Nursing and Midwifery handbook
Acknowledgements

The Arms of the University

Sidere mens eadem mutato
Though the constellation may change
the spirit remains the same

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Official course information
Faculty handbooks and their respective online updates, along with the University of Sydney Calendar, form the official legal source of information relating to study at the University of Sydney. Please refer to the following websites:
www.usyd.edu.au/handbooks
www.usyd.edu.au/calendar

Amendments
All authorised amendments to this handbook can be found at www.usyd.edu.au/handbooks/handbooks_admin/updates2010

Disability access
An accessible version of this handbook (in Microsoft Word) is available at www.usyd.edu.au/handbooks/handbooks_disability

Resolutions
The Coursework Clause
Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all undergraduate courses, and the relevant resolutions of the Senate.

The Research Clause
All postgraduate research courses must be read in conjunction with the relevant rules and resolutions of the Senate and Academic Board, including but not limited to:
1. The University of Sydney (Amendment Act) Rule 1999 (as amended).
2. The University of Sydney (Doctor of Philosophy (PhD)) Rule 2004.
3. The resolutions of the Academic Board relating to the Examination Procedure for the Degree of Doctor of Philosophy.
4. The relevant faculty resolutions.

Disclaimers
1. The material in this handbook may contain references to persons who are deceased.
2. The information in this handbook was as accurate as possible at the time of printing. The University reserves the right to make changes to the information in this handbook, including prerequisites for units of study, as appropriate. Students should check with faculties for current, detailed information regarding units of study.

Price
The price of this handbook can be found on the back cover and is in Australian dollars. The price includes GST.

Handbook purchases
You can purchase handbooks at the Student Centre, or online at www.usyd.edu.au/handbooks

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Digital and Print Media Office
Website: www.usyd.edu.au/dpm

Printing
Impress Colour

Handbook enquiries
For any enquiries relating to the handbook, please email the handbook editors at info@publications.usyd.edu.au

Address
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 2222
Website: www.usyd.edu.au

CRICOS Provider Code 00026A
ISSN: 1834-9544
Important dates

University semester and vacation dates for 2010

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</tr>
<tr>
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<tr>
<td>Summer School – late January program</td>
<td>Begins: Monday 18 January</td>
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<tr>
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</tr>
<tr>
<td>International student orientation (Semester 1) – full degree</td>
<td>Wednesday 17 February and Thursday 18 February</td>
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<td>AVCC Common Week/non-teaching Easter period</td>
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</tr>
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<tr>
<td>Study vacation</td>
<td>Monday 7 June to Friday 11 June</td>
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<tr>
<td>Examination period</td>
<td>Tuesday 15 June to Saturday 26 June</td>
</tr>
<tr>
<td>Semester ends</td>
<td>Saturday 26 June</td>
</tr>
<tr>
<td>AVCC Common Week/non-teaching period</td>
<td>Monday 5 July to Friday 9 July</td>
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<th>Dates</th>
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</tr>
<tr>
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</tr>
<tr>
<td>AVCC Common Week/non-teaching period</td>
<td>Monday 27 September to Friday 1 October</td>
</tr>
<tr>
<td>Last day of lectures</td>
<td>Friday 29 October</td>
</tr>
<tr>
<td>International application deadline (for Semester 1, 2011) *</td>
<td>Saturday 30 October *</td>
</tr>
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</tr>
<tr>
<td>Examination period</td>
<td>Monday 8 November to Saturday 20 November</td>
</tr>
<tr>
<td>Semester ends</td>
<td>Saturday 20 November</td>
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* Except for the faculties of Dentistry, Medicine and the Master of Pharmacy course. See www.acer.edu.au for details.

Last dates for withdrawal or discontinuation for 2010

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<td>Last day to add a unit</td>
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<tr>
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<td>Wednesday 31 March</td>
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<tr>
<td>Last day to discontinue without failure (DNF)</td>
<td>Friday 23 April</td>
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<tr>
<td>Last to discontinue (Discontinued – Fail)</td>
<td>Friday 4 June</td>
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<th>Dates</th>
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<td>Last day to add a unit</td>
<td>Friday 6 August</td>
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<tr>
<td>Last day for withdrawal</td>
<td>Tuesday 31 August</td>
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<tr>
<td>Last day to discontinue without a failure (DNF)</td>
<td>Friday 10 September</td>
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<tr>
<td>Last day to discontinue (Discontinued – Fail)</td>
<td>Friday 29 October</td>
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<tr>
<td>Last day to withdraw from a non-standard unit of study</td>
<td>Census date of the unit, which cannot be earlier than 20 per cent of the way through the period of time during which the unit is undertaken.</td>
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What is a handbook?
The handbook is an official publication and an essential guide for every student who studies at the University of Sydney. It is an important source of enrolment information. It can also help you with more than just planning your course of study.

As a student at the University of Sydney you need to be aware of course structures and content, who your lecturers are, as well as examination procedures.

You should also become familiar with University policies and faculty rules and regulations. This handbook supplies a lot of this information.

It will also point you to places and people around the University who can help with enquiries about library loans, child care, fees, casual employment, places to eat and stay, support groups and much more.

What new students need to know
• terminology used for courses and programs of study
• semester dates and examination periods
• important contact details
• how to plan your study program
• rules and policies on assessment, satisfactory progression,honours, etc
• what University services are available and where to find them
• how to get around campus.

At the beginning of many of these chapters there will be explanations to help you proceed further.

Where to find information
Course terminology
University terminology, such as ‘credit point’, ‘unit of study’, and ‘WAM’, can be found in the Abbreviations and Glossary chapters, at the back of this handbook.

Dates
The start and finish dates of semester can be found in the front section of the handbook. Summer School and Winter School dates are in the general information section at the back of the handbook.

Contents and index
The comprehensive Contents section at the front of the handbook explains the details you’ll find within each chapter.

You’ll find information like:
• how and where to contact faculty staff
• how to select your units of study and programs
• a list of degrees
• detailed information on all units of study, classified by unit identifiers (a four-alpha, four-digit code and a title)
• electives and streams
• scholarships and prizes
• information specific to faculties.

The Index lists units of study only. It allows you to check every reference which refers to your unit of study within the handbook. It is divided into two parts, and lists units of study alphabetically (by course name) and again by course code (alphanumeric).

Colour-coded sections
• Ivory – for undergraduate courses
• Blue – for postgraduate courses

Faculty rules and regulations
Faculty resolutions are the rules and regulations that relate to a specific faculty. They can generally be found in their own chapter, or next to the relevant units of study.

These should be read along with the University’s own Coursework Rule 2000 (as amended) which is described in the Essential information for students chapter near the end of this book. Together they outline the agreement between student and faculty, and student and University.

General University information
This is information about the University in general, rather than information specific to the faculty. This information is at the back of the book and includes, among other things:
• terminology and abbreviations used at the University
• campus maps to help you find your way around
• Summer School and Winter School information
• information for international students
• student services.

Course planner
You might like to plot the course of your degree as you read about your units of study. Use the planner at the back of this handbook.

Timetables
For information about personal timetables, centrally timetabled units of study, and venue bookings, see: www.usyd.edu.au/studentcentre/timetabling.shtml

For the session calendar, see:
http://web.timetable.usyd.edu.au/calendar.jsp

Students with a disability
For accessible (word, pdf and html) versions of this document, see: www.usyd.edu.au/handbooks/handbooks_disability

You can find information on Disability Services in the General University information section of the handbook. The service can provide information regarding assistance with enrolment and course requirement modifications where appropriate.

For details on registering with the service and online resources, see:
www.usyd.edu.au/disability

Handbook updates
The information in this handbook is current at the time of publication. Further information on University policies, such as plagiarism and special consideration, can be found on the University’s website, along with official handbook amendments.

www.usyd.edu.au/handbooks/handbooks_admin/updates2010

Feedback regarding this handbook is welcome.
info@publications.usyd.edu.au
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Welcome to the Faculty of Nursing and Midwifery at the University of Sydney.

Now is a particularly exciting and challenging time for nursing and midwifery education, research and practice.

Globally there are workforce shortages for skilled health professionals, increased patient acuity, decrease in patients’ length of stay in acute facilities, greater need for community-based services and growing community concern and expectations for health care quality and safety. With this in mind, the Faculty of Nursing and Midwifery’s programs are innovative, creative, proactive and responsive to these local and global needs.

When I joined the Faculty in January 2008, I became a part of an institution which has played a very important and pioneering role in nursing and midwifery education in Australia, and the development of nursing and midwifery within the higher education sector. I am pleased to be involved in the continuation of this spirit of innovation and development today.

There are many reasons why we attract students both locally and internationally. We offer an excellent range of nursing programs designed to prepare students for leadership in clinical practice, research, teaching and administration. Students have the opportunity to study from pre-registration level right through to the Doctor of Philosophy. We also offer research, research training and consultancy in midwifery. All our students are taught by a strong group of academics and clinical experts, many of whom are renowned nationally and internationally as practising nurses, midwives, teachers and researchers.

The University of Sydney is a research intensive university. Here at the Faculty of Nursing and Midwifery we are committed to developing our research, which informs our education processes and in turn leads to improved patient experience. Our reputation in research is growing significantly.

We provide a great experience for our students, within a really collegial, stimulating and supportive environment. Our Faculty has excellent relationships with other health faculties, health industry, professional associations, government and the community. These links contribute to inter-professional practice and policy development, research collaborations and great learning experiences for students and staff.

Nursing and midwifery are two of the most trusted professions. Nurses care for patients and their families, and have the capacity to influence future trends in treatment, patient care and disease prevention. Midwives work closely with women through pregnancy, childbirth and beyond, to achieve optimum results for mothers and babies. So whether you’re a nurse or midwife, a student or prospective student, a colleague, a friend of the Faculty of Nursing and Midwifery, or simply an interested member of the public, I welcome you. We are educating the best nurses and midwives for our community, for now and the future.

Professor Jill White

Dean of Nursing and Midwifery
Introduction to this handbook

This handbook provides you with information about the degrees offered by the Faculty of Nursing and Midwifery.

It contains separate chapters that deal with pre-registration (courses that lead to registration as a nurse), post-registration (courses that are designed for registered nurses to upgrade their qualifications from certificate and/or diploma to bachelor's degree level), postgraduate coursework studies for registered nurses and research degrees.

In all of the above cases you will be able to find the units of study you need to complete a degree and in many instances, the order in which you need to study the units.

There is also a specific chapter which deals with the rules and regulations that govern each of the degrees and under which decisions about your study may be made. These include faculty and Senate resolutions.

For ease of use this handbook is colour-coded and separated into three sections; the undergraduate chapters are ivory, the postgraduate chapters are blue, and degree resolutions and faculty policies are white.

To learn more about the course you have enrolled in or wish to enrol in, you should go to the chapter which best describes your circumstances. You are also strongly encouraged to read Chapter 4: Guide for Students and Chapter 5: Faculty Policies, which both contain important information that will help you throughout your study.

In addition to the above information the handbook may be used to learn more about the staff of the faculty and their research interests, general information about clinical requirements, both off-campus and in the laboratories, specific faculty dates, which may vary from those published by the University, and other information about faculty operations.

**Semester dates 2010**

For the Faculty of Nursing and Midwifery 2010 academic calendar, plus university semester and vacation dates, see Important dates or visit the faculty website at www.nursing.usyd.edu.au.
2. History of the Faculty of Nursing and Midwifery

Nursing education

Prior to 1983 the majority of nurse education within Australia was conducted by hospital-based, or hospital-affiliated, schools of nursing and was of an apprenticeship nature. This education was the responsibility of the Minister(s) for Health and, within each state, a statutory authority was established with specific powers and responsibilities for nurse education.

In New South Wales this authority is the Nurses Registration Board of New South Wales which was, and still is, responsible for setting educational standards for nursing programs and maintaining a register of qualified nurses. Until 1983, at the individual hospital level, responsibility for nurse education was shared by the hospital administration including the then Matron (Director of Nursing).

Throughout the late 1960s until 1983 the nursing profession, both in New South Wales and across Australia, was subjected to investigation by a plethora of expert committees which examined numerous aspects of nursing, including educational preparation.

The reports of these committees were widely circulated and discussed both inside and outside of the nursing profession. These reports provided an important stimulus for change to nursing and to the educational preparation of nurses.

There were, however, a number of other factors that helped to accelerate the rate of change. Important among these were the growing militancy of nurses to obtain improved wages and conditions and the problems created by attempting to improve nurse education within the existing framework.

The changing role of the nurse as well as the developments taking place in nursing and nurse education internationally also contributed to this change. General social factors, including the role of women and the increased general education of the population, as well as increasing cohesiveness between the various nursing organisations across Australia were also important contributing factors.

On 7 November 1983, the then State Minister for Health in New South Wales, Mr Laurie Brereton, announced that from January 1985, all basic nurse education would be conducted by the higher education sector. Then, on 24 August 1984, the Federal Government made an historic announcement when it gave its in-principle support for the full transfer of nurse education into the higher education sector.

