 – Miscellaneous
20. Review Committee
20.1 There shall be an Intellectual Property committee of the University comprising:
20.1.1 the Vice-Chancellor or his or her nominee (who shall act as Chair);
20.1.2 the Deputy Vice-Chancellor (Research);
20.1.3 the Chair of the Graduate Studies Committee of the Academic Board;
20.1.4 one academic staff member nominated by the Provost;
20.1.5 one non-academic staff member of the University nominated by the Registrar; and
20.1.6 one postgraduate student nominated by the President of the Sydney University Postgraduate Representative Association.
20.2 The role of the Committee is to monitor the operation of this Rule and, where the Committee considers it necessary, to recommend changes for approval by the Senate.
20.3 The Committee should meet at least once annually, but may meet more frequently if required by the Pro-Vice-Chancellor (Research) to do so.
20.4 At each meeting of the Committee, the Pro-Vice-Chancellor (Research) shall give a report to the Committee about the operation of this Rule during the preceding year.
UNIVERSITY OF SYDNEY (LIBRARY) RULE 2011

The Librarian of the University of Sydney makes the following rule under Section 37(1) of the University of Sydney Act 1989 and Chapter Six of the University of Sydney By-law 1999.

Dated:

Signature: John Shipp
Position: University Librarian

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Notes
Amendment history

1 Name of rule
This is the University of Sydney (Library) Rule 2011.

2 Commencement
This Rule commences on 28 February 2011

3 Statement of intent
(1) This Rule provides:
(a) the conditions for use of library resources;
(b) the terms on which library resources may be borrowed; and
(c) the circumstances in which fees or charges may be charged.

(2) This Rule repeals all existing rules and regulations relating to use of the library and library resources, including the University of Sydney (Library) Rule 2003.

4 Application
This policy applies to all users of the library or library resources.

5 Definitions and interpretation
(1) In this Rule:
affiliate has the meaning given to it in the University’s Code of Conduct

associate an individual over the age of 16 who wishes to use the library for independent scholarship and is:
- a graduate of the University and its antecedent institutions; or
- a graduate, student or member of staff of an international university approved by the Librarian; or
- a retired staff member of the University; or
- a person awarded a Diploma of Law by the Legal Profession Admission Board of NSW; or
- a student of another Australian university taking part in collaborative programs approved by the Librarian; or
- a member of staff of a residential college affiliated with the University; or
7 Suspension or revocation of access

(1) The Librarian may temporarily suspend, or permanently revoke, a user’s access to the library and library resources if the user fails to comply with this Rule.

(2) The Librarian may restrict access to library resources by individuals with outstanding fees or charges, or who have overdue borrowed items.

(3) A user whose access to the library or library resources has been suspended or revoked under subclause 1 may:
   (a) seek a review of the decision by lodging a written request with the Librarian; and
   (b) if still aggrieved after such a review, seek a further review by lodging a written request with the Provost.

(4) Upon receipt of a request for review from a user, the Librarian or Provost (as appropriate) will:
   (a) provide a written acknowledgement of the request within 10 working days of receiving it; and
   (b) notify the user in writing of any action taken; and
   (c) provide reasons for any decision made.

(5) A staff member whose access to the library or library resources has been suspended or revoked under subclause 1 may, if the Enterprise Agreement applies to that staff member, seek a review of the decision under the review of actions and decisions provisions of the Enterprise Agreement or invoke the dispute settling procedures of the Enterprise Agreement.

(6) Where a user applies for a review of a decision to suspend or revoke access, the suspension or revocation will not take effect until the review has been completed.

8 Behaviour in the library

(1) All users should be able to work in the library without unreasonable or unnecessary disturbance or distraction.

(2) A user must not:
   (a) unreasonably impede other users or library staff; or
   (b) behave in a noisy, annoying, dangerous or otherwise unreasonably disruptive manner; or
   (c) unreasonably restrict others’ access to, or use of, library resources; or
   (d) unnecessarily divert library staff from carrying out their normal duties; or
   (e) bring any animal into the library other than an assistance animal as defined in Section 9 of the Disability Discrimination Act 1992 (Cth).

(3) A user must:
   (a) produce a library card or other form of photographic identification upon request by library staff; and
   (b) make any bag, receptacle, or folder brought into a library available for inspection upon request by library staff; and
(c) comply with all notices or signs in the library or posted on the library’s website, including those relating to:

(i) using, borrowing or reserving library resources; or
(ii) fees or charges; or
(iii) opening and closing times; or
(iv) copyright (especially in relation to photocopying, printing or transfer to data storage devices); or
(v) laws relating to data protection and privacy; or
(vi) use of electronic or communication devices; or
(vii) eating or drinking; or
(viii) health and safety (including those relating to smoking and emergency evacuation procedures).

9 Use of library resources

(1) A user must not:

(a) misuse, damage or destroy any library resource or library property; or
(b) use any library resource for a commercial purpose; or
(c) use any library resource in a manner inconsistent with the educational and research activities of the University.

(2) A user must comply with:

(a) laws relating to the use of internet and other on-line or networked resources, including those relating to:

(i) copyright and other intellectual property rights; and
(ii) defamation; and
(iii) pornography and content classification; and
(iv) data protection.

(b) any conditions about access to or use of library resources imposed by this Rule, by the Librarian or the University.

(3) It is the user’s responsibility to make reasonable attempts to become familiar with the laws, rules and conditions referred to in this clause.

10 Who may borrow library resources

(1) Staff, students, affiliates and associates may borrow library resources.

(2) The Librarian may determine other categories of individuals permitted to borrow library resources.

11 What library resources may be borrowed

(1) The Librarian may determine what library resources may or may not be borrowed.

(2) Unless the Librarian determines otherwise, users may borrow items from the open access collections of the Library.

(3) Unless the Librarian determines otherwise, the following items may not be borrowed:

(a) periodicals, including newspapers, University calendars and examination papers; or
(b) any item marked Not for Loan; or
(c) items from the Schaeffer Fine Arts Library;
(d) items from the Rare Books and Special Collections Library; or
(e) items from the Koori Centre Research Library.

12 Library cards

(1) No user may borrow a library resource without holding and producing a current library card in that user’s name.

(2) The library card for a staff member is their staff card.

(3) The library card for a student is their student campus card.

(4) The library card for other users is the library card issued to them by the Campus Card Centre according to the procedures determined by the Librarian.

(5) A user must notify the library immediately upon becoming aware that the user’s library card has been:

(a) lost, stolen or destroyed; or
(b) used by another person.

13 Borrowing conditions

(1) A user who borrows a library resource must:

(a) keep the borrowed item reasonably safe and secure and in the user’s possession; and
(b) notify the library immediately if the borrowed item is lost, stolen, damaged or destroyed; and
(c) return the borrowed item on or before the due return date; and
(d) return the borrowed item in the same condition as when it was borrowed, subject to reasonable wear and tear.

(2) If a user's library card has been lost, stolen or destroyed the user will be responsible for the return, replacement or cost of replacement of any library resources borrowed using that library card before it was reported to the library as lost, stolen or destroyed.

14 Loan periods

(1) The Librarian may determine loan periods including renewal periods.

(2) The library may recall a borrowed item at any time by notifying the borrower.

(3) If a borrowed item is recalled, the due return date specified in the recall notice becomes the due return date for the item.
15 Fees and charges

(1) The Librarian may determine fees, charges and compensation. They may be calculated on a once-only, periodical or user pays basis.

(2) Membership fees may be charged for associates.

(3) Fees may be charged for access to, or use of, library resources not normally available to a particular category of user.

(4) Charges may be imposed for any of the following:
   (a) overdue borrowed items;
   (b) replacing a library card;
   (c) misuse, loss, damage, destruction, or unauthorised removal of library resources;
   (d) other breaches of this Rule.

(5) The Librarian may require a user to pay compensation for the misuse, loss, damage or destruction of a library resource by that user. A user will be taken to have caused the misuse, loss, damage or destruction if the item was in that user’s possession, or borrowed with that user’s library card at the relevant time unless the library card was previously reported as lost, damaged or stolen.

(6) The Librarian may waive or suspend a requirement to pay a fee, charge or compensation.

16 Determinations by Librarian

(1) Determinations made by the Librarian under this Rule must be:
   (a) made in writing; and
   (b) posted on the Library’s website as soon as practicable after they are made.

(2) Determinations may be publicised in any additional manner the Librarian considers appropriate.

17 Library notices

(1) The default means of communication between the library and users is electronic mail.

(2) Electronic mail for staff or students will be sent to the user’s University email address.

(3) Electronic mail for other users will be sent to the email address (if any) notified to the University by the user.

(4) Users are responsible for notifying the University of changes to their contact details.

(5) The library will not be held responsible if a user does not receive a particular notice by a certain time, or at all.

NOTES

Date adopted: 28 February 2011
Date commenced: 28 February 2011
Administrator: University Librarian
Review date: 28 February 2015
Related documents:
   Copyright Act 1968 (Cth)
   Disability Discrimination Act 1992 (Cth)
   Privacy Act 1988 (Cth)
   Anti-Discrimination Act 1977 (NSW)
   Privacy and Personal Information Act 1998 (NSW)
   University of Sydney Act 1989
   University of Sydney By-Law 1999
   University of Sydney (Campus Access) Rule 2009
   Children in University Workplaces and Premises Policy
   Code of Conduct
   Disability Action Plan
   Library Food and Drink Guidelines
   Harassment and Discrimination Prevention Policy and Procedure
   Privacy Management Plan
   Resolution of Complaints Policy
   Student Code of Conduct
   Student Grievances, Appeals and Applications for Review Policy

AMENDMENT HISTORY

Provision Amendment Commencing
University of Sydney (Policies Development and Review) Rule 2011

The Senate of the University of Sydney, as the governing authority of the University of Sydney, by resolution, makes the following Rule under subsection 37 (1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-law 1999.

Dated 31 October 2011

Vice-Chancellor and Principal

PART 1 PRELIMINARY

1 NAME OF RULE

This is the University of Sydney (Policies Development and Review) Rule 2011.

2 COMMENCEMENT

This Rule commences on 1 February 2012.

3 STATEMENT OF INTENT

(1) This Rule is made by the Senate under section 37 (1) of the Act for the purposes of the University of Sydney By-law 1999.

(2) The principal objectives of this Rule are:

(a) to set out a standard procedure for developing policy documents for the University, to ensure that policies are properly prepared and that appropriate consultation is undertaken on proposed policies;

(b) to provide for the establishment and operation of a Policy Register; and

(c) to establish and define the documents which constitute the University’s policy framework.

4 INTERPRETATION

(1) In this Rule:

Act means the University of Sydney Act 1989.

administrator, in relation to a policy or policy proposal, means the determining authority, or other authority or officer of the University nominated by the relevant determining authority. The administrator is responsible for the implementation of the policy.

Administrative Delegations Rule means the University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 as amended or replaced from time to time.
determining authority, in relation to a policy or policy proposal, means the authority or officer of the University to whom the Senate has delegated the power to make policy in relation to a particular area of the University’s activities or operations.

General Counsel means the General Counsel of the University.

guidelines means advisory and explanatory statements offering any or all of detail, context or recommendations for good practice.

Policy Register means the Policy Register referred to in clause 15.

local provisions means mandatory statements of principles or procedures applicable within a particular faculty, academic college or administrative unit of the University, which have been determined in accordance with clause 9.

policy means a mandatory statement of the principles guiding the University’s operations and decision making, established by a resolution or other decision of the Senate or by a determining authority.

policy proposal means a proposal for the adoption of a policy, or for an amendment or repeal of a policy.

procedures means mandatory statements of the University’s standard and required practice. Procedures prescribe actions and are specific.

registered means registered in the Policy Register.

repeal, in relation to a policy, procedures, guidelines or local provision, or a provision of any such document, includes making provision that has the effect that the document or provision ceases to have effect (such as by revoking the policy).

(2) Words and expressions not defined by or under subclause (1) have the meanings they have in the Act.

(3) A heading to a Part or a Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a clause or subclause is a provision of this Rule even if it is in a heading.

(4) A note, marginal note, footnote or endnote is not a provision of this Rule.

5 UNIVERSITY POLICY FRAMEWORK

(1) The University requires its operations to be conducted and its affairs to be managed in accordance with the documents which comprise the University’s policy framework.

(2) The University policy framework is comprised of:

(a) policies
(b) procedures
(c) local provisions
(d) guidelines.

(3) Policies, procedures, guidelines and local provisions must be separately documented.

(4) Procedures and guidelines must not be inconsistent with any policy.

(5) Local provisions must not be inconsistent with any policy or procedures.

6 AUTHORITY TO ADOPT INCLUDES AUTHORITY TO AMEND AND REPEAL

Authority to adopt or determine a policy, procedures, guidelines or local provisions includes authority to amend and repeal it.

7 DETERMINING AUTHORITY MAY NOMINATE ADMINISTRATOR

(1) The determining authority for any particular policy area may nominate another authority or officer of the University as administrator of that policy.

(2) A nomination made under subclause (1) which is not made in the policy itself must be made in writing and a copy provided to the General Counsel as soon as possible after it is made.

(3) A nomination made under this clause is an amendment for the purposes of clause 18 of this policy.

8 PROCEDURES AND GUIDELINES

(1) Provided that doing so is consistent with the Administrative Delegations Rule, the administrator of a policy may, in writing, determine procedures to be followed in implementing the policy.

(2) Provided that doing so is consistent with the Administrative Delegations Rule, the administrator of a policy may, in writing, provide guidelines for the implementation of a policy.

(3) Procedures determined under this clause are binding.

(4) Guidelines provided under this clause are not binding.

9 LOCAL PROVISIONS

(1) The Dean of a faculty or academic college, or the chief officer of an administrative unit may, in writing, determine local provisions to be followed in that faculty, academic college or administrative unit.

(2) Local provisions determined under this clause are binding.

10 INCONSISTENCY

(1) A provision of a policy that is inconsistent with the Act, a by-law or a rule is invalid to the extent of the inconsistency.

(2) If a provision of a policy adopted by an authority or officer of the University mentioned in one of the following paragraphs is inconsistent with a provision of a policy adopted by an authority or officer of the University mentioned in a later paragraph, the second-mentioned provision is invalid to the extent of the inconsistency:
PART 2  DEVELOPMENT, ADOPTION AND REVIEW OF POLICIES

11  APPLICATION OF, AND COMPLIANCE WITH, THIS PART

(1)  This Part applies to the development, adoption and review of policies only, and does not apply to procedures, guidelines or local provisions.

(2)  A failure to comply with a provision of this Part does not affect the validity or operation of a policy.

12  PROCESS FOR DEVELOPING POLICIES

(1)  An authority or officer of the University must not adopt a policy unless the policy was developed in accordance with the process in subclause (2) and any applicable procedures.

(2)  The process is the following.

(a)  The administrator of policies dealing with the area to which the policy relates prepares, or arranges for the preparation of, a policy proposal.

(b)  The policy proposal must include or be accompanied by:

(i.)  a statement of the objectives of the policy;

(ii.)  a justification for the policy, including an analysis of potential alternative ways of achieving the objectives of the policy;

(iii.)  a statement of how the policy accords with the object of the University;

(iv.)  a statement of the consultations to be undertaken on the policy proposal, identifying who is to be consulted.

(c)  Subject to paragraph (d) of this subclause, the General Counsel considers whether the policy is necessary, having regard to the by-laws, other rules and policies in force at the relevant time.

(d)  The General Counsel shall not decline to certify that a policy is necessary except with the consent of the Vice-Chancellor.

13  DETERMINING AUTHORITY TO BE SATISFIED OF CERTAIN MATTERS BEFORE ADOPTING POLICIES

A determining authority must not adopt a policy unless satisfied that:

(a)  the policy is necessary and appropriate;

(b)  the policy is consistent with the University’s object;

(c)  the consultation undertaken in the development of the policy was adequate and appropriate;

(d)  proper provision has been or is to be made for consequential amendments to, or repeals of, by-laws, rules and policies in force at the time the policy is adopted.

Note:  for paragraph (b): under section 6 of the Act, the object of the University is the promotion, within the limits of the University’s resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

Note 2:  if adopted, the policy is published and registered in the Policy Register: see Part 3.
14 POLICIES MUST BE KEPT UNDER REVIEW

Subject to the provisions of Part 4 of this Rule, the administrator of a policy must ensure that a review is conducted, no later than 6 months before the end of 5 years after the policy commenced, to determine:

(a) whether the objectives of the policy are being achieved by the policy;
(b) whether the policy should continue to apply;
(c) whether any amendments should be made to the policy.

PART 3 REGISTRATION AND PUBLICATION OF POLICIES ETC

15 GENERAL COUNSEL TO MAINTAIN POLICY REGISTER

(1) The General Counsel is to maintain a register, to be known as the Policy Register.

(2) The Register comprises, at any time, a database of:

(a) the Act;
(b) the by-laws;
(c) the rules;
(d) policies;
(e) procedures;
(f) local provisions;
(g) links to guidelines

issued on or after the commencement of this Rule, and compilations of these, that have been registered as provided by this Rule.

(3) The form of the Register is to be as determined by the General Counsel. However, subject to subclauses (4) and (5), the Register must be:

(a) available on the Internet and accessible to any person through the Internet;
(b) kept in a form, and indexed, such that contents of the Register that relate to particular matters can be easily identified and retrieved from the Internet.

(4) In relation to a policy, the determining authority may limit access to particular classes of persons.

(5) In relation to procedures or guidelines, the administrator may limit access to particular classes of persons.

(6) In relation to local provisions, the relevant Dean or chief officer may limit access to particular classes of persons.

Note: for example, in some circumstances it may be determined to limit access to members of the University community rather than to provide general public access.

16 POLICIES, PROCEDURES AND LOCAL PROVISIONS MUST BE REGISTERED TO BE ENFORCEABLE

(1) A policy, procedures or local provisions adopted or determined after the commencement of this Rule is not enforceable by or against the University unless registered.

(2) A policy, procedures or local provisions adopted after the commencement of this Rule cannot be incorporated by reference into a contract between the University and another person unless registered.

(3) A policy, procedures or local provisions is registered on the day on which it is made available through the Policy Register.

17 COPY DOCUMENTS TO BE PROVIDED TO GENERAL COUNSEL

(1) If the Senate makes a by-law or a rule, adopts a policy, determines procedures or issues guidelines, the Secretary to the Senate must give a copy of it to the General Counsel as soon as reasonably practicable.

(2) If an authority or officer of the University makes a rule, adopts a policy, makes procedures or local provisions or issues guidelines, the authority or officer must ensure that a copy of it is given to the General Counsel as soon as reasonably practicable.

(3) In relation to guidelines, the Secretary to the Senate or other relevant authority or officer must also provide to General Counsel the URL of the document in which the guidelines are contained, and any other information necessary to enable an electronic link to the document to be created.

18 POLICIES, PROCEDURES AND LOCAL PROVISIONS TO BE REGISTERED

(1) The General Counsel must register each by-law, rule, policy, procedures or local provisions a copy of which is provided under clause 17.

(2) The General Counsel may compile consolidated versions of by-laws, rules, policies, procedures and local provisions, and may register these consolidated versions.

(3) If any of the following is amended:

(a) a by-law;
(b) a rule;
(c) a policy;
(d) a procedure;
(e) a local provision;

the General Counsel must, as soon as practicable, compile and register a consolidated version.

(4) The General Counsel may include in the Register any other document, as the General Counsel thinks fit.

(5) The General Counsel may, in writing, determine requirements for the form of documents to be registered. Despite subclause (1), the General Counsel need not register a document unless it is given to the General Counsel in a form that meets those requirements.
19 REGISTER IS AUTHORITATIVE

(1) For all purposes, the Policy Register is presumed to be a complete and accurate record of the documents that are included in it.

(2) A registered policy is, unless the contrary is established, presumed to be a complete and accurate record of that policy at the date of registration.

(3) A registered compilation of a policy is, unless the contrary is established, presumed to be a complete and accurate record of that policy as amended and in force at the date of registration of the compilation.

(4) Registered procedures are, unless the contrary is established, presumed to be a complete and accurate record of the procedures at the date of registration.

(5) A registered compilation of procedures is, unless the contrary is established, presumed to be a complete and accurate record of the procedures as at the date of registration of the compilation.

(6) Registered local provisions are, unless the contrary is established, presumed to be a complete and accurate record of the local provisions as at the date of registration.

(7) A registered compilation of local provisions is, unless the contrary is established, presumed to be a complete and accurate record of the local provisions as at the date of registration.

(8) It is presumed, unless the contrary is established, that a document that purports to be an extract from the Register is what it purports to be.

(9) A statement in the Register, or in a registered document, that a document was registered at a particular time is admissible as evidence of that fact and, unless the contrary is established, is conclusive evidence.

20 RECTIFICATION OF POLICY REGISTER

(1) The General Counsel may correct errors and omissions in the Policy Register, but not in the original document. The correction must be noted in the Register.

(2) A correction under subclause (1):

(a) does not affect a right or privilege that was acquired, or that accrued, because of reliance on the content of the Register before the alteration was made;

(b) does not impose or increase an obligation or liability incurred before that correction was made.

PART 4 TRANSITIONAL PROVISIONS

21 PRESENT DOCUMENTS CONTINUE TO HAVE EFFECT

All policies, procedures and local provisions that are effective at the commencement of this Rule will continue to be effective, regardless of registration, until they are amended or repealed.
NOTES

UNIVERSITY OF SYDNEY (POLICIES DEVELOPMENT AND REVIEW) RULE 2011

Date made: 31 October 2011
Date registered: 1 February 2012
Date commenced: 1 February 2012
Administered by: Vice-Chancellor and Principal
Review date: 31 May 2015
Related documents: University of Sydney Act 1989 (as amended)
University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010
Delegations of Authority: Academic Functions

AMENDMENT HISTORY

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<th>PROVISION</th>
<th>AMENDMENT</th>
<th>COMMENCING</th>
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Univeristy of Sydney (Senate) Rule 2002

Approved by: Senate on 3 June 2002
Date of effect: 15 June 2002

1. Citation and Commencement

1.1 Citation

This rule is made by the Senate pursuant to section 37(1) of the University of Sydney Act 1989 (as amended).

1.2 Commencement

This rule commences on the day after it is made in accordance with Chapter 2 of the University of Sydney By-Law, 1999.

2. Purpose

The purpose of this rule is to recognize the common law principle that an appointed or elected member of a governing body such as the Senate must act in the best interests of the institution as a whole.

3. Duty of Fellows

A Fellow has a fiduciary duty of loyalty to act in the best interests of the University. This duty is paramount and in addition to any other duties a Fellow may have, this being consistent with the common law.
University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended)

Approved by: Senate on 6 November 2006
Date of effect: 28 November 2006

Latest amendment approved by: Senate on 6 December 2010
Date of effect: 10 December 2010

Part 1: Preliminary

1.1 Citation
This Rule is made by the Senate of the University, pursuant to section 37(1) of the University of Sydney Act 1989 and section 5(1) of the University of Sydney By-law 1999 (as amended).

1.2 Commencement
This Rule will commence on 28 November 2006.

1.3 Purpose
The purpose of this Rule is to ensure that students are treated fairly in the assessment of their work, by providing an internal appeal mechanism that reflects the University’s commitment to fair academic decision making.

1.4 Effect
This Rule repeals and replaces:
1.4.1 clause 18 of the University of Sydney (Coursework) Rule 2000 (as amended);
1.4.2 the Resolutions of the Senate relating to Student Appeals against Academic Decisions; and
1.4.3 the Resolutions of the Academic Board on Student Appeals against Academic Decisions.

1.5 Associated Resolutions
This Rule should be read in conjunction with the Assessment Policy 2011 and Assessment Procedures 2011.

1.6 Definitions
In this Rule:
1.6.1 Academic Decision means a decision by the University that affects the academic assessment or progress of a person within his or her Award Course, including a decision:
1.6.1.1 to exclude a Student in accordance with the University of Sydney (Coursework) Rule 2000 (as amended);
1.6.1.2 not to readmit or re-enrol a person following exclusion in accordance with the University of Sydney (Coursework) Rule 2000 (as amended);
1.6.1.3 to terminate a Student’s candidature for a post-graduate award.
1.6.2 Appeal Hearing means an Appeal Hearing under Part 8.

1.6.3 Appellant means:
1.6.3.1 a person enrolled in an Award Course at the time of, or in the semester immediately preceding, the lodgement of his or her appeal; or
1.6.3.2 in the case of an Academic Decision by the University regarding an application for readmission or re-enrolment, a person who was excluded in accordance with the University of Sydney (Coursework) Rule 2000 (as amended), prior to the lodgement of his or her appeal.

1.6.4 Award Course means a formally approved program of study that can lead to an academic award granted by the University or by any other higher education institution that offers credit for units of study undertaken at the University.

1.6.5 Dean means the dean of the Faculty, or chairperson of the board of studies.

1.6.6 Due Academic Process means the making of Academic Decisions according to published Faculty, Academic Board and University rules, resolutions, policy and procedure, as amended from time to time and as current at the time the Academic Decision was made.

1.6.7 Faculty means a Faculty or College of the University.

1.6.8 Registrar means the Registrar of the University of Sydney for the time being, or his or her nominee.

1.6.9 Special Consideration is to be determined mutatis mutandis by reference to the Resolutions of the Academic Board on Special Consideration.

1.6.10 Student means a person who is currently admitted to candidature in an Award Course.

1.6.11 Student Appeals Body means a Student Appeals Body constituted by the Registrar in accordance with Part 7.

1.6.12 Student Appeals Panel means the Student Appeals Panel constituted by the Senate in accordance with Part 6.

1.6.13 University means the University of Sydney established by the University of Sydney Act 1989 (as amended).

Part 2: Principles

2.1 The University is committed to fair academic decision-making.

2.2 Academic Decisions are entrusted to members of the academic staff acting reasonably in accordance with Due Academic Process.

2.3 A Student who believes that there are genuine grounds for contesting an Academic Decision may apply to have the decision reviewed.

2.4 Students and academic staff should endeavour to resolve concerns about Academic Decisions in the manner more fully described in clause 3.1 of this Rule, by way of personal communication.

2.5 Where attempts to resolve a concern about an Academic decision under clause 3.1 of this Rule are unsuccessful, Students may appeal to the relevant Faculty in the first instance.

2.6 Students who are not satisfied with the decision of the Faculty may appeal to the Student Appeals Body in accordance with this Rule.

2.7 The University will handle all Student concerns and appeals regarding Academic Decisions in a procedurally fair and reasonable manner, having regard to the principles of timeliness, confidentiality, absence of bias and freedom from victimisation.
Part 3: Procedures for Undergraduate and Postgraduate Coursework Students

3.1 Resolution with Teacher or Unit of Study Coordinator

3.1.1 An undergraduate or postgraduate coursework Student who believes that there are genuine grounds for contesting an Academic Decision should first discuss his or her concerns with the relevant teacher or unit of study coordinator.

3.1.2 Students are encouraged to take the earliest opportunity to discuss their concerns with relevant Faculty staff. This must occur within:

(a) 15 working days of the Student being advised of the Academic Decision;
(b) in the case of Academic Decisions relating to completion of a unit of study, within 15 working days of the unit of study result being posted by the University; or
(c) such other extended time as the Dean may reasonably authorise.

3.1.3 The teacher or unit of study co-ordinator will address the Student’s concerns promptly, and provide to the Student a full explanation of the reasons for the Academic Decision.

3.1.4 If the Student’s concerns are not resolved by these means, the teacher or unit of study co-ordinator will:

(a) explain the next step in the procedure, which is set out at clause 3.2 below; and
(b) give the Student a copy of this Rule or advise the Student how to access this Rule online.

3.2 Appeals to the Faculty

3.2.1 If the Student’s concerns cannot be resolved under clause 3.1 above, the Student may appeal in writing to the Faculty.

3.2.2 The Student will submit his or her written appeal, including any supporting documentation:

(a) to the office or staff member nominated by the Faculty to receive Student appeals (such information to be provided to Students at the start of each Semester);
(b) within 15 working days of the date on which he or she was advised of the outcome of discussions under clause 3.1, or such other extended time as the Dean may reasonably authorise.

3.2.3 The Faculty will acknowledge receipt of the appeal in writing within three working days of receipt.

3.2.4 The Faculty will determine who is to undertake an initial review of the appeal. This person will normally be the person to whom the relevant lecturer or unit of study co-ordinator reports, and may be the course co-ordinator, Head of Department or School, or relevant Associate Dean.

3.2.5 The person responsible for the initial review will prepare a report for consideration by the Dean, or by his or her nominee. Subject to sub-clause 3.2.6 below the Dean retains final responsibility for any decision regarding a Student appeal to the Faculty.

3.2.6 If the Dean is the relevant teacher or unit of study coordinator referred to in clause 3.1 above, the Deputy Vice-Chancellor (Education) will handle the Student’s appeal to the Faculty, in accordance with this clause 3.2.

3.2.7 The Faculty will make all reasonable efforts to:

(a) advise the Student in writing of the Dean’s decision and the reasons for the decision;
(b) advise the Student of his or her right to appeal to the Student Appeals Body; and
(c) give the Student a copy of this Rule or advise the Student how to access this Rule online.

Part 4: Procedures for Postgraduate Research Award Students

4.1 Subject to clause 4.2 below, a postgraduate research Student should follow the procedures for undergraduate and postgraduate coursework Students set out in Part 3 above.

4.2 A postgraduate research Student who believes that Due Academic Process has not been observed by the relevant Faculty in relation to an Academic Decision associated with:

(a) termination of candidature; or
(b) the examination of a thesis;

is not required to follow the procedures set out in Part 3 above, and may lodge a written appeal to the Student Appeals Body in the first instance.

Part 5: Appeals to the Student Appeals Body

5.1 An Appellant may appeal to the Student Appeals Body against an Academic Decision on the ground that Due Academic Process has not been observed by the relevant Faculty in relation to the Academic Decision.

5.2 An Appellant must lodge his or her written appeal with the Registrar (on behalf of the Student Appeals Body) in accordance with sub-clause 5.3.1 below and within 10 working days of the date of the written decision of the Dean of the relevant Faculty (or the Deputy Vice-Chancellor (Education) pursuant to sub-clause 3.2.6) regarding the Academic Decision, or within such extended time as the Registrar, in his or her absolute discretion, authorises.

5.3 An appeal will not be heard by the Student Appeals Body unless:

5.3.1 the basis for the appeal has previously been considered by the relevant Faculty (except in the case of Postgraduate Research Award Students as set out in section 4);

5.3.2 the Appellant has set out in the written appeal his or her reasons, including any written evidence and written submissions, for believing that Due Academic Process has not been observed by the Faculty in relation to the Academic Decision, including matters pertaining to Special Consideration; and

5.3.3 the Registrar has confirmed that the requirements under sub-clause 5.3.1 and 5.3.2 above have been satisfied.

5.4 If the Academic Decision is to exclude a student in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) or, in the case of a student enrolled in a postgraduate research award, to terminate his or her candidature, the relevant faculty will not enforce the exclusion or termination until the appeal period specified in clause 5.2 has expired, or, where an appeal is lodged, until such time as the appeal has been determined.

5.5 A person who has lodged an appeal against a decision not to readmit or re-enrol him or her following a period of exclusion may not re-enrol pending determination of the appeal, unless the Registrar, at his or her sole discretion, is satisfied that it is reasonable in the circumstances to permit re-enrolment.

Part 6: Student Appeals Panel

6.1 The Student Appeals Panel will comprise no fewer than 12 and no more than 48 persons appointed by Senate as members of the Student Appeals Panel on the recommendation of the Registrar.

6.2 At least one half of all members of the Student Appeals Panel will be a combination of members of the academic staff and Students of the University.

6.3 At least six members of the Student Appeals Panel will be undergraduate or
postgraduate Students of the University, and at least six members of the Student Appeals Panel will be members of the Academic staff of the University.

6.4 The Registrar will consult with the Presidents of the Students’ Representative Council and the Sydney University Postgraduate Representative Association, on behalf of the Senate, regarding Student appointments to the Student Appeals Panel, without prejudice to the Registrar retaining the ultimate discretion as to whom to recommend.

6.5 The Senate will not appoint a Senate Fellow (other than the Chair of the Academic Board) as a member of the Student Appeals Panel, and the Chair of the Academic Board is appointed in that capacity and not as a Fellow of Senate.

Part 7: Student Appeals Body
7.1 A Student Appeals Body will comprise three members of the Student Appeals Panel, including a Chairperson, selected by the Registrar to sit on the Student Appeals Body, such Student Appeals Body not being a committee of Senate.

7.2 The Chairperson of the Student Appeals Body will normally be, but is not required to be, the Chair of the Academic Board, who may in a particular case nominate a substitute from the Student Appeals Panel advising the Registrar accordingly.

7.3 The Student Appeals Body will normally include, but is not required to include:

7.3.1 a member with academic qualifications (who may but need not be a member of the academic staff of the University); and

7.3.2 a student (who may but need not be a Student of the University).

7.4 The Registrar will not select a member of the Student Appeals Panel to sit on a Student Appeals Body responsible for hearing an appeal arising from a Faculty in which the member is an enrolled student or staff member, or with which the member has other substantial involvements.

7.5 The Registrar will report annually to the Senate on:

7.5.1 Student Appeals Body decisions; and

7.5.2 the number of appeal hearings for which the membership of the Student Appeals Body did not include a Student of the University, as a proportion of the total number of appeal hearings.

Part 8: Appeal Hearings
8.1 The Appellant will receive at least 10 business days notice of the date of an Appeal Hearing.

8.2 The relevant Faculty must provide written evidence and written submissions to the Registrar (on behalf of the Student Appeals Body), at least eight business days before the Appeal Hearing.

8.2.1 The Faculty’s submissions must describe the process by which the Academic Decision was, and set out why the Faculty believes that Due Academic Process has been observed in the making of the Academic Decision.

8.2.2 The Registrar (on behalf of the Student Appeals Body) will provide copies of written evidence and written submissions made by the Faculty to the Appellant at least five business days before the Appeal Hearing.

8.3.1 The Appellant will be invited to appear in person at an Appeal Hearing.

8.3.2 The Appellant may be accompanied by a representative, who may speak on the Appellant’s behalf.

8.4 A representative of the relevant Faculty will be invited to appear in person at an Appeal Hearing.

8.5 The Chairperson of the Student Appeals Body may invite independent officers of the University to attend an Appeal Hearing, for the sole purpose of providing expert advice that assists the Student Appeals Body in determining the appeal. An Appellant’s treating practitioner or case worker is not an independent officer of the University for the purpose of this clause.