This education would then be the responsibility of the Federal Minister for Education. The full transfer of nurse education into this sector was to be completed by 1993.

The Faculty of Nursing

The transfer of basic nurse education into the higher education sector ultimately led to the formation of the Faculty of Nursing within the University of Sydney in 1991.

This faculty developed from two previous nursing groups within the college of advanced education sector; the School of Nursing, Cumberland College of Health Sciences, and the Institute of Nursing Studies, Sydney College of Advanced Education.

In 1992 a further milestone in the education of nurses was reached when the initial pre-registration course became a degree, the Bachelor of Nursing, across Australia.

In 1993 the decision was taken to integrate the two nursing groups within the University of Sydney (the Faculty of Nursing and the School of Nursing, Faculty of Health Sciences) into the one Faculty of Nursing from January 1994.

From 1994 to 2004 the Faculty of Nursing offered a full range of courses at the undergraduate and graduate levels. Undergraduate courses included the Bachelor of Nursing (Pre-Registration), a conversion Bachelor of Nursing (for registered nurses), a Bachelor of Nursing (Honours), and starting in 2000, the faculty introduced the first of a series of combined undergraduate degrees.

A range of graduate specialty clinical coursework awards and research degrees including the Master of Philosophy (Nursing) and a Doctor of Philosophy were offered by the faculty.

The faculty made a further step in its continuing development and growing strength when it began to consolidate onto the Mallett Street campus in 2000. From 2000 no new students enrolled at the Cumberland campus.

This process was completed at the end of 2001. This change enabled the Faculty of Nursing to strengthen and develop further its range of courses and its research profile.

The Faculty of Nursing and Midwifery

During 2004 a number of major decisions were made about the future profile of the Faculty. Among these was a change of name to the Faculty of Nursing and Midwifery, the disestablishment of departments and the phasing out of undergraduate courses to become, over time, a specialised postgraduate, post-registration and graduate entry faculty with a greater focus on research.

The faculty introduced a new range of pre-registration degrees including the Master of Nursing, a two year graduate entry program, a number of combined degrees and a revamped postgraduate coursework program.

The Faculty of Nursing and Midwifery has close affiliations with the health care sector, in particular, Central Sydney Area Health Service, the Northern Sydney Area Health Service, the South Eastern Sydney Area Health Service, and Western Sydney Area Health Service.

The faculty continues to develop close links with the health care service sector for the continuing education and professional preparation of nurses, the clinical practice of nursing and research.
In 2010 the Faculty introduces a new Master of Nursing (Graduate Entry) curriculum and new postgraduate coursework programs including a Graduate Certificate, Diploma and Masters of Clinical Trials Practice and a Master of Nursing (Nurse Practitioner).

In addition to these new programs the faculty has revised it’s existing postgraduate coursework programs in the areas of cancer and haematology, emergency, intensive care, clinical nursing and mental health, these programs include embedded advanced Masters programs with a capstone experience.

The Faculty continues to strengthen its position as a highly regarded education provider that prepares nurses for leadership in research, teaching and clinical practice.
3. Guide to the faculty

Faculty contact details

Street address:
88 Mallett Street
Camperdown NSW 2050

Postal address:
Faculty of Nursing and Midwifery Building, M02
University of Sydney
NSW 2006 Australia

Telephone:
General enquiries: +61 2 9351 0693
Toll free (within Australia): 1800 628 518

Email: info@nursing.usyd.edu.au
Website: www.nursing.usyd.edu.au

Nursing History Research Unit

Director: Emeritus Professor R Lynette Russell
Phone: +61 2 9351 0696
Fax: +61 2 9351 0651

This unit promotes and fosters research training and high quality research of national and international importance in the area of the history of nursing and the health care sector. It also collects and protects valuable historical records crucial for this research.

Constitution of the 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, lecturers, associate lecturers, research fellows, postdoctoral and postgraduate fellows who are full-time or at least half-time members of the academic staff and who are on continuing or fixed term appointments (of at least two years);

1.2 the Dean, or a nominee of the Dean, of each of the Faculties of Arts, Health Sciences, Medicine, Pharmacy and Science;

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 students elected in the manner prescribed by resolutions of Senate;

1.6 up to 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;

1.7 up to four persons, being members of the general staff employed by the Faculty of Nursing and Midwifery having a close and appropriate association with the Faculty's work of teaching and research, to be appointed by the Dean.

2. A person appointed in accordance with sections 1.6 or 1.7 shall hold office for a period of two years unless otherwise specified.

To view the latest update, download, purchase or search a handbook visit Handbooks online: www.usyd.edu.au/handbooks
Faculty staff

Dean
Professor Jill White RN PhD Adelaide MEd Sydney BEd
SACAES Assoc Dip Cumb

Associate Dean
Research
Associate Professor Donna Waters RN MPH PhD Sydney PaedCert
BA Macquarie FCN

Associate Dean
Learning and Teaching
Dr Heather McKenzie RN BA PhD UNSW

Directors
Director of Postgraduate Advanced Studies
Dr Andrea Marshall RN PhD MNRes GradCertEdStud(Higher Ed)
Sydney IC Cert NSWCN, MRCNA

Director of Pre-registration Programs
Dr Murray Fisher RN PhD Sydney MHPEd UNSW BHSc(Nursing)
UTS DipAppSc(Nursing) CCES IT Cert

Director of International Programs
Associate Professor Maureen Boughton RN RM PhD Sydney
BED(Nursing) UNE DipNursEd ADCHN Cumb M’CraftCert, MACMI
(NSW) FRCNA

Director of Research Students and Research Development
Dr Kathleen Scott PhD Glas BSc Strath

Coordinators
Coordinator Cancer and Haematology Nursing
Moira Stephens RN(UK) MSc PGCertEd Lond BS(NESCOT CertOnc
Cert HIV(ENB))

Coordinator Clinical Nursing
Dr Tom Buckley RN(UK) MRes PhD UTS BScHlth CertICU
Greenwich CertTeaching & Assessing Lond

Coordinator Clinical Trials Practice
Dr Kathleen Scott PhD Glas BSc Strath

Coordinator Emergency Nursing
Dr Andrea Marshall RN PhD MNRes GradCertEdStud(Higher Ed)
Sydney IC Cert NSWCN, MRCNA

Coordinator Intensive Care Nursing
Dr Andrea Marshall RN PhD MNRes GradCertEdStud(Higher Ed)
Sydney IC Cert NSWCN, MRCNA

Coordinator Mental Health Nursing
Associate Professor Kim Foster RN RPN PhD Griffith MA Deakin BN
UNE DipAppSc Sydney, FACMHN MRCNA

Coordinator Nurse Practitioner
Dr Tom Buckley RN(UK) MRes PhD UTS BScHlth CertICU
Greenwich CertTeaching & Assessing Lond

Advisors
Master of Nursing Year 1
Dr Fung Kuen (Tebbin) Koo RN MPH UOW MEd(HlthEd) PhD Sydney
BHS(Nurs) UWS

Master of Nursing Year 2
Dr Sue Ronaldson RN PhD BSc La Trobe DipNEd Lincoln Inst Hlth
Sciences, FCNA

Combined Degree Advisor (Arts/Science)
Maureen Ahern RN MHP BA UNSW, RCNA

Combined Degree Advisor (Health Science & Ex Sp Sc)
Michelle Maw RN MEd BN(HlthSc) UNE IntCareCert NeuroNursingCert
CN, MRCNA

Indigenous Health Adviser
Vicki Bradford RN MIndig Hlth Studies GradDipIndHlthStud UOW
GradCertEdStud(Higher Ed) Sydney

Clinical Practice Coordinator
Dr Jennifer Hardy RN RM PhD UOW MHPEd UNSW AssocDipNEd
Cumb BSc Macquarie, MRCNA

Quality Advisor
Melinda Lewis MHlthScEd BAppSc(MRA) Cumb

Professors
Mary Chiarella RN RM LLB PhD UNSW DipNEd(Dist), FCN FRCNA

Jocelyn Lawler RN CertOpThNursing AssDipNursEd Armidale CAE
BSocSc MEd(Hons) UNE PhD UNSW, FCN(NSW) FRCNA

Trudy Rudge RN(NZ) RMHN(NSW) PhD La Trobe BA Adelaide

Sally Tracy RM(NZ, NSW) RGN(NZ, NSW, UK) MA TVU BNurs
VU Adv Dip Mid Massey DMid UTS

Jill White RN RM PhD Adelaide MEd Sydney BEd SACAES AssocDip
Cumb

Kate White RN PhD Sydney MN ACU CertOnc CertPall, FRCNA
FCN(NSW)

Associate Professors
Maureen Boughton RN RM PhD Sydney BEd(Nursing) UNE
DipNursEd ADCHN Cumb M’CraftCert, FRCNA MCMAC(MSW)

Kim Foster RN PhD Griffith MA Deakin BN UNE DipAppSc, RPN
FACMHN MRCNA

Yun-Hee Jeon RN PhD MNRes BHSc(Nursing) UoN, MHN

Donna Waters RN PhD MPH Sydney BA PaedCert Macquarie, FCN

Sandra West RN RM PhD BSc Macquarie IntCareCert(St Vincent’s
Hospital), FRCNA

Senior Lecturers
Dr Tom Buckley RN(UK) PhD MNRes UTS BScHlth CertICU
Greenwich CertTeaching and Assessing Lond

Dr Kate Curtis RN PhD UNSWMS Nurs BN UOW GradDip CritCare
Sydney

Dr Murray Fisher RN PhD Sydney MHPEd UNSW BHSc(Nursing)
UTS DipAppSc(Nursing) CCES IT Cert

Dr John Grootjans RN PhD MSc(Social Ecology) UWS
BAppSc(Advanced Nursing) Cumb GradDip(Adult Education Nursing)
SCAE

Dr Jennifer Hardy RN RM PhD MPH Ed BSc UOW AssocDipNEd
Cumb, MRCNA

Dr Lillian J Hayes RN PhD MPH DipEd(Ed) Sydney BA UNSW
DipEd(Nursing) SCAE

Dr Heather McKenzie RN PhD UNSW BA Sydney

Dr Andrea Marshall RN PhD MNRes GradCertEdStud(Higher Ed)
Sydney IC Cert NSWCN, MRCNA

Dr Jo Patching PhD Sydney BN BA (Psych) MLitt(Psych) UNE

Dr Sue Ronaldson RN PhD BSc La Trobe DipNEd Lincoln Institute
of Health Sciences, FCNA

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Cumb

Kate White RN PhD Sydney MN ACU CertOnc CertPall, FRCNA
FCN(NSW)

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DipNursEd ADCHN Cumb M’CraftCert, FRCNA MCMAC(MSW)

Kim Foster RN PhD Griffith MA Deakin BN UNE DipAppSc, RPN
FACMHN MRCNA

Yun-Hee Jeon RN PhD MNRes BHSc(Nursing) UoN, MHN

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Greenwich CertTeaching and Assessing Lond

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Sydney

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UTS DipAppSc(Nursing) CCES IT Cert

Dr John Grootjans RN PhD MSc(Social Ecology) UWS
BAppSc(Advanced Nursing) Cumb GradDip(Adult Education Nursing)
SCAE

Dr Jennifer Hardy RN RM PhD MPH Ed BSc UOW AssocDipNEd
Cumb, MRCNA

Dr Lillian J Hayes RN PhD MPH DipEd(Ed) Sydney BA UNSW
DipEd(Nursing) SCAE

Dr Heather McKenzie RN PhD UNSW BA Sydney

Dr Andrea Marshall RN PhD MNRes GradCertEdStud(Higher Ed)
Sydney IC Cert NSWCN, MRCNA

Dr Jo Patching PhD Sydney BN BA (Psych) MLitt(Psych) UNE

Dr Sue Ronaldson RN PhD BSc La Trobe DipNEd Lincoln Institute
of Health Sciences, FCNA

Dr Kathleen Scott BSc PhD Glas
Dr Susan Taylor BPharm PhD Sydney MSc(Clinical) Lond GradCertEd CNAA

Lecturers
Maureen Ahern RN BA MHP UNSW RCNA
Vicki Bradford RN MIndg Hlth Studies GradDiplIndHlthStud UOW GradCertEdStud(Higher Ed) Sydney
Lynne Brown RN MN UWS BHS(Nursing) CSU

Astrid Frotjold RN MNS BA Macquarie

Hilary Gatward RN(UK) RM(UK) MN Sydney BSc UNE NeolntCareCert Lond, MRCP
Dr Jennifer Green RN PhD Sydney MA(Ed) Macquarie BEd(Nursing) ACAE IntCareCert (Sydney Hospital)
Dr Fung Kuen (Tebbin) Koo RN MEd(HlthEd) MPH PhD UOW Sydney BHS(Nurs) UWS