8.6 Members of the Student Appeals Body may address questions to the Appellant, the Appellant’s representative, the Faculty representative, or any independent officer of the University invited to attend the Appeal Hearing in accordance with clause 8.5 above.

8.7 The purpose of an Appeal Hearing is for the Appellant and the Faculty to address any questions posed by the Student Appeals Body, but not to give further oral evidence or oral submissions unless the Student Appeals Body, in its absolute discretion, allows such further oral evidence or oral submissions.

8.8 If, due notice having been given, the Appellant or his or her representative does not attend an Appeal Hearing, the Student Appeals Body may, in its absolute discretion:

8.8.1 defer consideration of the appeal; or

8.8.2 hear and determine the appeal in the Appellant’s or representative’s absence.

8.9 A Student Appeals Body may uphold or dismiss an appeal and, in its absolute discretion:

8.9.1 refer the Academic Decision back to the relevant Faculty for reconsideration in accordance with due academic process;

8.9.2 make a new or amended Academic Decision; or

8.9.3 determine that no further action should be taken in relation to the matter.

8.10 A decision of a Student Appeals Body is final.

8.11 The Appellant will be advised as soon as practicable of the Student Appeals Body’s decision and the reasons for it.

8.12 Where a decision of a Student Appeals Body reveals a systemic or other serious failure by the Faculty to observe due academic process, the Chair of the Student Appeals Body will send a copy of the decision to the Provost and Deputy Vice-Chancellor for consideration and action.

Part 9: Further provisions
9.1 Where a Faculty requires further and more detailed provision for the resolution of Student concerns or appeals about Academic Decisions, the Academic Board, on the request of that Faculty, may by resolution establish such provisions.

Previous amendments approved by Senate from November 2009:

- 2 November 2009
University of Sydney (Student Proctorial Panel) Rule 2003

Approved by: Senate on 4 August 2003
Date of effect: 5 August 2003

Latest amendment approved by: Senate on 31 October 2011
Date of effect: 4 November 2011

Part 1 – Preliminary
1. Citation and commencement
1.1 Citation
This Rule is made by the Senate of the University of Sydney pursuant to section 37(1) of the University of Sydney Act 1989 for the purposes of the University of Sydney By-law 1999.

1.2 Commencement
This Rule commences on the day after it is made in accordance with Chapter 2 of the University of Sydney By-law 1999.

2. Purpose
This Rule:
2.1 repeals and replaces Part 5 of the University of Sydney (Amendment Act) Rule 1999 in its entirety; and
2.2 repeals any and all Resolutions of the Senate relating to the Student Proctorial Board and the Student Proctorial Panel; and
2.3 deals with matters relating to the Student Proctorial Board and Student Proctorial Panel.

Part 2 – Appointment to Student Proctorial Panel
3. Nominating for Student Proctorial Panel
3.1 For the purposes of clause 64(1)(b) of Chapter 8 of the University of Sydney By-law 1999, the Provost must on or before 31 January in each calendar year submit to the Chair of the Academic Board, nine (9) names of members of the faculties who are members of the Academic Board:
3.1.1 at least three (3) of whom are professors; and
3.1.2 at least three (3) of whom are not professors; who are willing and have consented to serve as members of the Student Proctorial Panel.

3.2 For the purposes of clause 64(1)(c) of Chapter 8 of the University of Sydney By-law 1999, the Deputy Vice-Chancellor (Education) and Registrar must on or before 31 January in each calendar year submit to the Chair of the Academic Board, nine (9) names of enrolled student members of the faculties, college boards and boards of studies who are willing and have consented to serve as members of the Student Proctorial Panel.

4. Notice of appointment
For the purposes of clause 64(2) of Chapter 8 of the University of Sydney By-law 1999, the Chair of the Academic Board must ensure that the names of the persons described in Rules 3(1) and (2) above are included in the agenda of the first meeting of the Academic Board held in the relevant calendar year, for appointment by the Academic Board.

5. Filling casual vacancies
For the purposes of clause 64(3) of Chapter 8 of the University of Sydney By-law 1999, a suitably qualified person may be appointed to office to fill a vacancy at the next available meeting of the Academic Board.

6. Term of office
For the purposes of clauses 64(4) of Chapter 8 of the University of Sydney By-law 1999, all appointments, including appointments to fill casual vacancies, shall be from the date of appointment until the first meeting of the Academic Board in the following calendar year.

Part 3 – Meetings of the Student Proctorial Panel
7. Senior member
7.1 For the purposes of clause 65(6) of Chapter 8 of the University of Sydney By-law 1999, the senior member shall be determined in the following order:
7.1.1 the member appointed in accordance with clause 64(1)(b) of Chapter 8 of the University of Sydney By-law 1999, who is a professor who has served the longest cumulative term as a member of the Student Proctorial Panel and who is not disqualified under clause 65(3) or (5) of Chapter 8 of the University of Sydney By-law 1999; or
7.1.2 if there is no professor who is eligible to act in accordance with Rule 6(1)(a), a member appointed in accordance with clause 64(1)(b) of Chapter 8 of the University of Sydney By-law 1999, who is not a professor and who has served the longest cumulative term as a member of the Student Proctorial Panel and who is not disqualified under clause 65(3) or (5) of Chapter 8 of the University of Sydney By-law 1999.
University of Sydney (Testamur Seal) Rule 2011

Approved by: Senate on 2 May 2011
Date of effect: 6 May 2011

1. Citation and commencement
1.1 Citation
This rule is made by the Senate pursuant to sections 35, 36(1)(a) and 37 of the University of Sydney Act 1989 (as amended).

1.2 Commencement
This rule commences on the day after it is made in accordance with Chapter 2 of the University of Sydney By-Law 1999.

2. Purpose
The purpose of this rule is to provide for the adoption and use of a seal, known as the testamur seal, on testamurs issued by the University.

3. Testamur seal
3.1 The University may have a seal, which must be a copy of the common seal with the words “Testamur Seal” incorporated therein in lieu of the words “Common Seal”.

3.2 The testamur seal may only be affixed to testamurs issued by the University, and when so used will have the same effect as the affixation of the common seal.
Academic dress

Latest amendment approved by: The Registrar on 3 February 2015

Resolutions of the Senate

1. Officers of the University
The academic dress for officers of the University shall be:

Chancellor — a robe and cap similar to those worn by the Chancellor of the University of Oxford: a black silk gown replete with gold ornaments, the yoke and facings trimmed with gold, and sleeves barred with gold; and a black velvet tunicer with gold tassel, the cap edged with gold.

Deputy Chancellor — a black silk gown with yoke and facings trimmed with gold, and sleeves barred with gold; and a black velvet tunicer with gold tassel, the cap edged with gold.

Pro-Chancellor — a black silk gown with yoke and facing trimmed with gold and a black velvet tunicer with a gold tassel.

Vice-Chancellor — a black silk gown with yoke and facings trimmed with gold, and sleeves barred with gold; and a black velvet tunicer with gold tassel, the cap edged with gold.

Fellow of the Senate — the habit of the Fellow's degree, or a stole 15 centimetres wide of gold silk edged to a depth of 5 centimetres with royal blue silk.

Dean of a Faculty — the habit of the Dean's degree, or a black silk gown similar to that worn by graduates holding the degree of master, with tippet of black silk edged with white fur and lined with dark blue silk, and a black cloth tunicer cap.

Officer not being a graduate — black silk gown similar to that worn by a civilian at the University of Oxford or of Cambridge not holding a degree, and a black cloth tunicer cap.

2. Honorary Fellows of the University
The academic dress for Honorary Fellows of the University shall be a master's gown of black cloth and a stole 15 centimetres wide of royal blue silk edged to a depth of 5 centimetres with gold silk.

3. Doctors
The academic dress for higher doctorates shall be a black velvet bonnet with gold cord, and a festal gown and hood of scarlet cloth, faced and lined as follows:

Faculty of Agriculture, Food and Natural Resources:
Doctor of Science in Agriculture — gown faced with green silk, and hood lined with green silk.
Doctor of Agricultural Economics — gown faced with green silk and edged to a depth of 5 centimetres with copper silk, and hood lined with green silk and edged to a depth of 5 centimetres with copper silk.

Faculty of Architecture, Design and Planning:
Doctor of Science (Architecture) — gown faced with red-brick silk, and hood lined with brick-red silk with a 5 centimetres line of white silk between the scarlet cloth and red-brick silk lining.

Faculty of Arts and Social Sciences:
Doctor of Letters — gown faced with cream silk, and hood lined with cream silk.
Doctor of Science in Economics — gown faced with amber and murrey silk, and hood lined with amber silk and edged to a depth of 5 centimetres with murrey silk.

Faculty of Dentistry:
Doctor of Dental Science — gown faced with purple and cream silk, and hood lined with purple silk and edged to a depth of 5 centimetres with cream silk.

Faculty of Education and Social Work:
Doctor of Letters in Education — gown faced with white silk, and hood lined with white silk.
Doctor of Letters in Social Work — gown faced with royal blue silk and hood lined with royal blue silk edged to a depth of 5 centimetres with white silk.

Faculty of Engineering and Information Technologies:
Doctor of Engineering — gown faced with light maroon silk, and hood lined with light maroon silk.

Faculty of Law:
Doctor of Laws — gown faced with blue silk, and hood lined with blue silk.

Faculty of Medicine:
Doctor of Medicine — gown faced with purple silk, and hood lined with purple silk.

Faculty of Science:
Doctor of Science — gown faced with amber silk, and hood lined with amber silk.

Faculty of Veterinary Science:
Doctor of Veterinary Science — gown faced with amber and purple silk, and hood lined with amber silk edged to a depth of 5 centimetres with purple silk.

Sydney Conservatorium of Music
Doctor of Music — gown faced with lilac silk, and hood lined with lilac silk.

4. Doctor of Philosophy and other doctoral degrees
The academic dress for the Doctor of Philosophy and other doctoral degrees shall be a master's gown of black cloth, as follows:

Doctor of Philosophy:
Doctor of Philosophy awarded by the University of Sydney — gown faced to a width of 15 centimetres with scarlet cloth, hood of scarlet cloth lined with black silk, and black cloth tunicer cap.
Doctor of Philosophy awarded by the Australian Graduate School of Management (for continuing University of Sydney students only, as the joint venture has been terminated) — gown faced to a width of 15 centimetres with cherry cloth, a hood of old gold silk with black stripes to a width of 6.5 centimetres to design, with a black neckband and lined with cherry silk, and black velvet bonnet with red cord.

Faculty of Arts and Social Sciences:
Doctor of Arts — gown faced with powder blue silk, and hood lined with powder blue silk.
Doctor of Social Sciences — gown faced with buttcup silk, and hood lined with buttcup silk.

Faculty of Education and Social Work:
Doctor of Education — gown faced to a depth of 15 centimetres with crushed strawberry cloth, hood of crushed strawberry cloth lined with black silk and black cloth tunicer cap.
Doctor of Social Work — gown faced with royal blue silk, and hood lined with royal blue silk edged to a depth of 5 centimetres with white silk.

Faculty of Engineering and Information Technologies:
Doctor of Engineering Practice — gown faced to a depth of 15 centimetres with light maroon cloth, hood of light maroon cloth lined with black silk and black cloth tunicer cap.

Faculty of Health Sciences:
Doctor of Health Science — gown faced to a width of 15 centimetres with amber cloth, hood of amber cloth lined with black silk and black cloth tunicer cap.

Faculty of Law:
Doctor of Juridical Studies — gown faced to a width of 15 centimetres with ultramarine cloth, hood of ultramarine cloth lined with black silk and black cloth tunicer cap.
Faculty of Medicine:
Doctor of Clinical Surgery — gown faced to a width of 15 centimetres with 10 centimetres of scarlet cloth and 5 centimetres purple cloth, hood of scarlet cloth lined with purple silk and black cloth trencher cap.
Doctor of Public Health — gown faced to a width of 15 centimetres with imperial purple cloth, hood of imperial purple cloth lined with black silk and black cloth trencher cap.

Faculty of Nursing and Midwifery:
Doctor of Health Services Management — gown faced with gold silk, and hood lined with cream silk.

Faculty of Science:
Doctor of Clinical Psychology — gown faced to a width of 15 centimetres with cream cloth and royal blue edging, hood of cream cloth with royal blue edging lined with black silk and black trencher cap.

Sydney Conservatorium of Music:
Doctor of Musical Arts — gown faced to a width of 15 centimetres with buttercup silk and union jack red silk edging, hood lined with buttercup silk and edged to a depth of 5 centimetres with union jack red silk.

5. Undress gown for doctors
The undress gown for all doctors shall be black and of the same shape as the gown prescribed for masters but with the sleeves bound with scarlet piping.

6. Masters
The academic dress for masters shall be a gown similar to that worn by graduates holding the degree of Master of Arts in the University of Oxford or of Cambridge, a black cloth trencher cap, and a hood of black silk, lined as follows—

Faculty of Agriculture, Food and Natural Resources:
Master of Agriculture — lined with light green silk.
Master of Agricultural Economics — lined with green silk and edged to a depth of 5 centimetres with copper silk.
APEC Master of Sustainable Development — lined with green silk and edged with white silk.
Master of Science in Agriculture — lined with green silk.

Faculty of Architecture, Design and Planning:
Master of Architecture — lined with brick-red silk and edged to a depth of 5 centimetres with white silk.
Master of Design Science (formerly Master of Building Science and Master of Design Computing) — lined with brick-red silk, then edged to a depth of 5 centimetres with amber silk, then edged to a depth of 5 centimetres with light maroon silk.
Master of Heritage Conservation — lined with brick-red silk, then a line 2 centimetres wide of green silk, and then edged to a depth of 5 centimetres with copper silk.
Master of Housing Studies — lined with red-brick silk, then a line 2 centimetres wide of straw silk and edged to a depth of 5 centimetres with peat brown silk.
Master of Philosophy (Architecture) — lined with red-brick silk and edged to a depth of 5 centimetres with white silk.
Master of Science (Architecture) — lined with amber silk and edged to a depth of 5 centimetres with brick-red silk.
Master of Urban Design — lined with brick-red silk, then a line 2 centimetres wide of white silk and edged to a depth of 5 centimetres with amber silk.
Master of Urban and Regional Planning (formerly Town and Country Planning) — lined with brick-red silk, then a line 2 centimetres wide of amber silk, and edged to a depth of 5 centimetres with turquoise blue silk.
Master of Urban Studies — lined with brick-red silk, then a line 2 centimetres wide of white silk and edged to a depth of 5 centimetres with amber silk.

Faculty of Arts and Social Sciences:
Master of Arts — lined with blue silk.

Master of China Studies — lined with light blue silk and edged to a depth of 5 centimetres with red silk and edged to the depth of 5 centimetres with gold silk.
Master of Economics — lined with copper silk.
Master of Economics (Social Sciences) — lined with copper silk and edged to a depth of 5 centimetres with royal blue silk.
Master of Economics (Social Sciences) in Australian Political Economy — lined with copper silk and edged to a depth of 5 centimetres with ultramarine blue silk.
Master of International Studies — lined with copper silk and edged to a depth of 5 centimetres with brick-red silk.
Master of Letters — lined with blue silk and edged with royal blue silk.
Master of Letters in US Studies — lined with ultramarine silk and edged with scarlet silk to a depth of 5 centimetres.
Master of Liberal Studies — lined with blue silk and edged to a depth of 5 cm with brick red silk.
Master of Media Practice — lined with blue silk and edged with copper silk.
Master of Medical Humanities — lined with blue silk, then edged to a depth of 2 centimetres with scarlet silk and edged to a depth of 5 centimetres with purple silk.
Master of Philosophy — lined with blue silk and edged with cream silk.
Master of Philosophy in Economics — lined with copper silk and edged to a depth of 5 centimetres with cream silk.
Master of Professional Communication — lined with blue silk and edged with light maroon silk.
ANZOG Executive Master of Public Administration — lined with salvia blue silk.
Master of Public Administration — lined with salvia blue silk and edged to a depth of 5 centimetres with copper silk.
Master of Public Affairs — lined with copper silk and edged to a depth of 5 centimetres with green silk.
Master of Public Policy — lined with copper silk and edged to a depth of 5 centimetres with scarlet silk.
Master of Theology — lined with scarlet silk and edged to a depth of 10 centimetres with white silk.
Master of US Studies — lined with ultramarine silk and edged to a depth of 10 centimetres comprising two stripes of equal width of white and on the outside edge scarlet.

Faculty of Dentistry:
Master of Dental Science — lined with cream silk and edged to a depth of 5 centimetres with purple silk.
Master of Dental Surgery — lined with purple silk and edged to a depth of 5 centimetres with cream silk.
Master of Science in Dentistry — lined with cream silk, then edged to a depth of 5 centimetres with purple silk, then edged to a depth of 5 centimetres with gold silk.

Faculty of Education and Social Work:
Master of Education — lined with white silk.
Master of Learning Science and Technology — lined with white silk and edged to a depth of 5 centimetres with peony red silk.
Master of Philosophy in Education — lined with white silk and edged to a depth of 5 centimetres with crushed strawberry silk.
Master of Policy Studies — lined with peony red silk and edged to a depth of 5 centimetres with moss green silk.
Master of Social Work — lined with white silk and edged with royal blue silk.
Master of Social Work (Qualifying) — lined with white silk and edged to a depth of 5 centimetres with moss green silk.
Master of Teaching — lined with crushed strawberry silk.

Faculty of Engineering and Information Technologies:
Master of Engineering — lined with light maroon silk.
Master of Engineering (Research) — lined with light maroon silk, then edged to a depth of 5 centimetres with white silk, then edged to a depth of 5 centimetres with dark maroon silk.
Master of Engineering Science — lined with light maroon silk and edged to a depth of 5 centimetres with dark maroon silk.
Master of Engineering Studies — lined with light maroon silk, then edged to a depth of 5 centimetres with light blue silk, then edged to a depth of 5 centimetres with dark maroon silk.
Master of Information Technology — lined with amber silk and edged with ultramarine blue silk.
Master of Information Technology Management — lined with amber silk and edged with royal blue silk.
Faculty of Health Sciences:
Master of Applied Science — lined with amber silk and edged to a depth of 5 centimetres with turquoise silk.
Master of Diagnostic Radiography — lined with amber silk then a line 2 centimetres wide of turquoise silk, and edged to a depth of 5 centimetres with ultramarine silk.
Master of Health Information Management — lined with amber silk, then a line two centimetres wide of copper silk, and edged to a depth on 5 centimetres with turquoise silk.
Master of Health Science — lined with amber silk and edged to a depth of 5 centimetres with dark blue silk.
Master of Molecular Imaging — lined with amber silk and edged to a depth of 5 centimetres with dark blue silk.
Master of Nuclear Medicine — lined with amber silk then a line 2 centimetres wide of turquoise silk, and edged to a depth of 5 centimetres with maroon silk.
Master of Occupational Therapy — lined with amber silk then a line 2 centimetres wide of purple silk, and edged to a depth of 5 centimetres with dark blue silk.
Master of Orthotics — lined with amber silk, then a line 2 centimetres wide of copper silk, and edged to a depth of 5 centimetres with purple silk.
Master of Physiotherapy — lined with amber silk, then a line two centimetres wide of jade silk, and edged to a depth of 5 centimetres with dark blue silk.
Master of Radiation Therapy — lined with amber silk then a line 2 centimetres wide of turquoise silk, and edged to a depth of 5 centimetres with dark green silk.
Master of Rehabilitation Counselling — lined with amber silk, then a line 2 centimetres wide of light maroon silk, then edged to a depth of 5 centimetres with dark blue silk.
Master of Speech Language Pathology — lined with amber silk, then a line 2 centimetres wide of gold silk, then edged to a depth of 5 centimetres with dark blue silk.

Faculty of Law:
Juris Doctor — lined with ultramarine silk and edged to a depth of 5 centimetres with royal blue silk.
Master of Administrative Law and Policy — lined with ultramarine silk and edged to a depth of 5 centimetres with new fuchsia silk.
Master of Asian and Pacific Legal Systems — lined with ultramarine silk and edged to a depth of 5 centimetres with murrey silk.
Master of Business Law — lined with ultramarine silk and edged to a depth of 5 centimetres with amber silk.
Master of Criminology — lined with ultramarine silk and edged to a depth of 5 centimetres with scarlet silk.
Master of Environmental Law — lined with ultramarine silk and edged to a depth of 5 centimetres with green silk.
Master of Global Law — lined with ultramarine silk and edged to a depth of 5 centimetres with salvia blue silk.
Master of Health Law — lined with ultramarine silk and edged to a depth of 5 centimetres with academic gold silk.
Master of International Law — lined with ultramarine silk and edged to a depth of 5 centimetres with new sapphire silk.
Master of International Taxation — lined with ultramarine silk and edged to a depth of 5 centimetres with maroon silk.
Master of Jurisprudence — lined with ultramarine silk and edged to a depth of 5 centimetres with yellow silk.
Master of Labour Law and Relations — lined with ultramarine silk, then edged to a depth of 5 centimetres with purple silk, then edged to a depth of 5 centimetres with copper silk.
Master of Law and International Development — lined with ultramarine silk and edged to a depth of 5 centimetres with tangerine silk.
Master of Laws — lined with ultramarine silk.
Master of Taxation — lined with ultramarine silk and edged to a depth of 5 centimetres with copper silk.

Faculty of Medicine:
Master of Biostatistics — lined with turquoise silk, then a line 2 centimetres wide of scarlet silk and edged to a depth of 5 centimetres with purple silk.
Master of Brain and Mind Sciences — lined with amber silk, then a line 2 centimetres wide of scarlet silk and edged to a depth of 5 centimetres with imperial purple silk.
Faculty of Rural Management:
*For continuing University of Sydney students only, as the Faculty of Rural Management has transferred to Charles Sturt University.

Master of Management — lined with dove grey silk, and edged to a depth of 10 centimetres with jade silk.

Master of Rural Management — lined with jade silk, and edged to a depth of 10 centimetres with dove grey silk.

Master of Strategic Marketing (Agribusiness) — lined with dove grey silk, and edged to a depth of 10 centimetres with cardinal silk.

Master of Sustainable Agriculture — lined with dove grey silk, and edged to a depth of 10 centimetres with brick red silk.

Faculty of Science:

Master of Science (Microscopy and Microanalysis) — as for the Master of Science (lined with amber silk).

Master of Science (Environmental Science) — as for the Master of Science (lined with amber silk).

Master of Environmental Science and Law — lined with amber silk, then a line 2 centimetres wide of ultramarine silk and edged to a depth of 5 centimetres with green silk.

Master of Nutrition and Dietetics — lined with amber silk and edged with pink silk.

Master of Psychology — lined with royal blue silk.

Master of Quantitative Marine Ecology — lined with amber silk and edged with electric blue silk.

Master of Science — lined with amber silk.

Faculty of Veterinary Science:

Master of Animal Science — lined with purple silk and edged to a depth of 5 centimetres with green silk, then edged to a depth of 5cm with amber silk.

Master of Science in Veterinary Science — lined with purple silk, then edged to a depth of 5 centimetres with amber silk, then edged to a depth of 5cm with gold silk.

Master of Veterinary Clinical Studies — lined with imperial purple silk and edged to a depth of 5 centimetres with Master of Science in Veterinary Science — lined with purple silk, then edged to a depth of 5 centimetres with amber silk, then edged to a depth of 5cm with gold silk.

Master of Veterinary Public Health Management — lined with purple silk and edged to a depth of 5 centimetres with ultramarine silk, then edged to a depth of 5 centimetres with gold silk.

Master of Veterinary Science — lined with amber silk and edged to a depth of 5 centimetres with purple silk.

Master of Veterinary Studies — lined with purple silk, then edged to a depth of 5 centimetres with gold silk, then edged to a depth of 5 centimetres with amber silk.

Faculty of Agriculture, Food and Natural Resources:

Bachelor of Agriculture — lined with copper silk edged to a depth of 5 centimetres with gold silk.

Bachelor of Animal Science — lined with copper silk edged with crushed strawberry silk and white silk each to a depth of 5 centimetres.

Bachelor of Business Information Systems — lined with copper silk edged with crushed strawberry silk and white silk each to a depth of 5 centimetres.

Bachelor of Commerce — lined with copper silk and edged to a depth of 5 centimetres with white silk.

Bachelor of Human Resource Management and Coaching — lined with copper silk and edged to a depth of 10 centimetres with amber silk.

Bachelor of Industrial Relations and Human Resources — lined with copper silk and edged to a depth of 5 centimetres with purple silk.

Bachelor of International Business — lined with copper silk and edged to a depth of 5 centimetres with pale blue silk.

Bachelor of International Business and Law — lined with copper silk and edged to a depth of 10 centimetres comprising two stripes of equal width of string and on the outside edge ultramarine.

Bachelor of Logistics Management — lined with copper silk and edged to a depth of 5 centimetres with grey silk.

Bachelor of Management — lined with copper silk and edged to a depth of 5 centimetres with post office box red silk.

Bachelor of Management (CEMS) — lined with copper silk and edged to a depth of 5 centimetres with post office box red silk.

Bachelor of Professional Accounting — lined with copper silk edged with white silk and green silk each to a depth of 5 centimetres.

Bachelor of Transport Management — lined with scarlet silk and edged with copper silk.

Board of Studies in Indigenous Studies:

Master of Indigenous Languages Education — lined with brick red silk and edged to a depth of 5 centimetres with sky blue silk.

Australian Graduate School of Management:

*For continuing University of Sydney students only, as the joint venture has been terminated:

The academic dress for masters awarded by the Australian Graduate School of Management shall be a black master’s gown, a black cloth trencher cap, and a hood of old gold silk with black stripes to a width of 6.5 centimetres to design, with a black neckband and lined as follows:

Master of Business Administration — lined with ultramarine blue silk.

Master of Business Administration Executive — lined with kingfisher blue silk.

Master of Management — lined with jade blue silk.

7. Bachelors

The academic dress for bachelors shall be a gown similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Oxford or of Cambridge, a black cloth trencher cap, and a hood of black silk —

Faculty of Agriculture, Food and Natural Resources:

Bachelor of Agriculture — edged with light green silk.

Bachelor of Agricultural Economics — edged with green and copper silk.

Bachelor of Animal Science — edged with green and purple silk.

Bachelor of Environmental Economics — edged with green and light (sky) blue silk.

Bachelor of Horticultural Science — lined with green silk and edged with dark maroon silk.

Bachelor of Land and Water Science — edged with green and gold silk.

Bachelor of Resource Economics — edged with copper and gold silk.

Bachelor of Science in Agriculture — edged with green silk.

Faculty of Architecture, Design and Planning:

Bachelor of Architecture — lined with white silk and edged with brick-red silk.

Bachelor of Design — edged with silver grey and red-brick silk.

Bachelor of Design Computing — edged with string and red-brick silk.

Bachelor of Science (Architecture) — edged with amber and brick-red silk.

Faculty of Arts and Social Sciences:

Bachelor of Arts — similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Bachelor of Arts (Advanced) — similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.
Bachelor of Arts (Asian Studies)—similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Bachelor of Arts (Languages)—similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Bachelor of Arts (Medial & Communications)—similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Bachelor of Arts and Sciences—edged with white and amber silk, each to a depth of 5 centimetres.

Bachelor of Arts Informatics—similar to that worn by graduates holding the degree of Bachelor of Arts in the University of Cambridge.

Bachelor of Economics—edged with copper silk.

Bachelor of Economics (Social Sciences)—lined with black silk and edged with copper silk and royal blue silk each to a depth of 5 centimetres.

Bachelor of Global Studies—edged with bronze green and white silk.

Bachelor of International Studies—lined with black silk and edged with copper silk and red brick silk each to a depth of 5 centimetres.

Bachelor of Liberal Studies—edged with cream and amber silk.

Bachelor of Social Sciences—edged with buttercup and white silk.

Bachelor of Socio-Legal Studies—edged with medicin crimson and white silk.

Faculty of Dentistry:

Bachelor of Dental Surgery—edged with purple and cream silk.

Bachelor of Dentistry—edged with purple and cream silk.

Bachelor of Oral Health—edged with purple, cream and pantome green silk.

Bachelor of Science (Dental)—edged with neyron rose and imperial purple silk.

Faculty of Education and Social Work:

Bachelor of Education—edged with white silk.

Bachelor of Teaching—edged with crushed strawberry silk.

Bachelor of Social Work—edged with dark blue and white silk.

Faculty of Engineering and Information Technologies:

Bachelor of Computer Science and Technology—edged with ultramarine blue silk trim on amber silk.

Bachelor of Engineering—edged with light maroon silk.

Bachelor of Information Technology—lined with burnt orange silk trim on amber silk.

Bachelor of Science in Chemical Engineering—edged with light maroon and amber silk.

Faculty of Health Sciences:

Bachelor of Applied Science—lined to a depth of 15 centimetres with amber silk and edged to a depth of 3.5 centimetres with turquoise silk.

Bachelor of Health Science—lined to a depth of 15 centimetres with amber silk and edged to a depth of 3.5 centimetres with dark blue silk.

Faculty of Law:

Bachelor of Laws—edged with blue silk.

Faculty of Medicine:

Bachelor of Medicine—edged with purple silk.

Bachelor of Surgery—edged with scarlet silk.

Bachelor of Science (Medical) (Honours)—edged with amber and crimson silk.

Faculty of Nursing and Midwifery:

Bachelor of Nursing—lined to a depth of 15 centimetres with white silk and edged to a depth of 3.5 centimetres with turquoise silk.

Bachelor of Nursing (Honours)—lined to a depth of 15 centimetres with white silk and edged to a depth of 3.5 centimetres with turquoise silk then edged to a depth of 3.5 centimetres with gold silk.

Bachelor of Nursing (Indigenous Australian Health)—lined to a depth of 15 centimetres with white silk and edged to a depth of 3.5 centimetres with turquoise silk then edged to a depth of 3.5 centimetres with gold silk.

Faculty of Pharmacy:

Bachelor of Pharmacy—edged with amber and copper silk.

Faculty of Rural Management*:

*For continuing University of Sydney students only as the Faculty of Rural Management has transferred to Charles Sturt University.

Bachelor of Business (Agricultural Commerce)—lined with dove grey silk and edged with dove grey and cardinal, each to a depth of 5 centimetres.

Bachelor of Equine Business Management—lined with dove grey silk and edged with dove grey and royal purple silk, each to a depth of 5 centimetres.

Bachelor of Farm Management—lined with dove grey silk and edged with dove grey and satinwood silk, each to a depth of 5 centimetres.

Bachelor of Horticultural Management—lined with dove grey silk and edged with dove grey and pea green silk, each to a depth of 5 centimetres.

Bachelor of Land Management—lined with dove grey silk and edged with dove grey and mace silk, each to a depth of 5 centimetres.

Bachelor of Management—lined with dove grey and edged with dove grey and jade, each to a depth of 5 centimetres.

Bachelor of Rural Business Administration—lined with dove grey silk and edged with dove grey and turquoise blue silk, each to a depth of 5 centimetres.

Faculty of Science:

Bachelor of Medical Science—edged with crimson and amber silk.

Bachelor of Psychology—edged with Irish green silk trim on ivory silk.

Bachelor of Science—edged with amber silk.

Faculty of Veterinary Science:

Bachelor of Science (Veterinary)—edged with purple and gold silk.

Bachelor of Veterinary Science—edged with amber and purple silk.

Sydney College of the Arts:

Bachelor of Visual Arts (formerly Bachelor of Arts (Visual Arts))—lined with jet black silk, then edged to a depth of 5 centimetres with chile silk, then edged to a depth of 5 centimetres with spectrum violet.

Sydney Conservatorium of Music:

Bachelor of Music—lined with buttercup silk and edged to a depth of 5 centimetres with union jack red silk.

Bachelor of Music Studies—lined with union jack red silk edged to a depth of 5 centimetres with buttercup yellow silk.

University of Sydney Business School:

Bachelor of Commerce—lined with black silk and edged with copper silk and with white silk, each to a depth of 5 centimetres.

Bachelor of Commerce (Liberal Studies)—lined with black silk and edged with copper silk and jade blue silk, each to a depth of 5 centimetres.

8. Graduate or postgraduate diplomas

The academic dress for holders of graduate diplomas or postgraduate diplomas shall be a gown as worn by bachelors of the University, a black cloth trencher cap, and a pleated neck stole as set out below.

Where a graduate diploma or a postgraduate diploma does not have a designated neck stole, the dress shall be that of the highest award for which the diploma has qualified. In the event that the diploma has not attained an undergraduate or postgraduate qualification the dress shall be a gown as worn by bachelors of the University without a hood.

Faculty of Architecture, Design and Planning:

Graduate Diploma in Architecture—a stole 10 centimetres wide of red-brick silk.

Faculty of Arts and Social Sciences:

Graduate Diploma in Public Administration—a stole 10 centimetres wide of salvia blue silk.
Faculty of Education and Social Work:
Graduate Diploma in Educational Studies — a stole 10 centimetres wide of silk comprising two stripes, one of old rose 5 centimetres wide and one of honeysuckle 5 centimetres wide.
Graduate Diploma in Learning Science and Technology — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of peony red 5 centimetres wide.

Faculty of Health Sciences:
Graduate Diploma of Health Science — a stole 10 centimetres wide of turquoise silk with a band of dark blue silk 2.5 centimetres wide and an edging of amber braid 2.5 centimetres wide.
Graduate Diploma of Rehabilitation Counselling — a stole 10 centimetres wide of turquoise silk with a band of dark blue silk 2.5 centimetres wide and an edging of amber braid 2.5 centimetres wide.

Faculty of Law:
Graduate Diploma in Commercial Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of purple 5 centimetres wide.
Graduate Diploma in Corporate, Securities and Finance Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of honeysuckle 5 centimetres wide.
Graduate Diploma in Criminology — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of scarlet 5 centimetres wide.
Graduate Diploma in Environmental Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of green 5 centimetres wide.
Graduate Diploma in Health Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of academic gold 5 centimetres wide.
Graduate Diploma in International Business Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of hello 5 centimetres wide.
Graduate Diploma in International Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of new sapphire 5 centimetres wide.
Graduate Diploma in Jurisprudence — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of buttercup 5 centimetres wide.
Graduate Diploma of Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of blue 5 centimetres wide.
Graduate Diploma in Public Health Law — a stole 10 centimetres wide of silk comprising two stripes, one of ultramarine 5 centimetres wide and one of honeysuckle 5 centimetres wide.

Faculty of Medicine:
Graduate Diploma in Biostatistics — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely turquoise, scarlet and purple.
Graduate Diploma and Graduate Certificate in Brain and Mind Sciences — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely amber, scarlet and imperial purple.
Graduate Diploma in Genetic Counselling — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely imperial purple closest to the neckline, then amber, then royal blue.
Graduate Diploma in Health Economics — a stole 10 centimetres wide of silk comprising two stripes of equal width, one of imperial purple and one of scarlet.
Graduate Diploma in HIV, STIs and Sexual Health — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely white, scarlet and purple.
Graduate Diploma of Indigenous Health (Substance Abuse) — a stole 10 centimetres wide of silk, comprising three stripes: 1 cm of imperial purple closest to the neckline; then two even stripes, one of post office red, then one of buttercup yellow.
Graduate Diploma in Indigenous Health Promotion — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely sky blue, yellow and ochre.
Graduate Diploma in International Public Health — a stole 10 centimetres wide of silk comprising two stripes of equal width, one of imperial purple and one of scarlet.
Graduate Diploma of Medical Education — a stole 10 centimetres wide of silk comprising two stripes of equal width, namely white and purple.
Graduate Diploma in Medical Humanities — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely blue, scarlet and purple.
Graduate Diploma in Medicine — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely white, scarlet and purple.
Graduate Diploma in Physical Medicine (Musculoskeletal) — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely white, scarlet and purple.

Faculty of Nursing and Midwifery:
Graduate Diploma of Cancer Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.
Graduate Diploma of Cancer and Haematology Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.
Graduate Diploma of Clinical Education — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.
Graduate Diploma in Clinical Trials Practice — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.
Graduate Diploma of Emergency Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.
Graduate Diploma of Gerontic Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.
Graduate Diploma of Health Services Management — a stole 10 centimetres wide of silk comprising two stripes, one of gold 5 centimetres wide and one of cream 5 centimetres wide.
Graduate Diploma of Intensive Care Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.
Graduate Diploma of Mental Health Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.
Graduate Diploma in Midwifery — a stole 10 centimetres wide of silk comprising two stripes, one of turquoise 5 centimetres wide and one of royal blue 5 centimetres wide.
Graduate Diploma in Nursing — a stole 10 centimetres wide of silk comprising two stripes, one of white 5 centimetres wide and one of turquoise 5 centimetres wide.

Faculty of Pharmacy:
Graduate Diploma in Herbal Medicines — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely amber, green and copper.

Faculty of Rural Management*:
*For continuing University of Sydney students only, as the Faculty of Rural Management has transferred to Charles Sturt University.
Graduate Diploma in Rural Management Studies — a stole 10 centimetres wide of silk comprising two stripes, one of dove grey 5 centimetres wide and one of jade 5 centimetres wide.
Graduate Diploma in Sustainable Agriculture — a stole 10 centimetres wide of silk comprising two stripes, one of dove grey 5 centimetres wide and one of brick red 5 centimetres wide.

Faculty of Veterinary Science:
Graduate Diploma of Veterinary Public Health Management — a stole 10 centimetres wide of silk comprising three stripes of equal width, namely purple, ultramarine and gold.

Sydney Conservatorium of Music:
Graduate Diploma in Music (Accompaniment) — a stole 10 centimetres wide of medici crimson silk.
Graduate Diploma in Music (Creative Sound Production) — a stole 10 centimetres wide of buttercup silk.
Graduate Diploma in Music (Pedagogy) — a stole 10 centimetres wide of buttercup silk.
Graduate Diploma in Music (Opera) — a stole 10 centimetres wide of grass green silk.
Graduate Diploma in Music (Performance) — a stole 10 centimetres wide of buttercup silk.

University of Sydney Business School:
Graduate Diploma of Business — a stole 10 centimetres wide of silk comprising two stripes of equal width, one of copper and one of gold.
Graduate Diploma in Transport Management — a stole 10 centimetres wide of silk comprising two stripes, one of scarlet 5 centimetres wide and one of copper 5 centimetres wide.
Board of Studies in Indigenous Studies:
Graduate Diploma of Indigenous Languages Education — a stole 10 centimetres wide of brick red silk and edged to a depth of 2 centimetres with sky blue silk.

Australian Graduate School of Management:
*For continuing University of Sydney students only, as the joint venture has been terminated:
Graduate Diploma in Management — gown as worn by bachelors of the University, a black cloth trencher cap, and hood of old gold silk with black stripes to a width of 6.5 centimetres to design and a black neckband.

9. Advanced diplomas
The academic dress for holders of advanced diplomas shall be a gown as worn by bachelors of the University, a black cloth trencher cap, and a pleated neck stole as follows—

**Faculty of Rural Management**:  
*For continuing University of Sydney students only, as the Faculty of Rural Management has transferred to Charles Sturt University.*
Advanced Diploma of Business (Agricultural Commerce) — a stole 12 centimetres wide of dove grey silk with an inner edging of cardinal silk to a depth of 2 centimetres and an outer edging of white silk to a depth of 2 centimetres.
Advanced Diploma of Equine Business Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of royal purple silk to a depth of 2 centimetres.
Advanced Diploma of Farm Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of satinwood silk to a depth of 1 centimetre.
Advanced Diploma of Horticultural Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of peacock green silk to a depth of 2 centimetres.
Advanced Diploma of Agriculture — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of peacock green silk to a depth of 2 centimetres.
Advanced Diploma of Land Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of mace silk to a depth of 1 centimetre.
Advanced Diploma of Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of white silk to a depth of 2 centimetres.
Advanced Diploma of Rural Business Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of turquoise blue silk to a depth of 1 centimetre.
Advanced Diploma of Viticultural Management — a stole 12 centimetres wide of dove grey silk with an inner edging of jade silk to a depth of 2 centimetres and an outer edging of peacock green silk to a depth of 2 centimetres.

10. Diplomas
The academic dress for holders of diplomas shall be a gown as worn by bachelors of the University, a black cloth trencher cap, and a pleated neck stole as follows—

**Faculty of Health Sciences:**
Diploma of Health Science — a stole 10 centimetres wide of turquoise silk.

Sydney Conservatorium of Music:
Diploma of Music — a stole 12 centimetres wide of medici crimson silk edged to a depth of 2 centimetres with buttercup silk.
Diploma of Opera — a stole 12 centimetres wide of medici crimson silk edged to a depth of 2 centimetres with grass green silk.

Board of Studies in Indigenous Studies:
Diploma in Education (Aboriginal) — a stole 10 centimetres wide with edgings of equal depth of jet black silk, buttercup silk and post office box red silk.

11. Associate diplomas
The academic dress for holders of associate diplomas shall be a gown as worn by bachelors of the University, a black cloth trencher cap, and a pleated neck stole as follows—

**Faculty of Medicine:**
Associate Diploma in Community Health and Development — a stole 12 centimetres wide of buttercup silk edged to a depth of 2 centimetres with scarlet with an outer edging of imperial purple silk to a depth of 1 centimetre.

12. Undergraduates
The academic dress for undergraduates shall be a plain black cloth gown, and a black cloth trencher cap.

13. Colours
The colours shall be as defined by the Academic Board. Unless otherwise stated, ‘edged’ shall mean edged to a depth of 10 centimetres. Where two colours are stated, the second shall be to the outside.

The colours mentioned shall be as defined in the British Colour Council Dictionary of Standard Colours, 1951 edition, and the numbers which follow are those by which the Dictionary identifies the colours approved for the purpose of academic dress:

- Amber, BCC 5
- Blue, BCC 193 (correct name: Powder blue)
- Brick red, BCC 125
- Bronze green, BCC 79
- Buttercup, BCC 53
- Cardinal, BCC 186
- Cherry, BCC 185
- Chile, BCC 98 (correct name: Chili)
- Copper, BCC 73
- Cream, BCC 3
- Crimson, BCC 185
- Crushed Strawberry, BCC 158
- Dark blue, BCC 148
- Dark maroon, BCC 39
- Gold, BCC 54 (correct name: Saffron)
- Grass green, BCC 103
- Green, BCC 213 (correct name: Emerald)
- Honeysuckle, BCC 62
- Imperial purple, BCC 109
- Ivory, BCC 2
- Jade, BCC 122
- Jet black, BCC 220
- Kingfisher, BCC 104
- Light green, BCC 99
- Light maroon, BCC 36
- Lilac, BCC 176
- Mace, BCC 73
- Maroon, BCC 39
- Medici crimson, BCC 240 (from the later 1951 edition of the Dictionary)
- Moss green, BCC 174
- Murrey, BCC 135
- Neyron rose, BCC 35
- Old gold, BCC 115
- Old Rose, BCC 157
- Pea green, BCC 172
- Peat brown, BCC 70
- Peony red, BCC 37
- Post office red, BCC 209
- Powder blue, BCC 193
Appointment and roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans

Approved by: Senate on 25 November 2008

Date of effect: 25 November 2008

RESOLUTIONS OF THE SENATE:

Pro-Deans and Deputy Deans

4.1 The dean may nominate from the members of the faculty, and the faculty may appoint the person/s so nominated, one or more persons as pro-dean/s or deputy dean/s, to hold office for such period within the term of office of the dean as the faculty may determine, subject to the possibility of early termination by the dean after consultation with the faculty or, in exceptional circumstances, the Provost.

4.2 Subject to section 4.1, the pro-dean or deputy dean shall have such duties and powers as may from time to time be assigned to him or her by the dean. Typically, the duties of a pro-dean or deputy dean will include

4.2.1 representing the dean as requested
4.2.2 serving as acting dean when the dean is absent
4.2.3 being a member of committees of the faculty
4.2.4 chairing ad hoc working parties within the faculty

4.3 Where a faculty has appointed more than one pro-dean or deputy dean, their duties may be confined to a specific area or areas of management responsibility, as determined by the faculty on the recommendation of the dean, and this may be reflected in the title approved by the faculty.

Associate Deans

5.1 The dean may nominate from the members of the faculty, and the faculty may appoint the person/s so nominated, one or more persons as associate dean/s to assist the dean or a pro-dean/deputy dean in the exercise of his or her duties or powers.

5.2 The number of associate deans appointed by a faculty should generally be commensurate with the size of the faculty.

5.3 An associate dean appointed by faculty holds office for such period within the term of the dean as the faculty may determine, subject to the possibility of early termination by the dean after consultation with the faculty or, in exceptional circumstances, the Provost.

5.4 An associate dean has such duties and powers as may from time to time be assigned to him or her by the dean. Typically, the duties of an associate dean will include

5.4.1 promoting and co-ordinating a specified area of responsibility within faculty and also chairing the faculty committee responsible for the area
5.4.2 undertaking academic functions in relation to their area of responsibility, which are delegated by the dean
5.4.3 representing the faculty on University committees in their area of responsibility
5.4.4 taking a leadership role in writing reports and responding to requests for information in relation to their area of responsibility

5.5 Where a faculty, on the advice of the dean, so recommends, the Senate may appoint a person as an associate dean of that faculty and that person shall hold office for such period as the Senate may determine.

5.6 On the termination of office of an appointed associate dean, a further recommendation of the faculty concerned shall be made before any other person is appointed to that office.

5.7 The selection committee for an appointed associate dean shall be the same as that provided for under University policy for a Level E Academic appointment.

Purple, BCC 109
Red brick, BCC 125 (correct name: Brick red)
Royal blue, BCC 197
Salvia blue, BCC 146
Satinwood, BCC 65
Scarlet, BCC 185 (correct name: Cherry)
Silver grey, BCC 153
Sky blue, BCC 162
Spectrum violet, BCC 214
Straw, BCC 51
String, BCC 127
Tangerine, BCC 55
Turquoise blue, BCC 193 (correct name: Powder blue)
Turquoise, BCC 118 (correct name: Turquoise blue)
Ultramarine, BCC 148
Union jack red, BCC 210
White, BCC 151 (correct name: Pearl white)
Sub-Deans

6.1 The dean may nominate from the members of the faculty, and the faculty may appoint the person/s so nominated, one or more persons who shall be sub-dean/s to assist the dean or an associate dean in the exercise of their duties or powers.

6.2 The number of sub-deans appointed by a faculty should generally be commensurate with the size of the faculty.

6.3 A sub-dean shall hold office for such period or periods within the term of the dean as the faculty may determine, subject to the possibility of early termination by the dean after consultation with the faculty or, in exceptional circumstances, the Provost.

6.4 A sub-dean has such duties and powers as may from time to time be assigned to him or her by the dean or relevant associate dean. Typically, the duties of a sub-dean will include:

6.4.1 promoting and co-ordinating a specified narrow area of responsibility within the portfolio of a dean or associate dean on behalf of the dean or associate dean

6.4.2 undertaking functions in relation to their narrow area of responsibility, as delegated by the dean or relevant associate dean

6.4.3 writing reports and responding to requests for information in relation to their narrow area of responsibility
Appointment of Vice-Chancellor

Approved by: Senate in May 1977
Latest amendment approved by: Senate on 6 November 2006
Date of effect: 6 November 2006

Procedures for consultation between the Senate and the Academic Board in respect of appointment of Vice-Chancellor and for selection of a Vice-Chancellor – Selection Committee

1. Senate will appoint a Joint Committee of Senate to be chosen in accordance with principles of good governance consisting of:
   1.1 members ex officio (namely, the Chancellor, the Deputy Chancellor, and the Chair of the Academic Board),
   1.2 members of Senate appointed by the Senate, and
   1.3 members equal in number to those appointed under (b), to be appointed by the Senate on the nomination of the Academic Board through its chair, to identify and review applicants for appointment as the next Vice-Chancellor and to make recommendations to Senate for its determination in respect of such appointment reporting to Senate on a regular basis. Such will include the appointment by the committee of a suitable search firm of the highest integrity and competence in order to maximise the University’s capacity to approach possible outstanding applicants on a strictly confidential basis in the first instance in order to ascertain their interest who may not otherwise respond and to have the benefit of objective external input and additional due diligence.

2. In order to represent the width of interest on the Board, it would be desirable to have four members appointed under 1.3. The Joint Committee will be a committee of the Senate which will report to that body.

3. The members of the Board to be nominated to Senate for appointment to the Joint Committee will be nominated to the Board by the Chair of the Academic Board.

4. The Senate is to approve the final composition of the committee, maintaining the equality of number referred to in 1.3 above and be in a position, should circumstances warrant this, to replace a member of the Committee or require in the case of those nominated by the Academic Board that the Chair of the Academic Board nominate a replacement for appointment by Senate.

5. A majority of the members of the Committee must be external, but so that a student Fellow may constitute an external member.

Charter of Academic Freedom

Approved by: Senate on 5 May 2008
Date of effect: 6 May 2008

The University of Sydney declares its commitment to free enquiry as necessary to the conduct of a democratic society and to the quest for intellectual, moral and material advance in the human condition.

The University of Sydney affirms its institutional right and responsibility, and the rights and responsibilities of each of its individual scholars, to pursue knowledge for its own sake, wherever the pursuit might lead. The University further supports the responsible transmission of that knowledge so gained, openly within the academy and into the community at large, in conformity with the law and the policies and obligations of the University.

The University of Sydney, consistent with the principles enunciated in its mission and policies, undertakes to promote and support:

- the free, and responsible pursuit of knowledge through research in accordance with the highest ethical, professional and legal standards
- the dissemination of the outcomes of research, in teaching, as publications and creative works, and in media discourse
- principled and informed discussion of all aspects of knowledge and culture

This Charter of Academic Freedom is endorsed by the Senate and Academic Board of The University of Sydney.
THE UNIVERSITY AMENDS ITS POLICIES AND PROCEDURES FROM TIME TO TIME. THE VERSION CONTAINED HERE WAS ACCURATE AT 31 JANUARY 2015.

The only authoritative version of the document is the version published in the University’s Policy Register at sydney.edu.au/policies

ACADEMIC BOARD COMMITTEES

Resolutions of the Academic Board

ACADEMIC STANDARDS AND POLICY COMMITTEE

Purpose
The Academic Standards and Policy Committee assists and advises the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, scholarship and research in the University of Sydney.

Terms of Reference
1. To play an active role in assuring the quality of teaching, scholarship and research in the University and co-ordinate and maintain an overview of the academic activities of all academic units.
2. To formulate and review policies, guidelines and procedures in relation to academic matters, particularly with respect to academic issues that have scope across the University, including equity and access initiatives.
3. To determine policy concerning the programs of study or examinations in any Faculty, college or Board of Studies.
4. To advise the Academic Board and Vice Chancellor on policies concerning the academic aspects of the conditions of appointment and employment of academic staff.
5. To play an active role in assuring the quality of teaching, scholarship and research in the University by ensuring the body of academic policies and degree resolutions are self-consistent, incorporate the best ideas and are aligned with the strategic goals of the University.
6. In pursuit of the above objectives,
   6.1. request reports from, or refer matters to academic units for consideration and action as required;
   6.2. consider and take action as required on reports or academic submissions from academic units;
   6.3. initiate and oversee, in collaboration with the Senior Executive Group, a formal and regular program of review of academic activities of all academic units.
7. To actively seek and evaluate opportunities to improve the University’s pursuit of high standards in all academic activities.
8. To ensure proper communication channels are established with other committees of the Academic Board and SEG to promote cross-referencing and discussion of matters pertaining to academic standards and policy.
9. To receive regular reports from, and provide advice to the Deputy Vice-Chancellors pursuant to maintaining the highest standards in teaching, scholarship and research.
10. To exercise all reasonable means to provide and receive advice from the Senior Executive Group and its relevant subcommittees.
11. To provide regular reports on its activities under its terms of reference to the Academic Board.
12. To consider and report on any matter referred to it by the Academic Board, the Vice Chancellor or the Deputy Vice-Chancellors.

Constitution
Ex Officio
• the Chair of the Committee
• the Chair of the Academic Board, or nominee
• the Director, Teaching and Learning, or nominee
• the President of the Students’ Representative Council, or nominee
• the President of the Sydney University Postgraduate Representative Association, or nominee

Appointed Members
The Academic Board shall appoint one member from each faculty and at least one undergraduate student member nominated by members of the Board.

Deputy Chair

The Committee may appoint one member, on the nomination of the Chair of the Committee, to act as Deputy Chair.

Co-opted Members
On the recommendation of the Committee, the Academic Board may co-opt additional members. Co-opted members may be selected from the University community or be external to the University of Sydney and may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co option and such members shall have all rights and privileges of other members.

Observers
Students and staff of the University may attend meetings as observers, and are allowed, with the permission of the Chair of the committee, to address the meeting on issues being considered by the committee.

Voting Rights
Voting rights at meetings of the Committee are restricted to ex-officio members, appointed members and co-opted members.

Frequency of Meetings
The Committee shall meet at least five (5) times a year.

Quorum
A quorum for a meeting of the Committee shall be seven (7) members.
ADMISSIONS COMMITTEE

Purpose
The Admissions Committee advises the Academic Board and its committees about resolutions, policy and procedures relating to admissions to award courses at the University of Sydney.

Terms of Reference
1. To advise the Academic Board on:
   (a) resolutions, policy and procedures relating to all student admissions to the University; and
   (b) issues relating to admissions not based solely on the Australian Tertiary Admission Rank (ATAR).
2. To make recommendations to the Academic Board, or, if deemed appropriate by the
   Admissions Committee to the Undergraduate Studies Committee and/or the Graduate Studies
   Committee, regarding:
   (a) English language requirements for admission to award courses;
   (b) recognition of institutions, programs and courses for the purposes of admission;
   (c) approval of admissions criteria in addition to theATAR;
   (d) approval of preparatory programs of study in prior learning;
   (e) approval of special admission schemes;
   (f) confirmation of academic selection criteria for international students set by Deans; and
   (g) University-wide Credit Transfer Policy for all coursework.
3. To oversee and approve the publication of admissions advice.
4. To exercise all reasonable means to provide and receive advice from the Senior Executive
   Group and its relevant subcommittees.
5. To provide an annual report on its activities under its terms of reference to the Academic
   Board.
6. To consider and report on any matter referred to it by the Academic Board, the Vice
   Chancellor, Academic Board committees or the Chair of the Academic Board.

Constitution
Ex Officio Members
- the Chair of the Academic Board, who shall be chairperson
- the Chairs of the Undergraduate Studies and Graduate Studies Committees
- the Director of Academic Affairs
- the Director, Student Centre, or nominee
- the Director, International Office, or nominee
- the President of the Students’ Representative Council, or nominee
- the President of the Sydney University Postgraduate Representative Association, or nominee
- the Manager, Postgraduate Student Recruitment
- the Manager, Undergraduate Student Recruitment
- the Manager, UAC Admissions

Appointed Members
- Where possible, one undergraduate and one postgraduate student member of the Academic
  Board, appointed annually by the Academic Board on the advice of the Chair of the Academic
  Board;
- three Deans appointed annually by the Academic Board on the advice of the Chair of the
  Academic Board, or their nominees

Co-opted Members
- the Committee may co-opt up to four members. Co-opted members may be selected from the
  members of the Academic Board or the wider University community or may express interest
  directly to the Chair of the Committee, but must have an interest and/or experience in issues
  considered by the Committee. The term of office of members co-opted by the Committee shall
  be specified at the time of co-option and such members shall have all rights and privileges of
  other members.

Frequency of Meetings
The Committee shall meet at least five (5) times a year.

Quorum
A quorum for a meeting of the Committee shall be four (4) members.

GRADUATE STUDIES COMMITTEE

Purpose
The Graduate Studies Committee assists the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, learning, research training and scholarship at the University of Sydney and, in this context, advises the Academic Board about Resolutions, policy and procedures relating to postgraduate study at the University and acts as the Academic Board’s agent in determining postgraduate matters, including the approval of new and amended courses, in accordance with the Resolutions of the Senate: Delegations of Authority: Academic Functions.

Terms of Reference
1. To make recommendations to the Academic Board regarding:
   (a) English language requirements for admission to award courses;
   (b) recognition of institutions, programs and courses for the purposes of admission;
   (c) approval of admissions criteria in addition to the ATAR;
   (d) approval of preparatory programs of study in prior learning;
   (e) approval of special admission schemes;
   (f) confirmation of academic selection criteria for international students set by Deans; and
   (g) University-wide Credit Transfer Policy for all coursework.
2. To exercise all reasonable means to provide and receive advice from the Senior Executive
   Group and its relevant subcommittees.
3. To provide an annual report on its activities under its terms of reference to the Academic
   Board.
4. To consider and report on any matter referred to it by the Academic Board, the Vice
   Chancellor, Academic Board committees or the Chair of the Academic Board.

Constitution
Ex Officio Members
- the Chair of the Committee- the Chair of the Academic Board, or nominee

Appointed Members
- Where possible, one undergraduate and one postgraduate student member of the Academic
  Board, appointed annually by the Academic Board on the advice of the Chair of the Academic
  Board;
- three Deans appointed annually by the Academic Board on the advice of the Chair of the
  Academic Board, or their nominees

Co-opted Members
- the Committee may co-opt up to four members. Co-opted members may be selected from the
  members of the Academic Board or the wider University community or may express interest
  directly to the Chair of the Committee, but must have an interest and/or experience in issues
  considered by the Committee. The term of office of members co-opted by the Committee shall
  be specified at the time of co-option and such members shall have all rights and privileges of
  other members.

Frequency of Meetings
The Committee shall meet at least five (5) times a year.

Quorum
A quorum for a meeting of the Committee shall be four (4) members.
• the Chairs of Sub-Committees of the Graduate Studies
• Committee, if not already members
• the President of the Sydney University Postgraduate Representative Association, or nominee

**Appointed Members**
The Academic Board shall appoint one member from each faculty and one postgraduate coursework and one postgraduate research student member nominated by members of the Board.

**Deputy Chair**
The Committee may appoint one member, on the nomination of the Chair of the Committee, to act as Deputy Chair.

**Co-opted Members**
The Committee may co-opt additional members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of co-opt and such members shall have all rights and privileges of other members.

**Assessors and Reviewers**
The Committee may invite and appoint assessors and reviewers to assist it with its functions, including, as appropriate, persons from outside the University.

**Observers**
Students and staff of the University may attend meetings as observers, and are allowed, with the permission of the Chair of the committee, to address the meeting on issues being considered by the committee.

**Frequency of Meetings**
The Committee shall meet at least five (5) times a year.

**Voting Rights**
Voting rights at meetings of the Committee are restricted to ex-officio members, appointed members and co-opted members.

**Quorum**
A quorum for a meeting of the Committee shall be seven (7) members.

**Sub-Committees**
- PhD Award Sub-Committee
- Postgraduate Awards Sub-Committee

**UNDERGRADUATE STUDIES COMMITTEE**

**Purpose**
The Undergraduate Studies Committee assists the Academic Board in ensuring the maintenance of the highest standards and quality in teaching, learning and scholarship at the University of Sydney and, in this context, advises the Academic Board about resolutions, policy and procedures relating to undergraduate study at the University and acts as the Academic Board’s agent in determining undergraduate matters, including the approval of new and amended courses, in accordance with the resolutions of the Senate: Delegations of Authority: Academic Functions.

**Terms of Reference**
1. To monitor issues relating to quality in relation to undergraduate award courses, and to make recommendations to the Academic Board as detailed below.
2. To advise the Academic Board on resolutions, policy and procedures relating to all undergraduate studies in the University, including the pattern of undergraduate courses in the University.
3. To make recommendations to the Academic Board in relation to proposals to introduce new undergraduate award courses and amendments to existing undergraduate award courses.
4. To make recommendations to the Academic Board regarding requirements to be satisfied by candidates for the award of a degree, diploma or certificate.
5. To act for the Academic Board in determining procedures for the consideration, and deadline for submission of proposals for new and amended undergraduate award programs and courses in consultation with the Course Profiles Steering Committee.
6. To contribute to the development of the University’s strategic objectives in relation to undergraduate study and to develop, recommend to the Academic Board, and regularly review resolutions, policy and procedures supporting the those strategic objectives.
7. To receive reports from, and provide advice to, the Deputy Vice Chancellor (Education) and, where appropriate the Deputy Vice Chancellor (International) on quality assurance and other matters relating to undergraduate study.
8. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to undergraduate studies.
9. To ensure proper communication channels are established with other committees of the Academic Board and SEG to promote cross-referencing and discussion of matters concerning undergraduate students.
10. To determine the terms and conditions of undergraduate awards, scholarships and prizes established within the University.
11. To receive annual reports on the awarding of Honours and the University Medal from Faculties.
12. To provide regular reports on its activities under its terms of reference to the Academic Board.
13. To consider and report on any matter referred to it by the Academic Board, or its committees, the Senior Executive Group or the Vice Chancellor.

**Constitution**

**Ex Officio Members**
- the Chair of the Committee
- the Chair of the Academic Board, or nominee
- the Chair of the Admissions Committee, if not already a member
- the Director of Academic Affairs, or nominee
- the Director of the Student Centre, or nominee
- the President of the Students’ Representative Council, or nominee

**Appointed Members**
The Academic Board shall appoint one academic staff member from each faculty and at least one undergraduate student member nominated by members of the Board.

**Deputy Chair**
The Committee may appoint one member, on the nomination of the Chair of the Committee, to act as Deputy Chair.

**Co-opted Members**
The Committee may co-opt additional members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Committee, but must have an interest and/or experience in issues considered by the Committee. The term of office of members co-opted by the Committee shall be...
specified at the time of co-option and such members shall have all rights and privileges of other members.

Assessors and Reviewers
The Committee may invite and appoint assessors and reviewers to assist it with its functions, including, as appropriate, persons from outside the University.

Observers
Staff or students of the University may attend meetings as observers, and are allowed, with the permission of the Chair of the committee, to address the meeting on issues being considered by the committee.

Frequency of Meetings
The Committee shall meet at least five (5) times a year.

Voting Rights
Voting rights at meetings of the Committee are restricted to ex-officio members, appointed members and co-opted members.

Quorum
A quorum for a meeting of the Committee shall be seven (7) members.

SENATE COMMITTEES

Resolutions of the Senate

BUILDINGS AND ESTATES COMMITTEE

Terms of Reference
The role of the Committee is to monitor and advise Senate on matters of planning, development and general oversight of the management of the University’s real property and physical infrastructure with particular reference to: major capital developments; infrastructure management; operating resource allocation; sustainability and ensuring effective risk management in the areas covered by the Committee’s remit.

Constitution
Ex-officio:
- The Chancellor
- The Deputy Chancellor
- The Vice-Chancellor and Principal

The Chair of the Buildings and Estates Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate

Two Fellows of Senate appointed by Senate after consultation by the Chair of the Committee with the Chancellor and Vice-Chancellor

Two external members with appropriate professional expertise and experience appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled.

Senate may, on the advice of the Committee, or on its own volition, appoint additional members as required.

Terms of office
Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

The elected Chair has a term of office of two years and is not to serve for more than three consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Quorum
At any meeting of the Committee, three members shall form a quorum.
CHAIR APPOINTMENTS COMMITTEE

Terms of Reference
The Chair Appointments Committee has delegated authority to:

- approve appointment of:
  - a Pro Vice-Chancellor
  - a Dean
- approve appointment to:
  - a University Chair
  - a Chair, including Sir Hermann Black, Challis and McCaughey Chairs, and appointment by invitation or on nomination or without advertisement
- approve variation of contract at Level E
- approve the award of academic title for non-professorial staff who occupy the position of:
  - Deputy Vice-Chancellor
  - Pro Vice-Chancellor
  - Dean
  - other senior executive positions as approved by Senate
- approve the award of the title of:
  - Emeritus Professor
  - Conjoint Professor, includes holders of NHMRC, ARC and other nationally competitive fellowships
  - Sir Hermann Black/Bosch/Challis/Kellion/McCaughey/Peter Nicol Russell Professor
  - Visiting Professor (12 months or more)
  - Adjunct Professor (12 months or more)
  - Clinical Professor (12 months or more)
- approve promotion of academic staff to Level E
- approve proposals for the establishment of change of name of named chairs
- advise the Vice-Chancellor on appropriate procedures relating to senior academic appointments

Constitution

Ex-officio:
- The Chancellor (Chair)
- The Deputy Chancellor
- The Vice-Chancellor and Principal
- The Chair of the Academic Board
- A Deputy Vice-Chancellor on the nomination of the Vice-Chancellor (currently the Provost and Deputy Vice-Chancellor)

Five Fellows of Senate elected by Senate

Senate may, on the advice of the Committee, or on its own volition, appoint additional members as required.

Term of office
Elected members have terms of office of two years and no member is to serve for more than two consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Quorum
At any meeting of the Committee three members shall form a quorum.

EDUCATION AND RESEARCH COMMITTEE

Terms of Reference
The role of the Committee is to monitor and advise Senate on strategies developed by the University in education and research, and on the University’s performance against those strategies. The Committee will monitor the strategies the University has developed in relation to:

- the University’s contribution to society in quality education and research,
- the University’s national and international positioning and competitive performance,
- the student experience, student support and administrative processes,
- systems, processes and technology that support quality education and research.

The Committee will rely on data from internal and external sources. Its reports to Senate will be separate from, but will complement, those of the Academic Board, and the Vice-Chancellor.

The Committee will have responsibility for monitoring the items on the University’s risk register pertaining to education and research.

Constitution

Ex-officio:
- The Chancellor (Chair)
- The Deputy Chancellor
- The Vice-Chancellor
- The Chair of the Academic Board
- Three Fellows of Senate appointed by Senate and including at least one academic staff Fellow
- Two other members with relevant expertise (selected in order to reflect a balanced disciplinary perspective)

Term of Office
Elected and appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

Election
In accordance with current provisions governing election to Senate Committees

Quorum
At any meeting of the Committee four members shall form a quorum.
FINANCE AND AUDIT COMMITTEE

Terms of Reference
The role of the Committee is to monitor and advise Senate on issues relating to the financial performance and sustainability of the University of Sydney. It performs this role by reviewing and evaluating information provided by management on the financial impact of strategic proposals, on budget and planning priorities and on resource and capital allocation. The Committee through a sub-committee to be known as the "Audit Committee" has responsibility for oversight of the University’s audit function, including reliability of financial management and reporting, compliance with laws and regulations and the maintenance of an effective and efficient audit capability.

The Committee also monitors and advises Senate on matters relating to the University’s IT infrastructure with particular reference to: major system development and acquisition; infrastructure management; operating resource allocation and sustainability. The Committee also has the responsibility of ensuring the effective management of financial risk across the University, including the financial risks of subsidiaries and controlled entities.

The Committee is authorised by Senate to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any requests made by the Committee.

The Committee is authorised by Senate to obtain outside legal or other professional advice and to secure the attendance of external advisers with relevant experience and expertise if it considers this necessary, after consultation with the Chancellor.

Constitution
Ex-officio:
• The Chancellor
• The Deputy Chancellor
• The Vice-Chancellor and Principal
• The Chair of the Academic Board

The Chair of the Finance and Audit Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate.

Two Fellows of Senate appointed by Senate after consultation by the Chair of the Committee with the Chancellor and Vice-Chancellor.

Two external members with appropriate professional expertise and experience appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled.

Senate may, on the advice of the Committee, or on its own volition, appoint additional members as required.

Terms of office
Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

The elected Chair has a term of office of two years and is not to serve for more than three consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Quorum
At any meeting of the Committee three members shall form a quorum.

HUMAN RESOURCES COMMITTEE

Terms of Reference
The role of the Committee is to:
• Monitor and advise Senate on matters relating to the University’s strategies and policies supporting the recruitment and management of its academic and non-academic staff.
• Review the performance of the Vice-Chancellor and determine his or her incentive payments, recommend to Senate the terms of employment of the Vice-Chancellor and review and approve the Vice-Chancellor’s travel plans.
• Review and approve the Vice-Chancellor’s recommendations regarding the remuneration, terms of employment and performance assessment of his direct reports.
• Ensure the effective management of risk in areas within the Committee’s remit.