Elizabeth Leonard RN MN(Critical Care) Sydney MNP BHlthSc(Nursing) UoN
Michelle Maw RN BN(HlthSc) MEd IntCareCert CertNeuroNursing UNE, MRCNA

Jem Masters RN RSCN(UK) MMgt GradDiplNmgt CertMhlt UTS
Stuart Newman RN IntCareCert DipTeaching(Nursing) BEd(Nursing) ACAE MHA UNSW, MRCNA AFCHSE
Moira Stephens RN(UK) MSc PGCertEd Lond, BSc NESCOT CertOnc CertHIV(ENB)

CI Early Career Development Fellow
Cannas Kwok BHlthSc(Nurs) UWSMPH W’gong Med(HlthEd) PhD

Honorary Appointments
Emeritus Professor
R Lynnette Russell AO, RN CM BA PhD UoN DNE CN, FCN FRCNA MACE

Honorary Professors
Dr Noeline Kyle BA PhD UoN
Dr Colleen Stanton BSN UBC MSN DNS UCSF, FCN

Honorary Adjunct Professors
Professor Donna Diers BSU BU MSN Yale PhD UTS
Professor Judy Lumby AM, RN BA UNE MPHEd UNSW PhD Deakin DNE CN, ICN MAICO
Professor Debra Thoms RN RM BA MNA UNSW GradCertBioethics UTS AdvDipArts UNE, FCN FRCNA FCHSE(Hon) Wharton Fellow 2005

Honorary Visiting Professors
Professor Leanne Aitken RN BHlthSc ECU PhD RMIT GradCertMgt UNE GradCertClinEpi Sydney
Professor Mary Fitzgerald RN DipN Lond PGCertEducation WLVMN Wales PhD UNE, FRCNA
Professor Frances Hughes ONZM, RN BASocialScience Massey MA VUW DN UTS, JP
Professor Lesley Page RN CM BA Open UK MSc Ed PhD UTS ExpertWitnessCert Cardiff, FRSM FRCM(Hon)

Honorary Clinical Associate Professors
Sandra Bredemeyer OAM, RN RM BAppSc(AdvNursing) CumbMAppSc PhD Sydney, FCN

Dr Belinda Brooks RN RM MSc PhD Sydney
Dr Josephine Chow RN BAppSci UOW MCN PhD Sydney GCAdEdu UNE
Dr Michelle Cleary RMHN MHealthSc CSU PhD Sydney
Dr Kathleen Curtis RN BN MN UOW GradDipCritCare Sydney PhD NSW
Dr Janice Gullick RN BFA MArt UNSW PhD Sydney, CFCCN
Dr Leanne Monterosso RN RM BN PhD GradCertTertiaryTeaching ECU, FRCNA
Dr Mary Ryan RN RM OncologyNursingCert CN BN PhD Sydney

Honorary Adjunct Associate Professors
John Kelly RN BA UQ LLB UNSW GradDiplLP UTS, FCN FRCNA AFAIM
Dr Elizabeth O’Riordan RN RSCN MN ACU PhD UWS
Kim Ryan GradCertHSM UNSW

Honorary Senior Lecturers
Dr Jennifer Blundell RN BAppSc GradDiplEd(HigherandFurther) WAIT PhD Sydney

Honorary Adjunct Senior Lecturers
Rhondella Glasson RN GradDiplPN Sydney
Dr Tara Walker RN PhD MBA SCU, FCN

Honorary Clinical Senior Lecturers
Michele Carey RN CM MN Post Grad Dip Palliative Care Onc Cert
Keith Cox NP General NursingCert OncCert
Kate Grieve RN RM MHS(HIV Studies)
Cheryl Hyde RN DipTeach(Nursing) CAE MCN Sydney BEd(Nursing) UNE

Jennifer King RN BA Sydney
Moyra Lewis RN RM BTeach(AdultEd) MMidwifery UniSA, JP
Janet Long RN GradCertN(ClinicalStudies) Sydney

Jonathan Magill RN ENB199 C&G7307 WLV MScAdvancedNursingPractice UCE
Margaret Murphy RN RMHN MHlthSc(Ed) Sydney
Kathryn Nattress RN BSc Edin MSc Glas
Shelley Reid RN RM BAppSc(Nursing) Sydney BA GradDipl(Editing&Publishing) Macquarie

Kathleen Ryan RN CoronaryCareCert CN BEd(Nursing) UNE Med(AdultEd) UTS, FAAQHC AFACHSE
Maureen Ryan RN BA MPH Sydney
Timothy Wand MHN RN DipAppSc Sydney GradDipl(MentalHealth) MN UTS

Honorary Clinical Lecturers
Belinda Donkin-Evers Wintec BN Sydney GradDiplN(AcuteCare) MN(CritCare) UWS MN(NP) UoN

Nicholas Edwards RN DipHSc(Nursing) BHSc(Nursing) ACU MN Sydney
Rosalind Elliot RN DipHE Nurs City PGDipCritCareNurs Lond BSChHealthStudies Surrey MN UTS
Alister Hodge RN BN La Trobe GradCertN UTS MEmergN Sydney
3. Guide to the faculty

Sarah Hoy RN BN Sydney GradDipVocLrn UTS MEd UTS
Aaron Jones RN DipHealthScN ACU GradDipN MClintEd Sydney
Leila Kuzmiuk RN BN CPIT DipAdvClinNurs Melbourne MN UTS
GradCertHlthServMngt ECU
Clare Loveday RN GradCertIC CN
Peta McVey RN OncologyNursingCert CN GradDipPalliativeCare MN
ACU GradCertClinicalTrialsManagement UC
Anne Mellor RN DipHealthScBN UTSGradCertGynaecologicalNursing
GradCertWomensHealth CN GradDipNursing(Cancer) QUIT
Debra Moss RN ENB998 ENB100 Northumbria MCNCritCare ACU
MNEd UTS
Shannon Philp RN BN Sydney GradCertCancNurs
GradCertWomen'sHealthNurs CN
Toby Raeburn BN Sydney
Kate Ruperto RN MN Sydney
Leonie Weisbrodt RN BN ECU Grad Cert ICU CN MN UTS

Honorary Associates
Margaret Martin RN RM BA UTS AssDipNurseEd UNE
Ruth Rae RN BA MLitt UNE PhD Sydney CDDip UNE Patnethships,
FCN

Honorary Research Fellow
Michelle Travers RN BA UNSW MA PhD Sydney

Our faculty is always adding to our expertise in Nursing and Midwifery.
Please refer to our website (www.nursing.usyd.edu.au) for the most
up-to-date listings of our honorary appointments.

Professional staff

Faculty Manager
Kylie Mayes BBus USQ

Learning and Teaching Operations Manager
Matthew Charet BA MPhil Sydney
Sarah Brown BA LLB Macquarie DipBus Frontline Management, JP

Marketing and Communications Manager
Judith Kingston MA UTS GradDip(Admin & Sec Studies) CIT BA
Melbourne

Executive Assistant to the Dean
Clare Iglesias

Nursing Student Services
Manager
Renee Arena BSc MCom UNSW

Assistant Manager
Penny Andreou
Hiam Simonsen BSc Nursing Leb

Student Advisors
Keir Kirkby BA Monash
Tracey Molloy
Susanne Norton

Administrative Assistant
Lynn Chen MA(TESOL) UNSW BA Sydney

Clinical Staff

Clinical Education Manager
Maria Carlisle RN MN(Ed) Sydney BN UTS DipAppSc(Nursing) KCAE

Clinical Education Administrative Assistant
Natalie Lindeman

Clinical Laboratory Manager
Evelyn Dalton RN(NZ) MEd MHlthLaw Sydney BThSc UWS
CoronaryCareCert Teaching&AssessmentCert CN, JP

Clinical Laboratory Assistants
Annette Hill RN BBus CSU ICUCert NSWCN, JP
Margaret Lena EN
Carol Shineberg RN

Academic and Learning Support
Administrative Officer
Kelly McCaffrey

Administrative Assistant (Post-registration)
Emilia Pirri-Depares

Administrative Assistant (Pre-registration)
Neil Holden

Administrative Officer eLearning and Teaching Improvement
Simon Brown

Timetable and Facilities
Lorrae Hawke

International and Student Support
Nada Dunda BN SAust AssDipArt SIT

Research support
Senior Research Co-ordinator/Project Manager
Natalie D’Abrew BA(Psych) ECU

Research Support Officer
David R Hopkinson BA Lond

Administrative Assistant
Megan Manning

Biostatistician
Judith Fethney BA Sydney

Library Services
Coordinator Library Services/Faculty Liaison Librarian
Jacquelyn Haas BA ANU GradDipLIM Canberra, AALIA
Matthew Davis Bsc Sydney Grad dip LIM UTS

Faculty Liaison Librarian
Isabelle Raisin BA(LIS) CSU

Senior Library Technician
Crystal Choi

Electronic Reserve
Erin Whitney

Document Delivery
Amelia Carlin BA Murdoch BA Sydney

Library Assistants
Padmaja Belapurkar
Audrey Furney
Research interests of academic staff

The following is a brief summary of the main research and teaching interests of the academic staff of the Faculty of Nursing and Midwifery.

Dean and Professor
Jill White
- Professional regulation (registration and accreditation)
- health services management
- new models of care including models of primary health care
- nursing and midwifery practice.

Emeritus Professor
R Lynette Russell
- History of nursing and nursing education
- comparative aspects of nursing and nursing education.

Professors
Mary Chiarella
- Regulatory and professional conduct issues in nursing and midwifery
- legal and ethical issues in end of life care
- legal, ethical and policy issues in relation to scope of nursing practice
- innovative models of health care delivery.

Trudy Rudge
- Sociology of health and illness
- critical policy analysis
- ethical issues in nursing practice
- technology and nursing practice
- embodiment.

Sally Tracy
- Evaluation of midwifery-led primary maternity units in New Zealand and Australia
- midwifery group practice and caseload care for all risk women
- effectiveness of multidisciplinary practice amongst remote Aboriginal families in the Top End of the Northern Territory
- population data studies using linked data bases.

Kate White
- Psychosocial research related to cancer and palliative care
- rural health
- sexuality
- breast cancer and quality of life of cancer patients and their families.

Associate professors
Maureen Boughton
- Women's health and midwifery
- menopause in particular premature menopause (PM) experience and fertility issues (specifically PM following cancer treatments)
- midlife nurses and shiftwork (menopause impact)
- qualitative methodologies particularly phenomenological methodologies, grounded theory, ethnography, case study
- embodiment and experience
- research projects which endeavour to enhance the learning experience of students.

Kim Foster
- Issues and needs of children, young people and families living with mental illness
- carers health and experiences
- family and healthcare professional relations
- emotional intelligence and emotional labour in health care
- individual and family resilience
- co-morbidity of physical health and mental health
- qualitative and mixed methods research.

Yun-Hee Jeon
- Chronic illness
- aged care workforce
- dementia care
- person-centred care
- mental health
- family caregiving
- respite care and culturally diverse workforce
- qualitative research.

Donna Waters
- Evidence-based practice
- research education in nursing and midwifery
- evidence transfer
- public health research
- research methods particularly quantitative and mixed method designs.

Sandra West
- Shiftwork tolerance women's experiences of shiftwork and implications for an aging workforce
- the (re)organisation of nursing work
- biologically-based exploration of clinical nursing practice
- nursing management of sleep in aged and acute-care settings
- development of research cultures within clinical environments.

Academic staff
Maureen Ahern
- Professional issues
- pain management
- nursing issues.

Vicki Bradford
- Health service provision for Aboriginal people
- Aboriginal workforce including career pathways for Aboriginal and Torres Strait Islander people
- cultural respect.

Lynne Brown
- Gerontology
- implication of nursing home placement for the carer
- clinical education.

Tom Buckley
- Preventative cardiology
- nurse practitioner prescribing practices
- use of high fidelity simulation in graduate education
- promotion of sleep in ICU patients.
3. Guide to the faculty

Kate Curtis
- Emergency and trauma nursing
- models of trauma care
- trauma systems
- financial aspects of trauma care delivery
- patient outcomes.

Murray Fisher
- Masculinities
- men's health and nursing
- clinical competency assessment
- readiness for self-directed learning
- medication administration errors
- quantitative methods and multivariate analysis.

Astrid Frotjold
- Acute care
- medical and surgical nursing
- simulation in nursing.

Hilary Gatward
- Midwifery care
- women’s health issues
- pet therapy.

Jennifer Green
- Cardiovascular nursing
- respiratory nursing
- lymphoedema
- problem-based learning
- student assessment.

John Grootjans
- Indigenous health education underpinned by equity and human rights
- sustainability and nursing
- ecological aged care.

Jennifer Hardy
- Application of information and communication technologies (theories and pedagogy) in nurse education including simulation and e-portfolios.

Lillian Hayes
- Community nursing
- cancer and palliative care
- socio-economic differentials in health
- severe marginalisation and nursing.

Fung Kuen (Tebbin) Koo
- Health, cultural and social issues of older Chinese migrants.