Constitution
Ex-officio:
• The Chancellor
• The Deputy Chancellor
• The Chair of the Finance and Audit Committee (Chair)

One Fellow of Senate (not a staff member or student) appointed by Senate after appropriate consultation by the Chair of the Committee

One external member with appropriate professional expertise and experience appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled.

Senate may, on the advice of the Committee, or on its own volition, appoint additional members as required.

Term of office
Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Quorum
At any meeting of the Committee three members shall form a quorum.
INVESTMENT AND COMMERCIALISATION COMMITTEE

Terms of Reference
The role of the Committee is to monitor and advise Senate on matters relating to the University's investment portfolio and commercialisation activities with particular reference to: the appropriateness of policies and the success of investment and commercialisation strategies; sustainability and ensuring the effective management of risk in areas covered by the Committee’s remit.

The Committee is authorised by Senate to receive recommendations as to the appointment and retirement, as appropriate, of consultants and external managers, and make such decisions subject to reporting to Senate after the event. It will oversee and approve strategy for management of University investments (including policies, mandates, asset allocations, earnings targets, spending goals, and financial risks).

The Committee has oversight of the management of the University’s long term investment portfolio, known as the Future Fund, and in that role may consider and approve major capital expenditure projects and strategic initiatives which are funded entirely from the Future Fund and which have previously been approved by the Building and Estates Committee. The Committee provides advice on the investment mandate for the Future Fund, which balances support for a broad range of core University objectives with seeking to achieve appropriate commercial returns.

Constitution
Ex-officio:
• The Chancellor
• The Deputy Chancellor
• The Vice-Chancellor and Principal

The Chair of the Investment and Commercialisation Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate

Two Fellows of Senate appointed by Senate after consultation by the Chair of the Committee with the Chancellor and Vice-Chancellor

Two external members with appropriate professional expertise and experience appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled.

Senate may, on the advice of the Committee, or of its own volition, appoint additional members as required.

Terms of office
Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

The elected Chair has a term of office of two years and is not to serve for more than three consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Quorum
At any meeting of the Committee three members shall form a quorum.

NOMINATIONS AND APPOINTMENTS COMMITTEE

Terms of Reference
1. With respect to Appointed Fellows of Senate the role of the Committee is specified in Clause 46B of Chapter 4A of the University of Sydney By-Law as follows:

   (1) If the Senate is required to make a nomination as referred to in section 9(1)(b) of the Act or intends to make a nomination as referred to in section 9(2) of the Act, the Senate is to request the Nominations Committee to identify persons who may be suitable for nomination.

   (2) If the Senate is required to appoint a person under section 9(1)(c) of the Act, the Senate is to request the Nominations Committee to identify persons who may be suitable for appointment.

   (3) The Committee is to:
      (a) to determine which of the persons identified under subclause (1) or (2) are to be recommended to the Senate;
      (i) for nomination for consideration by the Minister, or
      (ii) for appointment by the Senate, as the case may be, and
      (b) to recommend the length of appointment for each such person, and
      (c) to forward those recommendations to the Senate.

2. In determining the persons to be recommended under subclause (3)(a), the Committee is to have regard to:
   (a) the skills and experience of the continuing Fellows, and
   (b) the matters referred to in section 9(3) and (4) of the Act.

5. The Senate:
   (a) is to consider the recommendations forwarded by the Nominations Committee, and
   (b) is to determine which of the recommended persons are to be nominated for appointment and may select one or more other persons for nomination in place of one or more of the recommended persons, and
   (c) is to determine which of the persons referred to in paragraph (b) are to be:
      (i) nominated for consideration by the Minister, or
      (ii) appointed by the Senate, as the case may be, and
   (d) is to determine:
      (i) in the case of the persons referred to in paragraph (c)(i), the recommended length of appointment for each such person, or
      (ii) in the case of the persons referred to in paragraph (c)(ii), the length of appointment for each such person.

6. The Senate is, when selecting a person for nomination other than a person recommended by the Nominations Committee, to have regard to the matters referred to in subclause (4)(a) and (b). (7) The Chancellor is to forward the determinations referred to in subclause (5)(a) and (d)(i) to the Minister.

1a. In addition to meeting those requirements set out in the By-Law the Committee will give strong weight to the desirability of the inclusion of at least one Aboriginal or Torres Strait Islander person among the Fellows of Senate.

2. With respect to honorary awards the Committee is to consider suggestions for honorary degrees and honorary fellowships and submit a report to Senate. Documentation received by the Committee will be available to Fellows for inspection.

3. With respect to nomenclature the Committee is to review and make recommendations to Senate as regards naming proposals, changes to existing names or the discontinuation of existing names in relation to: University buildings and other significant assets; scholarships and prizes; centres and institutes and foundations.

4. With respect to governance the Committee is to monitor and advise Senate on governance issues generally as they relate to Senate and the University including induction and continuing education of Fellows, Senate performance reviews, committee structure and remits, and related matters.

5. With respect to the approval of appointments other than to chairs the Committee is authorised by Senate to approve appointments to other University organisations where the appointee is not a Fellow.
SAFETY AND RISK MANAGEMENT COMMITTEE

Terms of Reference

Primary purpose
The role of the Committee is to support and advise Senate in respect of:
(a) WHS, environment and risk management matters and related risks arising from the activities and operations of the University and affiliated entities; and
(b) Non-financial risks generally within the University unless they are dealt with by another committee of the Senate.

The Senate Safety and Risk Management Committee (SRMC) monitors and advises Senate on matters relating to work health and safety (WHS) including compliance with work health and safety legislation as it applies to the University. The Committee also monitors and advises Senate on environment-related risk and compliance with environment-related legislation as it applies to the University.

The Committee will monitor and advise on specific matters on the request of the Senate or areas in which it feels that additional governance is required.

The SRMC maintains oversight of the effectiveness of the risk management framework in general, ensuring the effective management of risk in areas within its remit and for monitoring non-financial risk matters generally within the University unless they are dealt with by another committee of Senate. The SRMC allocates the management of specific risks to other relevant committees of Senate.

In respect of health and safety matters, the SRMC will:
1. Make recommendations to Senate to assist it to demonstrate its commitment and to discharge its responsibilities in relation to WHS;
2. Review WHS risks and the effectiveness of implementation of the Safety Management System;
3. Review WHS-related legislative developments to ensure that they are being effectively incorporated into the University’s policies and procedures;
4. Reviews outcomes of WHS audit activities;
5. Request reports on specific WHS risks;
6. Annually review the WHS responsibility matrix to ensure it reflects accountability of managers, and
7. Undertake site visits and periodically invite presentations from areas identified as having a high WHS risk. The purpose of these visits and presentations is to reinforce the effectiveness of the commitment, culture, resources and systems to manage WHS.

In respect of environment matters, the SRMC will:
1. Make recommendations to Senate to assist it to demonstrate its commitment and to discharge its responsibilities in relation to environment matters;
2. Review environment-related risks and the effectiveness of measures in place to manage or control their impacts;
3. Review environment-related legislative developments to ensure that they are being effectively incorporated into the University’s policies and procedures, and
4. Undertake site visits and periodically invite presentations from areas identified as high risk. The purpose of these visits and presentations is to ensure the effectiveness of the commitment, culture, resources and systems to manage environment issues.

In respect of risk management matters, the SRMC will:
1. Review recommendations from the relevant committee of SEG in relation to the risk management and compliance framework;
2. Work with the relevant committee of SEG to oversee the effectiveness of the risk management framework and University-wide risk register, specifically that it enables the timely and effective identification of material risks to the University;
3. Determine strategies to mitigate risks and to identify emerging risks;
4. Undertake focused discussion of specific risks allocated to the Committee;
5. Review the allocation of specific risks for different categories of risk;
Delegations of Authority: Academic Functions

Approved by: Senate on 6 September 1999
Last Amended: 4 December 2006
Date of effect: 1 January 2007

Section 1 - Preliminary
1.1 Introductory note
1.2 When these delegations take effect

Section 2 – How to interpret this document
2.1 Legislation, policies and procedures
2.2 Definitions/abbreviations
2.3 Assumptions
2.4 Agency
2.5 Authority of Vice-Chancellor
2.6 Responsibility lines
2.7 Advice
2.8 Boards of Studies

Section 3 - Academic Delegations
Part A (Approved by Senate 6 September 1999 and amended by Senate on 3 November 2003)

General
• Quotas/Availability of courses and Units of Study
• Variation of requirements for a course

Undergraduate and Postgraduate coursework
• Admission
• Undergraduate admission
• Credit transfer
• English language requirements
• Undergraduate Honours degrees
• Attendance
• Course requirements
• Enrolment variations/discontinuation of enrolment/suspension of candidature
• Satisfactory progress
• Appeals (Undergraduate and Postgraduate coursework)

Postgraduate research degrees
• Postgraduate candidatures
• Appeals (Postgraduate research)

Academic Year
Part B (Approved by Senate on 1 November 1999 and amended by Senate on 4 December 2000)
Examinations and assessment - Coursework

Part C (Approved by Senate on 1 May 2000)
Prizes and scholarships
Section 1 – Preliminary

1.1 Introductory note
This document contains comprehensive delegations of academic authority for the University of Sydney. IT IS ESSENTIAL THAT SECTION 2 BE READ FIRST FOR INFORMATION ON HOW TO INTERPRET THIS DOCUMENT.

1.2 When these delegations take effect
The Delegations of Authority detailed at Part A below were approved by the Senate on 4 December 2000 and take effect from 5 December 2000. The Delegations of Authority detailed at Part B below were approved by Senate on 4 December 2000 and take effect from 5 December 2000. The Delegations of Authority detailed at Part C below were approved by Senate on 1 May 2000 and take effect from 2 May 2000. These Delegations of Authority supersede and revoke all previous delegations of authority to the extent that those previous delegations are inconsistent with these Delegations of Authority (including any previous resolutions of the Senate or of the Academic Board). Any agency previously in force continues in effect, until revoked by the delegate who authorised it, unless it is inconsistent with these Delegations of Authority.

Section 2 - How to interpret this document

2.1 Legislation, policies and procedures
These Delegations of Authority and any agency must always be read subject to and exercised in accordance with, any:
(a) legislation (e.g. University of Sydney Act 1989 (NSW) or any of the University's by-laws or rules); and
(b) University policy, code of conduct or procedure.

2.2 Definitions/Abbreviations
These words or abbreviations are used in this document, where they appear frequently, and have the following meanings:
Agent
the substantive, temporary or acting occupant of a position authorised to so act by a delegate
Dean
Dean of a faculty, Principal or Director of an academic college* or the Dean of the Australian Graduate School of Management
Faculty
a faculty, college board or the Australian Graduate School of Management, as established by their respective constitutions
Delegate
the substantive, temporary or acting occupant of a position, or a group of persons (for example, a committee), with delegated authority under this document
Head
head of a department, school or equivalent academic unit as designated by the relevant Pro-Vice-Chancellor (College) or Deputy Vice-Chancellor, as the case may be
Transaction
the whole of any transacted business or negotiation, as opposed to any part of it
VC
Vice-Chancellor and Principal

2.3 Assumptions
The following assumptions may be made about a delegate's or an agent's level and scope of authority given under this document:
(a) a delegation or an agency given under this document relates to the delegate's or agent's position, not to the individual in that position;
(b) a delegate or an agent may take any action or sign any document (subject to any protocols of the University about signing documents) necessary to give effect to a transaction he or she has authorised under his or her delegation or agency;
(c) a delegate or an agent may only exercise authority with respect to a transaction as a whole (see the definition of transaction in section 2.2 above), and not with respect to any part of it;
(d) a delegate or an agent who is appointed to or otherwise acts temporarily in a position has the same level of delegation or agency as the substantive occupant, subject to paragraph 2.4 below; and
(e) the delegation or the agency applies only to that delegate's or agent's accountability area.

2.4 Agency
Unless indicated otherwise, a delegate is permitted to authorise another person to exercise his or her delegation (or any part of it) as an agent. However, the following restrictions apply:
(a) the delegate remains responsible for ensuring that function is exercised properly by the agent;
(b) the agency must be given in writing
(c) the delegate may still perform a function even if he or she has appointed an agent to do so; and
(d) an agent cannot give a sub-agency to another person.

2.5 Authority of Vice-Chancellor
Delegates and agents are always subject to the direction and authority of the Vice-Chancellor. The Vice-Chancellor has authority to exercise any delegation of authority specified in this document, except those explicitly delegated to a committee of the Senate or to the Academic Board or any of its Standing Committees.

2.6 Responsibility lines
(a) A delegate's supervisor may exercise the same level of authority as the delegate (that is to say, levels of authority are hierarchical through relevant lines of responsibility up to and including the Vice-Chancellor).
b) A delegation of authority or an agency may be, wholly or partially, withdrawn or restricted (either permanently or temporarily) at any time by the substantive occupant of the position to whom that delegate or agent is immediately or ultimately accountable.

2.7 Advice
A delegate or an agent may appoint another person or a committee to advise about the exercise of delegated authority (including decision-making). However, the delegate or agent always remains responsible for making the decision.

2.8 Boards of Studies
The way in which Boards of Studies relate to faculties is under discussion.

Section 3 - Academic Delegations

Note: Senate Rules and Resolutions
Senate Rules and Resolutions define the authority of the Senate in relation to certain academic matters. For example, requirements for admission to candidature are prescribed by the Senate. This document does not, generally, include those matters for which Senate has not delegated authority to another person or body.

PART A (Approved by Senate on 6 September 1999 and amended by Senate on 3 November 2003 and 6 December 2006)

| General |
|---|---|---|
| **Quotas/Availability of Courses and Units of Study** |
| Function | Delegate | Agent |
| Determine enrolment quotas for degrees, diplomas and certificates (undergraduate or postgraduate). | Vice-Chancellor | Dean** |
| Determine quotas for units of study (undergraduate or postgraduate). | Vice-Chancellor | Dean*** |
| Determine that a particular unit of study, that has been advertised as being available, not be offered because of unforeseen circumstances. | Dean | - |

** Deans must consult with the Deputy Vice-Chancellor (Planning and Resources), with Pro Vice-Chancellors (College) and with other Deans affected before any changes to quotas are made. Any changes to the enrolment quotas must have the concurrence of the Deputy Vice-Chancellor (Planning and Resources).

*** Faculties may present a case to the Deputy Vice-Chancellor (Planning and Resources), acting on behalf of the Vice-Chancellor, for a quota to be set with respect to admission to particular units of study because of resource constraints. In considering such applications the Deputy Vice-Chancellor (Planning and Resources) must ensure that adequate notice has been given to students or prospective students that particular units of study may not be freely available and determine whether the selection criteria for admission to particular units are transparent and based on appropriate measures of merit.

# Such a decision shall be made after consideration of the impact on students of the particular unit of study not being available.

| Variation of requirements for a Course |
|---|---|---|
| Function | Delegate | Agent |
| Vary the resolutions for a particular candidate in exceptional circumstances: (a) for higher doctorates and the PhD, (b) for other award courses. | Academic Board Vice-Chancellor | Chair, GSC Dean |
### Undergraduate and Postgraduate Coursework

#### Postgraduate Candidatures

The University of Sydney (Amendment Act) Rule 1999 states that a Head of Department may delegate his/her responsibilities to a specified member of the academic staff.

### Admission

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admit candidates to courses or units of study within a faculty and determine candidature.</td>
<td>Dean</td>
<td>-</td>
</tr>
<tr>
<td>Recognise institutions, programs and courses for the purposes of admission.</td>
<td>Academic Board</td>
<td>USC/GSC</td>
</tr>
</tbody>
</table>

#### Undergraduate admission

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve additional procedures relating to TER/UAU used as basis for admission, e.g. which UAI is used.</td>
<td>Academic Board</td>
<td>USC</td>
</tr>
<tr>
<td>Approve preparatory programs of study or prior learning.</td>
<td>Academic Board</td>
<td>USC</td>
</tr>
<tr>
<td>Approve special admission schemes.</td>
<td>Academic Board</td>
<td>USC</td>
</tr>
<tr>
<td>Approve late amendments to the list of courses included under the Flexible Entry Scheme</td>
<td>USC</td>
<td>-</td>
</tr>
<tr>
<td>Set academic selection criteria for international students.</td>
<td>Dean, with confirmation by USC</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Credit transfer

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible for University-wide credit transfer policy.</td>
<td>Academic Board</td>
<td>USC/GSC</td>
</tr>
<tr>
<td>Determine level of credit to be granted for completed units of study.</td>
<td>Dean (either on the basis of approved table or on the recommendation of the Head of Dept)</td>
<td>-</td>
</tr>
</tbody>
</table>

#### English language requirements

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine English language requirements.</td>
<td>Academic Board on recommendation of USC/GSC/RRTC</td>
<td>-</td>
</tr>
</tbody>
</table>

### Undergraduate Honours degrees

(see also University of Sydney (Coursework) Rule 2000)

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine matters relating to Honours admission and enrolment.</td>
<td>Dean</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Attendance

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specify attendance requirements.</td>
<td>Faculty</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Course requirements

(see also the Levels of Approval defined in the Academic Board Resolutions relating to the Creation, Variation and Deletion of Award Courses and Units of Study)

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine requirements to be satisfied by candidates for award of degree, diploma or certificate.</td>
<td>Senate on the recommendation of the Academic Board</td>
<td>-</td>
</tr>
<tr>
<td>Determine procedures for the consideration, and deadline for submission of proposals for new and amended award programs and courses.</td>
<td>Academic Board</td>
<td>USC/GSC</td>
</tr>
<tr>
<td>Approve units of study for degrees and diplomas in the faculty and the forms of teaching and learning which they comprise.</td>
<td>Faculty</td>
<td>-</td>
</tr>
<tr>
<td>Determine which optional units will be offered in a particular year.</td>
<td>Faculty (on the recommendation of the Dean and Heads of Department)</td>
<td>-</td>
</tr>
<tr>
<td>Prescribe professional experience, practical work required for course.</td>
<td>Faculty</td>
<td>-</td>
</tr>
<tr>
<td>Approve arrangements for teaching units of study.</td>
<td>Head of Department</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Enrolment variations/discontinuation of enrolment/suspension of candidature

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve enrolment variations, including variations which (a) are not in accordance with prescribed program; or (b) involve waiving progression requirements.</td>
<td>Dean</td>
<td>-</td>
</tr>
<tr>
<td>Approve cross-institutional study.</td>
<td>Dean</td>
<td>-</td>
</tr>
<tr>
<td>Approve extensions of candidature for postgraduate candidates.</td>
<td>Dean</td>
<td>-</td>
</tr>
</tbody>
</table>
### Delegations of Authority: Academic Functions

#### Satisfactory Progress

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine what constitutes satisfactory progress in each course.</td>
<td>Faculty in faculty resolutions</td>
<td>-</td>
</tr>
<tr>
<td>Responsible for exclusion procedures:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) require students to show good cause why they should be allowed to re-enrol;</td>
<td>Dean</td>
<td>-</td>
</tr>
<tr>
<td>(b) exclude a student who fails to show good cause;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) permit an excluded student to re-enrol;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) determine whether credit be given for work completed during period of exclusion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine appeals against exclusion.</td>
<td>Senate Student Appeals Committee (Exclusions and Readmissions)</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Appeals (Undergraduate and Postgraduate Coursework)

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make final decisions on appeals.</td>
<td>Senate Student Academic Appeals Committee</td>
<td>-</td>
</tr>
<tr>
<td>Make a decision about an appeal at faculty level.</td>
<td>Dean</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Postgraduate Research Degrees

*Postgraduate candidatures (The University of Sydney (Amendment Act) Rule 1999 states that a Head of Department may delegate his/her responsibilities to a specified member of the academic staff)*

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admit candidates to courses or units of study within faculty and determine candidature.</td>
<td>Dean</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admit candidates for higher doctorates who are not graduates of the University of Sydney.</td>
<td>Academic Board</td>
<td>RRTC</td>
</tr>
<tr>
<td>Determine matters relating to the candidature and examination of postgraduate research students.</td>
<td>Dean (on the recommendation of the Head of Department)</td>
<td>-</td>
</tr>
<tr>
<td>Establish effective supervisory practices for postgraduate research students.</td>
<td>RRTC</td>
<td>-</td>
</tr>
<tr>
<td>Prescribe procedures for PhD examination.</td>
<td>Academic Board (on the recommendation of RRTC)</td>
<td>-</td>
</tr>
<tr>
<td>Determine matters relating to the award of the degree of Doctor of Philosophy.</td>
<td>RRTC</td>
<td>-</td>
</tr>
<tr>
<td>Determine whether or not a Higher Doctorate be awarded.</td>
<td>Academic Board</td>
<td>RRTC</td>
</tr>
<tr>
<td>Determine whether or not a PhD be awarded.</td>
<td>Dean/BPGS/PhD Award Sub-Committee</td>
<td>-</td>
</tr>
<tr>
<td>Determine whether or not a research masters degree be awarded.</td>
<td>Dean</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Appeals (Postgraduate Research)

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make final decisions on appeals.</td>
<td>Appeal Committee of GSC (subject to student right to appeal to the Student Academic Appeals Committee of the Senate)</td>
<td>-</td>
</tr>
<tr>
<td>Make a decision about an appeal at faculty level.</td>
<td>Chair, Faculty Board of Postgraduate Studies</td>
<td>-</td>
</tr>
<tr>
<td>Determine whether due academic process has been observed where a student does not accept a faculty decision.</td>
<td>Chair, GSC</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Academic Year

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine periods of instruction and commencement and conclusion dates of the academic year.</td>
<td>Academic Board</td>
<td>-</td>
</tr>
</tbody>
</table>
**PART B (Approved by Senate on 1 November 1999 and amended by Senate on 4 December 2000)**

<table>
<thead>
<tr>
<th>Examination and assessment - coursework</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine policies regarding examination and assessment in the University.</td>
<td>Academic Board</td>
<td>Teaching and Learning Committee</td>
</tr>
<tr>
<td>Determine the nature and extent of examining in the units of study in the faculty.</td>
<td>Faculty</td>
<td>-</td>
</tr>
<tr>
<td>Responsible for academic aspects of the conduct of examinations.</td>
<td>Head of Department (who may be advised by a departmental examination board)</td>
<td>-</td>
</tr>
<tr>
<td>Determine the specific unit of study results of candidates.</td>
<td>Head of Department (who may be advised by a departmental examination board)</td>
<td>-</td>
</tr>
<tr>
<td>Determine tests to be completed by students who suffer illness or misadventure.</td>
<td>Head of Department (who may be advised by a departmental examination board)</td>
<td>-</td>
</tr>
<tr>
<td>Give effect to Faculty (and Academic Board) resolutions concerning the scaling of marks, distribution of grades, methods of examining and other matters affecting conduct of examinations and the determination of results.</td>
<td>Head of Department (who may be advised by a departmental examination board)</td>
<td>-</td>
</tr>
<tr>
<td>Determine award of honours degrees and the level at which they are awarded.</td>
<td>Dean on advice from Faculty Honours Committee</td>
<td>-</td>
</tr>
<tr>
<td>Determine who qualifies for the award of a University medal.</td>
<td>Dean on advice from Faculty Honours Committee</td>
<td>-</td>
</tr>
<tr>
<td>Review examination results.</td>
<td>Faculty (by committee)</td>
<td>-</td>
</tr>
<tr>
<td>Make decisions on outstanding cases; amend results on the basis of additional information.</td>
<td>Dean</td>
<td>-</td>
</tr>
<tr>
<td>Certify that candidates have completed requirements for admission to degrees.</td>
<td>Dean</td>
<td>-</td>
</tr>
</tbody>
</table>

Head of Department Authorities and Academic Delegations may be found in the Resolutions of the Senate, 1999 Calendar Volume I (page 118).

**PART C (Approved by Senate on 1 May 2000)**

<table>
<thead>
<tr>
<th>Prizes and scholarships</th>
<th>Function</th>
<th>Delegate</th>
<th>Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Determine terms and conditions of awards established within the University</td>
<td>Academic Board</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Creation and amendment of University-wide awards (Undergraduate)</td>
<td>-</td>
<td>Pro-Vice-Chancellor (Teaching and Learning)</td>
<td></td>
</tr>
<tr>
<td>Consider offers to establish awards and amendments to existing awards. Determine terms and conditions of awards in accordance with the terms of the gift/bequest and in accordance with Senate and Academic Board guidelines.</td>
<td>-</td>
<td>Pro-Vice-Chancellor (Research)</td>
<td></td>
</tr>
<tr>
<td>Creation and amendment of University-wide awards (Postgraduate)</td>
<td>-</td>
<td>Pro-Vice-Chancellor (Research)</td>
<td></td>
</tr>
<tr>
<td>Consider offers to establish awards and amendments to existing awards. Determine terms and conditions of awards in accordance with the terms of the gift/bequest and in accordance with Senate and Academic Board guidelines.</td>
<td>-</td>
<td>Pro-Vice-Chancellor (Research)</td>
<td></td>
</tr>
<tr>
<td>Creation and amendment of Faculty, School and Departmental awards (Undergraduate and postgraduate)</td>
<td>-</td>
<td>Dean (on recommendation of Head of Department)</td>
<td></td>
</tr>
<tr>
<td>(2) Award scholarships and prizes</td>
<td>Academic Board</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Established awards: University-wide (Undergraduate)</td>
<td>-</td>
<td>As specified in scholarship/prize conditions, or where not specified, Pro Vice-Chancellor (Teaching and Learning)</td>
<td></td>
</tr>
<tr>
<td>Established awards: University-wide (Postgraduate)</td>
<td>-</td>
<td>As specified in scholarship/prize conditions, or where not specified, Pro Vice-Chancellor (Research)</td>
<td></td>
</tr>
<tr>
<td>Established awards: Faculty, School and Departmental (Undergraduate and postgraduate)</td>
<td>-</td>
<td>(a) As specified in scholarship/prize conditions, or where not specified, head of responsible unit; (b) As specified in scholarship/prize conditions, or where not specified, Pro Vice-Chancellor (Research)</td>
<td></td>
</tr>
</tbody>
</table>
### SUPPLEMENTARY DELEGATIONS OF AUTHORITY - ACADEMIC FUNCTIONS

**Approved by:** Senate on 2 June 2014

**Date of effect:** 6 June 2014

1 **Preliminary**

(1) Senate has passed these resolutions pursuant to section 17 of the *University of Sydney Act 1989* (as amended).

(2) The delegations of authority made by these resolutions apply in addition to, and not in derogation from, delegations of authority set out in any of the following documents, as they are amended from time to time:

- Delegations of Authority – Academic Functions approved by Senate on 6 September 1999;
- *University of Sydney (Coursework) Rule 2000*; and
- *University of Sydney (Higher Degree by Research) Rule 2011*.

(3) These delegations must always be read subject to and exercised in accordance with any:

- legislation (e.g. *University of Sydney Act 1989* (as amended) or any of the University’s by-laws or rules; and
- University policy, code of conduct or procedures.

2 **Definitions**

When used in this document the following words and abbreviations have the following meanings.

- **Associate Dean** means an Associate Dean of a faculty.
- **course** means a program of units of study that leads to the award of a degree, diploma or certificate.
- **Dean** means Dean of a faculty.
- **Deputy Dean** means Deputy Dean of a faculty.
- **delegate** means an employee, member or committee of Senate or any other person or entity to whom or to which a delegation has been made by Senate.

### Table: Delegations of Authority – Academic Functions

<table>
<thead>
<tr>
<th>(3) Non-established scholarships</th>
<th>Academic Board</th>
<th>specified, Dean.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Create non-established scholarships</td>
<td>-</td>
<td>Head most concerned</td>
</tr>
<tr>
<td>(b) Award non-established scholarships</td>
<td>-</td>
<td>Head most concerned</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(4) Award specific postgraduate scholarships/determine nominations</th>
<th>Academic Board</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award specific postgraduate scholarships:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) funded by Commonwealth (e.g. APA, UPA, IPRS)</td>
<td>-</td>
<td>Postgraduate</td>
</tr>
<tr>
<td>(b) by Academic Board as specified in scholarship/prize conditions (e.g. travelling scholarships)</td>
<td></td>
<td>Awards Committee</td>
</tr>
</tbody>
</table>

Determine University nominations for postgraduate scholarships required by external organisations (e.g. CSFP) Academic Board Postgraduate Awards Committee
Supplementary Delegations of Authority - Academic Functions

HOD means a head of a department or equivalent academic unit.
HOS means a Head of School or equivalent budget unit, formally appointed as such.
Pro-Dean means a Pro-Dean of a faculty.
Program Co-ordinator means a senior member of the University’s academic staff appointed by a Dean to have responsibility for a particular degree or program of study within a faculty or, for higher degree by research students within a defined academic area such as a discipline, department, school or faculty.
Sub-Dean means a Sub-Dean of a faculty.
transaction means the whole of any transacted business or negotiation, as opposed to any part of it.

3. Principles
The following principles apply in relation to the level and scope of delegated authority given under this document.

(a) A delegation relates to the delegate’s position, not to the individual in that position.

(b) A delegate may take any action or sign any document (subject to the University’s protocols about signing documents) necessary to give effect to a transaction the delegate has authorised.

(c) A delegate may only exercise authority in respect to a transaction as a whole, and not with respect to only part of it.

(d) A delegate who is appointed to, or otherwise temporarily acts in, a position has the same level of delegation as the substantive occupant of that position.

(e) A delegation applies only to the delegate’s accountability area.

(f) A delegate who is ultimately subject to the direction and supervision of the Vice-Chancellor through established lines of accountability is, in the exercise of delegations, also subject to the direction and supervision of officers of the University more senior in the lines of accountability. Officers more senior in the lines of accountability to a delegate named in these delegations of authority may exercise a delegation conferred on that named delegate, but only in accordance with its terms.

4 Appointment to acting positions
If the occupant of a position to which a delegation has been given under these resolutions is absent in circumstances where no person has been appointed to act in that position, the relevant Dean may appoint an individual to act in the position on a temporary basis.

5 No sub-delegation
No delegate is authorised to sub-delegate to another person or group (by way of an agency or in any other way) any or all of the functions delegated pursuant to these resolutions.

6 Delegations
The following functions are delegated to the listed delegates.

<table>
<thead>
<tr>
<th>Function</th>
<th>Delegate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine level of credit to be granted for completed units of study in coursework award courses.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve enrolment variations, including variations which (a) are not in accordance with prescribed program or (b) involve waiving progression requirements.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve cross-institutional study.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve extensions of candidature for postgraduate coursework candidates.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve variations from the policy allowing recent school-leavers to defer enrolment for up to one year.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve deferment of enrolment for non-recend school leavers.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Decide matters relating to withdrawal or discontinuation.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve applications for suspension of candidature from postgraduate coursework students and determine conditions for re-enrolment after suspension.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Grant advance permission to re-enrol to a student proposing to discontinue in their first year of enrolment.</td>
<td>Associate Dean; Deputy Dean; Pro-Dean; Sub-Dean; HOD; HOS; Program Co-ordinator</td>
</tr>
<tr>
<td>Approve suspension by coursework student for more</td>
<td>Associate Dean; Deputy</td>
</tr>
</tbody>
</table>
Election of Principal Officers of the Senate and of Committees of the Senate and of the Fellow referred to in Section 9(1)(c) of the Act

Approved by: Senate prior to 1990
Latest amendment: Senate on 21 September 2009
Date of effect: 28 May 2010

RESOLUTIONS OF THE SENATE

Application

1.1 Unless the Senate otherwise decides, these resolutions shall apply to elections held for—

1.1.1 the Chancellor, the Deputy Chancellor and the Chair of the Finance Committee;

1.1.2 any of the standing committees of the Senate or any ad hoc committee established by the Senate for any purpose; and

1.1.3 the Fellow appointed by the Senate under section 9(1)(c) of the Act.

1.2 The voting papers at an election at which one candidate is to be elected shall be counted in accordance with section 10 of these resolutions and, at an election at which more than one candidate is to be elected, shall be counted in accordance with section 11 of these resolutions.

1.3 The Secretary to Senate shall be responsible for the conduct of elections held under these resolutions.

Nominations for election as Chancellor, Deputy Chancellor, Chair of the Finance Committee or the Fellow referred to in Section 9(1)(c) of the Act

2.1 Nominations for election to the office of Chancellor, Deputy Chancellor, Chair of the Finance Committee or the Fellow referred to in Section 9(1)(c) of the Act shall be received by the Secretary to Senate not later than 5.00 pm on the thirteenth normal working day prior to the day upon which the meeting of the Senate is to be held at which the ballot for the election is to be conducted.

2.2 Each nomination shall be signed by at least two Fellows and shall be accompanied by a written statement signed by the person nominated signifying consent to the nomination.

2.3 There shall be a separate nomination paper for each candidate and no Fellow shall sign more than one nomination paper.

2.4 If a Fellow signs more than one nomination paper, the signature shall be counted upon the first nomination paper received by the Secretary to Senate and not on any other nomination paper.

3. On the expiration of the time for receiving nominations—

3.1 should there be no valid nominations, the Secretary to Senate shall report to the next regular meeting of the Senate that there have been no valid nominations, and shall give notice that the election shall be held at the next following regular meeting of the Senate;

3.2 should there be only one valid nomination for any of the offices, the Secretary to Senate shall declare elected the person nominated, and shall report that person’s election to the next regular meeting of the Senate;
Nominations for election to committees

4.1 Nominations for election to committees shall be received by the Secretary to Senate not later than 5:00 pm on the fifth normal working day prior to the day upon which the meeting of the Senate is to be held at which the ballot for the election is to be conducted.

4.2 Each nomination shall be signed by one Fellow and shall be accompanied by a written statement signed by the person nominated signifying consent to the nomination. Alternatively, a Fellow may self-nominate, provided he/she is eligible to do so.

4.3 There shall be a separate nomination paper for each candidate. Where there is one position to be filled on a Senate committee, no Fellow shall sign more than one nomination paper. Where there is more than one position to be filled on a Senate committee, the maximum number of nomination forms a Fellow may sign equals the number of positions to be filled.

4.4 Where there is one position to be filled on a Senate committee, if a Fellow signs more than one nomination paper, the signature shall be counted upon the first nomination paper received by the Secretary to Senate and not on any other nomination paper.