Cannas Kwok
- Breast cancer experience and survivorship
- cancer screening behaviours in the Chinese Australian community.

Melinda Lewis
- Curriculum development and curriculum evaluation
- enhancing creativity in the teaching and learning experience
- medical humanities
- eLearning.

Heather McKenzie
- Sociology of health, illness and suffering
- sociology of emotions
- community nursing
- cancer care
- qualitative research methodology
- social theory
- the interface between institutions of health care and consumers
- politics of nursing.

Andrea Marshall
- Enteral feeding
- information use
- critical care nursing education
- recovery following critical illness
- sedation
- decision making.

Jem Masters
- Paediatric mental health
- emergency mental health
- first line medical management at mass gatherings
- aggression management
- health service management.

Michelle Maw
- Critical care nursing
- clinical supervision
- nurse education.

Stuart Newman
- Health services management
- men’s health and illness experiences
- nursing and nursing knowledge
- the management of nurses and nursing work in contemporary health care organisations
- health care reform
- the impact on nurses and nursing.

Jo Patching
- Eating disorders
- obesity and body image
- body products
- life history research.

Sue Ronaldson
- Gerontic nursing
- aged care
- spiritual health
- care of confused older adults
- physiology of ageing
- palliative care in residential aged care settings.

Kathleen Scott
- Clinical trials research related to new curriculum development for nurses
- clinical trials management
- nursing interventions particular in cancer.

Moira Stephens
- Experience of illness
- haematology & cancer nursing and illness experience
- haematology nursing practice
- virtual learning communities.

Sue Taylor
- Pharmacy practice
- pharmacoconomics
- rural and Indigenous health
- optimal diabetes care models for adolescents with type 1 diabetes
- evaluation of the Bridging the Rural Gap online curriculum.
Section 1 - information about the faculty

Key contacts

Nursing Student Services
Nursing Student Services is often the first point of contact for students for a range of reasons including general enquiries, course application and enrolment, unit variation, assignment submission, graduation and making a variety of applications throughout the course of your enrolment. The Nursing Student Services team is available for in-person, telephone and email enquiries.

Contact details
Nursing Student Services
Ground floor of Building C
Mallett Street Campus

General enquiries: +61 2 9351 0693
Toll free: 1800 628 518
Email: info@nursing.usyd.edu.au
Website: www.nursing.usyd.edu.au

Business hours:
9am-5pm (Mon-Fri)

Counter hours:
10am-4pm (Mon-Thu) and 10am-1pm (Fri)
Office hours are extended during the first two weeks of each semester.

Nursing Library
The Nursing Library is part of the University of Sydney Library network and is located at the Mallett Street Campus. It provides access to books, periodicals, audiovisual materials, databases and course readings to support the faculty's courses.

Contact details
Nursing Library
Second floor of Building A
Mallett Street Campus

General enquiries: +61 2 9351 0541
Email: nursing@library.usyd.edu.au
Website: www.library.usyd.edu.au/libraries/nursing

Semester business hours:
8.30am-7pm (Mon-Thu) and 8.30am-5pm (Fri)
Saturday: 15, 22, 29 May & 5 June 10am - 5pm
Saturday: 9, 16, 23, 30 October 10am - 5pm
Note: business hours vary during semester vacation

More information about the Nursing Library's services can be found further on in this chapter.

Clinical Simulation Laboratories

Opening hours: independent practice
Students are encouraged to book the labs for independent practice time. Lists of times when labs are available for independent practice are posted on a noticeboard next to Lab 1.

The clinical simulation laboratories are on the second floor of Building C.

Key responsibilities - staff and students

The Dean Professor Jill White
The Dean of the Faculty of Nursing and Midwifery is responsible for the strategic management of the faculty and for providing academic leadership. The Dean is the major link between the faculty and other parts of the university, other universities and the nursing profession.

Associate Dean (Research) Associate Professor Donna Waters
The Associate Dean (Research) is responsible for initiating, supporting and expanding research and innovation initiatives in the faculty. From their strategic leadership role, the Associate Dean (Research) develops research performance and capacity and they have oversight of the faculty's higher degree research students.

Associate Dean (Learning and Teaching) Dr Heather McKenzie
The Associate Dean (Learning and Teaching) is focused on creating an environment that promotes both courses of study and teaching and learning opportunities aligned with university and faculty plans and strategic priorities. In this leadership role, the Associate Dean (Learning and Teaching) fosters excellence and innovation in teaching and learning and achieves successful outcomes for the faculty and university.

The Associate Deans report directly to the Dean.

Quality Advisor Melinda Lewis
The Quality Advisor leads within the faculty, the development, implementation and evaluation of faculty quality improvement and strategies for teaching and learning consistent with University policy and requirements with particular emphasis on:
- overall course performance and improvement
- evaluation of teaching quality and processes to enhance teaching performance
- analysis of student experiences and processes to enhance student support
- feedback to students in relation to evaluation of courses, delivery and support
- profiling our learners with a view to meeting and exceeding their learning expectations and experiences.

Directors
Directors collaborate with the Associate Deans to develop, implement and review strategies relating to curriculum and student experience.

Director Pre-Registration Programs Dr Murray Fisher
The Director Pre-Registration Programs implements, oversees and manages the faculty and University policies and procedures for the Master of Nursing (pre-registration) programs from course enquiries, enrolment, student progression to graduation.

Director Postgraduate Advanced Studies Dr Andrea Marshall
The Director Postgraduate Advanced Studies implements, oversees and manages the faculty and University policies and procedures for the faculty's postgraduate programs from course enquiries, enrolment, student progression to graduation.
Directors of International Programs
Associate Professor Maureen Boughton and Stuart Newman.
The Directors International Programs have primary responsibility for
internationalising the faculty’s existing programs and exploring further
opportunities. The Director of Singapore and Malaysia also oversees
matters relating to student and course management for the Bachelor
of Nursing (Post Registration) on and off campus. These directors
report directly to the Associate Dean (Learning and Teaching).

Director Research Students and Research Development TBA
The Director Research Students and Research Development identifies
and facilitates links between university and local, national and
international research bodies seeking to enhance their research profile,
and is proactive in increasing research capacity and performance
across the faculty. This position also oversees faculty and university
policies and procedures for the Faculty’s research programs from
course enquiries, enrolment, student progression to graduation.

Coordinators Postgraduate Advanced Studies
The faculty has a number of coordinators that are actively involved in
student recruitment, student enrolment and progression, course
development and linking with relevant industry and professional bodies.
These coordinators will manage students’ candidature through the
implementation of faculty and University policies and procedures,
including academic honesty, special consideration, assessment
extension, and students at risk.

The faculty has a coordinator for each of the following key areas:
• Cancer and Haematology Nursing (Moira Stephens)
• Mental Health Nursing (Associate Professor Kim Foster)
• Emergency and Intensive Care Nursing (Dr Andrea Marshall)
• Clinical Trials Practice (Dr Kathleen Scott)
• Nurse Practitioner (Dr Tom Buckley)
• Clinical Nursing (Dr Tom Buckley)

Clinical Practice Coordinator Dr Jenni Hardy
The Clinical Practice Coordinator oversees the on-campus (simulation)
and off-campus clinical education program for pre-registration students.

Advisors MN and combined degrees
The faculty has a number of advisors that provide direct support and
guidance to students on enrolment and progression matters. The
advisors report directly to the Director Pre-Registration Programs,
and the faculty has an advisor for each of the following key areas:
• Year 1 of the Master of Nursing (Dr Tebbin Koo)
• Year 2 of the Master of Nursing (Dr Sue Ronaldson)
• Combined Degrees for Arts and Science (Maureen Ahern)
• Combined Degrees for Health Sciences (Michelle Maw)

Clinical Education
The Clinical Education team is responsible for the coordination and
communication of clinical placements.

Clinical Simulation Laboratories
The Clinical Simulation Labs team is responsible for setting up of
practical classes and accessing practice rooms.

Unit of study coordinators
A unit of study coordinator is responsible for the overall running of a
unit of study and usually participates in the group teaching of that unit.

Lecturers
Lecturers deliver lectures, lead tutorial groups and provide advice, at
advertised times, about your class work and assessment.

Nursing Student Services
The Nursing Student Services team provide a high level of service to
students on a range of matters including general enquiries,
progression, graduation and completion.

Student members of Faculty Board
Student participation in the faculty is constituted in formal meetings
such as Faculty Board and the MN year 1 and year 2 student
representative groups. The students elected to the Faculty for 2010 are:
• Maricel Mariano, combined degree student member
• Erin Law, Master of Nursing student member

Students
Students are to ensure that they:
• are enrolled correctly
• undertake all the required learning activities in units of study
• are responsible for their own learning
• behave in a manner that shows respect for staff and fellow
  students
• do not impede the learning of any other student.

The Nursing Library
The University of Sydney Library is a network of many libraries across
several campuses. Information about library services, as well as
access to electronic services are available from the library website:
www.library.usyd.edu.au/about.

The library provides high quality information services and resources
to support students and staff in all academic and research programs
and service units of the University. For example, you can:
• search the catalogue to access e-journals and e-books 24 hours
  a day, seven days a week
• access most databases and e-journals off-campus, when and
  where you need them
• email a Faculty Liaison Librarian via the ‘Ask a Librarian’ service
  - your questions will be answered within 48 hours
• use the e-reserve service to access high demand journal articles
  and chapters of books online
• as a postgraduate student or staff member, use the document
  delivery service to get journal articles and books not held in the
  collection.

Off-campus library access
To use the library from an off-campus location, you need access to
the internet. Many of the journals held by the University of Sydney
Library are now held in electronic form, and you can access these
from your own computer using the online catalogue:

When on clinical placement in a hospital you can access all electronic
resources available via the library website with your UniKey login.

Postgraduate students: your Faculty Liaison Librarian can visit you at
the hospital to assist with literature searching or bibliographic
management.

Literacy and information classes
You can learn more about how to use databases and find electronic
journals by attending one of the classes given by the Nursing Library.
Information skills classes are held regularly at the Nursing Library and
upcoming class information can be found in the Nursing Library subject
Individual research consultations are available by appointment. Off-shore students will learn how to access this information during orientation sessions.

The Mallett Street Campus
This campus has two main buildings: Building A and Building C.

Building C is the central building (where the main entrance to the faculty is located). The following is a brief description of each floor.

- Ground floor - Nursing Student Services, Precinct Officer's desk and lecture theatre BG.01
- Level 1 - Nursing History Research Unit and tutorial rooms
- Level 2 - Clinical laboratories and the Nursing Library
- Level 3 - Lecture theatre (C3.01), tutorial rooms and staff offices
- Level 4 - Student Common Room (C4.12) and staff offices
- Level 5 - Faculty management and administration

Building A mostly contains staff offices and can be reached by taking the lift in Building C to the required floor, then continue to turn hard right. This will take you to a ramp that links both buildings. Staff offices are located on levels 3, 4 and 5.

Locating a room
Each lecture theatre, tutorial room and office has a designated number. If you are looking for room C3.01 for example, it is located in Building C, level 3 and room number 1.

Transport and parking
The Faculty of Nursing and Midwifery is easily accessible by public transport and is located a short distance from Sydney's CBD and Central Station where buses regularly depart. The following buses travel along Parramatta Road to the Mallett Street intersection: 435, 436, 438, 440, 483, 413 and Metrobus 10.

If travelling by train, the closest station is Newtown. From King Street the quickest route is to turn left into Church Street, then left onto Salisbury Road, and then take the first right into Mallett Street.

If travelling by car, limited on-street parking is available. Please note that parking inspectors frequent the area and you are advised to use public transport if your visit will be of extended duration.

UniSafe - personal safety tips
Safety on campus is paramount. University Security provides personal safety information to students at the following UniSafe website: www.facilities.usyd.edu.au/security/unisafe.shtml. You will find tips on personal safety, taking public transport, security shuttles and where to go for help.

First aid and emergencies
In a situation requiring first aid, the nearest first aid officer should be contacted. There is a first aid kit on every floor of the Mallett Street Campus, usually located in kitchens or clinical laboratories. Each kit is clearly marked with alternate kit locations and the nearest first aid officer. A list of current first aid officers and their contact details can be found on each floor near the elevators.

The nearest public hospital accident and emergency department is the Royal Prince Alfred Hospital on Missenden Road.

In an emergency, please call triple zero. If you are calling on a mobile or public phone, dial 000. If you are calling on a faculty landline phone, dial 0-000. You are also advised to notify the nearest staff member so that the University emergency response procedure can be initiated.

University of Sydney services
Services for students include the Accommodation Service, Careers Centre, Counselling Service, Disability Services and the Learning Centre. See 'General University information' in the Faculty of Nursing and Midwifery handbook for more details.

The University also maintains a list of Justices of the Peace. The list is available at: www.usyd.edu.au/staff/people_departments/justice_peace.shtml.