5. At the close of nominations—

5.1 should the number of nominations equal the number of vacancies, the Secretary to Senate shall declare elected the person or persons nominated;

5.2 should the number of nominations be less than the number of vacancies, the Secretary to Senate shall declare elected the person or persons nominated with the remaining vacancies filled by existing members on the basis of seniority on the Committee, subject to the member's agreement, and, if there is equal seniority, on the basis of a name drawn by lot;

5.3 should there be more than one valid nomination for any of the offices—

3.3.1 the Secretary to Senate shall show the name of each person so nominated on the agenda paper for the meeting of the Senate at which the ballot for the election is to be conducted; and

3.3.2 a ballot shall be conducted as provided in these resolutions.

Preparation of voting papers

6.1 In the case of an election for the offices of Chancellor, Deputy Chancellor, Chair of the Finance Committee or the Fellow referred to in Section 9(1)(c) of the Act—

6.1.1 the Secretary to Senate shall prepare separate voting papers for the election for each office, and shall give a voting paper for each election to each Fellow at the meeting at which the election is to be held;

6.1.2 the voting paper shall contain—

6.1.2.1 instructions as to the manner in which the voting paper shall be completed;

6.1.2.2 the names of all duly nominated candidates arranged in an order to be determined by lot; and

6.1.2.3 a rectangle opposite and to the left of the name of each candidate.

6.2 In the case of other elections—

6.2.1 The Secretary to Senate shall give to each Fellow for each election a separate and similar slip of paper headed 'Voting Paper' and containing instructions as to the manner in which the voting paper is to be completed and a column of rectangles down the left hand edge of the paper;

6.2.2 each Fellow shall write on the voting paper opposite the rectangles printed on it the names of the candidates in the order in which they were nominated.

Instructions for voting

7.1 The instructions for completing the voting paper shall provide that—

7.1.1 in the case of a ballot to fill one vacancy,

7.1.1.1 the voter shall vote for all candidates; and

7.1.1.2 the voter shall vote by placing the figure '1' in the rectangle opposite and to the left of the name of the candidate for whom the voter votes as first preference and by placing the figures '2' and '3' in the rectangles opposite and to the left of the names of the candidates for whom the voter votes as second and third preference, and so on, until the voter has voted for all candidates; and

7.1.2 in the case of a ballot to fill more than one vacancy,

7.1.2.1 the voter shall mark the voting paper by making a cross in the rectangle opposite the name of each candidate voted for; and

7.1.2.2 the voter shall vote for as many candidates as there are vacancies to be filled.

Invalid voting papers

8.1 The Secretary to Senate shall reject any voting paper that is not completed in accordance with the instructions contained in it, or upon which the numbers indicating the order of preference are not consecutive, or upon which the voter has voted for more candidates than the number of vacancies to be filled or for fewer candidates than the number of vacancies to be filled, or that is otherwise invalid, and in any case of doubt as to the validity of a voting paper the Secretary to Senate's decision shall be final.

Conduct of ballots to fill one vacancy

9.1 The procedure for the counting of votes in a ballot to fill one vacancy shall be as follows—

9.1.1 After any invalid votes have been rejected, the Secretary to Senate shall count the total number of first preference votes given for each candidate.

9.1.2 The candidate who has received the largest number of first preference votes shall, if that number constitutes an absolute majority of votes, be declared elected.

9.1.3 If no candidate has received an absolute majority of first preference votes on the first count, the candidate who has received the fewest first preference votes shall be excluded and each voting paper counted to the excluded candidate shall be counted to the continuing candidate next in the order of the voter's preference.

9.1.4 If a candidate then has an absolute majority of votes, that candidate shall be declared elected, but if no candidate then has an absolute majority of votes, the process of excluding the candidate with the fewest votes and counting each of the candidate's voting papers to the continuing candidate next in the order of the voter's preference shall be repeated by the Secretary to Senate until one candidate has received an absolute majority of votes, and the Secretary to Senate shall declare that candidate elected.

9.1.5 Where in the process of counting there is more than one candidate with the fewest votes the candidate to be excluded shall be determined by the Secretary to Senate by lot.
Conduct of ballots to fill more than one vacancy

10.1 The procedure for the counting of votes in a ballot to fill more than one vacancy shall be as follows:

10.1.1 The Secretary to Senate shall reject any voting paper in which a voter has voted for more candidates than the number of vacancies to be filled or for fewer candidates than the number of vacancies to be filled or which is otherwise invalid, and in any case of doubt as to the validity of a voting paper the Secretary to Senate’s decision shall be final.

10.1.2 The Secretary to Senate shall rank the candidates in descending order of the number of votes received by each candidate.

10.1.3 Where two or more candidates have received an equal number of votes, the Secretary to Senate shall—

10.1.3.1 write the name of each candidate concerned on separate and similar slips of paper;
10.1.3.2 fold the slips so as to prevent identification; and
10.1.3.3 mix the slips and draw the slips at random, and for the purposes only of ranking among those candidates, a candidate whose name is drawn before the name of another candidate shall be deemed to have received one less vote than the candidate whose name is drawn next.

10.1.4 The Secretary to Senate shall declare elected the candidate who has received the highest number of votes and such further candidates in descending order of the rank as may be required to fill the remaining vacancies, if any.

Casual vacancies

11.1 An election shall be held in accordance with these resolutions to fill a casual vacancy.

Definitions

12.1 In these resolutions—

absolute majority of votes means a greater number than one half of the whole number of voting papers other than invalid voting papers;
ad hoc committee includes circumstances in which the Senate is to select one or more persons to be nominees of the Senate for a specified purpose;
continuing candidate means a candidate not already excluded from the count;
determine by lot means determine in accordance with the following directions: The names of the candidates concerned having been written on separate and similar slips of paper and the slips having been folded so as to prevent identification and mixed, the candidate whose name is drawn first shall—
in the context of an equality of votes, be excluded;
in the context of an equality of surpluses, be first dealt with; or
in the context of listing names on a ballot paper, be placed first on the list, and the candidate drawn next be placed second on the list, and so on;
exhausted voting paper means a valid voting paper upon which there is not indicated a next preference for a continuing candidate;
ext next preference means the first of the subsequent preferences marked on the voting paper which is not given to an excluded candidate or to a candidate already declared elected.\"
Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees

3.3 Where a proposal for a new or revised course of study will affect a student enrolled in another faculty or college or in a board of studies, the person or body authorised to approve that proposal shall ensure that the dean of that other faculty or the chairperson of that board of studies or college board has been consulted before a decision is taken on the proposal.

Definition

Each unit of study is the responsibility of an academic unit. It is often a department but may be a centre, faculty or interdisciplinary committee. In this section ‘department’ and ‘head’ refer to that academic unit and its head.

4.1 The head of the relevant department shall be responsible for all academic aspects of the conduct of examinations in the undergraduate and postgraduate units of study taught by that department and shall ensure that they are conducted in accordance with the policies and directions of the Academic Board and the relevant faculty. The head shall determine the unit of study results of each of the candidates concerned after considering the recommendations of the Principal Examiner(s) appointed for the unit of study by the head. The head may formally appoint a departmental examination board to facilitate this function.

4.2 In cases where the teaching of a unit of study is shared by more than one department, the relevant Dean(s) will appoint a head to undertake the responsibilities of a head as set out in section 4.1 above, following consultation between the departments concerned.

4.3 The relevant faculty shall determine the award of honours degrees and the levels at which they are awarded.

4.4 The relevant faculty shall establish mechanisms for review of results, including those for students affected by illness or misadventure, in accordance with any policies of the Academic Board.

5.1 Except as provided in section 5.2 or where the Senate otherwise determines, each faculty or college board shall appoint from its members a postgraduate studies committee which shall exercise in respect of each candidate for a postgraduate degree or diploma the powers and functions of the faculty or college board and shall exercise such other powers and functions in respect of postgraduate degrees and diplomas as the faculty or college board may determine.

5.2 In the case of the Faculties of Dentistry, Medicine, Nursing and Midwifery and Pharmacy:

5.2.1 a joint board of postgraduate studies in Dentistry, Medicine, Nursing and Midwifery and Pharmacy shall be appointed which shall exercise in respect of each candidate in the Faculties of Dentistry and Medicine with respect to a postgraduate research degree, the powers and functions of each faculty and shall exercise such other powers and functions in respect of postgraduate degrees and diplomas as each faculty may determine;

5.2.2 the membership of this committee shall consist of nominees of the Faculties of Dentistry, Medicine, Nursing and Midwifery and Pharmacy as determined by resolution of the relevant faculty in consultation with the Provost.

5.2.3 the Chair of the Joint Board of Postgraduate Studies in Dentistry, Medicine, Nursing and Midwifery and Pharmacy shall be appointed by the Provost in consultation with the Deans concerned;

5.2.4 postgraduate course advisory committees may be appointed for any or all of the postgraduate courses in each faculty, as the faculty concerned sees fit; and

5.2.5 the Joint Board of Postgraduate Studies in Dentistry, Medicine, Nursing and Midwifery and Pharmacy shall seek the advice of relevant postgraduate course advisory committees before making recommendations to the faculty concerned regarding curriculum matters.

5.3 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not:

5.3.1 be present at any discussion at a meeting of a board of postgraduate studies;

5.3.2 participate in any decision; or

5.3.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned, being a discussion, decision or material, as the case may be, relating to any matter in respect of any candidature for a degree or diploma.

5.4 A member of a board of postgraduate studies who is a member of the teaching staff or the research staff and who is a candidate for a degree or diploma of the University shall not:

5.4.1 be present at any discussion at a meeting of a board of postgraduate studies;

5.4.2 participate in any decision; or

5.4.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned, being a discussion, decision or material, as the case may be, relating to any matter in respect of the member’s own candidature for a degree or diploma.

6.1 A member of a faculty or college board who is a member of the teaching staff or the research staff and who is a candidate for a degree or diploma of the University shall not:

6.1.1 be present at any discussion at a meeting of a faculty or college board;

6.1.2 participate in any decision; or

6.1.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned, being a discussion, decision or material, as the case may be, relating to any matter in respect of the member’s own candidature for a degree or diploma.

6.2 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not:

6.2.1 be present at any discussion at a meeting of a faculty or college board;

6.2.2 participate in any decision; or

6.2.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty or college concerned, being a discussion, decision or material, as the case may be, relating to any matter in respect of any candidate for a degree or diploma.
Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees

7.1 A faculty or college board with more than one hundred members as at 1 January in each year shall, and other faculties and college boards may, appoint annually a standing committee on courses of study.

7.2 A standing committee referred to in section 7.1 shall be appointed in the manner and for the period prescribed by Senate resolution.

7.3 A standing committee referred to in section 7.1 shall consist of the dean of the faculty or chairperson of the college board and the heads of the departments or schools of the faculty or college or their nominees and such other members of the faculty or college as the faculty or college board may appoint.

7.4 A standing committee referred to in section 7.1 shall consider and make recommendations to the faculty or college board or, if so empowered by the faculty or college board, make decisions on proposals for new courses of study and on such proposals for revised courses of study as the dean after consultation with the Registrar may determine.

8. A faculty or college board may appoint, in addition to any standing committee appointed under section 7.1, other standing committees with such powers and functions, not being those referred to in section 7.4, as the faculty or college board may determine and any such committee may exercise such of the powers and functions of the faculty or college board as are specified in the resolution constituting the committee or in any subsequent resolution of the faculty or college board.

9.1 Where a faculty or college board approves an inter-departmental or inter-school course of study or research, the faculty or college board shall appoint from the persons nominated in accordance with section 9.2 an inter-departmental or inter-school committee to be responsible for that course of study or research.

9.2 The head of each department or school from which the staff teaching a course, or supervising research, referred to in section 9.2 is to be drawn shall nominate one or more persons for membership of any committee referred to in that subsection.

10. A faculty or college board shall consider and report on all matters referred to it by the Senate, the Vice-Chancellor or the Academic Board, and may of its own motion report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees and diplomas in the faculty or college.

11.1 A faculty or college board shall meet at least once a semester.

11.2 The quorum of a faculty or college board shall be forty members of the faculty or college board or one-eighth of the membership of the faculty or college board as at 1 January in each year, whichever is the lesser.

11.3 Notwithstanding section 11.1, where a meeting of a faculty or college board is not held in any semester the dean or chairperson shall report accordingly to the Academic Board at the next meeting of the Board held after the end of that semester.

Boards of studies

12. A board of studies shall consist of such persons or classes of persons as are prescribed in the by-laws and by resolution of the Senate.

13.1 A board of studies shall have such powers and functions as may be determined by resolution of the Senate.

13.2 Without limiting the generality of section 13.1, the Board of Studies in Music shall have the same powers and functions as a faculty in relation to courses provided for the curriculum leading to any degree or diploma under its control.

14.1 A member of a board of studies who is a member of the teaching staff or the research staff and who is a candidate for a degree or diploma of the University shall not:

14.1.1 be present at any discussion at a meeting of a board of studies;

14.1.2 participate in any decision;

14.1.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the board of studies concerned,

being a discussion, decision or material, as the case may be, relating to any matter in respect of the member’s own candidature for a degree or diploma.

14.2 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not—

14.2.1 be present at any discussion at a meeting of a board of studies;

14.2.2 participate in any decision;

14.2.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material produced for the purpose of an examination or assessment within the board of studies concerned, being a discussion, decision or material, as the case may be, relating to any matter in respect of any candidature for a degree or diploma.

Graduate schools

15. A graduate school shall consist of such persons or classes of persons as are either prescribed in the by-laws or by resolution of the Senate.

Departments and schools

16.1 A department or school shall consist of such of the members of the teaching staff and the research staff of the University and such other persons or classes of persons as are appointed to it or assigned to it by the Senate or the Vice-Chancellor on the recommendation of the faculty or college board concerned.

16.2 A department or school shall be placed by the Senate or the Vice-Chancellor under the supervision, referred to in section 3.2.6, of a faculty, college or board of studies.

17. Subject to the authority of the Senate, the Academic Board and the faculties and boards of studies, a department or school shall encourage and facilitate teaching, scholarship and research and coordinate the teaching and examining duties of members of staff in the subjects or courses of study with which it is concerned.

18.1 Whenever the headship of a department or school is about to fall vacant, the relevant dean, after seeking advice from a range of staff from within the department or school, and the Provost and Deputy Vice-Chancellor, will determine whether it should be advertised internally and externally or, alternatively, offered to an existing member of the department or school.

18.2 Should the relevant dean determine that a vacant headship should be advertised internally and externally, the recruitment of the new head of department or school shall be made in accordance with the terms of the University's recruitment policy and procedures.

18.3 Should the relevant dean determine that a vacant headship should be offered to an existing member of the department or school, she or he will seek advice from a range of staff from within the department or school and the Provost and Deputy Vice-Chancellor regarding the appropriate process for internal appointment. After considering this advice the dean shall determine whether the appointment should be by nomination, expressions of interest or internal advertisement. If the dean considers it appropriate, after considering advice, she or he may recommend a direct...
appointment or establish a faculty committee to consider internal applicants and recommend a suitable appointment to the Provost. All Heads of School appointments require the approval of the Provost. Any such appointment shall be for a period not exceeding four years.

18.4 After consulting a range of staff of the department or school and the Provost and Deputy Vice-Chancellor, an existing head of department or school may be recommended for re-appointment by the dean for a further period not exceeding four years.

18.5 The head of a department or school shall be responsible to the Senate and the Vice-Chancellor through the dean of the faculty or chairperson of the board of studies or college board by which the department or school is supervised for administering the department or school according to the policies and decisions of the Senate, the Academic Board and the faculty, college board or board of studies concerned.

18.6 The head of a department or school shall:

18.6.1 arrange to consult from time to time with students on courses of study, teaching and examining within the department or school and report annually to the faculty or college board concerning these arrangements;

18.6.2 arrange to consult and inform members of the departmental or school board on matters of policy and administration at least once each semester; and

18.6.3 undertake such other responsibilities and carry out such other duties relating to the work of the department or school as may be required from time to time by the dean of the faculty or chairperson of the board of studies or college board by which the department or school is supervised, by the Vice-Chancellor, or by the faculty, college board or board of studies concerned.

19.1 A professor, in respect of the field of his or her chair, shall be responsible for initiating proposals for courses of study, for supervising and participating in teaching and examining and for promoting advanced study and research.

19.2 Subject to section 19.1 and to section 20 the head of a department or school shall:

19.2.1 submit to the faculty, college board or board of studies concerned proposals relating to courses of study and examinations in the department or school;

19.2.2 organise the teaching and examining of courses of study as approved in general form by the faculty, college or board of studies concerned;

19.2.3 allocate administrative duties within the department or school; and

19.2.4 allocate and supervise the expenditure of funds allotted to the department or school.

Departmental and school boards

20.1 Within each department and school there shall be a departmental or school board.

20.2 A departmental or school board shall consist of the following members:

20.2.1 the full-time and fractional members of the teaching staff and the research staff assigned to a particular department or school;

20.2.2 at least one student, not being a member of the full-time teaching staff, enrolled for a degree or diploma either supervised by a member of, or taking courses in, that department or school, to be selected in a manner to be determined by the full-time members of the teaching staff of the department or school concerned; and

20.2.3 persons of such other classes as may be prescribed from time to time by the Senate.

20.3 A departmental or school board shall consider and make representations on any matters pertaining to the department or school referred to it by the head of the department or school and may in addition make representations on any matter pertaining to the department or school:

20.3.1 to the head of the department or school; and

20.3.2 through the head of the department or school, to the faculty, college board or board of studies concerned, the Vice-Chancellor or other appropriate officers of the University.

20.4 A person who is a candidate for a degree or diploma of the University shall not:

20.4.1 be present at any discussion at a meeting of a departmental or school board;

20.4.2 participate in any decision; or

20.4.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty, college or board of studies concerned,

being a discussion, decision or material, as the case may be, relating to any matter concerning the person's own candidature for a degree or diploma.

20.5 A person (other than a member of the teaching staff or the research staff) who is a candidate for a degree or diploma of the University shall not:

20.5.1 be present at any discussion at a meeting of a departmental or school board;

20.5.2 participate in any decision; or

20.5.3 except to the extent, if any, to which provision is made otherwise by or under any Act, have the right of access to any material, including material produced for the purpose of an examination or assessment within the faculty, college or board of studies concerned,

being a discussion, decision or material, as the case may be, relating to any matter in respect of any other person's candidature for a degree or diploma which is either the same as, or deemed by the faculty, college board or board of studies concerned to be of a standing equivalent to or higher than, the degree or diploma for which the first-mentioned person is a candidate.

20.6 A departmental or school board shall meet at least once each semester.

20.7 The person who shall preside at meetings of a departmental or school board shall be determined in a manner to be prescribed by resolution of the Senate.

Meetings of boards, faculties, college boards, committees and departmental and school boards

21.1 A meeting of a faculty, college board or board of studies or a committee shall be convened at the direction of the Vice-Chancellor, the dean or the chairperson, as the case may be, or on the written requisition of any five members addressed to the Registrar.

21.2 A meeting of a departmental or school board shall be convened:

21.2.1 by the person who would, in the normal course of events, preside at meetings of the board:

21.2.1.1 at the direction of the Vice-Chancellor given to the person;

21.2.1.2 where that person is not the head of the department or school concerned, at the direction of that head given to the person; and
21.2.1.3 where required by section 20.6 and at any other time the person considers appropriate; and

21.2.2 by the head of the department or school concerned, on the written requisition of at least three or one-quarter, whichever is the greater, of the total of the members of the teaching staff and the research staff assigned to that department or school addressed to that head.

21.3 A person shall convene a meeting of a departmental or school board pursuant to section 20.3 (whether or not at the direction of the Vice-Chancellor or of the head of the department or school concerned), by arranging for written notice to be given to the members of the board of the time and place fixed for the meeting, but no such meeting shall be convened for such time or place that a Fellow, by attending the meeting, would be prevented from attending any regular meeting of the Senate.

21.4 The Registrar shall give written notice of the time and place fixed for any meeting of the Academic Board, a faculty, college board, board of studies or a committee but no such meeting shall be convened for such time or place that a Fellow, by attending such meeting, would be prevented from attending any regular meeting of the Senate.

21.5 Except where otherwise provided, at any meeting three members shall form a quorum.

21.6 If the person previously elected or appointed to preside at meetings is absent, a member elected by the members present shall preside.

21.7 The person presiding at any meeting shall have a vote and in the case of an equality of votes a second or casting vote.

Departmental and School Boards
The following additional resolutions concerning departmental and school boards have been prescribed by the Senate:

1. The full-time and fractional teaching staff and research staff of a department or school, acting through the head of the department or school shall report biennially to the faculty, college board or board of studies the procedures the department or school has adopted for the selection of at least one student to be a member of the departmental or school board.

2. The full-time and fractional teaching staff and research staff of a department or school, acting through the head of the department or school may recommend to the faculty, college board or board of studies the procedures the department or school has for the selection of at least one student to be a member of the departmental or school board.

3. The Registrar, or in the event of the Registrar’s absence or incapacity, an Acting Registrar, shall, at the request of the head of the department or school, be a member of the departmental or school board.

4. If the faculty, college board or board of studies concerned does not approve any recommendations for the provision of additional members of a departmental or school board, the faculty, college board or board of studies shall forward the recommendation to the Academic Board for its determination.

5. For purposes of this section, the term of office of an appointed head of a department or school shall be deemed to be the period ending at:

5.3.1 the date up to which the head at the time of the election has, in writing from the Registrar, been appointed; or

5.3.2 any earlier date at which the head at the time of the election ceases, by death, disqualification or resignation, to be the appointed head of the department or school concerned.

6. All questions which come before a departmental or school board shall be decided at any meeting duly convened, at which a quorum is present, by a majority of the votes of the members of the board present and voting.

7. Subject to section 22.5 of the resolutions of Senate concerning the faculties, colleges, college boards, boards of studies, departments, schools and committees, a departmental or school board may determine the number of members of the board who shall form a quorum, provided that the number shall not exceed one half of the total number of members of the board.

Student Membership of the Faculties, College Boards and Boards of Studies
The Senate has made the following resolutions relating to the election or appointment of students to membership of the faculties, college boards and boards of studies:

Student membership of each faculty, college board and board of studies

1.1 There shall be four elected student members of the Faculty of Agriculture, Food and Natural Resources, namely:

1.1.1 two undergraduate students, enrolled as candidates for a degree in the Faculty; and

1.1.2 two postgraduate students, enrolled as full-time candidates for a degree or diploma in the Faculty.

1.2 There shall be five student members of the Faculty of Architecture, Design and Planning, namely:

1.2.1 the President of the Sydney University Architecture Society, provided that person is enrolled as a candidate for a degree in the Faculty;

1.2.2 two elected undergraduate students, enrolled as candidates for a degree in the Faculty; and
1.2.3 two elected postgraduate students, enrolled as candidates for a postgraduate degree, diploma or graduate certificate in the Faculty.

1.3 There shall be eight elected student members of the Faculty of Arts and Social Sciences, namely:
1.3.1 six undergraduate students, enrolled as candidates for a degree in the Faculty;
1.3.2 two postgraduate students, enrolled as candidates for an award course in the Faculty.

1.4 There shall be six elected student members of the University of Sydney Business School, namely:
1.4.1 three undergraduate students, enrolled as candidates for a degree in the Business School; and
1.4.2 three postgraduate students, enrolled as candidates for a degree or graduate diploma in the Business School.

1.5 There shall be five student members of the Faculty of Dentistry, namely:
1.5.1 the President of the Sydney University Dental Undergraduates’ Association, provided that person is enrolled as a candidate for a degree or diploma in the Faculty;
1.5.2 one elected undergraduate student, enrolled as a candidate for a degree in the Faculty;
1.5.3 three elected postgraduate students, enrolled as candidates for a degree or graduate diploma in the Faculty, of whom two will normally be candidates for the Doctor of Dental Medicine.

1.6 There shall be six student members of the Faculty of Education and Social Work, namely:
1.6.1 the President of the Education and Social Work Society (EdSoc), provided that person is enrolled as a candidate for a degree or diploma in the Faculty;
1.6.2 three elected undergraduate students, enrolled as candidates for a degree in the Faculty; and
1.6.3 two elected postgraduate students, enrolled as candidates for a degree or graduate diploma in the Faculty.

1.7 There shall be five student members of the Faculty of Engineering and Information Technologies, namely:
1.7.1 the Third-Year Vice-President of the Sydney University Engineering Undergraduates’ Association (SUEUA), provided that:
1.7.1.1 the Executive Committee of the Association has not elected to membership of the Faculty another of that Committee’s members; and
1.7.1.2 the representative of the Association must be a person enrolled as a candidate for the degree of Bachelor of Engineering;
1.7.2 three elected undergraduate students, enrolled as full-time candidates for a degree in the Faculty; and
1.7.3 one elected postgraduate student, enrolled as a full-time candidate for a degree or graduate diploma in the Faculty.

1.8 There shall be seven elected student members of the Faculty of Health Sciences, namely:

1.9 There shall be six elected student members of the Faculty of Law, namely:
1.9.1 three students enrolled as candidates for a combined law degree, enrolled in one or more of the units of study in Combined Law I, II or III;
1.9.2 three students enrolled as candidates for a postgraduate degree or diploma in the Faculty.

1.10 There shall be seven student members of the Faculty of Medicine, namely:
1.10.1 the Senior Graduate President of the University of Sydney Medical Society, provided that person is a candidate for the degrees of Bachelor of Medicine and Bachelor of Surgery in the Faculty;
1.10.2 the President of the Faculty of Medicine Postgraduate Society, provided that person is a candidate for a postgraduate degree in the Faculty; and
1.10.3 five elected students, enrolled as candidates for a degree or graduate diploma in the Faculty, of which three will normally be enrolled in the Doctor of Medicine.

1.11 There shall be five elected student members of the Faculty of Nursing and Midwifery, namely:
1.11.1 three undergraduate students, enrolled as candidates for a degree in the Faculty; and
1.11.2 two postgraduate students, enrolled as candidates for a degree or graduate diploma in the Faculty.

1.12 There shall be four elected student members of the Faculty of Pharmacy, namely:
1.12.1 two students enrolled as candidates for the Bachelor of Pharmacy, and
1.12.2 two students enrolled as candidates for a postgraduate degree or diploma in the Faculty of Pharmacy.

1.13 There shall be six student members of the Faculty of Science, namely:
1.13.1 the President of the University of Sydney Science Society (SCISOC), provided that person is enrolled as a candidate for a degree in the Faculty;
1.13.2 two elected undergraduate students, enrolled as candidates for a degree in the Faculty;
1.13.3 three elected postgraduate students, enrolled as candidates for a degree, diploma or certificate in the Faculty, of whom at least one will normally be a postgraduate coursework student.

1.14 There shall be three elected student members of the Faculty of Veterinary Science, namely:
1.14.1 one undergraduate student, enrolled as a candidate for a degree in the Faculty; and
1.14.2 two postgraduate students, enrolled as candidates for a degree or diploma in the Faculty.

1.15 There shall be four elected student members of the Sydney College of the Arts Board, namely:
1.15.1 two undergraduate students, enrolled as candidates for a degree or diploma at the College; and
1.15.2 two postgraduate students, enrolled as candidates for a degree or diploma at the College.

1.16 There shall be two elected student members of the Sydney Conservatorium of Music Board, namely:

1.16.1 one undergraduate student, enrolled as a candidate for a degree or diploma at the Conservatorium; and

1.16.2 one postgraduate student, enrolled as a candidate for a degree or diploma at the Conservatorium.

Timing of elections

2.1 Except as provided in section 3.2, the election of the elected student members of each Faculty, College Board and Board of Studies shall be held in second semester of each year, and the notice of election will be given by the end of Week 4 of the second semester at the latest.

2.2 The Registrar may, at his or her discretion, allow elections to be run at a later date in second semester than that given in section 2.1.

Terms of office

3.1 Except as provided in sections 3.2 and 3.3 and in section 4, the term of office of a student elected to membership of a Faculty, College Board or Board of Studies shall be for a period of one year from 1 January in the year following the election.

3.2 The names of the student members of the Faculty of Science referred to in sections 1.13.1 and 1.13.2 shall be notified to the Dean of the Faculty by the Council or Executive, as the case may be, of the respective Association not later than the first week of September in each year and, except as provided in Section 4, the term of office shall be for a period of one year from 1 January in the year following the nomination by the Council or Executive.

3.3 Except as provided in section 4, the term of office of the student member of the Faculty of Engineering and Information Technologies referred to in section 1.7.1 shall be for the period from the date of the last meeting of the Committee of the Association in each year to the date of the last meeting of the Committee in the following year.

4. A student member of a Faculty, College Board or Board of Studies shall cease to hold office upon ceasing to hold the qualification by virtue of which the student is eligible for membership of the Faculty, College Board or Board of Studies or upon otherwise becoming a member or becoming eligible for membership of that Faculty, College Board or Board of Studies.

Filling of casual vacancies

5.1 Except as provided in section 5.2, any vacancy occurring by the death, disqualification or resignation of an elected student member shall be filled by the candidate, if any, who in the immediately preceding election polled the next highest number of votes to the member to be replaced or, if there is no such candidate, by the dean of the faculty, director of the college or the chairperson of the board of studies concerned, at the dean’s, director’s or the chairperson’s discretion, either:

5.1.1 appointing a duly qualified student on the recommendation of the remaining student members and, where such exists, the council, committee or executive of the society or association representative of the students enrolled in that faculty or college or under that board of studies, or

5.1.2 directing that a by-election be held in accordance with the procedures for an election set out in section 9.

5.2 Any vacancy occurring by the death, disqualification or resignation of an elected student member subsequent to the commencement of second semester shall be filled by appointment by the dean of the faculty, director of the college or the chairperson of the board of studies concerned of a duly qualified student on the recommendation of the remaining student members and, where such exists, the council, committee or executive of the society or association representative of the students enrolled in that faculty or college or under that board of studies.

5.3 Any vacancy occurring by the death, disqualification or resignation of a student member of a faculty, college board or board of studies appointed to membership by virtue of holding office in, or having been duly nominated by, the society or association representative of the students enrolled in that faculty or college or under that board of studies, or by the Council of the Sydney University Postgraduate Representative Association, may be filled by nomination by the council, committee or executive of the society or association concerned within a period of 28 days of the vacancy occurring and the student so nominated shall hold office for the balance of the term of the student being replaced.

Insufficient nominations

6.1 Where an insufficient number of nominations has been received for a position of elected student member of a faculty, college board or board of studies that position may be filled by appointment by the dean of the faculty, director of the college or the chairperson of the board of studies concerned of a duly qualified student after consultation with any other students who have been elected or appointed to that faculty, college board or board of studies for the term of office in question and, where such exists, the council, committee or executive of the society or association representative of the students enrolled in that faculty or college or under that board of studies.

6.2 Where the appointment of a student member of a faculty, college board or board of studies following the provisions for consultation prescribed in section 6.1 has not been made before 31 October, the dean, director or chairperson at his or her discretion may appoint a duly qualified student or direct that the position remain vacant.

Electorates

7. Except as provided in clause 1 (Student Membership of each faculty, college board and board of studies):

7.1 the electorate for the election of the undergraduate student member or members of a faculty, college board or board of studies shall comprise all students enrolled as candidates for a degree of bachelor or for an undergraduate diploma in that faculty or college or under that board of studies; and

7.2 the electorate for the election of the postgraduate student member or members of a faculty, college board or board of studies shall comprise all full-time and part-time students enrolled as candidates for a postgraduate degree or for a postgraduate diploma in that faculty or college or under that board of studies.

The University amends its policies and procedures from time to time. The version contained here was accurate at 31 January 2015. The only authoritative version of the document is the version published in the University’s Policy Register at sydney.edu.au/policies.
Procedure for conduct of election

8. Each election shall be conducted by the Secretary to Senate and the following procedures shall apply:

8.1 Not less than 14 days nor more than 28 days before the close of nominations a notice of the day of election shall be given by notice displayed at the University.

8.2 No person shall be eligible for election unless the person’s name shall have been communicated to the Secretary to Senate not later than 5.00 pm on the day specified in the notice for nominations to close.

8.3 The nomination paper shall be signed by at least two qualified voters and shall be signed by the person nominated and shall signify consent to the nomination.

8.4 Each duly nominated candidate may provide at the time of nomination a statement of not more than 100 words containing the following information—

8.4.1 full name;
8.4.2 academic year;
8.4.3 degree(s) and/or diploma(s) held (if any);
8.4.5 positions or offices (if any) held in public bodies, clubs, and institutions (including University clubs and societies), together with date(s) of tenure. This information shall be edited by the Secretary to Senate and printed as a summary of information about each candidate for distribution with the voting paper.

8.5 On each of the five working days prior to the day on which nominations close, the Secretary to Senate shall post on a University noticeboard the valid nominations, if any, received.

8.6 On the expiration of the time for receiving nominations:

8.6.1 should the number of nominations not exceed the number of vacancies in any category or categories, the Secretary to Senate shall declare that candidate or those candidates duly elected;

8.6.2 should the number of nominations exceed the number of vacancies in any category or categories, the election for that category or those categories shall be held as provided in section 8.7.

8.7 The election shall be conducted in the following manner:

8.7.1 The Secretary to Senate shall prepare a list of all persons entitled to vote in each category, completed to the last day for receiving nominations for the election and a copy of that list shall be available for inspection in the Secretary to Senate’s Office at the University during normal working hours for a period of at least 14 days prior to the day of the election.

8.7.2 Not less than 14 days nor more than 28 days after the close of nominations, and not less than 14 days nor more than 28 days before the day of election, the Secretary to Senate shall forward to each voter at the voter’s address last recorded by the Secretary to Senate—

8.7.2.1 a voting paper;
8.7.2.2 a summary of information in respect of each candidate who has provided information in accordance with section 9.7.2.4;
8.7.2.3 a form of declaration providing for the voter to state name and qualification for voting; and
8.7.2.4 two envelopes, one marked ‘Voting Paper’ and the other addressed to the Secretary to Senate.

8.7.3 The voting paper shall contain all duly nominated candidates arranged in alphabetical order, a rectangle opposite and to the left of the name of each candidate and instructions as to the manner in which the voting paper shall be completed.

8.7.4 The voter shall mark the voting paper by making a cross in the rectangle opposite the name of each candidate for whom the voter votes but the voter shall not vote for more candidates than the number of vacancies to be filled.