Faculty values
The faculty’s vision is to be the premier research-intensive Faculty of Nursing and Midwifery nationally, respected and highly regarded internationally, and to be the provider of choice of graduate entry and post registration nursing education to the high achieving student.

Our values underpin the achievement of our vision, and are summarised in the following statements:

Scholarly behaviour
Faculty commit to an environment where curiosity, mindfulness and reflexivity are valued in the creation and sharing of knowledge.

Creativity
The faculty is a place where dynamism, flexibility, creativity, innovation and inspiration can flourish and faculty commit to creating an environment where these qualities are valued, encouraged and supported.

Accountability
Each member of faculty is accountable for their actions and behaviours and commits to inclusivity, openness and transparency in their relationships. The faculty fosters culture, processes, systems and structures that enable inclusivity, openness and transparency.

Respect
Faculty believe that giving and enjoying respect and dignity is the foundation for human and personal growth and development. This is extended to students, staff and visitors to the faculty and social groups including the people on whose behalf we all work.

Balance
The faculty acknowledges the importance of balance (however interpreted by individuals) in personal, interpersonal and collegial environments. Faculty commits to supporting colleagues and students in their quest for balance and celebration of life.
Section 2 - your student experience

Graduate attributes

The University of Sydney has a policy that sets out the generic attributes of graduates of the University. Generic attributes go beyond the disciplinary expertise (competencies) or technical knowledge that has traditionally formed the core of many university courses and describe the qualities that equip graduates for their role in society and the workplace.

The University has identified three overarching graduate attributes, which reflect the research-intensive nature of the University, its scholarly values in relation to research-led teaching, and the place of its graduates in a global society. These attributes are:

1. Scholarship: an attitude or stance towards knowledge
2. Global citizenship: an attitude or stance towards the world
3. Lifelong learning: an attitude or stance towards themselves.

Each of these overarching attributes can be understood as a combination of five overlapping clusters of skills and abilities developed in disciplinary contexts.

In line with the Academic Board's policy delineating the generic attributes of graduates of the University of Sydney, the Faculty of Nursing and Midwifery has a set of contextualised graduate attributes, developed in consultation with internal and external stakeholders. Each unit of study outline includes material that underlies the significance of the faculty's graduate attributes. These attributes will assist graduates of the faculty in their working and professional life and are outlined below.

Research and Inquiry

Graduates of the Faculty of Nursing and Midwifery will be able to create new knowledge and understanding through the process of research and inquiry. They will:

• value research and its contribution to the development of nursing and improved standards of care
• critically evaluate existing nursing knowledge and recognise the limitations of that knowledge
• have an informed respect for the principles, values and boundaries of their own nursing knowledge
• use the most current nursing research as a guide to decision-making in all nursing practice settings
• exercise critical thinking to foster new understanding.

Information Literacy

Graduates of the Faculty of Nursing and Midwifery will be able to use information effectively in a range of contexts and they will:

• recognise the need for, and have the ability to undertake life-long learning
• understand the extent of information needed for professional nursing practice
• understand the legal, economic, social, cultural, professional and contextual issues for nursing
• use contemporary media, technology, library and relevant databases to access and manage information
• have the capacity to evaluate information and the reliability of its sources.

Personal and Intellectual Autonomy

Graduates of the Faculty of Nursing and Midwifery will be able to work independently and in a sustainable way that is informed by openness, curiosity and a desire to meet new challenges. They will have:

• the ability to restore as much health as desired or possible following an illness, trauma or other health crisis
• the ability to support and work therapeutically with patients and families who have acute, chronic, terminal or untreatable illnesses
• an awareness that the role of the registered nurse includes accountability, acceptance of trust from others, and acceptance of the responsibility that is embedded in the nursing role.

Ethical, Social and Professional Understanding

Graduates of the Faculty of Nursing and Midwifery will hold personal values and beliefs consistent with their role as responsible members of local, national, international and professional communities. They will:

• have an awareness and understanding of the impact of socio-cultural factors on the health of individuals
• understand the relationship between ethics and good patient care as clinical decisions directly affect the dignity, welfare and well-being of patients
• be able to ethically justify their decisions, interventions and actions
• be able to respond to the ethical implications of practice in appropriate and meaningful ways
• protect the rights of individuals and groups in relation to health care
• demonstrate commitment to sensitive, compassionate, human and professional behaviour.

Communication

Graduates of the Faculty of Nursing and Midwifery will recognise and value communication as a tool for negotiating and creating new understanding, interacting with others, and furthering their own learning. They will:

• have the ability to communicate nursing knowledge effectively to patients, families, colleagues and other health care professionals
• be an empathic listener to the worries of patients, their families and friends and can respond effectively
• manage effectively the nursing care of individuals and groups by appropriate organisation and/or delegation
• collaborate and cooperate with other members of the health care team.
Section 3 - important things you need to know about your enrolment

Attendance and participation requirements

Each unit of study has attendance requirements which students are required to meet. Students who are absent without good cause may not be eligible to achieve a minimum grade of Pass.

The Dean may call upon any student in the faculty who has been absent without leave from more than 10 per cent of classes in any one semester in a particular unit of study to show cause why that student should not be deemed to have failed to complete that unit of study.

Full details of the attendance requirements can be found in chapter 5 of the Faculty of Nursing and Midwifery handbook.

Illness or misadventure

The faculty recognises that illness or misadventure can prevent students from meeting attendance requirements. Students have a responsibility to communicate (by telephone or email) with the unit of study coordinator promptly if they anticipate or experience any difficulty meeting these requirements.

Illness or misadventure must be documented. This documentation must be made available to the unit of study coordinator as soon as possible after the absence. Examples of documentation might include:

- Medical certificate
- Police notification of incident
- NRMA service call
- Death notice of family member.

Changing your contact details

On-shore students

To ensure you don't miss vital pieces of information, please ensure your contact details are up to date at all times.

Changes in contact details can be made via the MyUni student portal: http://myuni.usyd.edu.au.

Off-shore students - Singapore

In addition to changing your contact details through MyUni as outlined for on-shore students, you are required to lodge a change of contact details form at SIM.

Off-shore students - Malaysia

In addition to changing your contact details through Myuni as outlined for on-shore students, you are required to lodge a change of contact details form with the program administrator, level 2, Tun Tan Cheng Lock College of Nursing.

Contacting staff

In order to get a prompt response to those important questions, you are encouraged to provide the following essential details when communicating with faculty staff by email or when leaving a voicemail message:

- your full name
- student number
- the reason for your call
- the name of the unit of study or course in which you are enrolled (if applicable)
- the best time to return your call, or a selection of times, and
- the best number’s to reach you on.

Contacting academic staff

Contact details for academic staff and office locations are printed in unit of study outlines and are also available on the University of Sydney website at www.usyd.edu.au, by selecting 'find a staff member'.

Academic staff usually have designated times for student consultation. Please contact the relevant staff member to make an appointment or view the consultation times on office doors.

Email communication

To ensure you are kept informed of important details throughout your enrolment the University provides each student with an official email address upon enrolment. This address will be the main avenue of communication throughout your enrolment and therefore you are strongly encouraged to check it on a regular basis so you can receive important information.

Some tips for email communication:

- So that we can easily identify you, please ensure you use your university email account for all email correspondence.
- We want to ensure you receive all information that is important to you. If using an auto-forward to a personal account, please check that it is functioning properly. Where a bounce back is received it is often not possible to identify the owner of the personal email account.

Course rules

All students should be aware of the faculty’s resolutions and policies which are located in the Faculty of Nursing and Midwifery handbook. An online version can be found at: www.usyd.edu.au/handbooks.

Examinations

End of semester examinations are timetabled by the University. Timetables will be available on the University website at www.usyd.edu.au/current_students/student_administration/examinations/index.shtml approximately 2-3 weeks prior to the examination period. Students who find they have an examination clash should apply for a change of timetable at the Student Centre, Jane Foss Russell Building, Darlington Campus. It is the student’s responsibility to check the examination timetable regularly.

All students are allocated a room and seat number for exams held on the Camperdown/Darlington Campus, and a room number for exams held on the Mallet Street Campus. Room and seat numbers will be available on the University website. It is the student’s responsibility to report any problems with the room or seat number prior to the exam.

Special arrangements for exams will be considered for students who have registered with Disability Services. Further information is available at www.usyd.edu.au/current_students/student_administration/examinations/index.shtml.

Illness or misadventure

If you are unable to attend an exam, or your performance in an exam is affected, due to illness or misadventure you are advised to submit a request for special consideration. The form is available at www.nursing.usyd.edu.au/cs/forms.shtml.

Graduation

All students are automatically assessed at the conclusion of each semester to determine their eligibility for graduation.

Following this process all eligible students will receive a graduation letter from the faculty indicating the date of the next graduation ceremony. Approximately two to three weeks prior to the ceremony, graduands should expect to receive further correspondence from the University’s Graduations Office, giving important details relating to tickets, academic gown hire and the like.

Further information, including the current graduation schedule, is available from: www.usyd.edu.au/studentcentre/grads.
Organising your timetable

**Pre-registration students**
In the week before semester commences, all pre-registration students will be able to access the university web-based timetable system. You will need your MyUni login and password for access. For access questions, contact the ICT help desk on 9351 6000.

**Post-registration and BN (Hons) students**
Post-registration students can access their timetable through the Faculty of Nursing and Midwifery website prior to the commencement of the semester.

**Off-shore students**
Off-shore students will receive their study block timetable at enrolment.

Results and academic records

**Results notices**
Students will receive a results notice at the conclusion of each semester, mailed to the correspondence address provided in MyUni. Results may also be viewed on MyUni. To obtain additional or replacement copies of these notices, contact the Student Centre, Jane Foss Russell Building, Darlington Campus.

**Academic transcripts**
Students will receive two complimentary copies of their academic transcript upon graduation. However, should you wish to obtain a copy of your academic transcript prior to graduation or in the future, contact the Student Centre, Jane Foss Russell Building, Darlington Campus or download a request form from their website: www.usyd.edu.au/current_students/student_administration/.

Scholarships and prizes

Scholarships are in the main, based on merit. All students are eligible for consideration, and their academic results will be assessed to determine the successful scholarship recipients.

In 2010, scholarship information will be available on the faculty’s website and email advice will be forwarded to students. For the most up to date information on scholarship and prize opportunities, please visit the following websites:

- **Faculty of Nursing and Midwifery**
- **Scholarships and Prizes Office**
  www.usyd.edu.au/scholarships
- **Financial Assistance Office**
- **The University of Sydney Scholarships**
  In addition to faculty scholarships the University of Sydney offers a large number of scholarships to undergraduate and postgraduate students, to Indigenous Australians and international students, including:
  
  **Walter and Eliza Hall Scholarship in Nursing**
  One financial aid scholarship to the value of $6000 for a student enrolled in a Master of Nursing (Graduate Entry) or combined degree program, who has completed at least 48 credit points towards the Master of Nursing.

Varying your enrolment

**Students** are responsible for ensuring that the information on their course, academic year and units of study are correct at the beginning of the semester, and amending their details if a change occurs. Students are sent a **Confirmation of Enrolment** notice after the initial enrolment period and following any variations to the enrolment.

To add or drop individual units of study, a variation of enrolment form can be downloaded from the faculty website (www.nursing.usyd.edu.au/cs/forms.shtml) or collected from Nursing Student Services. Application forms to suspend studies for a semester or totally discontinue enrolment are also available.

Students are advised to check relevant census deadlines before requesting a unit of study variation in order to avoid financial and academic penalty. Further information regarding deadlines can be found at the Timetable Unit website at http://web.timetable.usyd.edu.au/calendar.jsp.

**Pre-registration students**
Pre-registration students are required to seek academic advice and obtain a signature prior to submitting a variation of enrolment form, to ensure that prerequisite and progression rules have been met.

Completed forms can be submitted to Nursing Student Services between counter hours or deposited in the Nursing Student Services deposit box (this box is cleared on a daily basis).

**Post-registration students**
Post-registration students are encouraged to seek academic advice prior to submitting a variation request.

Students may complete a variation of enrolment form or send a variation of enrolment request via email to info@nursing.usyd.edu.au. If sending your request via email please use your university email account and provide your full name, student identification number and unit of study details.

Completed ‘variation of enrolment’ forms can be submitted to Nursing Student Services between counter hours or deposited in the Nursing Student Services deposit box (this box is cleared on a daily basis).

**Off-shore students**
Off-shore students are encouraged to seek academic advice prior to submitting a variation request. Advice may be sought from the Director of International Programs, A/Prof Maureen Boughton (via email at m.boughton@usyd.edu.au).

**Singapore**
Students studying in Singapore are required to complete a variation of enrolment form and lodge it at the Singapore Institute of Management.

**Malaysia**
Students studying in Malaysia are required to complete a variation of enrolment form and lodge it with the program administrator, level 2, Tun Tan Cheng Lock College of Nursing.