8.7.5 The voter, having marked the voting paper as provided in paragraph (iv), shall place the voting paper without any other matter in the envelope marked ‘Voting Paper’ which the voter shall seal.

8.7.6 The voter shall complete and sign the declaration and transmit to the Secretary to Senate in the second envelope the declaration and the sealed envelope marked ‘Voting Paper’.

8.7.7 All voting papers so transmitted and received by the Secretary to Senate not later than 4.00 pm on the day prior to the election shall be counted in the ballot, which shall be conducted by the Secretary to Senate assisted by such persons as the Secretary to Senate may require.

8.7.8 Each candidate may appoint one scrutineer.

8.7.9 The Secretary to Senate shall reject any voting paper in which a voter has voted for more candidates than the number of vacancies to be filled or which is otherwise invalid, and in any case of doubt as to the validity of a voting paper the Secretary to Senate’s decision shall be final.

8.7.10 Where at the close of counting two or more candidates have received an equal number of votes, the Secretary to Senate shall—

8.7.10.1 write the name of each candidate concerned on separate and similar slips of paper;
8.7.10.2 fold the slips so as to prevent identification; and
8.7.10.3 mix the slips and draw the slips at random, and for the purposes only of ranking among those candidates, a candidate whose name is drawn before another candidate shall be deemed to have received one less vote than the candidate whose name is drawn next.

8.7.11 The Secretary to Senate shall declare duly elected the candidate or candidates equal to the number of vacancies to be filled who have received the greatest number of votes.

Faculty Standing Committees on Courses of Study

1.1 A faculty with more than one hundred members as at 1 January in 1976 and in subsequent years shall appoint a standing committee on courses of study in second semester of each year.

1.2 Subject to section 2 other faculties which have resolved to appoint a standing committee on courses of study may appoint such a committee at any time.

2. Prior notice of the appointment of a standing committee on courses of study shall be given on the notice paper of the meeting at which the appointment is to be made.

3. A person appointed to a standing committee on courses of study shall hold office from the date of appointment until the next annual appointment of the committee by the faculty.
GUIDELINES CONCERNING COMMERCIAL ACTIVITIES
SECTION 26B OF THE UNIVERSITY OF SYDNEY ACT 1989

1 INTRODUCTION

Legislative framework

1.1 Under the University of Sydney Act 1989 ("the Act"), the University may exercise commercial functions comprising the commercial exploitation or development, for the University’s benefit, of any facility, resource or property of the University or in which the University has a right or interest, whether alone or with others.

1.2 University commercial activity is defined in the Act to include any activity engaged in by or on behalf of the University in the exercise of the commercial functions of the University. University commercial activities are distinct from the University’s principal functions (specified in section 6(2) of the Act) for the promotion of its object, that object being the promotion, within the limits of the University’s resources, of scholarship, research, free inquiry, interaction of research and teaching and academic excellence.

1.3 The Act makes provision for Guidelines to be approved requiring specified processes and procedures to be followed in connection with University commercial activities.

1.4 These Guidelines have been made by the Senate and approved by the NSW Minister for Education and Training in accordance with the Act.

1.5 These Guidelines apply to commercial activities in which the University or controlled entities of the University participate.

Dictionary

1.6 In these Guidelines, the following expressions have these meanings:

- **Act**
  University of Sydney Act 1989 (as amended)

- **commercial activity**
  As defined in section 26A of the Act, commercial activity means:
  (a) any activity engaged in by or on behalf of the University in the exercise of commercial functions of the University; and
  (b) any other activity comprising the promotion of, establishment of or participation in any partnership, trust, company or other incorporated body, or joint venture, by or on behalf of the University, that is for the time being declared by these Guidelines to be a commercial activity.
commercial functions

As described in section 6(3)(a) of the Act the commercial functions of the University means:

“[the] commercial functions comprising the commercial exploitation or development, for the University’s benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property, whether alone or with others”

controlled entity

As defined in section 16A(6) of the Act, this means:

“a person, group of persons or body of which the University or the Senate has control within the meaning of a standard referred to in section 39(1A) or 45A(1A) of the Public Finance & Audit Act 1983”

Delegate

A person, committee, authority or officer of the University or other body to whom the Senate delegates a function pursuant to section 17 of the Act

Delegations of Authority

Delegations of authority made by the Senate from time to time pursuant to section 17 of the Act

Proposal Document

A document, including the preliminary assessment of the nature and level of Risk of a proposed commercial activity, prepared in accordance with clauses 3.1 or 3.2 of these Guidelines

Register

The Register of Commercial Activities maintained in accordance with Section 26C of the Act

Responsible Officer

A person or persons specified in the approval, given under these Guidelines, of a commercial activity to be responsible for ongoing monitoring and review of that commercial activity in accordance with section 5 of these Guidelines

Risk

Any actual or contingent risk of:

(a) adverse financial loss or consequences, including taxation consequences

(b) legal liability including liability in relation to occupational health and safety and discrimination.

(c) loss or damage to the University’s reputation

(d) impairment of the University’s ability properly to conduct its principal functions under the Act

(e) real or apparent lack of probity, maladministration or corruption;

and any other risk that the Senate or the Vice-Chancellor determines is a Risk for the purposes of these Guidelines

Sponsor

A person or organisational unit within the University (regardless of whether that person or organisational unit is a Delegate) who or which proposes that the University or a controlled entity should enter into a particular commercial activity.

2 WHAT IS A COMMERCIAL ACTIVITY?

How this is defined in the Act

2.1 The term commercial activity is used in these Guidelines as having the same meaning as University commercial activity which is defined in the Act (see definition in 1.6 above).

2.2 Commercial activities, like other University functions, may be exercised within or outside the State including outside Australia.

Indicators used to consider whether an activity is a commercial activity

2.3 In considering whether an activity is a commercial activity for the purposes of the Guidelines, the following indicators should be used:

(a) If the principal purpose of the activity involves the commercial exploitation or development of any facility, resource or property of the University, then it is likely that it is a commercial activity;

(b) If the activity involves user-charges for goods or services and the managers of the activity have a degree of independence in relation to production or supply of the goods or services and the price at which the goods or services are provided, then it is likely that it is a commercial activity;

(c) If the activity involves the promotion of, establishment of, or participation in, a joint venture, company or other vehicle to carry on an activity that is predominantly a commercial activity, then it is likely that it is a commercial activity;

(d) If the activity falls within the principal functions of the University and involves no significant commercial or other Risk to the University, then it is unlikely that it is a commercial activity; and

in determining whether an activity is a commercial activity for the purposes of these Guidelines, a preliminary assessment should be made of the Risk involved in the activity.
**Examples of activities that are considered to be commercial activities**

2.4 Commercial activities may include:

(a) the commercial exploitation of intellectual property rights;
(b) project and consultancy services provided by the University to external parties for a fee;
(c) the acquisition or sale of real estate not used predominantly for the provision of facilities for scholarship, research and teaching;
(d) the leasing or licensing of real estate to third parties;
(e) the leasing or licensing of real estate to bodies affiliated with the University (for example, student bodies) for the conduct of retail services; and
(f) contract research.

3 **ASSESSMENT, DOCUMENTATION AND APPROVAL OF A COMMERCIAL ACTIVITY**

**Preliminary Assessment of Risk**

3.1 In the event that a proposed activity has a Sponsor, a proposal document should be prepared by the Sponsor and should include a preliminary assessment of the nature and level of Risk of the proposed activity ("Proposal Document"). In preparing the Proposal Document, the Sponsor should provide sufficient information for the activity to be adequately assessed in accordance with the factors detailed in 3.3 below, and with sound business principles. The Proposal Document should be provided to the Dean of the Faculty to whom the Sponsor reports, or any other person nominated by the Chief Financial Officer, for consideration. The Proposal Document and a written confirmation of support for the proposed activity from the relevant Dean of the Faculty, or any other nominated person, should be provided to the Chief Financial Officer.

3.2 In the absence of a Sponsor for a proposed commercial activity, a Proposal Document including the preliminary assessment of the nature and level of Risk of the proposed activity should be prepared by the Chief Financial Officer, or any other person nominated by the Chief Financial Officer.

**Assessment of Commercial Activities**

3.3 After the preliminary assessment of Risk has been completed in accordance with clause 3.1 or 3.2, as the case may be, and any Proposal Document and written confirmation from the relevant Dean of the Faculty or any other nominated person has been provided to the Chief Financial Officer, the proposed commercial activity should be assessed by the Chief Financial Officer for its overall feasibility and evaluated in accordance with the following factors to the extent that they are appropriate to the nature and level of Risk of the activity and to the type of activity:

(a) consistency with:
   (i) the object, and principal or other functions, of the University as prescribed in the Act;
   (ii) the constitution of the controlled entity (if applicable); and
   (iii) any National Governance Protocols in effect for higher education providers, including in relation to oversight of controlled entities;

(b) the identifiable benefit to the University (irrespective of whether that is a direct financial or other benefit) based on sound business case evaluation principles and Risk and return considerations;

(c) the source of funding (external, internal or a mixture of both) for the life of that activity;

(d) appropriate procedures for management of the identified Risks in accordance with the nature and level of the identified Risks, including the potential for corruption;

(e) insurance of identified Risk, on the basis that insurable Risk exceeding $100,000 should be insured, if it reasonable to do so;

(f) the suitability of the proposed structure for the commercial activity, from a legal, tax and accounting perspective;

(g) accounting, auditing and reporting mechanisms which may be appropriate to the type of activity; and

(h) compliance with any applicable:
   (i) University policies relating to cost recovery;
   (ii) competitive neutrality principles as outlined by NSW Treasury from time to time.

**Documentary requirements**

3.4 After the Chief Financial Officer has completed the assessment of the commercial activity as provided for in clause 3.3 and, if the Chief Financial Officer considers it appropriate to proceed, the transaction documents for the proposed commercial activity should be prepared and/or reviewed by, as appropriate, the Office of General Counsel or, at its request, the Director of the Business Liaison Office.

3.5 Depending on the type of activity involved, transaction documents will vary in length and complexity. The following matters should be addressed as appropriate:

(a) names and status of the parties (including ABN numbers);

(b) description or specification of the activity to be undertaken;

(c) when the activity starts and ends (including any option periods for renewal);
(d) what each party is required to do in relation to that activity, including any milestones or deadlines;
(e) the rights of each party (including default obligations and rights);
(f) liability limits of parties – actual or contingent;
(g) ownership, use or exploitation of any assets created out of that activity (including intellectual property rights);
(h) accounting, auditing, reporting and record-keeping procedures (including those required under the Act, these Guidelines and the State Records Act 1998);
(i) appropriate procedures for and on termination of the commercial activity (whether by notice or for breach);
(j) insurance of Risk;
(k) confidentiality requirements, including obtaining any third party consents to the inclusion of such information as may be considered necessary on the Register; and
(l) any other matters that the Director of the Business Liaison Office, Chief Financial Officer, General Counsel or other professional or legal advisers recommend should be dealt with in the transaction documents.

Seeking internal or external advice

3.6 Advice from General Counsel and, where considered appropriate by the General Counsel, external legal advice must be obtained. Advice from the Chief Financial Officer and, where considered appropriate by the Chief Financial Officer, external accounting or other professional or business advice must also be obtained.

Approval of transactions involving commercial activities

3.7 Transactions involving commercial activities may only be approved by the Senate or by a Delegate of the Senate properly appointed in accordance with and subject to the principles and limits of the University’s Delegations of Authority - Administrative Functions.

3.8 A Sponsor of a commercial activity must not approve that activity, even if he or she normally has delegated authority to do so. The activity must be referred for approval to the Senate or a Delegate of the Senate who is more senior than the Sponsor, according to the Delegations of Authority - Administrative Functions.

3.9 Approval of a commercial activity may be given either conditionally or unconditionally and either as a preliminary or final approval.

3.10 Where a commercial activity is to be carried on by a controlled entity, then as a condition of approval of that commercial activity, the controlled entity must be required:
(a) to comply with the requirements of the Act;
(b) to ensure that appropriate evaluation and risk management processes are followed by the management of the controlled entity;

(c) to provide an annual report to the University in which any significant change in the commercial activity carried on and the Risk of the commercial activity is reported;
(d) to inform the Chief Financial Officer of any new or altered information which should be entered in the Register;
(e) to provide financial reporting according to Generally Accepted Accounting Principles, as amended from time to time; and
(f) to ensure that the accounts of the controlled entity are audited annually by the internal audit unit of the University or by an independent auditor.

3.11 Any approval given must specify the person or persons to be responsible for ongoing monitoring and review of the commercial activity in accordance with section 5 of these Guidelines (“Responsible Officer”).

3.12 Before approving a transaction involving a commercial activity; the Senate or Delegate must be satisfied that there has been compliance with the assessment and documentation procedures set out above.

3.13 In satisfying itself as to the matters referred to in clause 3.12 above, the Senate (or the relevant Delegate as the case may be) may rely on the advice of other appropriate authorised or qualified persons, including the Vice-Chancellor, the Chief Financial Officer or the General Counsel.

3.14 Where, in accordance with section 17 of the Act, the Senate wishes to delegate any of its functions in relation to commercial activities, the Delegate should have appropriate commercial experience or have access to the advice of an appropriately qualified person or persons.

Senate members - real or apparent conflicts of interest re commercial activities

3.15 Any Senate member (or Delegate to whom any functions in relation to a particular commercial activity have been delegated) who has a material personal interest in the commercial activity or a partnership, trust, company, other incorporated body, joint venture or controlled entity with or through whom or which commercial activity is to be carried on:
(a) must disclose (and consent to entry into a Conflicts of Interest register to be maintained by the General Counsel of appropriate details recording) the full nature and extent of that interest;
(b) must comply with any University policy relating to conflicts of interest which may be in place, and as amended, from time to time;
(c) must not (subject to (d) below) be present at any meeting at which that commercial activity is being considered or participate in any discussion about whether to approve or participate in that commercial activity;
(d) may, notwithstanding (c) above, but only if the requisite majority of Senate Members present and voting (other than the Senate Member or Delegate disclosing the relevant interest) so resolves (and does so on the basis that the interest disclosed should not disqualify the discloser from being present at the said meeting).
meeting and participating in the discussion), be present at any meeting at which that commercial activity is being considered and participate in any discussion about whether to approve or participate in that commercial activity;

(e) must not (subject to (f) below) vote for or approve that commercial activity;

(f) may, notwithstanding (c) and (e) above, only if the requisite majority of Senate Members present and voting (other than the Senate Member or Delegate disclosing the relevant interest) so resolves (and does so on the basis that the interest disclosed should not disqualify the discloser from voting for or to approve that commercial activity), vote for or approve that commercial activity.

Conflicts of Interest

3.16 Without limiting clause 3.15 above, Senate Members and Delegates should take all reasonable steps to avoid conflicts of interest arising in relation to commercial activities. Throughout the assessment, documentation and approval process, the identification, disclosure and management of any real or apparent conflict of interest of any person involved in the approval process should be dealt with in accordance with any University policy relating to conflicts of interest which may be in place, and as amended, from time to time.

4 REGISTER OF COMMERCIAL ACTIVITIES

Maintenance of the Register

4.1 The University is required, pursuant to section 26C of the Act, to maintain a register of approved commercial activities ("Register"), in which the following details must be entered and kept:

(a) a description of the commercial activity;

(b) details of all parties who participate in that activity;

(c) details of any appointment by or on behalf of the University to the relevant boards or other governing bodies; and

(d) details of any meetings at which relevant matters were considered and approved for the purposes of compliance with these Guidelines.

4.2 The Chief Financial Officer will be responsible for maintenance of the Register, and in particular, ensuring that the Register is reviewed annually.

Activities that are exempt from inclusion on the Register

4.3 In accordance with section 26C(2)(a) of the Act, the following commercial activities are declared exempt from the requirements of clause 4.1 of these Guidelines:

(a) any activity carried out by the University in exercise of its investment powers under Schedule 2 of the Act;

(b) provision of non-award teaching programs by academic or administrative units of the University, for example, the Centre for Continuing Education, Centre for English Teaching and professional continuing education programs;

(c) licensing or hire of University venues or facilities (such as the Seymour Theatre Centre, Great Hall, Darlington Centre) to external parties;

(d) activities that involve the sharing of cultural, sporting, professional, technical or vocational services to members of the public (for example, theatre productions, music concerts, conferences), which have a principally break-even financial objective;

(e) retail activities with an annual profit of less than $100,000;

(f) project and consultancy services provided by the University to external parties for a fee; and

(g) receipt of licence fees and royalties.

Access and confidentiality

4.4 The following persons may inspect the Register upon request to the Chief Financial Officer:

(a) Fellows of Senate;

(b) the Vice-Chancellor;

(c) Members of the University of Sydney Senior Executive Group;

(d) Members of the Internal Audit & Review Unit;

(e) General Counsel;

(f) Members of the New South Wales Auditor General’s Office;

(g) the Responsible Officer (but only in relation to the commercial activity or activities for which he or she has been nominated the Responsible Officer);

(h) Manager, Risk Management Office; and

(i) any other person or body (or classes of people or bodies) authorised by the Senate.

4.5 All details entered in the Register are regarded by the Senate as being commercial-in-confidence and must be treated as commercially sensitive information.

5 MONITORING AND REVIEW OF COMMERCIAL ACTIVITIES

Ongoing Monitoring

5.1 For the purpose of enabling the Chief Financial Officer accurately to maintain the Register, the Responsible Officer for each particular commercial activity should:
(a) monitor the **commercial activity** to ensure that it complies with:

(i) the University’s legal rights and obligations;

(ii) the applicable policies of the University and, in particular, the policies referred to in clause 6.1 as amended from time to time;

(iii) any conditions of approval imposed by the Senate or approving Delegate;

(b) provide the Chief Financial Officer with information to ensure that the information on the Register is complete and accurate; and

(c) notify the Chief Financial Officer of any significant changes to an activity, including Risk and insurance coverage as and when these occur.

**Review**

5.2 The Responsible Officer for each particular **commercial activity** is responsible for causing a review of that activity to be carried out at least once every 3 years, in order to:

(a) assess the ongoing viability of the **commercial activity**, including whether the activity has achieved the object for which it was originally established;

(b) identify any significant changes to that **commercial activity**, including changes to the Risks (whether or not identified in the evaluation process).

5.3 The Responsible Officer for each particular **commercial activity** must:

(a) recommend what, if any, action should be taken in light of each review carried out pursuant to clause 5.2; and

(b) provide a copy of that review, and any recommendations, to the Chief Financial Officer.

**6 UNIVERSITY POLICIES AND PROCEDURES**

6.1 In applying these Guidelines, reference should be made as appropriate to any applicable University policies and procedures which may be in place from time to time in relation to any one or more of the following:

(a) Codes of Conduct relating to officers and staff of the University;

(b) Corruption Prevention and Reporting;

(c) Delegations of Authority;

(d) Financial and Accounting Policies (Manual);

(e) Intellectual Property Rule;

(f) Occupational Health and Safety Policy;

(g) Outside Earnings for Academic Staff;

(h) Conflicts of Interest;

(i) Risk Management Policies and Guidelines; and

(j) Investment Management Policies and Guidelines.

**7 CONTROLLED ENTITIES**

**Legislative Framework**

7.1 Section 16A(1) of the Act provides that the Senate must ensure that a controlled entity does not exercise any function or engage in any activity that the University is not authorised by or under the Act to exercise or engage in, except to the extent that the Senate is permitted to do so by the Minister under section 16A of the Act.

7.2 The Senate may seek authorisation from the Minister, under section 16A(2) of the Act, to authorise a controlled entity to exercise a function or engage in an activity of the kind referred to in section 16A(1) of the Act.

**Compliance with National Governance Protocols**

7.3 The Senate is required to comply with any National Governance Protocols in effect from time to time for higher education providers.

**Dated:**

**Approved by Senate Resolution:**
Selection of Candidates for Honorary Awards Policy

Approved by: Senate on 25 November 2008
Date of effect: 25 November 2008
Latest amendment approved by: Senate on 2 May 2011, with immediate effect

RESOLUTIONS OF THE SENATE:

Honorary degrees
1. Honorary degrees
1.1 Under Section 16(1)(a) of the University of Sydney Act 1989 the Senate may confer honorary degrees.
1.2 The purpose of honorary degrees is for the University of Sydney to recognise exceptional achievement.
1.3 Any degree of the University may be awarded as an honorary degree except the Doctor of Philosophy.

2. Selection criteria
2.1 The criteria for selection for an honorary degree will be one or more of the following:
• academic eminence, and/or
• distinguished creative achievement, and/or
• an outstanding contribution beyond the expectations of the person’s particular field of endeavour which has influenced the thinking or general well-being of the wider community.

3. Eligibility to nominate
3.1 Names of proposed recipients for honorary degrees will be invited annually from:
• Fellows and former Fellows of Senate
• the students of the University
• the staff of the University
• Principals of the residential colleges
• the graduates of the University

4. Eligibility to be nominated
4.1 Fellows of Senate or members of staff* of the University will not be eligible for the award of an honorary degree while in office.
4.2 Former Fellows of Senate or former members of staff* will not normally be eligible for nomination for an honorary degree within two years of their retirement from the relevant office.
4.3 Honorary Fellows of the University are eligible for nomination for the award of an honorary degree, except where Guidelines 4.1 and 4.2 apply.

* Members of staff refers to full-time, part-time and casual members of University staff.
* An exception may be made for compensated work of a minor nature.

Honorary degrees continued

5. Submitting nominations
5.1 Each year advertisements will be placed calling for nominations for honorary degrees.
5.2 Nominations of proposed recipients should:
• be forwarded to the Secretary to Senate by 30 April;
• specify the honorary degree proposed;
• address the criterion/criteria, providing sufficient information to identify the person and the case for the award in terms of the criterion/criteria; and
• include statements in support of the nominee’s standing and achievements.
5.3 The nominee does not need to seek advice from the relevant Dean – this will be done by the Committee.

6. Confidentiality
6.1 Any person nominated for the award of an honorary degree shall not be consulted beforehand, nor at any time prior to the person being advised of Senate’s decision.
6.2 All nominations, deliberations, investigations and recommendations relating to the nomination shall be treated as strictly confidential by all persons concerned.

7. Report to Senate
7.1 The Nominations and Appointments Committee will take into account the names of proposed recipients submitted in framing its recommendations to Senate, noting advice from the relevant Deans and seeking such other advice as is deemed appropriate so as to properly inform the Committee.
7.2 The Chair will report to Senate the Committee’s recommendations which will then be moved. The report should include the detailed minutes of the Committee and the reasons given for the Committee’s recommendations. Other documentation relating to the Committee’s recommendations will be available on request.

Honorary Fellows of the University

1. Honorary Fellows
1.1 The purpose of the award of the title of Honorary Fellow of the University of Sydney is to recognise outstanding service to the University.

2. Selection criteria
2.1 Honorary Fellows will be selected on the basis of conspicuous continued involvement in one or more of the following:
• support of the interests and welfare of the University of Sydney or of a particular part of the University’s activities, and/or
• promotion of the academic purposes of the University or of facilitating those purposes in any particular activity of the University, and/or
• fostering the links between the University and other institutions within and without Australia, and/or
• enlarging educational opportunities to enter the University among persons with limited prospects of so doing for reasons which they could not overcome, and/or
• representation of the University’s needs for resources for its growth and diversification and supply of such resources.

3. Eligibility to nominate
3.1 Names of proposed recipients for honorary fellowships will be invited annually from:
• Fellows and former Fellows of Senate
• the students of the University
• the staff of the University
• Principals of the residential colleges
• the graduates of the University

RESOLUTIONS OF THE SENATE:

Honorary Fellowships
1.1 Under Section 16(1)(b) of the University of Sydney Act 1989 the Senate may confer Honorary Fellowships.
1.2 The purpose of Honorary Fellowships is to recognise significant and sustained contribution to the University.
1.3 Honorary Fellowships are available to candidates who are not University staff or students.
Honorary Fellows of the University continued

4. Eligibility to be nominated

4.1 Fellows of Senate or members of staff* of the University will not be eligible for the award of an honorary fellowship while in office.

4.2 Former Fellows of Senate or former members of staff* will not normally be eligible for nomination for an honorary fellowship within two years of their retirement from the relevant office.

4.3 A person on whom an honorary degree has been conferred is eligible to be nominated for election as an Honorary Fellow, except where Guidelines 4.1 and 4.2 apply.

* Members of staff refers to full-time, part-time and casual members of University staff.

* An exception may be made for compensated work of a minor nature.

5. Submitting nominations

5.1 Each year advertisements will be placed calling for nominations for honorary fellowships.

5.2 Nominations of proposed recipients should:

- be forwarded to the Secretary to Senate by 30 April;
- specify the criterion/criteria from guideline 2 on which the nomination is based; and
- address that criterion/criteria, providing sufficient information to identify the person and the case for the award in terms of the criterion/criteria.

6. Confidentiality

6.1 Any person nominated for the award of an honorary fellowship shall not be consulted beforehand, nor at any time prior to the person being advised of Senate’s decision.

6.2 All nominations, deliberations, investigations and recommendations relating to the nomination shall be treated as strictly confidential by all persons concerned.

7. Report to Senate

7.1 The Nominations and Appointments Committee will take into account the names of proposed recipients submitted in framing its recommendations to Senate.

7.2 The Chair will report to Senate the Committee’s recommendations which will then be moved. The report should include the detailed minutes of the Committee and the reasons given for the Committee’s recommendations. Other documentation relating to the Committee’s recommendations will be available on request.

Sports Unions, SRC and Faculty Societies, SUPRA, Union, Cumberland Student Guild and SASCA

Approved by: Senate prior to 1990

Latest amendment approved by: Senate on 19 June 2006

Date of effect: 1 July 2006

1. There shall be the following societies which shall be governed by their respective constitutions subject to these resolutions: the Students’ Representative Council, the University of Sydney Union, the Sydney University Postgraduate Representative Association, the Sydney University Sports Union, the Sydney University Women’s Sports Association, the Cumberland Student Guild and the Student Association of the Sydney College of the Arts.

From 1 July 2006, Resolution 2 below does not apply to persons:

(a) who are enrolled with, or seeking to enrol with, the University for a period of study starting on or after 1 July 2006; and

(b) who are not enrolled with, or subject to enrolment with, the University for a period of study in 2006 starting before 1 July 2006.

2.1 Except as provided in section 3, the Senate requires a student, other than a student enrolled in the Faculty of Health Sciences, who seeks to enrol—

2.1.1 for a degree of Bachelor; or

2.1.2 as an undergraduate diploma or non-degree student;

2.1.3 for a degree, diploma or certificate other than those mentioned in section 2.1; or

2.1.4 for the degrees of Bachelor of Teaching or Master of Teaching;

2.2 Except as provided in section 3, the Senate requires a student, other than a student enrolled in the Faculty of Health Sciences, who seeks to enrol—

2.2.1 for a degree, diploma or certificate other than those mentioned in section 2.1;

2.2.2 for the degrees of Bachelor of Teaching or Master of Teaching;

2.2.3 as a master’s preliminary student; or

2.2.4 as a postgraduate diploma or non-degree student:

to be a member of the following organisations provided that the relevant society or societies remain on the list in section 1: the student body that elects the Students’ Representative Council, the University of Sydney Union (or in the case of a student enrolled in the Sydney College of the Arts, the Student Association of the Sydney College of the Arts), and, for a male student, the Sydney University Sports Union, and, for a female student, the Sydney University Women’s Sports Association.

2.3 Except as provided in section 3.1.2 or 3.1.3, the Senate requires a student in the Faculty of Health Sciences, who seeks to enrol—

2.3.1 for a degree of bachelor; or

2.3.2 as an undergraduate diploma or non-degree student;
to be a member of the following organisations provided that the relevant society or societies remain on the list in section 1: the student body that elects the Students’ Representative Council and the Cumberland Student Guild.

2.4 Except as provided in section 3, the Senate requires a student in the Faculty of Health Sciences, who seeks to enrol—
2.4.1 for a degree or diploma other than those mentioned in section 2.3;
2.4.2 as a master’s preliminary student; or
2.4.3 as a postgraduate non-degree or non-diploma student;
to be a member of the following organisations provided that the relevant society or societies remain on the list in section 1: the Sydney University Postgraduate Representative Association and the Cumberland Student Guild.

2.5 A student required to be a member of any of the organisations listed in sections 2.1-4 shall, prior to the completion of enrolment, pay the subscriptions approved by the Senate in accordance with section 5.

3.1 The Senate exempts from the requirement to be a member of or to pay subscriptions to either the Sydney University Sports Union, the Sydney University Women’s Sports Association or the Cumberland Student Guild a student who—
3.1.1 is enrolled for a degree of master or doctor, for a postgraduate diploma or certificate, as a master’s preliminary student or as a postgraduate non-degree or non-diploma student; or
3.1.2 is duly certified as medically unfit; or
3.1.3 has attained the age of 50 years;
provided that such a student, notwithstanding this exemption, may become a member of an organisation named in this subsection on the payment of the subscription referred to in section 2.5.

3.2 The Senate exempts from the requirement to be a member of or to pay subscriptions to one or more of the following societies a student who is a life member of or has paid the entrance fee, if any, and five annual subscriptions to the society or societies concerned:
3.2.1 the University of Sydney Union
3.2.2 the Sydney University Sports Union
3.2.3 the Sydney University Women’s Sports Association
3.2.4 the Cumberland Student Guild
3.2.5 the Student Association of the Sydney College of the Arts.

3.3 The Senate exempts from the requirement to be a member of and to pay subscriptions to the Sydney University Postgraduate Representative Association a member of the full-time staff of the University.

3.4 The Registrar, after consultation with the President of the organisation concerned or with the President’s nominee, may grant exemption:
3.4.1 to an applicant for enrolment in the University from the requirement to be a member of and to pay subscriptions to;
or
3.4.2 to a student enrolled in the University from the requirement to be a member of and to pay subscriptions to,
one or more of the organisations referred to in section 2, provided that the Registrar is satisfied that the applicant for enrolment or the enrolled student objects to being such a member on grounds of conscience. Students granted such exemption on grounds of conscience are required to pay an equivalent sum into the Jean D. Foley Bursary Fund.

3.5 In the case of a non-degree student who is enrolled in a course or courses at this University as part of candidature for a degree or diploma at another university or institution the Registrar may grant exemption from the requirement to be a member of and to pay subscriptions to one or more of the organisations referred to in section 2.

3.6 An exemption granted in pursuance of this section may, at the discretion of the Registrar, be for one year of enrolment or for such period as the student remains enrolled at the University.

4. For a society to remain on the list in section 1 its constitution must be approved by the Senate and no amendment of the constitution of a society listed in section 1 shall take effect or have any validity or force whatsoever until it is approved by the Senate.

5. The Senate will collect from members of the organisations named in section 2, provided that the relevant society or societies remain on the list in section 1, subscriptions for each organisation at rates approved by the Senate at its October meeting each year or at such other meeting as the Senate may determine and shall pay to the Students’ Representative Council, the Sydney University Postgraduate Representative Association, the University of Sydney Union, the Student Association of the Sydney College of the Arts, the Sydney University Sports Union, the Sydney University Women’s Sports Association and the Cumberland Student Guild, the proceeds of these subscriptions at such times as the Vice-Chancellor in the Vice-Chancellor’s discretion may decide.

6. If in the opinion of the Vice-Chancellor any society should breach the provisions of these resolutions the Vice-Chancellor may suspend the payment of further sums collected as subscriptions for the society concerned and report the circumstances to the Senate for its determination.

7. No society referred to in section 1 shall directly or indirectly expend or cause or allow to be expended its funds or any part of them except in accordance with its constitution.

8. A society referred to in section 1 shall not act in any way contrary to the provisions of the University of Sydney Act.

9. If the Senate is not satisfied that the constitution or procedures of an organisation outside the University to which a society listed in section 1 wishes to pay affiliation fees are consistent with the purposes of the University the Senate may approve for this purpose an additional subscription which shall be voluntary and no funds other than those paid voluntarily shall be paid to such outside organisation.

10.1 Every society listed in section 1 shall report annually to the Senate on its activities and supply audited financial statements, together with a balance sheet and such further information as the Senate may from time to time require.

10.2 The Senate may from time to time require an audit by an auditor of its own appointment.

11.1 The Senate shall appoint a tenured member of the academic staff of the Faculty of Law as an adviser.

11.2 The adviser shall advise a member of staff or student when requested to do so by that member or that student whether a payment or proposed payment by a society of which the Senate requires a student to be a member is, in the adviser’s opinion, ultra vires.

11.3 The adviser shall inform the Vice-Chancellor when such advice is sought and given and shall in addition make an annual report to the Senate on advice sought and given.
University Governance (as amended)

Approved by: Senate on 5 November 2001

Latest amendment approved by: Senate on 15 June 2009

Date of effect: 28 May 2010 (By-law changes gazetted)

Introduction

Following an extensive process of consultation by Cordiner King and a constructive meeting between the senior executive group and Senate, on the 6th October 2001, the Senate of the University of Sydney met in colloquium. The Senate considered a lengthy report on governance from Cordiner King and discussed a number of suggestions that were made in that document. The Senate reached a clear resolution on those matters for final ratification at a subsequent November 2001 Senate meeting.

The discussions centred on the working arrangements and governance role of the Senate. It was recognised that executive matters properly rested with the Vice-Chancellor and his team seeking the counsel of Senate, as appropriate, and ultimately accountable to the Senate as the governing body of the University under its Act. It was recognised that academic matters fell within the purview of the Academic Board, advising the Vice-Chancellor and Senate under the Rules.

In the broadest sense, the Senate felt that there are two main groupings of their resolutions, those that relate to outcomes and those that refer to means of achieving outcomes.

The first group reinforces the fundamental that governance is vested solely in the Senate through the collective action of the Fellows, presided over by the Chancellor and supported and advised by the Vice-Chancellor, directing the development of policy, assessing strategy, monitoring performance and reporting to the community. Those resolutions define the following:

1. Role of the Senate
2. Role of the Chancellor
3. Role of the Vice-Chancellor
4. Evaluation of Senate Performance

The second group gives effect to Senate’s determination to be fully supported in this governance role, through the establishment of working committees, the development of governance skills in Fellows, the review of Senate performance and the provision of adequate resources:

5. Executing the Senate’s Task
6. Establishing Committees and Task Forces
7. Induction and Development of Fellows
8. Support for the Office of Chancellor and the Senate

To give effect to the outcome of the colloquium, Senate ratified resolutions earlier reached in or to the effect of the following matters pertaining to governance.