**Bachelor of Nursing (Honours) students**
Bachelor of Nursing (Honours) students are required to seek advice from the Director Research Students and Research Development prior to submitting a variation request.

**Research students enrolled in the BN (Hons) and the MN (Hons)**
Research students are required to seek advice from the Director Research Students and Research Development prior to submitting a variation request.
Section 4 - unit of study information

General information about units of study

Units of study provide the core structure of coursework degrees. The majority of units of study offered by the Faculty of Nursing and Midwifery are worth six credit points.

All units of study are similarly structured and have some core features of which you need to be aware. Below is an overview of these features. You will receive a unit of study outline with specific details for each unit of study in which you are enrolled.

1. Introduction

The unit of study introduction provides the background to your learning and an overview of the issues and topics to be considered in the unit.

2. Learning outcomes and graduate attributes

The learning outcomes for the unit of study indicate what you are expected to achieve by undertaking the unit. You should refer to these before undertaking, and upon completion of, the unit to ensure you have met the learning requirements.

3. Learning resources

Each unit of study contains a detailed explanation of the learning resources for the unit. These will vary from unit to unit and include textbooks, journal articles, websites, etc.

The learning resources for each unit of study are the basis of your learning in that unit and are included to provide comparison, various perspectives or encourage debate. The learning resources are drawn from a range of sources because study and research in nursing involves a wide range of disciplines.

4. eLearning

eLearning at the University of Sydney is a system designed to carry electronic information to support students' learning in their various units of study. There are many ways the eLearning tool can be used and different units may use different elements of the software.

5. Student assessment

Each unit of study contains detailed explanation of the student assessment for the unit. Student assessment and related issues are discussed in greater detail later in this guide.

6. Study schedule

The study schedule for each unit of study is an important component. It explains the plan of the unit for the semester, what you are required to do at various times, when assessment items are due, and outlines some lecture and tutorial topics.

7. Review questions / activities / quizzes

Units of study may contain a range of review questions, activities and quizzes. These are designed to:

• encourage you to apply your reading to your nursing practice;
• act as self assessment so you can gauge your understanding of the material that is being presented, and
• provide you with the opportunity to reflect on the unit content and consider how it relates to your nursing practice and the more specific issues you are facing.

Not all the review questions, activities and quizzes are assessable. However, they are all designed to contribute to your learning of the unit material. You are advised to complete all the review questions, activities and quizzes and document them in a learning journal that can be used as a study tool in preparation for exams.

eLearning

The University of Sydney currently uses several learning management systems. This faculty's eLearning sites have been developed using Blackboard. You can access this by clicking on the 'USYD eLearning' link on the Current Students page or MyUniv.

Where to get help

• If you are having computer troubles or difficulties with your login name and password, contact the Computer Access Labs or ICT help desk at http://itassist.usyd.edu.au or by calling +61 2 9351 6000.
• If you are in an eLearning session and are having problems the 'Help' button at the top of each page will give you quick, simple answers to most straightforward problems.
• For further assistance with eLearning you can contact the eLearning Helpdesk by clicking on the Sydney eLearning Student Support Page link in the footer of each site.
• If you have queries about the subject matter within the units of study you should contact the unit of study coordinator.

Getting to the eLearning login page

The quickest way to get to the eLearning login page is by pointing your browser to the following URL: https://learn-on-line.ce.usyd.edu.au (if you use the same computer regularly, you may wish to bookmark this link so you can get to your login page easily).

You can also get to the eLearning login page via the University of Sydney's homepage.

To access eLearning this way:

1. Go to the University's homepage (www.usyd.edu.au).
2. Click on 'Current Students'.
3. There is a student login menu on the right-hand side of the Current Students webpage. Select the link titled 'USYD eLearning (formerly WebCT)'.

UniKey login

Upon arriving at the eLearning welcome page, select 'Unikey access to your eLearning sites' and you will be directed to the standard university authentication page.

Simply enter your UniKey details – login name and password – in the space provided and click 'Log in'. If the details you enter match the university database, you will be forwarded to your eLearning environment, and in particular, a page called ‘My eLearning Sites’.

If the details you enter don't match those in the university database, an error message will appear in red: saying either that 'you have entered an invalid login name', or that 'you have entered the wrong password'. If this happens, check that you do not have Caps Lock on, and try again.

If you are getting an error message unlike those described above, you should check out our comprehensive help pages at www.usyd.edu.au/webct/student/trouble/login_trouble.shtml.

Your UniKey login name and password is printed on your initial confirmation of enrolment. For further information on eLearning please see the website: www.usyd.edu.au/webct/student/guides.
Assignment submission
When submitting assignments, please take note of the following:

- Students are responsible for ensuring their assignments are submitted in the correct manner.
- Assignments submitted incorrectly, and therefore not submitted by the due date, will be subject to a late penalty.
- Students are responsible for keeping a copy of each assignment.
- Assignments that fail to reach the University, and for which the student does not have a copy will receive a fail grade.
- All assignments, whether submitted by hand or electronically are required to have an assignment coversheet attached. Assignments without a coversheet will not be processed.
- By emailing your assignment and attaching the assignment coversheet you are acknowledging your obligations regarding plagiarism as per the Plagiarism Declaration on the assignment coversheet.

Unit of study outlines will contain details regarding assignment submission for each assignment item. Submission of assignments will be by one of the following methods:

**By hand**
Assignments with a cover sheet attached are to be deposited by hand in the Learning and Teaching assignment deposit boxes located on the ground floor, Building C, 88 Mallett Street, Camperdown.

**eLearning**
Some units of study will require assignments along with the relevant cover sheet to be submitted via the assignment drop box in the eLearning site.

**Email**
Some units of study that are run in the distance mode will permit students to submit their assignment via email. In these cases assignments are to be emailed by the due date along with the relevant coversheet to: assignments.nursing@usyd.edu.au.

When emailing assignments, the following naming convention must be used for files: Unikey # / Unit code / Assignment #.

For example, if Jane Citizen is submitting her first essay for NURS6005: Acute Care Nursing Practice 1, her assignment file should be saved as: jcit1234NURS6005essay1.

All assignments submitted via email must be submitted via your university email account.

**Off-shore students - Singapore**
Except where otherwise indicated, students are required to submit their assignments through the Singapore Institute of Management (SIM). SIM will forward assignments to the relevant lecturer. Please note:

- Do not post assignments directly to the lecturer.
- Faxed or emailed assignments will not be accepted.

**Off-shore students - Malaysia**
Except where otherwise indicated, students are required to submit their assignments to the on-site program administrator at Assunta Hospital. The program administrator will forward assignments to the relevant lecturer.

Assignments are to be deposited in the assignment collection box located on level 2 of the Tun Tan Cheng Lock College of Nursing. Please note:

- Do not post assignments directly to the lecturer.
- Faxed or emailed assignments will not be accepted.

Assignment coversheets
Assignment coversheets are only available on the web. They are barcoded with your personal details and numbered according to each assignment you need to submit for your unit/s of study. It is compulsory to attach the correct assignment coversheet to each assignment.

**Accessing your coversheet**
To access your coversheet go to the following link:

You will need to login for the first time to allow the system to create an account for you. Instructions on how to login for the first time can be found on the student login screen as follows:

1. Click on ‘options’, then ‘first time login?’.
2. Enter your student identification number (SID) in both the SID and password fields and click ‘login’.
3. You will be prompted to change your password.
4. Now that you are logged on, you will be able to see the units of study you are enrolled in. To print an assignment cover sheet, simply click on ‘print’ in the row of the relevant assignment.

**Tracking your assignment**
You are able to track your assignment by logging into eXcelerate and viewing the columns showing the current status of your assignments as follows:

- The column titled ‘printed’ indicates that your have accessed and printed your assignment coversheet.
- The column titled ‘received’ indicates that your assignment has been collected and received by Nursing Student Services.
- The column titled ‘T.Lect.’ indicates that your assignment has been forwarded to your lecturer for marking.
- The column titled ‘F.Lect.’ indicates that your assignment has been marked and is awaiting collection at Nursing Student Services.
- The column titled ‘Collected’ indicates that you have collected your assignment.

**Password problems**
If you forget your password or get locked out of the system please email the Learning and Teaching team at lt.nursing@usyd.edu.au.

You will need to provide your full name, course name and student identification number. Your password will be reset within 24 hours of receiving your email.

**Assignment extensions**
All students are expected to work on their assignments throughout the semester and assignments must be submitted by the due date, unless written approval for late submission has been obtained.

Approval for late submission will only be granted where the student can show good cause such as evidence of serious ongoing illness, or extreme and unpredictable circumstances. Only one extension of time will be permitted for each assignment item.

**Extensions of one week**
Applications for one week extensions will be assessed by the relevant Director or the Associate Dean (Learning and Teaching).

The one week extension request form is available from the faculty website and should be completed and submitted with supporting documentation on or before the due date as follows:

**In person**
Submit to the Learning and Teaching assignment extension deposit box on the ground floor, Building C, 88 Mallett Street, Camperdown.

**By mail - to the faculty**
Administrative Officer (Learning and Teaching)
Faculty of Nursing and Midwifery (M02)
The University of Sydney
NSW 2006 Australia
Supporting documentation
This may include any of the following:
- A medical certificate stating the duration of incapacity for study.
- A report from the university counselling service, stating the impact of the situation on your ability to complete the assessment.
- A report from a social worker/physiotherapist or other allied health professional, stating the extent to which the situation has impacted on your ability to complete the assessment.

This application form and documentation will be kept in an administrative file for the period of the student’s enrolment.

Special consideration
Students who require an extension greater than one week past the due date must apply for special consideration. Application forms are available on the faculty website and should be completed and submitted with supporting documentation as follows:

In person to Nursing Student Services
Submit to Nursing Student Services during counter hours on the ground floor, Building C, 88 Mallett Street, Camperdown. Counter hours are Monday to Thursday 10am-4pm, and Friday 10am-1pm.
You will be provided with a receipt for your application.

Applications for special consideration will be assessed by the Associate Dean (Learning and Teaching).

Supporting documentation
Students are required to submit a completed Professional Practitioner’s Certificate as outlined on the Application for Special Consideration form.

Submission of an assignment where an extension of time has been granted
Students who have been granted an extension of time should deliver their assignment with evidence of approval for late submission on the new due date according to the instructions provided in the relevant unit outline.

If submitting this assignment in person it should be submitted in the ‘Early/Late’ assignment deposit box on the ground floor, Building C, 88 Mallett Street, Camperdown.

Off-shore students - Singapore
Deliver your assignment in hard copy to the Singapore Institute of Management (SIM).

Off-shore students - Malaysia
Deliver your assignment in hard copy to the Tun Tan Cheng Lock College of Nursing.

Penalties for late submission
Where an assignment is submitted late without an approved extension, a late penalty will apply. Penalties are calculated as a percentage of the total mark available for the assignment as follows:

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Percentage deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 7 days late</td>
<td>2% per day including weekend days</td>
</tr>
<tr>
<td>More than 7 days and up to 14 days late</td>
<td>5% per day including weekend days</td>
</tr>
<tr>
<td>More than 14 days late</td>
<td>100%</td>
</tr>
</tbody>
</table>

Assignment grading
The merit of your work - as academic work - is what is assessed and what earns you marks. Simply complying with the structural and referencing formats and presenting your work will not gain you marks.

Marks are awarded for how carefully you have read about the topic set, how much thought you have put into your assignment, how well you have considered counter-arguments, reflected on your own experiences in relation to what has been written, how well you have looked at ideas in a balanced and thoughtful way, and how carefully you have thought about the ideas.

What sets academic writing apart from other forms of writing are these two things: how well you have thought about what an author meant (that is, what ideas are explicit and implicit or assumed or left unquestioned) and what evidence has been relied upon to support those views.

Specific grading criteria

Pass
Written work contains evidence of a broad and reasonably accurate command of the subject matter and some sense of its broader significance; offers synthesis and some evaluation of material; demonstrates an effort to go beyond the essential reading; contains clear focus on the principle issues; some evidence of ability to integrate theory with clinical practice; articulate and properly documented.

Credit
As for pass plus - evidence of comprehensive reading with synthesis and critical analysis of material; demonstrates an ability to consistently integrate theory with clinical practice; clear and well organised with effective expression and good writing style.

Distinction
As for credit plus – evidence of extensive reading and initiative in research; sound grasp of subject matter and appreciation of key issues and context; critical evaluation of clinical practice; well written and documented.

High Distinction
As for distinction plus – initiative in research and reading; complex understanding and original analysis of theory as it applies to the clinical setting makes an attempt to analyse relevant research and apply its underlying assumptions to the discussion; outstanding use of language, writing skills, vocabulary and grammar.

Should this information be insufficient, or you feel you wish to seek further clarification in this area please contact the unit coordinator as soon as possible. Leaving such issues until they become unmanageable may result in you having difficulties completing the unit of study. Students are encouraged to discuss any concerns and seek assistance as soon as they become apparent.

<table>
<thead>
<tr>
<th>Percentage achieved</th>
<th>Grade awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 - 64%</td>
<td>Pass (P)</td>
</tr>
<tr>
<td>65 - 74%</td>
<td>Credit (C)</td>
</tr>
<tr>
<td>75 - 84%</td>
<td>Distinction (D)</td>
</tr>
<tr>
<td>85 -100%</td>
<td>High Distinction (HD)</td>
</tr>
<tr>
<td>Less than 50%</td>
<td>Fail (F)</td>
</tr>
<tr>
<td>Non-submission of an assessment item, which means an overall fail grade for the unit</td>
<td>Absent Fail (AF)</td>
</tr>
</tbody>
</table>
Return of assignments

On-shore students
It is faculty policy that students studying on-shore can expect assignments to be returned within four weeks of the date of submission.

Pre-registration students
Pre-registration students may collect their assignments from Nursing Student Services, ground floor, Building C, 88 Mallett Street, Camperdown, during counter hours.

Nursing Student Services is open from Monday to Thursday 10am-4pm and Friday 10am-1pm.

Post-registration students
Students are required to indicate on the assignment coversheet whether they wish to have their assignment returned by post, or to collect the assignment in person from Nursing Student Services during counter hours.

Nursing Student Services is open from 10am-4pm Monday to Thursday and 10am-1pm on Fridays. Assignments will only be posted when an address is provided on the assignment cover sheet.

Assignments will be held for collection at Nursing Student Services for one semester only after which they will be destroyed.

Off-shore students
It is faculty policy that students studying off-shore can expect assignments to be returned within six weeks of the date of submission.

Singapore
Assignments will be marked and returned to the Singapore Institute of Management for distribution to students.

Malaysia
Assignments will be marked and returned to the program administrator at Assunta Hospital for distribution to students.
Section 5 - academic honesty and referencing

Academic honesty

The University of Sydney's Academic Board has endorsed a policy on academic honesty, which governs all students and all units of study forming coursework awards in the University. Research awards, including Honours, the Master of Philosophy and Doctor of Philosophy have a separate policy but the principles remain the same.

Academic honesty is a core value of academic life; a condition of submission of academic work is that it is solely your own. In the case of group assessment items, the work must be solely the work of the respective group.

Academic work not correctly and appropriately referenced constitutes academic dishonesty. The University has strict guidelines and penalties for academic dishonesty. If you are in doubt about these policies, you should ask your lecturer or examine them on the University's website at: www.usyd.edu.au/secretariat/students/plagiarism_index.shtml.

The University is committed to the basic academic right that students receive due credit for work submitted for assessment.

It is unfair for students to submit work for assessment that dishonestly represents the work of others as their own. Such activity represents a form of fraud, better known as plagiarism, which can be broadly defined as presenting another person's ideas, findings, or work as one's own by copying or reproducing the work without due acknowledgement of the source.

It is the most common form of academic dishonesty associated with assessment in coursework units of study. Most commonly a student presents written work including ideas and concepts, sentences, paragraphs or longer extracts from published material (in any form, including text or pictures) without acknowledgement of its source.

Plagiarism also applies when a student reproduces the work of another student without acknowledgement.

Individual assessable work

A student's assignment will be referred to the Associate Dean (Learning & Teaching) when it contains unacknowledged work copied from published work, other students or the internet; or where there is evidence that the student engaged another person to write the work for assessment or paid another person to conduct the research for the assessment.

The Associate Dean (Learning and Teaching) will determine an appropriate penalty that may include failure of the unit of study.

Group assessable work

Work submitted for assessment that arises out of group efforts assumes that each member of the group has participated equally in the preparation and presentation of the work.

In submitting group work for assessment, all members of the group are bound by the policies and principles for academic honesty, including participating appropriately in the activities inherent in preparing assignments. It is important that students understand that not making equal contribution to a group assignment is a form of dishonesty.

Editorial assistance

Students are reminded that there is a limit to the boundaries when using the assistance of an editor. An editor's role is to assist with the presentation and proofreading of your work; it is not their role to rewrite the work for you.

Referencing guide

It is a requirement that all academic work be correctly and appropriately referenced. The Faculty of Nursing and Midwifery requires that coursework students use the Harvard (author-date) method of referencing as outlined below unless otherwise specified in the assignment instructions. Assignments not correctly and appropriately referenced will receive a fail grade.

This guide will assist students to acknowledge appropriately the work of others. The guide is intended for all pre-registration and post-registration students in the preparation of their academic assignments. Research students may, from time to time, use other forms of referencing in reporting their research. These students, in consultation with their supervisor, may need to use different styles of referencing depending on the nature of their project.

Written language conventions

Students are required to observe the conventions of written British English rather than American English. For example, ‘organise’ instead of ‘organize’, and ‘behaviour’ instead of ‘behavior’.

The exception is the use of scientific nomenclature or internationally recognised conventions for some written language. For example, the word foetal is now spelt ‘fetal’.

Quotations must be reproduced exactly as written.

If you are unsure about language conventions, including the correct use of grammar and punctuation, please refer to:


Use of inappropriate, sexist or racist language

Students should avoid making unsubstantiated personal opinions of individuals or groups, or writing in a way that conveys derogatory, uncomplimentary, biased, inequitable or prejudiced language.

The use of colloquialisms, slang or other informal expressions should also be avoided. Submitting written work that displays these characteristics is not acceptable academic practice.

It is a policy of the University of Sydney Senate that the use of personal or irrelevant references to race or sex is offensive. Sexist and racist language should not be used in your assignments. Students who use sexist, racist or depersonalising language will, in the first instance, be counselled about its use. Should the use of such language continue, subsequent assessment items will receive a fail grade.

Sexist language includes gendered language that is ambiguous, demeaning, patronising or stereotyping. Some examples are:

- the use of ‘man’ and ‘he’ as generic words referring to females as well as males (try, for example, ‘person’ or ‘they’)
- the use of sex specifications for example, woman doctor or male nurse, when such specifications are irrelevant to the text
- inappropriate use of non-parallel words for example, girls and men (try, for example women and men) or man and wife (try, for example husband and wife)
- word order where the male always comes first. For example, men and women, husband and wife, rather than varying the gender order or having a logical basis for that order.

For further information on sexist and racist language, refer to the 2002 *Style Manual for Authors, Editors and Printers*, John Wiley & Sons, Milton. This book is in the Nursing Library, call no. 808.042 101L.

Acknowledging ideas and concepts in your essay

In scholarly writing, the ideas or words of other authors are always acknowledged. The rationale for doing this is that such words or ideas are someone's intellectual property.
4. Guide for students

In addition your reader (or marker) may wish to read the author's work and will need to be able to locate it. For these reasons, the correct and complete acknowledgement of other's works is an essential part of scholarly writing.

The only time you do not reference your source is when it would be clearly too difficult to name any one source, as in facts well known to the general public. For example, no acknowledgement is needed for statements such as:

Florence Nightingale (1820-1910) is acknowledged as one of the founders of modern nursing.

There is a need to reference statements such as:

During her time in the Crimea, Florence Nightingale advocated a ratio of two or three female nurses per one hundred severely wounded men (Dingwall, Rafferty & Webster 1988:45).

Oxygen transport is facilitated by the formation of a heme-oxygen complex with particular sterichoemical properties (Tortora & Grabowski 2000:799-800).

Such statements and ideas are to be referenced even when you are not directly quoting the author.

There is no one universally correct style of acknowledging concepts and ideas. As you have seen in your reading, different institutions and publications adopt different systems. What is universally agreed upon is that, once a particular style is adopted, it is used consistently and methodically throughout a work. The use of a consistent writing style assists the reader to access the information quickly.

The basic rule is simple: when you refer in your essay to ideas or information (especially material you have quoted or paraphrased) which you have obtained from another source, you must acknowledge the contribution that the other source has made to your work. Complying with the faculty-endorced referencing style is required for academic work.

References in the body of your essay

This faculty requires that you use in-text referencing for acknowledging the ideas, works and words of others. This means that the family name of the author and the year the work was published is included in the text of your essay.

If you are citing specific ideas, passages or direct quotations you must also include page numbers. If however, you are referring to a whole piece of work, do not include page numbers in your in-text referencing.

There are two ways in which the work of other authors may be acknowledged in the text of your essay.

1. Acknowledgement may occur at the end of the sentence in which the author's work has been used, for example:

The leading medical cause of Aboriginal mortality is due to circulatory system disease. Other important causes of death include diseases of the respiratory system and injury or poisoning (Anderson 1999:60; Thomson 1995:171; Sagggers & Gray 1999:100).

Only the author's family name is used. Initials are added only when they are required to distinguish between authors of the same family name or where reference is to personal communication.

Personal communication refers to information that has come directly from a person rather than from a published source. This communication can be verbal or written, including email.

Where the reference contains the names of three or more authors, all the family names are given when first mentioned; subsequent mention consists of the author's family name followed by et al. The full term is et alia but abbreviated to et al. for ease of use.

An ampersand (&) is used to separate the family names of two authors, a space to separate the author and date and a colon to indicate page numbers. For example, (Small & Large 2001:52). A semi-colon is used to separate different references. For example, (Black & White 2001:54, Smith & Jones 1999:65-69). The full stop goes after the brackets containing the reference to indicate that the reference refers to what has gone before.

2. The family name of the author may be incorporated into your sentence, for example:

Andersson (1999:60), Thomson (1995:171) and Sagggers and Gray (1999:100) all state that the leading cause of Aboriginal mortality is due to circulatory system disease, and that other important causes of death include diseases of the respiratory system and injury or poisoning.

An ampersand (&) is not used to separate co-authors in the body of the essay.

Always give the page numbers of your references. You have a responsibility to your readers to provide sufficient information about the source of the reference so that they can be followed up, if desired. The information you are citing is usually taken from a small number of pages in the source document. You only cite these page numbers not those of the entire work.

Citing secondary sources

Sometimes you wish to refer to work which you have not read in the original but have read or read about in another source. It is better to read the original work rather than to rely on another's interpretation. However, if you are referring to work you have accessed through a secondary source then you should cite that source in one of two ways, depending on how it has been used.

1. To reference work that you have read about in a secondary source:

Early epidemiological studies by Alfredsson, Karasek & Theorell indicate that work stress can contribute to heart disease (Jones & Bright 2001:70).

In your reference list accompanying your submitted work, you include the full reference for Jones and Bright (2001:70), because it is the source of your information.

Therefore, you do not provide a reference in your reference list for Alfredsson, Karasek and Theorell.

2. To reference a quote that you have taken from a secondary source:

It has been noted that "the supernatural causes of illness far outweigh the natural causes in the belief systems of the world's peoples" (Murdoch 1980:26, cited in George & Davis 1998:3).

In your reference list, you include only the full reference for George and Davis (1983). Guidelines for the layout of your reference list are provided in this section of the Student Guide.

Quotations

Ideally you will use your own words to describe the ideas of others. However, when the original wording is so apt that you cannot put it in your own words or paraphrase it adequately, you can use the exact wording of the original. An example of where a direct quote is acceptable is when you are providing a definition of a concept.

Generally, use only short quotations for specific purposes and avoid lengthy quotations or extensive use of quotations be they from one or many sources.

If you do include a quotation from your reading you must give the page number along with the author and date. There are many ways of referencing a short quotation but the following are examples of two of the most commonly used ways:
Indeed, one researcher commented that 'technological innovations have saved or extended the lives of many patients' (Lumby 2001:44).

OR

Lumby (2001:44) has commented that 'technological innovations have saved and extended the lives of many patients'.

Quotations of more than 30 words should be set out as a separate, single-spaced, indented paragraph without quotation marks, as in the following example:

Knapman (1999:123) details the projected ageing of the Australian population, stating that:

Australia’s population aged 65 years and over is now projected to rise from 2.2 million in 1995 to between 6.0 and 6.4 million in 2051, and account for between 22.5% and 24.3% of Australia’s population in 2051. Those 85 years and over will make up approximately 20% or about 1.3 million people in 2051.

All quotations use the exact words and spelling of the original. Three dots (...) indicate that a portion of the quotation has been omitted.

If there are manifest errors in the quotation, for example, spelling or grammatical errors, you can note that these are errors in the original (rather than your errors) by inserting [sic] or making an editorial comment in square brackets. An example is:

One of Mary Skinner’s grateful patients wrote her a letter which included the following proposal: ‘me old Ma...want looking after [sic]. Are you willin [to marry me]? I had a good education like you as’ (Skinner 1972:65).