1. Role of the Senate

The Senate is the governing body of the University. It is accountable for the delivery of teaching, learning and research outcomes which extend the knowledge base of the wider community and taking into account the resources available to the University. The executive is accountable to it. The statutory powers and responsibilities of the Senate are defined under Section 16 of the Act (and elsewhere in the Act, By-laws and Rules). In this regard, the Senate should, without fettering such powers and discretions as derive from the office, undertake the following:

1.1 Accept the fiduciary responsibilities and accountability of Fellows as derive from the office while respecting academic freedom, ethical standing and legal requirements.
1.2 Ensure that academic standards are maintained, working through the Academic Board and the Vice-Chancellor.
1.3 Set and continually review the relevance of important policy and strategy, ensuring that it is properly informed about matters pertaining to its governance functions.
1.4 Appoint the Vice-Chancellor, agree on limitations to executive authority and regularly evaluate performance.
1.5 Set strategic direction within overall University policy on the advice of the Vice-Chancellor.
1.6 Reconcile capital plans and operating budgets against the strategic direction agreed with the Vice-Chancellor.
1.7 Monitor the progress of plans and audit compliance with overall policy.
1.8 Deepen and widen the links and communication between the University and the wider community.
1.9 Report formally to the wider community on strategic direction and outcomes.
1.10 Develop the collective knowledge of the Senate through a process of comprehensive induction of Fellows and ongoing learning.
1.11 Seek out expert advice from knowledgeable authorities on major issues to complement the skill base and experience of the Fellows and from within the University.
1.12 Formally review the collective performance of the Senate in discharging its responsibilities. (See 4)
1.13 Elect the Chancellor in accordance with the Act.

Insofar as certain of these functions may from time to time be properly carried out by Committee, this is only to be done under that authority and without detracting from the Senate’s ultimate accountability. (See 6) Interaction between the Senate and senior executives should be based on mutual respect and the maintenance of high standards.

2. Role of the Chancellor

The Chancellor is elected by the Senate to facilitate its work and collegiality by effective and ethical means, providing a focal point to ensure the high standing of the University in the wider community. The statutory powers and responsibilities of the Chancellor are defined under Section 10 of the Act (and elsewhere in the Act, By-laws and Rules). The Chancellor should without fettering such powers and discretions as derive from the office, undertake the following:

2.1 Preside over Senate meetings, oversee the development of Senate agendas and exercise the functions conferred by the By-laws working collaboratively with the Senate, the Vice-Chancellor and the University community; promoting the aims, ethos, independence, morale and spirit of the University and encouraging high standards.
2.2 With the Vice-Chancellor, ensure the Senate, the senior executives and the relevant Committees work fairly, with integrity, respecting confidentiality within transparent process and in an atmosphere of mutual trust and respect in an informed fashion; in particular ensuring that the Senate functions as it should, as a cohesive, accessible, effective, enquiring and informed body with a paramount fiduciary duty of loyalty to act in...
the best interests of the University owed by its members both individually and collectively. (See 3.6)

2.3 Preside on important ceremonial occasions such as graduation ceremonies, public lectures or seminars, sharing that responsibility as the Chancellor judges appropriate and facilitating the visibility and accessibility of the Senate within the University community and in particular to staff, students and alumni.

2.4 Work co-operatively with the Vice-Chancellor, available to give counsel and encouraging free, trusting and frank communication on all issues concerning the well being of the University.

2.5 In consultation with the Vice-Chancellor, provide a high level bridge to members of the wider community, promoting the aims of the University and responding to interest and concerns of society. (See 3.8)

In particular:

1. Regarding graduation ceremonies:
   (a) the small Task Force will review the post-2002 format and procedures, to report to the Senate meeting in December 2001 (and Fellows may contact the Chancellor by e-mail about joining this Task Force),
   (b) in 2002 the Chancellor will preside at about three-quarters of the graduations, including Hong Kong and Singapore, and the rest will be shared between the Deputy Chancellor and the Chair of the Academic Board, by mutual arrangement.

2. Regarding reporting of the Chancellor’s role:
   (a) the personal assistant to the Chancellor will keep a record of public appearances by the Chancellor and Senators in a representative role for tabling at Senate meetings.

3. Regarding communications about University matters:
   (a) the overriding principle is that the Senate should be properly informed on all important matters or matters pertaining to the exercise of the Senate’s functions.
   (b) the Vice-Chancellor is free to communicate directly to Senate Fellows keeping the Chancellor informed. (See 8)
   (c) sensitivity in particular cases may justify communication first to the Chancellor, then at an appropriate time for the Senate to be informed, by the Chancellor or as agreed by the Vice-Chancellor, although this and other communications may be with safeguards to maintain confidentiality, where this is warranted.

3. Role of the Vice-Chancellor
The Vice-Chancellor is the Chief Executive Officer of the University and while a Fellow, is in essence the only officer of the University employed as such while a member of the Senate, other than officers of the Senate Secretariat (see 8). The statutory responsibilities of the Vice-Chancellor are defined under Section 12 of the Act (and elsewhere in the Act, By-laws and Rules). The Vice-Chancellor should, without fettering such powers and discretions as derive from the office, undertake the following:

3.1 Promote the interests of and further the development of the University through prudent, effective and ethical means as chief executive and Fellow of the Senate and as the senior representative of its academic body, participating in ceremonial occasions.

3.2 Manage all the business of the University except where the Senate has explicitly determined limitations, such as:
   • matters of self interest or reward;
   • the appointment and termination of particular officers serving the Senate (the Secretariat); (See 8)
   • the composition of the Academic Board; and
   • the work of the internal auditor and audit committee.

3.3 Delegate to senior officers and academics the conduct of that business as appropriate and ensure that such delegations are effectively monitored.

3.4 Ensure that the Senate is thoroughly informed of administrative or academic implications and fiduciary risks or legal constraints which affect policy recommendations and strategic direction.

3.5 Establish supporting systems to monitor the performance of the University against agreed strategic direction and operating plans.

3.6 With the Chancellor, ensure the Senate, the senior executives and the relevant Committees work fairly, with integrity respecting confidentiality within transparent process and in an atmosphere of mutual trust and respect in an informed fashion; in particular ensuring that the Senate functions as it should, as a cohesive, accessible, effective, enquiring and informed body with a paramount fiduciary duty of loyalty to the University to act in the best interests of the University owed by its members both individually and collectively. (See 2.2)

3.7 Provide Senate with the particular background knowledge to support Fellows in the discharge of their governance responsibilities. (See 7)

3.8 Act as the key representative of the University with the wider community; sharing that responsibility with nominated officers and Fellows as appropriate and, in particular, with the Chancellor. (See 2.5)

4. Evaluation of Senate Performance
The prime concern of Senate and, indeed, all executive and academic leaders, must be on outcomes which improve the University. There is an increasing emphasis on a range of performance measures, which apply to the Vice-Chancellor and senior executive officers. However, the Senate itself should undertake a process of self-evaluation and form a collective view of its own performance.

Every two years there should be a facilitated assessment of the Senate’s performance. The Senate should consider disclosing the result to the University.

Annually, there should also be an assessment of past performance of the University against its earlier goals, and a determination of goals for the ensuing year. The goals will be derived from the present Strategic Plan, as refined from time to time, and others identified by the Vice-Chancellor and his executive team.

Although this annual assessment will need to be coordinated with the budget process, the goals in question are likely to be not only budgetary, but of a qualitative nature related to the Strategic Plan.

5. Executing the Senate’s Task
The policy making role of Senate is not an isolated task, but requires informed views and the input of those who will, in due course, implement policy. So, meetings of Senate require a structured approach, Senate should:

5.1 Ensure that Fellows have ready access to all relevant information about the University through, inter alia:
   • well developed induction processes for new Fellows (See 7);
   • direct access by Fellows via the Vice-Chancellor to any officer to develop a background understanding;
   • direct requests for information to the most senior officers, being the senior executive team;
5.2 Recognise that, subject to 1.3 above, the provision of information for Fellows should not unduly burden the officers concerned. It should be relevant to key issues of interest to the Senate as a whole and focussed in terms of scope and detail. The Chancellor and Vice-Chancellor may be asked to intercede in cases where requests are too onerous. (See 2.2)

5.3 Provide and separately account for the Secretariat (which would include the Secretary to the Chancellor) responsible for the concise assembly of material, in conjunction with the Secretary to Senate, to enable Senate to consider relevant issues in a fully informed manner and with appropriate input. The Secretariat will prepare and issue draft agendas and minutes for Senate and Committees of Senate and support the Fellows in other official aspects of their roles. (See 8)

5.4 Establish agendas for meetings of Senate through the Chancellor and Vice-Chancellor that reflect, in order:
- priorities for important issues of policy and strategy;
- urgent decisions for ratification;
- matters of a legal or compliance nature;
- progress reports on operating performance and strategic goals;
- minutes of Committee or Taskforce work;
- review of matters deferred from other meetings; and
- other important initiatives of a policy nature.

5.5 Establish, subject to the necessary rule changes, a reduced number of six routine Senate meetings per year in the Senate room. Routine Senate meetings will consist of whatever is not allocated to Senate colloquia within the ambit of Senate business. (See 5.6)

In addition, routine Senate meetings should have an identified opportunity, where practicable for the consideration of confidential matters, after which time the public may enter to listen to proceedings in public session.

5.6 Establish up to five Senate colloquia per year, at which matters of broad policy or subjects otherwise appropriate for colloquia will be dealt with and resolutions reached. The colloquia should be held from time to time at other University sites, particularly where a colloquium relates to activities at a certain site.

Such colloquia should be identified as constituting formal Senate meetings. However, these formal meetings would not ordinarily deal with any other matter than the pre-set subject of the colloquium, save exceptional or urgent cases which can be dealt with in short compass. To deal with matters otherwise, a special separate Senate meeting should be convened.

5.7 Through the Secretariat (See 8), prepare minutes of all Senate meetings, colloquia and Senate committees, which
- provide concise background on the issue;
- reflect decisions reached and action agreed; and
- incorporate key points of dissent from recommendations or where policy might need to be reviewed.

Such minutes should be issued to Fellows as quickly as practicable after Senate meetings. On confidentiality, the general approach should be for all minutes – save those on matters dealt with in confidential session and justifying continuing confidential treatment – to be made publicly available.

5.8 Review via a Task Force to be established (also for the purpose of 6.4), the legislative and regulatory implications of limiting consecutive terms of membership of Senate, to ensure that Senate retains sufficient history and yet refreshes its objectivity and resources.

5.9 Establish a formal procedure of personal commitment to the values and collective unity of the Senate by new Fellows (and at this time initially by all Fellows); and, ways of enhancing collegiality. (See 7.1)

5.10 Review with the Vice-Chancellor ways of co-opting both internal and external expertise to assist with specific tasks or strategic goals.

6. Establishing Committees and Task Forces
Initially, the Senate should establish a Convening Committee, comprising the Chancellor, the Deputy Chancellor, the Vice-Chancellor, the Chair of the Finance Committee and the Chair of the Academic Board. This Committee should be responsible for recommending to the Senate the charter, composition, chair and mode of communication of all Committees and Task Forces of the Senate. Like all other Committees, this Convening Committee would not be a decision-making body except where expressly delegated so by the Senate.

The Senate should restructure its Senate Committees so that they include the following Committees (and Task Force) with the following responsibilities and composition (whilst leaving in place those other Committees such as the Advisory Committee for the Selection of Candidates for Honorary Awards (Honorary Awards Committee) now in existence as have separate responsibilities not inconsistent with the restructure):

6.1 An Audit Committee, reporting directly to Senate, comprising only non-executive and non-staff Fellows but with the capacity to add outside persons of appropriate expertise, and charged with reviewing:
- compliance with policy;
- the effectiveness of policy; and
- the integrity of reporting.

6.2 A Finance Committee, to include oversight of investments, controlled or affiliated commercial entities and capital works, as well as oversight of financial, administration and policy implementation matters generally but so that the formation and continuous operation of commercial arrangements, joint ventures and corporate entities shall be reviewed and monitored in such a way that the Senate is kept fully informed by a set of protocols and accountabilities that are prudent and effective, consisting of quantitative and qualitative outcomes measured against pre-set objectives and benchmarks, such to be developed and reviewed by that Committee on a continuous basis.

6.3 A Remuneration Committee or Committees, as follows, to deal with sensitive personal aspects relating to:
- the remuneration and performance evaluation of the Vice-Chancellor — to be evaluated by a Committee comprising the Chancellor, the Deputy Chancellor, the Chair of the Finance Committee) and one person appointed from outside the University; and
- the performance criteria and assessment against the criteria for senior executives, on the recommendation of the Vice-Chancellor — to be evaluated by such Committee that does not include staff or student Fellows, with the understanding that once those Committees have established outcomes, they will report back to the Senate.

6.4 A Task Force referred to in 5.8 to take submissions on, and then consider, the preferred balance and composition of the Senate in future, and frame any recommendations with regard to Fellows to be appointed to the Senate.

6.5 Maintain the Honorary Awards Committee as recommends honorary degrees and Honorary Fellows – in line with the conclusions of the recent review presented to the Senate.
6.6 Consider whether to establish a Human Resources Task Force, with a sunset clause, to assist Senate, after a presentation, through the Vice-Chancellor, on the following:

- identifying and ordering in priority the numerous human resources policies embedded in the Rules and Resolutions of Senate;
- establishing where those policies do not meet best practice and which might be considered redundant;
- framing overriding policies which emphasize Senate’s commitment to the effective oversight of the University’s human resources;
- issues concerning harassment or the Ombudsman;
- recruitment, career paths and age distribution actual and projected at different levels within the academic and administration staff; and
- identifying human resource policy matters and issues that should be reported to Senate on a regular basis.

While human resources play the major part within the University, and related issues cover matters as diverse as student needs and academic resources, it is felt that strong policy-making by the Senate would give the right emphasis to this critical function. However, establishing a Committee, rather than a Task Force, might be seen to unduly interfere in management.

6.7 Allow any Senate Fellow to attend any Committee meeting except the Remuneration Committees. In relation to the Finance Committee, it is expected that the Chair will invite Senate Fellows not serving on this Committee to attend it on a rotating basis.

7. Induction and Development of Fellows

Given the widely different nature of appointments and the very diverse backgrounds from which Senate Fellows are drawn, it is critical to the effective working of Senate that Fellows be properly prepared for their role. Senate should:

7.1 Design an induction programme which brings new Fellows up to speed with the work of Senate, including:

- governance discussion with the Chancellor and the Vice-Chancellor
- express formal commitment to the work of the Senate; (See 5.9)
- comprehensive information package;
- briefing from two (or more) faculties of the University;
- mentoring provided by particular experienced Fellows;
- immediate assignment to a Committee or Taskforce; (See 6)
- training programme on governance (perhaps from the AGSM), and
- continuing education.

7.2 Ensure on-going maintenance of governance skills through a programme which includes:

- further faculty briefings and review of specific administration functions;
- mentorship role with new Fellows;
- transfers between Committees to broaden understanding; (See 6) and
- feedback from the Chancellor on his/her perception of each Fellow’s contribution. (See 4)

7.3 Ensure that all Fellows are fully supported in their representative roles within the wider community, by:

- pre-briefing on particular issues by senior executives; and
- assistance with logistics and communications. (See 8)

8. Support for the Office of Chancellor and the Senate

Fellows give freely of their time and many have onerous commitments outside the University. Most do not have personal resources to facilitate their work as Fellows, yet for the effective working of Senate adequate support for all Fellows is essential. The Senate should:

8.1 Ensure the Secretariat has an appropriate line budget and is enabled to support the Senate and the Chancellor in their respective roles. The monitoring of that budget and the approval of expenditure should be the responsibility of the Audit Committee and the amounts should be fully disclosed in the University’s annual financial statements.

8.2 Maintain an ongoing programme of Faculty briefings. (See 7)

In particular:

1. The resolutions covered in this Section are to be evaluated by the Finance Committee to establish the cost, the principle being full disclosure of:

   - a line item showing the costs of servicing the Senate; and
   - a sub-item of the costs of the Chancellor.

2. It was also agreed that the Chancellor should immediately appoint a suitable person to:

   - act as personal assistant to the Chancellor,
   - be available, through the Chancellor, to Senate,
   - appropriately assist the Chancellor in carrying out the Chancellor’s tasks,
   - assist as appropriate in maintaining active communications with Fellows; and
   - facilitate the reasonable requirements of Senate Fellows in relation to their tasks.

3. Consideration will also be given to a system by which individual Fellows can be reimbursed for reasonable out of pocket expenses in the Senate duties.
CONSTITUTIONS OF FACULTIES, COLLEGES AND BOARDS OF STUDY
Constitutions of faculties, colleges and boards of study

As at 1 January 2015

Faculty of Agriculture and Environment

1. The Faculty of Agriculture and Environment shall comprise the following persons:
   1.1 professors, readers, associate professors, senior lecturers, lecturers and associate lecturers, being full-time and fractional permanent or full-time and fractional temporary members of the teaching staff in the Faculty of Agriculture and Environment;

2. The Faculty of Agriculture and Environment shall be composed of:
   1.2 four members emeriti, and other persons holding honorary appointments who were former members of the Faculty;
   1.3 persons holding appointment as adjunct or visiting professor or adjunct or visiting associate professor;
   1.4 other members of the academic staff of the Faculty with responsibility for the dean of the Faculty and the general academic part of the curriculum as are appointed by the Faculty on nomination of the Dean;
   1.5 other members of the research staff in the Faculty holding appointed or elected positions and above whose appointments are at the level of 60 percent or above;
   1.6 four members of the general staff of the Faculty, selected in the manner prescribed by resolution of Senate;
   1.7 four members of the general staff of the Faculty, selected in the manner prescribed by resolution of Senate;
   1.8 one representative of the postdoctoral fellows and research assistants of the Faculty, whose appointments are at the level of 60 percent or above, to be elected annually by postdoctoral fellows and research assistants of the Faculty;
   1.9 five students enrolled in undergraduate and postgraduate programs of the Faculty, selected in the manner prescribed by resolution of Senate;
   1.10 the president (or nominee) of:
   1.10.1 the New South Wales Chapter of the Royal Australian Institute of Architects;
   1.10.2 the Architects Registration Board of New South Wales;
   1.10.3 the New South Wales Division of the Planning Institute of Australia;
   1.10.4 the Faculty of Agriculture Alumni Association;
   1.11 such other persons as may be appointed by the Faculty (a) to the extent that the Faculty is not precluded from doing so by law or the regulations or Senate; and
   1.12 ex-officio members in accordance with By-laws and Regulations of Senate.

3. Pursuant to the Resolutions of the Senate, the Faculty of Agriculture and Environment and holding a position at the level of research fellow and above, who have been appointed in the Faculty for more than three years:

2.1 a person appointed to such a position is eligible for reappointment for up to three years of service;

2.2 the persons, if any, appointed under section 1.1 shall be members of the Faculty for so long as they continue to be appointed as members of the senior research staff in the Faculty.

Faculty of Architecture, Design and Planning

1. The Faculty of Architecture, Design and Planning shall comprise the following persons:

1.1 the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers who are members of the academic staff of the Faculty and whose appointments are at the level of 60 percent or above;

1.2 the Dean of the Faculty of Architecture, Design and Planning, appointed by the Academic Board;

1.3 other persons holding appointment as adjunct or visiting professor or adjunct or visiting associate professor;

1.4 other members of the academic staff of the Faculty with responsibility for the dean of the Faculty and the general academic part of the curriculum as are appointed by the Faculty on nomination of the Dean;

1.5 other members of the research staff in the Faculty holding appointed or elected positions and above whose appointments are at the level of 60 percent or above;

1.6 four members of the general staff of the Faculty, selected in the manner prescribed by resolution of Senate;

1.7 four members of the general staff of the Faculty, selected in the manner prescribed by resolution of Senate;

1.8 one representative of the postdoctoral fellows and research assistants of the Faculty, whose appointments are at the level of 60 percent or above, to be elected annually by postdoctoral fellows and research assistants of the Faculty;

1.9 five students enrolled in undergraduate and postgraduate programs of the Faculty, selected in the manner prescribed by resolution of Senate;

1.10 the president (or nominee) of:

1.10.1 the Royal Institute of Architects;

1.10.2 the Royal Australian Institute of Architects;

1.10.3 the Architects Registration Board of New South Wales.

1.11 such other persons as may be appointed by the Faculty (a) to the extent that the Faculty is not precluded from doing so by law or the regulations or Senate, and

1.12 ex-officio members in accordance with By-laws and Regulations of Senate.

3. Pursuant to the Resolutions of the Senate, the Faculty of Architecture, Design and Planning and holding a position at the level of research fellow and above, who have been appointed in the Faculty for more than three years:

2.1 a person appointed to such a position is eligible for reappointment for up to three years of service;

2.2 the persons, if any, appointed under section 1.1 shall be members of the Faculty for so long as they remain full-time members of the senior research staff in the Faculty.

Faculty of Arts and Social Sciences

1. The Faculty of Arts and Social Sciences shall comprise the following persons:

1.1 the professors, readers, associate professors, senior lecturers, lecturers and associate lecturers who are members of the academic staff of the Faculty and whose appointments are at the level of 60 percent or above;

1.2 four members emeriti, and other persons holding honorary appointments who were former members of the Faculty;

1.3 persons holding appointment as adjunct or visiting professor or adjunct or visiting associate professor;

1.4 other members of the academic staff of the Faculty with responsibility for the dean of the Faculty and the general academic part of the curriculum as are appointed by the Faculty on nomination of the Dean;

1.5 other members of the research staff in the Faculty holding appointed or elected positions and above whose appointments are at the level of 60 percent or above;

1.6 four members of the general staff of the Faculty, selected in the manner prescribed by resolution of Senate;

1.7 four members of the general staff of the Faculty, selected in the manner prescribed by resolution of Senate;

1.8 one representative of the postdoctoral fellows and research assistants of the Faculty, whose appointments are at the level of 60 percent or above, to be elected annually by postdoctoral fellows and research assistants of the Faculty;

1.9 five students enrolled in undergraduate and postgraduate programs of the Faculty, selected in the manner prescribed by resolution of Senate;

1.10 the president (or nominee) of:

1.10.1 the Royal Institute of Architects;

1.10.2 the Royal Australian Institute of Architects;

1.10.3 the Architects Registration Board of New South Wales.

1.11 such other persons as may be appointed by the Faculty (a) to the extent that the Faculty is not precluded from doing so by law or the regulations or Senate, and

1.12 ex-officio members in accordance with By-laws and Regulations of Senate.

3. Pursuant to the Resolutions of the Senate, the Faculty of Arts and Social Sciences shall comprise the following persons:

2.1 a person appointed to such a position is eligible for reappointment for up to three years of service;

2.2 the persons, if any, appointed under section 1.1 shall be members of the Faculty for so long as they remain full-time members of the senior research staff in the Faculty.
Faculty of Engineering and Information Technologies

1. The Faculty of Engineering and Information Technologies shall comprise the following persons:
   1.1 Chair of the Faculty, who is a professor, senior lecturer, and associate lecturer, whose appointment is at a level of 60 percent or above, being members of the teaching and research staff of the Faculty.
   1.2 The members appointed in accordance with the provisions of the Faculty of Health Sciences.
   1.3 seven student members elected in the manner prescribed by the Senate.
   1.4 Electrical and Information Engineering
   1.5 the Deans of the Faculties of Arts and Social Sciences, Science, Law and the University of Sydney Business School or their nominees.
   1.6 persons upon whom the University has conferred the title of Professor, Reader, associate professor, senior lecturer, or lecturer and who are members of the Schools and Units included in section 1.2.
   1.7 persons upon whom the University has conferred the title of Professor, Reader, associate professor, senior lecturer, or lecturer and who are members of the Schools and Units included in section 1.2.
   1.8 The number of persons who may be elected each year shall be no more than four.

Faculty of Education and Social Work

1. The Faculty of Education and Social Work shall comprise the following persons:
   1.1 all academic staff, being full-time or fractional (full-time or greater), whether permanent or temporary (contract), members of the teaching and administrative staff of the Faculties of Education and Social Work.
   1.2 the Dean of the Faculty of Arts and Social Sciences, or the Dean's nominee.

Schools within the Faculty

1. For the purposes of sections 1.1 of the Constitution of the Faculty, the following are the schools which provide research supervision and offer units of study for the degrees of the Faculty of Engineering and Information Technologies:

   1.1 the Department of Electrical and Information Engineering
   1.2 Chemical and Biomolecular Engineering
   1.3 Civil Engineering
   1.4 Electrical and Information Engineering
   1.5 Information Technologies

Faculty of Health Sciences

1. The Faculty of Health Sciences shall comprise the following persons:

   1.1 the professors, associate professors, heads of schools, readers, senior lecturers, and lecturers who are full-time or fractional (40 percent or greater), continuing or fixed-term members of the teaching staff of the schools placed under the provision of the Faculty of Health Sciences.
   1.2 the Deans of the Faculties of Arts and Social Sciences, Dentistry, Medicine, Nursing and Midwifery, Pharmacy and Science or their nominees and the Head of the Department of Epidemiology and Biostatistics.
   1.3 seven student members elected in the manner prescribed by resolution of the Senate.
   1.4 full-time and fractional (40 percent or greater) continuing or fixed-term members of the staff of the schools and centres of the Faculty who are appointed as research-only staff.
   1.5 persons upon whom the University has conferred the title of Professor, Reader, associate professor, senior lecturer, or lecturer and who are members of the Schools and Units included in section 1.2.
   1.6 the Faculty Manager and Health Sciences Librarian;
   1.7 persons upon whom the University has conferred the title of Professor, Reader, associate professor, senior lecturer, or lecturer and who are members of the Schools and Units included in section 1.2;
   1.8 the Director, the General Manager of the Electron Microscope Unit;
   1.9 the President of the Medical Alumni Association;
   1.10 persons upon whom the University has conferred the title of Professor, Reader, associate professor, senior lecturer, or lecturer and who are members of the Schools and Units included in section 1.2.

Constitutions of faculties, colleges and boards of study
Faculty of Nursing and Midwifery

1. The Faculty of Nursing and Midwifery shall comprise the following persons:

1.1 the professors, readers, associate professors, senior lecturers, research fellows, lecturers, associate lecturers, postdoctoral and postgraduate fellows who are full-time or at least half-time members of the academic staff of the Faculty, or who are continuing or fixed term appointments (of at least two years);

1.2 the Dean, or a person nominated by the Vice-Chancellor, or any other member of the Faculties of Arts and Social Sciences, Health Sciences, Medicine, Dentistry, Veterinary Science, Science, Education, Engineering, or the appropriate school or department, who shall be the Senate representative of the Faculty;

1.3 the Faculty Manager who shall act as Faculty Secretary;

1.4 the Librarian of the Mallett Street library;

1.5 not more than five members of the nursing profession who have appropriate associations with the work of the Faculty, appointed by the Faculty on the nomination of the Dean;

1.6 not more than four students (two undergraduate, two postgraduate), elected in the manner prescribed by the resolutions of the Senate;

1.7 up to four persons, being members of the general staff employed by the Faculty of Nursing and Midwifery who have a close and appropriate association with the work of the Faculty of Nursing and Midwifery, to be appointed by the Faculty.

Faculty of Science

1. The Faculty of Science shall comprise the following persons:

1.1 the professors, reader, associate professors, directors, senior lecturers, lecturers and associate lecturers whose appointment is at the level of 60 percent or greater, holding the position of Research Fellow, or to the level of 50 percent or greater, holding the position of Research Fellow (50 percent or greater) employed in the University Veterinary Science, the Dairy Research Foundation, the Poultry Research Foundation and the Veterinary Science Foundation; or

1.2 the research staff assigned to the schools, departments and units in the Faculty of Science;

1.3 the Deans of the Faculties of Architecture, Design and Planning, Arts, Agricultural and Rural Science, Veterinary Science, and the University of Sydney Business School or their nominees;

1.4 the Director of the Australian Centre for Microscopy and Microanalysis and, on the nomination of the Dean of the Faculty with the approval of the Faculty, those members of the staff of the Centre who have responsibility for the head of the Centre or any other member of the Faculty;

1.5 the Dean of the Faculty of Health Sciences, Dentistry, Medicine, Nursing and Midwifery, or nominee;

1.6 the Dean of the Faculty of Science elected in the manner prescribed by resolution of the Senate;

1.7 other appropriate associations with the work of the Faculty, or a member of the Academic Board.

Faculty of Veterinary Science

1. The Faculty of Veterinary Science shall comprise the following persons:

1.1 the academic staff at levels A, B, C, D and E, being full-time or fractional (50 percent or greater) members of the teaching appointments held within the Faculty, including the Dean, Deputy Deans, and Professors of the Faculty;

1.2 the Head of the School of Veterinary Science, and the Dean of the Faculty on the nomination of the Dean;

1.3 the Animal Health and Food Safety Discipline in the Faculty of Agriculture and Environment, or one full-time member of the academic staff, or, in the event of any of these units nominating the Head or Leader of that unit, the member of the Faculty who has the closest association with that unit;

1.4 the Director of the Postgraduate Foundation in Veterinary Science; and

1.5 not more than eight persons, being members of the full-time teaching staff, appointed on the nomination of the Dean of the Faculty and with the approval of the Dean.

Faculty of Veterinary Science

1. The Faculty of Veterinary Science shall comprise the following persons:

1.1 the academic staff at levels A, B, C, D and E, being full-time or fractional (50 percent or greater) members of the teaching appointments held within the Faculty, including the Dean, Deputy Deans, and Professors of the Faculty;

1.2 the Head of the School of Veterinary Science, and the Dean of the Faculty elected in the manner prescribed by resolution of the Senate;

1.3 the Animal Health and Food Safety Discipline in the Faculty of Agriculture and Environment, or the Dean’s nominee;

1.4 the Directors of the Postgraduate Foundation in Veterinary Science, and the Veterinary Science Foundation;

1.5 the research staff of the Faculty, being full-time or fractional (50 percent or greater), holding the position of Research Fellow or equivalent; and

1.6 other appropriate associations with the work of the Faculty, or the Chairperson, or on the written request of any five members addressed to the Dean.

Sydney Conservatorium of Music Board

1. The Conservatorium Board (hereafter called the Sydney Board) shall comprise the following persons:

1.1 the professors, reader, associate professors, senior lecturers, lecturers and associate lecturers, being full-time or fractional members of the teaching staff in the tertiary program and the research staff of the Sydney Conservatorium of Music, as defined by the Senate, or

1.2 other appointments and schools placed under the supervision of the Conservatorium; and

1.3 such other academic staff as may be appointed by the Senate.
Board of Studies in Interdisciplinary Studies

1. The Board of Interdisciplinary Studies shall comprise the following persons:
   (a) the Provost or his/her nominee, who will be the Chair of the Board of Interdisciplinary Studies;
   (b) the deans or their nominees of faculties contributing to cross-faculty degrees, diplomas and certificates administered by the Board;
   (c) the directors or their nominees of the Charles Perkins Centre, the China Studies Centre and the Southeast Asian Studies Centre;
   (d) a representative of the academic administrators of the faculties contributing to cross-faculty degrees, diplomas and certificates administered by the Board who will be appointed by the Deputy Vice-Chancellor (Education) and Registrar;
   (e) the course co-ordinator(s) of the cross-faculty degrees, diplomas and certificates administered by the Board;
   (f) not more than two students elected in the manner prescribed by resolution of the Senate;

2. The members:
   (a) Are appointed in accordance with sections 1(d) and (f) shall hold office for a period of two years commencing on 1 January following their appointment.
   (b) Members shall be eligible for reappointment or re-election.
   (c) A person shall cease to hold office if that person ceases to hold the qualifications in respect of which he or she was eligible to hold office.
   (d) If a vacancy occurs in the office of a member appointed in accordance with sections 1(d) and (f) the vacancy may be filled in like manner to the appointment and the person so appointed shall hold office for the balance of the term of the person being replaced.
   (e) The members of the Board of Interdisciplinary Studies may elect a deputy chair from amongst the members appointed in accordance with section 1(b) who shall in the event of the absence or inability of the Chair to act through illness or any other cause, be deemed to be, and have the powers and duties of the Chair.

3. At any meeting of the Board, six members shall form a quorum.

The functions of the Board of Interdisciplinary Studies

4. The Board shall supervise the award of the cross-faculty qualifications listed in the related Senate resolutions (Degrees, diplomas and certificates of the Board of Interdisciplinary Studies) and shall:
   (a) provide academic oversight for the quality and outcomes of the teaching, curriculum, supervision, progression and assessment in the cross-faculty degrees, diplomas and certificates;
   (b) admit to and determine candidature for the cross-faculty degrees, diplomas and certificates;
   (c) admit to candidacy, appoint supervisors and examiners of candidates for those higher degrees by research listed in the related Senate resolutions;
   (d) ensure the appropriate provision of course and candidature management, student support and advice is provided through the office of one or more of the participating faculties or academic units;
   (e) make recommendations to the Academic Board on matters relating to the cross-faculty qualifications;
   (f) consider and report on all matters referred to it by Senate, the Academic Board, or the Vice-Chancellor.
DEGREES, DIPLOMAS AND CERTIFICATES OF FACULTIES, COLLEGES AND BOARDS OF STUDY
Degrees, diplomas and certificates of faculties and colleges

As at 1 January 2015

The Senate resolutions list the formal names and abbreviations for the degrees, diplomas and certificates offered by each faculty.

The Senate resolutions, along with the Faculty Resolutions and individual course resolutions, are found in the faculty handbooks at sydney.edu.au/handbooks

- Faculty of Agriculture and Environment
- Faculty of Architecture, Design and Planning
- Faculty of Arts and Social Sciences
- Faculty of Dentistry
- Faculty of Education and Social Work
- Faculty of Engineering and Information Technologies
- Faculty of Health Sciences
- Faculty of Law
- Faculty of Medicine
- Faculty of Nursing and Midwifery
- Faculty of Pharmacy
- Faculty of Science
- Faculty of Veterinary Science
- Sydney College of the Arts
- Sydney Conservatorium of Music
- The University of Sydney Business School
- Board of Studies in Interdisciplinary Studies

Faculty of Agriculture and Environment

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Agriculture and Environment.

(1) With the exception of the Doctor of Science in Agriculture and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

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<th>Code</th>
<th>Course title</th>
<th>Abbreviation</th>
<th>Credit points</th>
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<tr>
<td>DGA1REN-01</td>
<td>Graduate Diploma in Agriculture and Environment</td>
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3 Graduate diplomas

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4 Graduate certificates

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<td>Graduate Certificate in Agriculture and Environment</td>
<td>GradCertAgrEnv</td>
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</table>

Faculty of Architecture, Design and Planning

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Architecture, Design and Planning

(1) With the exception of the Doctor of Science in Architecture and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Architecture, Design and Planning. The Doctor of Science in Architecture and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

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<tr>
<td>BSCAGRI-01</td>
<td>Doctor of Science in Agriculture</td>
<td>DScAgr</td>
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3 Combined degrees

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*may be awarded with honours following a further year of study.

4 Graduate diplomas

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<td>CGOFM</td>
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<td>GradDiplArchSci</td>
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Faculty of Arts and Social Sciences

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Arts and Social Sciences

(1) With the exception of the Doctor of Letters and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Arts and Social Sciences. The Doctor of Letters and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2015. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

<table>
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<tr>
<th>Code</th>
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*may be awarded with honours following a further year of study.
** No new admissions

3 Combined degrees

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*may be awarded with honours following a further year of study.
**Double degrees**

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<th>Credit points</th>
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*may be awarded with honours in an integrated program.

**No new admissions from 2014**

**No new admissions from 2014**

4 Double degrees

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<th>Code</th>
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**Double degrees**

**No new admissions following a further year of study.**

**may be awarded with honours in an integrated program.**

**No new admissions from 2014**

5 Graduate diplomas

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<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
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</thead>
<tbody>
<tr>
<td>UWA/DOC/01</td>
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<td>GradDip/DocCC</td>
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**Double degrees**

**No new admissions following a further year of study.**

**may be awarded with honours in an integrated program.**

**No new admissions from 2014**

6 Graduate certificates

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**Graduate certificates**

**No new admissions from 2014**

7 Diplomas

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**Graduate diplomas**

**No new admissions**

Faculty of Dentistry

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Dentistry

(1) With the exception of the Doctor of Dental Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Dentistry. The Doctor of Dental Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.
Calendar 2015

Degrees, diplomas and certificates of faculties, colleges and boards of study

2 Degrees

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<thead>
<tr>
<th>Code</th>
<th>Course title and streams</th>
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<tr>
<td>RPFP0101</td>
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<td>RMPH0101</td>
<td>Master of Philosophy</td>
<td>MPH</td>
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<td>Rصيدلف</td>
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<td>RHSD0101</td>
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Graduate diplomas

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Graduate certificates

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<th>Course title and streams</th>
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Faculty of Education and Social Work

Resolutions of the Senate

1. Degrees, diplomas and certificates of the Faculty of Education and Social Work

   (1) With the exception of the Doctor of Education, the Doctor of Letters in Education, the Doctor of Letters in Social Work and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Education and Social Work. The Doctor of Education, the Doctor of Letters in Education, the Doctor of Letters in Social Work and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

   (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2. This list is amended with effect from 1 January, 2014. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

3. Doctor of Letters in Education, the Doctor of Letters in Social Work and the Doctor of Philosophy are provided and conferred according to the rules specified by the Faculty at the time.

4. Doctor of Education, the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, according to the rules previously specified by the Faculty.

5. 

   *may be awarded with honours in an integrated program.

6. *may be awarded with honours following a further year of study.

7. *may be awarded with honours in an integrated program.

8. 

   *may be awarded with honours following a further year of study.
Faculty of Engineering and Information Technologies

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Engineering and Information Technologies

(1) With the exception of the Doctor of Engineering and the Doctor of Philosophy, The Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Engineering and Information Technologies. The Doctor of Engineering and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2015. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

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<thead>
<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
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Faculty of Health Sciences

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Health Sciences

(1) The Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Health Sciences.

(2) This list is amended with effect from 1 January 2015. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

<table>
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<th>Code</th>
<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
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<td>BE(Hons)/BCom</td>
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<td>GCPRJLEA-01</td>
<td>Bachelor of Engineering/Honours/Bachelor of Design in Architecture</td>
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*may be awarded with honours following a further year of study

*may be awarded with honours in an integrated program

4 Graduate diplomas

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<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
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<td>Bachelor of Engineering/Honours/Bachelor of Medical Science</td>
<td>BE(Hons)/BMedSc</td>
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*may be awarded with honours following a further year of study

*may be awarded with honours in an integrated program

4 Graduate diplomas

5 Graduate certificates

<table>
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<th>Code</th>
<th>Course title &amp; stream</th>
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<td>Bachelor of Engineering/Honours/Bachelor of Medical Science</td>
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</table>

*may be awarded with honours following a further year of study

*may be awarded with honours in an integrated program
Calendar 2015

Degrees, diplomas and certificates of faculties, colleges and boards of study

### Faculty of Law

#### Resolutions of the Senate

1. Degrees, diplomas and certificates of the Sydney Law School

   (1) With the exception of the Doctor of Laws and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Sydney Law School. The Doctor of Laws and the Doctor of Philosophy are provided and conferred by the Senate and the Academic Board.

   (2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Law School.

#### 5. Graduate certificates

<table>
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<td>GMLDSTSHE-01</td>
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<td>GradCertHlthSc (SexualHlth)</td>
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<td>GMLDSTSS-01</td>
<td>Graduate Diploma in Medical Imaging Science</td>
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<td>GMLDSTSCOL-02</td>
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**Faculty of Medicine**

#### Resolutions of the Senate

1. Degrees, diplomas and certificates of the Faculty of Medicine

   (1) With the exception of the Doctor of Medical Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Medicine. The Doctor of Medical Science and the Doctor of Philosophy are provided and conferred by the Senate and the Academic Board.

   (2) This list is amended with effect from 1 January, 2015. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.
<table>
<thead>
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<td>MA401T5-01</td>
<td>Master of Biostatistics</td>
<td>MScStat</td>
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<td>Master of Brain and Mind Sciences</td>
<td>MMScBMM</td>
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<td>Master of Clinical Researches</td>
<td>MMScClinRes</td>
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<td>MA501CO-01</td>
<td>Master of Genomic Counselling</td>
<td>MScGenetic</td>
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<td>MA601P0-01</td>
<td>Master of Health Policy</td>
<td>MPH</td>
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<td>MScOrtho</td>
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<tr>
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</table>

Note: Italicised items below degree names are streams within that degree. ^ May be awarded with honours in an integrated program.

### Double degrees

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<tr>
<th>Code</th>
<th>Course title</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAMEDPPL-01</td>
<td>Master of Science in Medicine / Master of Philosophy</td>
<td>MMDPhil</td>
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<tr>
<td>MAMEDPPL-02</td>
<td>Master of Science in Medicine / Master of Philosophy</td>
<td>MMDPhil</td>
<td>96</td>
</tr>
<tr>
<td>MANASMJ-01</td>
<td>Master of Medicine / Master of Medicine</td>
<td>MMScMedicine</td>
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</tr>
<tr>
<td>MAPCEM0-01</td>
<td>Bachelor of Commerce/Diploma of Medicine</td>
<td>BCom/MD</td>
<td>336</td>
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<tr>
<td>MAPFAD0-01</td>
<td>Bachelor of Economics/Diploma of Medicine</td>
<td>BEc/MD</td>
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<td>MAPMCMD0-01</td>
<td>Bachelor of Medical Science/Diploma of Medicine</td>
<td>BMSc/MD</td>
<td>336</td>
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<td>MAPMSMED0-01</td>
<td>Bachelor of Medical Science / Bachelor of Medicine</td>
<td>MMSc/MD</td>
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<tr>
<td>MAQCMED0-01</td>
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<td>MASHM0-01</td>
<td>Bachelor of Arts (Advanced)(Honours)/ Bachelor of Medicine and Bachelor of Surgery</td>
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<tr>
<td>MBCOMS0-01</td>
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<td>BMSc/MBBS</td>
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<tr>
<td>MBSM0-01</td>
<td>Bachelor of Science (Advanced)/Bachelor of Medicine</td>
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</table>
Calendar 2015

Degrees, diplomas and certificates of faculties, colleges and boards of study

4 Graduate diplomas

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title</th>
<th>Abbreviation</th>
<th>Credit points</th>
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<td>Bachelor of Medical Science (Bachelor of Medicine and Bachelor of Surgery (Admission suspended))</td>
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<tr>
<td>BPMCNMES-01</td>
<td>Bachelor of Music (Bachelor of Medicine and Bachelor of Surgery (Admission suspended))</td>
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<tr>
<td>BPSCAWES-01</td>
<td>Bachelor of Science (Advanced) (Bachelor of Medicine and Bachelor of Surgery (Admission suspended))</td>
<td>BS/MA/MBBS</td>
<td>336</td>
</tr>
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</table>

4 May be awarded with honours in an integrated program.

5 Graduate certificates

<table>
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<tr>
<th>Code</th>
<th>Course title</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNADIRSH-02</td>
<td>Graduate Diploma in Bioethics</td>
<td>GradDipBioeth</td>
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<tr>
<td>GNCNIOST-01</td>
<td>Graduate Diploma in Biostatistics</td>
<td>GradDipBioSta</td>
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<tr>
<td>GNINIFMISC-01</td>
<td>Graduate Diploma in Brain and Mind Sciences</td>
<td>GradDipBMSc</td>
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<tr>
<td>GNINIFPFS-01</td>
<td>Graduate Diploma in Cancer and Radiotherapy</td>
<td>GradDipRadCer</td>
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<tr>
<td>GNINICAL-01</td>
<td>Graduate Diploma in Clinical Epidemiology</td>
<td>GradDipCIEpi</td>
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<tr>
<td>GNINCLFPR-01</td>
<td>Graduate Diploma in Clinical Trials Research</td>
<td>GradDipCtrsR</td>
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<tr>
<td>GNCNITNOC-01</td>
<td>Graduate Diploma in Genetic Counseling</td>
<td>GradDipGC</td>
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<tr>
<td>GNNHAPAP-01</td>
<td>Graduate Diploma in Health Policy</td>
<td>GradDipHP</td>
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<tr>
<td>GNNHESIU-01</td>
<td>Graduate Diploma in Indigenous Health (Substance Use)</td>
<td>GradDipIndH(SuSub)</td>
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<tr>
<td>GNNHREPP-02</td>
<td>Graduate Diploma in Indigenous Health Promotion</td>
<td>GradDipIndHPr</td>
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<tr>
<td>GNNHIMA-01</td>
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<td>GradDipInIm</td>
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<tr>
<td>GNNHNTPFH-01</td>
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<td>GradDipOpth</td>
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<tr>
<td>GNNHNPURE-01</td>
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<td>GradDipIPH</td>
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<tr>
<td>GNNHMECC-02</td>
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<td>GradDipMed</td>
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<tr>
<td></td>
<td>- Critical Care Medicine</td>
<td>GradDipMed/CrCer</td>
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<td>- HIV, STIs and Sexual Health</td>
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<td>GNNHSCIENCI-01</td>
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<td>GNNHOPHTHSIC-01</td>
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<td>GNNHPSREEL-01</td>
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</tr>
</tbody>
</table>

Note: Italicized items below degree names are streams within that degree.

6 Faculty of Nursing and Midwifery

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Nursing and Midwifery

(1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Nursing and Midwifery. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2015. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

3 Combined degrees

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPHDATTMGR-01</td>
<td>Bachelor of Applied Science (Exercise and Sport Science and Master of Nursing (Admission suspended from 2010))</td>
<td>BAppSci/ExSpSc/MBN</td>
<td>336</td>
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<tr>
<td>BPHDATTMGR-02</td>
<td>Bachelor of Arts and Master of Nursing</td>
<td>BAppSci/Art&amp;MBN</td>
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<tr>
<td>BPHDATTMGR-02</td>
<td>Bachelor of Health Sciences and Master of Nursing</td>
<td>BHSci/MBNN</td>
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</tbody>
</table>

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Calendar 2015

Degrees, diplomas and certificates of faculties, colleges and boards of study

Faculty of Science

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Science

(1) With the exception of the Doctor of Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Science. The Doctor of Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2015. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

2 Degrees

3 Combined degrees

4 Double degrees

*may be awarded with honours following a further year of study.

**may be awarded with honours following a further year of study.

faculty of pharmacy

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Pharmacy

(1) With the exception of the Doctor of Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Pharmacy. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

2 Degrees

3 Graduate diplomas

4 Graduate certificates

5 Graduate certificates

Faculty of Pharmacy

Calendar 2015

Degrees, diplomas and certificates of faculties, colleges and boards of study

Faculty of Pharmacy

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Pharmacy

(1) With the exception of the Doctor of Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Pharmacy. The Doctor of Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

2 Degrees

3 Graduate diplomas

4 Graduate certificates

5 Graduate certificates

Faculty of Pharmacy

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Pharmacy

(1) With the exception of the Doctor of Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Pharmacy. The Doctor of Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

2 Degrees

3 Graduate diplomas

4 Graduate certificates

5 Graduate certificates

Faculty of Pharmacy

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Pharmacy

(1) With the exception of the Doctor of Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Pharmacy. The Doctor of Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

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2 Degrees

3 Graduate diplomas

4 Graduate certificates

5 Graduate certificates

Faculty of Pharmacy

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Pharmacy

(1) With the exception of the Doctor of Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Pharmacy. The Doctor of Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

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2 Degrees

3 Graduate diplomas

4 Graduate certificates

5 Graduate certificates

Faculty of Pharmacy

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Pharmacy

(1) With the exception of the Doctor of Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Pharmacy. The Doctor of Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

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2 Degrees

3 Graduate diplomas

4 Graduate certificates

5 Graduate certificates

Faculty of Pharmacy

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Pharmacy

(1) With the exception of the Doctor of Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Pharmacy. The Doctor of Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

2 Degrees

3 Graduate diplomas

4 Graduate certificates

5 Graduate certificates

Faculty of Pharmacy

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Pharmacy

(1) With the exception of the Doctor of Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Pharmacy. The Doctor of Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.

2 Degrees

3 Graduate diplomas

4 Graduate certificates

5 Graduate certificates

Faculty of Pharmacy

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Faculty of Pharmacy

(1) With the exception of the Doctor of Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Pharmacy. The Doctor of Science and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2011. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules specified by the Faculty at the time.
Faculty of Veterinary Science

Resolutions of the Senate

1. Degrees, diplomas and certificates of the Faculty of Veterinary Science

   (1) With the exception of the Doctor of Veterinary Science and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Faculty of Veterinary Science. The Doctor of Veterinary Science and the Doctor of Philosophy are provided and conferred according to the rules previously specified by the Senate and the Academic Board.

   (2) This list is amended with effect from 1 January, 2014. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2. Degrees

   Code Course title & stream Abbreviation Credit Points
   FHVTETSC-01 Doctor of Veterinary Science DVSc 48
   PPHV9120-01 Doctor of Philosophy PhD 36
   GRASCW-01 Master of Science in Veterinary Science MSc 48
   GRVETCL-01 Master of Veterinary Clinical Studies MVDSc 36
   GRVETMS-01 Master of Veterinary Science MVSc 48
   GNASCW-01 Master of Animal Science MAnimSc 48
   GAASCW-01 Animal Breeding Management MAnimSc(ABMgt) 48
   GAASCW-01 Animal Genetics MAnimSc(ArchGenetics) 48
   GAASCW-01 Animal Nutrition MAnimSc(Animal Nutrition) 48
   GAASCW-01 Animal Reproduction MAnimSc(Animal Reproduction) 48
   GMVETPH-01 Master of Veterinary Public Health MVPH 48
   GMDLP-01 Master of Veterinary Public Health Management MVHPM 48
   GMASTUD-02 Master of Veterinary Studies MVAStud 48
   GMASTUD-02 Small Animal Clinical Studies MVAStud(Small Animal Clinical Studies) 48
   GMVETSTU-01 Master of Wildlife Health and Population Management MVHTMP 28
   GMVETMED-01 Doctor of Veterinary Medicine DVM 36
   SUNAVERB-01 Bachelor of Animal and Veterinary Bioscience BANVetSc 192
   BUSCETE-01 Bachelor of Science (Veterinary)* BS(Vet) 48
   BVVPAN-01 Bachelor of Veterinary Biology/Doctor of BVPAN Doctor of Veterinary Medicine 288
   BVVETB-01 Bachelor of Veterinary Biology (Joint only) BVPAN 144

*May be awarded with honours in an integrated program.

3. Combined degrees

   Code Course title & stream Abbreviation Credit Points
   GCANASCW-01 Graduate Certificate in Animal Science GradCertAnimSc 24
   GCASCW-01 Animal Breeding Management GradCertAnimSc(ABMgt) 24
   GAASCW-01 Animal Genetics GradCertAnimSc(ArchGenetics) 24
   GAASCW-01 Animal Nutrition GradCertAnimSc(Animal Nutrition) 24
   GAASCW-01 Animal Reproduction GradCertAnimSc(Animal Reproduction) 24
   GMVETPH-01 Master of Veterinary Public Health GradMVDVM 48
   GMVETPH-01 Small Animal Medicine GradMVDVM(Small Animal Medicine) 48
   GMVETPH-01 Veterinary Anaesthesia GradMVDVM(Veterinary Anaesthesia) 48
   GMVETPH-01 Veterinary Dermatology GradMVDVM(Veterinary Dermatology) 48
   GMVETPH-01 Veterinary Diagnostics Imaging GradMVDVM(Veterinary Diagnostic Imaging) 48
   GMVETPH-01 Veterinary Emergency Medicine and Critical Care GradMVDVM(Veterinary Emergency Medicine and Critical Care) 48
   GMVETPH-01 Veterinary Pathology GradMVDVM(Veterinary Pathology) 48
   GMVETPH-01 Bachelor of Veterinary Biology/ Doctor of Veterinary Medicine GradMVDVM 288

4. Graduate diplomas

   Code Course title & stream Abbreviation Credit Points
   GNANASCW-01 Graduate Diploma in Animal Science GradDipAnimSc 36
   GNASCW-01 Animal Breeding Management GradDipAnimSc(ABMgt) 36
   GAASCW-01 Animal Genetics GradDipAnimSc(ArchGenetics) 36
   GAASCW-01 Animal Nutrition GradDipAnimSc(Animal Nutrition) 36
   GAASCW-01 Animal Reproduction GradDipAnimSc(Animal Reproduction) 36
   GMVETPH-01 Master of Veterinary Public Health GradMDVM 36
   GMVETPH-01 Small Animal Medicine GradMDVM(Small Animal Medicine) 36
   GMVETPH-01 Veterinary Anaesthesia GradMDVM(Veterinary Anaesthesia) 36
   GMVETPH-01 Veterinary Dermatology GradMDVM(Veterinary Dermatology) 36
   GMVETPH-01 Veterinary Diagnostics Imaging GradMDVM(Veterinary Diagnostic Imaging) 36
   GMVETPH-01 Veterinary Emergency Medicine and Critical Care GradMDVM(Veterinary Emergency Medicine and Critical Care) 36
   GMVETPH-01 Veterinary Pathology GradMDVM(Veterinary Pathology) 36
   GMVETPH-01 Bachelor of Veterinary Biology/Doctor of Veterinary Medicine GradMVDVM 288

5. Graduate certificates

   Code Course title & stream Abbreviation Credit Points
   GCVETB-01 Graduate Certificate in Animal Science GradCertAnimSc 24
   GCVETB-01 Animal Breeding Management GradCertAnimSc(ABMgt) 24
   GCVETB-01 Animal Genetics GradCertAnimSc(ArchGenetics) 24
   GCVETB-01 Animal Nutrition GradCertAnimSc(Animal Nutrition) 24
   GCVETB-01 Animal Reproduction GradCertAnimSc(Animal Reproduction) 24
   GCVETPH-01 Master of Veterinary Public Health GradMDVM 36
   GCVETPH-01 Small Animal Medicine GradMDVM(Small Animal Medicine) 36
   GCVETPH-01 Veterinary Anaesthesia GradMDVM(Veterinary Anaesthesia) 36
   GCVETPH-01 Veterinary Dermatology GradMDVM(Veterinary Dermatology) 36
   GCVETPH-01 Veterinary Diagnostics Imaging GradMDVM(Veterinary Diagnostic Imaging) 36
   GCVETPH-01 Veterinary Emergency Medicine and Critical Care GradMDVM(Veterinary Emergency Medicine and Critical Care) 36
   GCVETPH-01 Veterinary Pathology GradMDVM(Veterinary Pathology) 36
   GCVETPH-01 Bachelor of Veterinary Biology/Doctor of Veterinary Medicine GradMVDVM 288
Sydney College of the Arts

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Sydney College of the Arts

(1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Sydney College of the Arts. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2015. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPMUSCPH/01</td>
<td>Doctor of Philosophy</td>
<td>PhD</td>
<td>Research</td>
</tr>
<tr>
<td>RPMUSCPH/02</td>
<td>Master of Fine Arts</td>
<td>MFA</td>
<td>Research</td>
</tr>
<tr>
<td>RPMUSCPH/03</td>
<td>Master of Film and Digital Image*</td>
<td>MFF</td>
<td>48</td>
</tr>
<tr>
<td>RPMUSCPH/04</td>
<td>Master of Interactive and Digital Media*</td>
<td>MISM</td>
<td>48</td>
</tr>
<tr>
<td>RPMUSCPH/05</td>
<td>Master of Studio Arts***</td>
<td>MSA</td>
<td>48</td>
</tr>
<tr>
<td>RPMUSCPH/06</td>
<td>Master of Contemporary Art</td>
<td>MCA</td>
<td>72</td>
</tr>
<tr>
<td>RPMUSCPH/07</td>
<td>Master of Moving Image</td>
<td>MMO</td>
<td>72</td>
</tr>
<tr>
<td>RPMUSCPH/08</td>
<td>Bachelor of Visual Arts*</td>
<td>BVA</td>
<td>144</td>
</tr>
</tbody>
</table>

*may be awarded with honours following a further year of study.

3 Combined degrees

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPMUSCPH/01</td>
<td>Bachelor of Music Studies and Bachelor of Arts*</td>
<td>BMS/BA</td>
<td>240</td>
</tr>
</tbody>
</table>

*may be awarded with honours following a further year of study.

4 Double degrees

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPMUSCPH/02</td>
<td>Bachelor of Music Studies and Bachelor of Medicine*</td>
<td>BMS/MBS</td>
<td>336</td>
</tr>
<tr>
<td>BPMUSCPH/03</td>
<td>Bachelor of Music Studies and Bachelor of Surgery*</td>
<td>BMS/SYS</td>
<td>336</td>
</tr>
</tbody>
</table>

*may be awarded with honours following a further year of study.

5 Graduate diplomas

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
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</thead>
<tbody>
<tr>
<td>RPMUSCPH/04</td>
<td>Graduate Diploma in Music</td>
<td>GradDipMus</td>
<td>48</td>
</tr>
<tr>
<td>RPMUSCPH/05</td>
<td>Graduate Diploma in Opera Performance</td>
<td>GradDipOp</td>
<td>48</td>
</tr>
<tr>
<td>RPMUSCPH/06</td>
<td>Graduate Diploma in Composition</td>
<td>GradDipComp</td>
<td>48</td>
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</tbody>
</table>

The University of Sydney Business School

Resolutions of the Senate for the University of Sydney Business School

1 Degrees, diplomas and certificates of the University of Sydney Business School

(1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the University of Sydney Business School. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2015. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the School.

2 Degrees

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPMUSCPH/01</td>
<td>Doctor of Philosophy</td>
<td>PhD</td>
<td>Research</td>
</tr>
<tr>
<td>RPMUSCPH/02</td>
<td>Master of Business Administration</td>
<td>MBA</td>
<td>72</td>
</tr>
<tr>
<td>RPMUSCPH/03</td>
<td>Master of Management</td>
<td>Mgt</td>
<td>72</td>
</tr>
<tr>
<td>RPMUSCPH/04</td>
<td>Master of International Business</td>
<td>MinBus</td>
<td>60</td>
</tr>
<tr>
<td>RPMUSCPH/05</td>
<td>Master of International Business and Law^</td>
<td>MinBus/Law</td>
<td>72</td>
</tr>
<tr>
<td>RPMUSCPH/06</td>
<td>Master of Logistics Management</td>
<td>MLogMan</td>
<td>60</td>
</tr>
<tr>
<td>RPMUSCPH/07</td>
<td>Master of Management</td>
<td>Mgt</td>
<td>60</td>
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</tbody>
</table>

Sydney Conservatorium of Music

Resolutions of the Senate

1 Degrees, diplomas and certificates of the Conservatorium of Music

(1) With the exception of the Doctor of Music and the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Sydney Conservatorium of Music. The Doctor of Music and the Doctor of Philosophy are provided and conferred according to the rules specified by the Senate and the Academic Board.

(2) This list is amended with effect from 1 January, 2014. Degrees, diplomas and certificates no longer open for admission will be conferred by the Senate according to the rules previously specified by the Faculty.

2 Degrees

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPMUSCPH/01</td>
<td>Doctor of Music</td>
<td>DLMus</td>
<td>Research</td>
</tr>
<tr>
<td>RPMUSCPH/02</td>
<td>Master of Music</td>
<td>GradDipMus</td>
<td>48</td>
</tr>
<tr>
<td>RPMUSCPH/03</td>
<td>Master of Music and Bachelor of Arts*</td>
<td>GradDipMBA</td>
<td>72</td>
</tr>
<tr>
<td>RPMUSCPH/04</td>
<td>Applied Research in Music Performance</td>
<td>GradDipRMP</td>
<td>48</td>
</tr>
<tr>
<td>RPMUSCPH/05</td>
<td>Composition</td>
<td>MCom(Compos)</td>
<td>Research</td>
</tr>
<tr>
<td>RPMUSCPH/06</td>
<td>Musical Education</td>
<td>MUS/MEd</td>
<td>Research</td>
</tr>
<tr>
<td>RPMUSCPH/07</td>
<td>Musicology</td>
<td>MUS(Muscoll)</td>
<td>Research</td>
</tr>
<tr>
<td>RPMUSCPH/08</td>
<td>Master of Music Studies</td>
<td>MMusStudies/MD</td>
<td>336</td>
</tr>
<tr>
<td>RPMUSCPH/09</td>
<td>Master of Moving Image</td>
<td>MMO</td>
<td>72</td>
</tr>
<tr>
<td>RPMUSCPH/10</td>
<td>Bachelor of Moving Image</td>
<td>BMM</td>
<td>144</td>
</tr>
</tbody>
</table>

*may be awarded with honours following a further year of study.

3 Graduate diplomas

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title &amp; stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPMUSCPH/01</td>
<td>Advanced Diploma in Opera (Admission suspended 2013)</td>
<td>GradDipOp</td>
<td>144</td>
</tr>
<tr>
<td>BPMUSCPH/04</td>
<td>Diploma of Music</td>
<td>BPMUSCPH</td>
<td>96</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Code</th>
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<th>Abbreviation</th>
<th>Credit points</th>
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</thead>
<tbody>
<tr>
<td>RPMUSCPH/01</td>
<td>Doctor of Philosophy</td>
<td>PhD</td>
<td>Research</td>
</tr>
<tr>
<td>RPMUSCPH/02</td>
<td>Master of Philosophy</td>
<td>MPh</td>
<td>Research</td>
</tr>
<tr>
<td>RPMUSCPH/03</td>
<td>Master of Business Administration</td>
<td>MBA</td>
<td>72</td>
</tr>
<tr>
<td>RPMUSCPH/04</td>
<td>Master of Management</td>
<td>Mgt</td>
<td>72</td>
</tr>
<tr>
<td>RPMUSCPH/05</td>
<td>Master of International Business</td>
<td>MinBus</td>
<td>60</td>
</tr>
<tr>
<td>RPMUSCPH/06</td>
<td>Master of International Business and Law^</td>
<td>MinBus/Law</td>
<td>72</td>
</tr>
<tr>
<td>RPMUSCPH/07</td>
<td>Master of Logistics Management</td>
<td>MLogMan</td>
<td>60</td>
</tr>
<tr>
<td>RPMUSCPH/08</td>
<td>Master of Management</td>
<td>Mgt</td>
<td>60</td>
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</tbody>
</table>
## Degrees, diplomas and certificates of faculties, colleges and boards of study

### Combined degrees

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAMACEMS-01</td>
<td>Master of Management (CEMS)</td>
<td>MAM(CEMS)</td>
<td>72</td>
</tr>
<tr>
<td>MAMACEMS-02</td>
<td>Master of Marketing</td>
<td>MA_MCCEMS</td>
<td>60</td>
</tr>
<tr>
<td>MAPDACC-02</td>
<td>Master of Professional Accounting</td>
<td>MAPDACC</td>
<td>96</td>
</tr>
<tr>
<td>MAPDACC-06</td>
<td>Master of Transport Management</td>
<td>MAPDACC</td>
<td>60</td>
</tr>
<tr>
<td>BPCOMMER-03</td>
<td>Bachelor of Commerce*</td>
<td>BCom</td>
<td>144</td>
</tr>
<tr>
<td>BPCOMMER-04</td>
<td>Bachelor of Commerce*</td>
<td>BCom</td>
<td>84</td>
</tr>
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<td>BPCOMMER-05</td>
<td>Bachelor of Commerce*</td>
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<td>56</td>
</tr>
<tr>
<td>BPCOMMER-06</td>
<td>Bachelor of Commerce (Liberal Studies)*</td>
<td>BCom(Liberal Studies)</td>
<td>193</td>
</tr>
</tbody>
</table>

*may be awarded with honours following a further year of study.

*no new intake since 2014

### Double degrees

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title</th>
<th>Abbreviation</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BPCOMART-02</td>
<td>Bachelor of Commerce* and Bachelor of Arts*</td>
<td>BCom/BA</td>
<td>240</td>
</tr>
<tr>
<td>BPCOMLAW-04</td>
<td>Bachelor of Commerce* and Bachelor of Laws*</td>
<td>BCom/LLib</td>
<td>240</td>
</tr>
<tr>
<td>BPCOMSCI-02</td>
<td>Bachelor of Commerce* and Bachelor of Science*</td>
<td>BCom/BSc</td>
<td>240</td>
</tr>
<tr>
<td>BPENGCOM-02</td>
<td>Bachelor of Engineering* and Bachelor of Commerce</td>
<td>BE/BCom</td>
<td>240</td>
</tr>
<tr>
<td>BPITCCOM-02</td>
<td>Bachelor of Information Technology* and Bachelor of Commerce*</td>
<td>BIT/BCom</td>
<td>240</td>
</tr>
<tr>
<td>MALOMTRM-02</td>
<td>Master of Logistics Management and Master of Transport Management #</td>
<td>MLogMan/MTM</td>
<td>96</td>
</tr>
</tbody>
</table>

*may be awarded with honours following a further year of study.

*may be awarded with honours in an integrated program.

*no new intake since 2014

### Graduate diplomas

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPCOMMIES-02</td>
<td>Bachelor of Commerce and Bachelor of Medicine and Bachelor of Surgery*</td>
<td>BCom/MBBS</td>
<td>336</td>
</tr>
<tr>
<td>BPCOMMED-01</td>
<td>Bachelor of Commerce and Doctor of Medicine</td>
<td>BCom/MD</td>
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</table>

*no new intake since 2013

### Graduate certificates

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title</th>
<th>Abbreviation</th>
<th>Credit points</th>
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</thead>
<tbody>
<tr>
<td>GCGRADOC-02</td>
<td>Graduate Certificate in Business Administration (exit point only)</td>
<td>GradCertBA</td>
<td>26</td>
</tr>
<tr>
<td>GCGRADOC-03</td>
<td>Graduate Certificate in Commerce</td>
<td>GradCertCom</td>
<td>24</td>
</tr>
<tr>
<td>GCGRADOC-04</td>
<td>Graduate Certificate in Human Resource Management and Industrial Relations</td>
<td>GradCertHRM&amp;IR</td>
<td>24</td>
</tr>
<tr>
<td>GCGRADOC-05</td>
<td>Graduate Certificate in Innovation and Enterprise</td>
<td>GradCertIntEnt</td>
<td>24</td>
</tr>
<tr>
<td>GCGRADOC-06</td>
<td>Graduate Certificate in International Business (exit point only)</td>
<td>GradCertIntBus</td>
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<tr>
<td>GCGRADOC-07</td>
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<tr>
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<td>Graduate Certificate in Management (exit point only)</td>
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<td>GCGRADOC-09</td>
<td>Graduate Certificate in Marketing</td>
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<tr>
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### Graduate certificates

<table>
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<tr>
<td>GCGRADOC-02</td>
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<tr>
<td>GCGRADOC-07</td>
<td>Graduate Certificate in Logistics Management</td>
<td>GradCertLogMan</td>
<td>24</td>
</tr>
<tr>
<td>GCGRADOC-08</td>
<td>Graduate Certificate in Management (exit point only)</td>
<td>GradCertMgt</td>
<td>24</td>
</tr>
<tr>
<td>GCGRADOC-09</td>
<td>Graduate Certificate in Marketing</td>
<td>GradCertMar</td>
<td>24</td>
</tr>
<tr>
<td>GCGRADOC-10</td>
<td>Graduate Certificate in Professional Accounting (exit point only)</td>
<td>GradCertPAcc</td>
<td>24</td>
</tr>
</tbody>
</table>

Board of Studies in Interdisciplinary Studies

#### Resolutions of the Senate

1. Degrees, diplomas and certificates of the Board of Studies in Interdisciplinary Studies

   (1) With the exception of the Doctor of Philosophy, the Senate, by authority of the University of Sydney Act 1989 (as amended), provides and confers the following degrees, diplomas and certificates, according to the rules specified by the Board of Interdisciplinary Studies. The Doctor of Philosophy is provided and conferred according to the rules specified by the Senate and the Academic Board.

   (2) This list is amended with effect from 1 January 2014.

### Degrees

<table>
<thead>
<tr>
<th>Code</th>
<th>Course title and stream</th>
<th>Abbreviation</th>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCTRAMGT-02</td>
<td>Graduate Certificate in Transport Management</td>
<td>GradCertTM</td>
<td>24</td>
</tr>
</tbody>
</table>

*Board of Studies in Interdisciplinary Studies*

*no new intake since 2014*