Books

Books should be referenced in the following way:

Author’s family name initials (year of publication) Title of Book, Publisher, City of Publication

A space separates the family name, initials, date and title; a comma and space separate the title, publisher and city of publication. For example:


Book with subsequent editions


Corporate authors


Learning Centre (2000) Skills for Essay Writing Analytical Writing, The University of Sydney, Sydney

No known authors or editors

Supervisors (1972) WGBH Educational Foundation, Boston

Government publications


Workforce Planning Unit (1999) Profile of the Registered & Enrolled Nurse Workforce, NSW, 1998, Statewide Services Development Branch, NSW Health Department, North Sydney

Newspaper articles / reports

Known author


Unknown author

Sunday Telegraph, 24 June 1984:2 (Nursing’s just the job for MP Bob) Sun-Herald, 6 January 2001:49 (Men know better, generally)

Pamphlets

Sexual Assault Committee Women’s Co-ordination Unit (1987) Women & Rape. A Woman’s Handbook on Sexual Assault, New South Wales Women’s Advisory Council, Sydney

Papers included in the published proceedings of a conference


Unpublished conference papers


Parliamentary Acts and Bills

Mental Health bill (1989) (New South Wales)

Inter-State Commission Act (1975) (Commonwealth)

Personal communications

Citizen Joan (2007) personal communication, 16 November

Smith Bill (2008) Interview by author, 23 September. The tape of the interview is held by the author

Reports or bulletins in an irregularly appearing series


Theses


Print journals

Print journals should be listed in the following way:

Author’s family name initials (year of publication) Title of article, Title of Journal, volume number (issue number or other identifier): page numbers (first-last)

A space separates the family name, initials, date and title of the article; a comma and space separate the title, the journal name, and volume. The issue is placed in brackets without a space; this is followed by a colon and the page numbers, again without a space. The page numbers in the reference list are all pages of the article not just the pages used in the body of the essay.

Italics are used to indicate that a work is published. If you are working by hand or using a typewriter or a printer without an italics font, underline the published work.

Electronic journals in full text databases and journal collections

See separate referencing instructions below for journals published exclusively online.

When you reference information from an electronic source, you need to make it clear to the reader how you obtained the information. As well as the details needed for print material (author, year, title, journal, volume, page), you need to include information on the format and the source of the document you have used. Since the web is constantly being changed, you must also include the date you accessed the information, so your reader knows the version of the information used.

Electronic journals should be referenced in your reference list in the following way:

Author's family name initials (year of publication) Title of article, Title of Journal, [Online], volume number (issue number or other identifier) Available: Supplier name/Name of database and journal collection [access date]

Please note the following:

- Only give page numbers for electronic journals in PDF format.
- When printed from the internet in, for example, HTML, the page numbers of electronic journals will not match their hard copy (published) format.
- When referencing the journal in the body of your work, you cite the page numbers as they appear on the HTML version.

The following examples show how to reference journal articles in some of the more common electronic journal collections and full text databases accessible through the University of Sydney Library.

CINAHL (Ovid)


Science Direct (Elsevier), Academic Press (Ideal) and Ingenta (Blackwell)

These journals are in PDF format. A PDF file is a scanned copy of the published hard copy. It is viewed using Adobe Acrobat software. The page numbers on the copy printed from the internet will be the same as the page numbers in the version published in print form; you include the page number in your reference.


ProQuest (PreQuest Company)


Journals published exclusively online

These journals have no print equivalent. They are published only in electronic format, and are available via the internet. All you need to access these journals is their URL.


World Wide Web

It is essential to give the title of the web page and as much other information as you can find about the source of the web page. Take this information from the web page. If this is not clear, take it from the very top of the screen, in your browser's title bar.

The date of publication of the web page is the date it was last updated. If this date is not available or not clear, use the copyright date.

The URL is the most important information to include in a reference for a web site. You will find this in the location window of your web browser. Give the URL exactly as it appears. If it is long, start the URL on a new line, so it will fit on one line without a break. If the URL is so long that it will not fit on the one line, break it after a slash or before a full stop. Do not add a hyphen to the break.

As for online journal articles, page numbers are only required if the paper you are referencing is in PDF format.

Web pages with an author

Where the author of a web page is known, reference the page in the following way:

Author's family name initials (year of last update or copyright year) Title of Web Page, [Online], Available: URL [access date].


Web pages with no author

Where the author of a web page is not known, reference the page in the following way:

Title of Web Page, [Online], (year of last update or copyright year), Available: URL [access date].


Referencing more than one work published by authors in the same year

When an author or authors have published more than one article in the same year, they are identified by the addition of a, b, c etc. to the year of publication. For example:

Royal Australian Nursing Federation (1985a) Nursing Standards for Patient Care, RANF, South Melbourne

Royal Australian Nursing Federation (1985b) Costing Nursing Care, Budget Planning, Management and Justification, RANF, South Melbourne

Where possible, it is important to identify the publications in the order in which they were published. For example, if an article was published in January 1990 it is identified by '1990a', while an article published in March 1990 by the same authors is indentified by '1990b' and so on.

This is particularly important where there is a series of articles or when the authors are reporting on particular developments or when they have changed their position on a particular issue.

Your Completed Reference List

Your completed list of references at the end of your assignment will look something like the following:


Citizen Joan (2007) personal communication, 16 November


Inter-State Commission Act (1975) (Commonwealth)

Lawler J, West S, Boughton M & Bown L (2007) Graduate entry nursing: The Sydney cohort study after one year and early data on the second intake Royal College of Nursing, Australia Annual Conference Sydney, Australia 11-14 July


Royal Australian Nursing Federation (1985a) Nursing Standards for Patient Care, RANF, South Melbourne

Royal Australian Nursing Federation (1985a) Nursing Standards for Patient Care, RANF, South Melbourne


Smith Bill (2001) Interview by author, 23 September. The tape of the interview is held by the author

Sunday Telegraph, 24 June 1984:2 (Nursing's just the job for MP Bob)


Workforce Planning Unit (1999) Profile of the Registered & Enrolled Nurse Workforce, NSW, 2998, Statewide Services Development Branch, NSW

Assistance with academic writing skills

For help with academic writing skills, please contact the University of Sydney Learning Centre which offers a variety of courses for students. Information regarding classes and resources available can be found on the Learning Centre website at: www.usyd.edu.au/stuserv/learning_centre/course.shtml.
Section 1 - Academic Honesty and Prohibition on Plagiarism

University Policy
The Faculty follows the University policies relating to Academic Honesty and Prohibition on Plagiarism outlined below.

- Academic Honesty in Coursework; and
- Student Plagiarism: Coursework Policy and Procedure.

Section 2 - Appeals against Academic Decisions

University Policy
This Faculty policy should be read in conjunction with the following Academic Board resolutions and policies:

- Student Appeals against Academic Decisions - Academic Board Resolutions;
- Student Grievances, Appeals and Applications for Review; and
- University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended).

Note: As at the time of printing the university policies relating to Student Appeals are being reviewed by the Academic Board and updates should be viewed in the Handbook on-line erata at: http://www.usyd.edu.au/handbooks/index.shtml.

Faculty Policy

Principles
This policy is based on the following principles outlined in the University of Sydney (Student Appeals against Academic Decisions) Rule 2006:

1. The University is committed to fair academic decision-making.
2. Academic Decisions are entrusted to members of the academic staff acting reasonably in accordance with Due Academic Process.
3. A student who is dissatisfied with an Academic Decision may apply to have the decision reviewed.
4. The University (and Faculty) 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.

Procedures for Undergraduate or Postgraduate Coursework Students
Where an undergraduate or postgraduate coursework student is dissatisfied with an Academic Decision there are 3 levels of resolution as outlined in this policy:

1. Local level resolution
2. Appeal to the Faculty
3. Appeal to the University Student Appeals Body (SAB)

Procedures for Postgraduate Research Students
A postgraduate research student who is dissatisfied with an academic decision should follow the procedures for undergraduate and postgraduate coursework students as set out above except where the decision relates to:

- Termination of candidature; or
- The examination of a thesis.

In these cases the student may lodge a written appeal to the SAB in the first instance.

Local level

Step 1
Concerns should first be discussed with the relevant Unit of Study Coordinator or Lecturer.

The student will need to make contact with the Unit Coordinator or Lecturer via email to arrange a time for discussion.

If the Unit of Study Coordinator is away then the student should contact the relevant Director.

Timeframe: This should occur within 15 working days of the student being advised of the academic decision; or 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.

Step 2
The Unit of Study Coordinator or Lecturer will address the student’s concerns promptly, and will provide the student with a full explanation of the reasons for the Academic Decision.

The Unit of Study Coordinator or Lecturer will make a file note of discussions at this local level. This file note shall summarise the nature of the student dissatisfaction, decision and final decision. The original should be placed on the student’s file and a copy sent to Student Services for the student to collect.

Timeframe: The student could expect to receive a meeting date usually within 5 working days of contacting the Unit of Study Coordinator or Lecturer and an outcome (in writing) within 7 working days.

Step 3
If the student’s concerns are not resolved, the Unit of Study Coordinator or Lecturer will:

- Explain the next step in the procedure (as outlined below); and
- Give the student a copy of the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 or advise the student how this can be accessed on-line;
Appeal to the Faculty
If the student’s concerns have not been addressed by following the steps outlined for the local level above, the student may appeal in writing to the Faculty.

Step 1
Appeals relating to Requests for Re-Marking
The student will submit a request for re-marking form along with the following documents to Student Services:

- A letter stating the grounds for the request;
- The original assignment including comments and grade;
- A clean copy of the assignment; and
- The response of the Unit Coordinator received in the local level step (i.e. a copy of the file note).

Upon submission, the student shall receive a receipt from Student Services.

Appeals relating to all other Academic Decisions
The student will submit a written appeal along with any supporting documentation to Student Services. The appeal should be addressed to the Associate Dean (Learning & Teaching) and be in the form of a written statement outlining:

- The reason for the appeal;
- The response of the Unit Coordinator received in the local level step (i.e. a copy of the file note); and
- Reasons why the student is not satisfied with this.

Upon submission, the student shall receive a receipt from Student Services.

Note: An appeal to the Faculty for all Academic Decisions including re-marking requests will not be considered until the local level step has been completed.

Timeframe
Either application should occur within 15 working days of the date on which the student was advised of the outcome of discussions at the local level above.

This date will be taken as the date on the file note written by the Unit of Study Coordinator or Lecturer.

Step 2
The Associate Dean (Learning & Teaching) will formally acknowledge receipt of the written appeal within 3 working days of receiving the documentation outlined above.

This acknowledgement will occur via email to the student’s University of Sydney email account.

Step 3
The Associate Dean (Learning & Teaching) will determine who will undertake an initial review of the appeal; this will usually be the relevant Director, unless this is the Unit of Study Coordinator to whom the appeal relates. In this case, the Associate Dean will find another appropriate staff member for the initial review.

Step 4
The Director will prepare a report for consideration by the Associate Dean (Learning & Teaching). The report shall include the major points for consideration by the Associate Dean who will retain final responsibility for any decision regarding a Student appeal to the Faculty.

If the Associate Dean (Learning & Teaching) is the relevant Unit of Study Coordinator, the Dean will handle the student’s appeal.

Timeframes
Where possible, within 10 working days of receiving the student’s appeal, the Faculty will:

- Advise the student in writing of the Associate Dean’s decision including the reasons for the decision;
- Advise the student of his/her right to appeal to the Student Appeals Body (SAB); and
- Give the student a copy of the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 or advise the student how this can be accessed on-line.

All documentation pertaining to the Faculty level appeal will be adequately recorded by the Faculty. All documents related to formal student appeals will not be placed on the routine student file but will be recorded in a separate file which is linked by the student’s SID to the student file.

Appeals to the Student Appeals Body (SAB)
For steps regarding making an appeal to the SAB, refer to the University of Sydney (Student Appeals against Academic Decisions) Rule 2006.

Faculty Responsibilities relating to SAB Hearings
Step 1
The Faculty must provide written evidence and written submissions to the Registrar (on behalf of the SAB). The Faculty’s submissions will include:

- Reasons for the academic decision; and
- May also address whether the Faculty believes that due academic process has been observed by the Faculty.

Timeframe
This must occur at least 8 business days before the Appeal Hearing.

Step 2
A Faculty representative will be invited to appear in person at the Appeal Hearing to answer any questions put to it by the SAB, usually this will be the Associate Dean (Learning & Teaching) or appropriate nominee. The purpose of this hearing will be to answer these questions rather than give further evidence or submissions.

All documentation pertaining to an appeal to the SAB will be adequately recorded by the Faculty. All documents related to formal student appeals will not be placed on the routine student file but will be recorded in a separate file which is linked by the student’s SID to the student file.

Relevant Faculty Position Holders for 2010
Associate Dean (Learning & Teaching), Dr Heather McKenzie
Director Pre-Registration Programs, Dr Murray Fisher
Director Postgraduate Advanced Studies, Dr Andrea Marshall
Director Off-Shore Programs, A/Prof. Maureen Boughton
Director Research Students/Research Development TBC
Section 3 - Assignments and Extensions

University Policy
These Faculty policies should be read in conjunction with the following Academic Board resolutions and policies:

- Assessment and Examination of Coursework; and
- Special Arrangements for Examination and Assessment.

Faculty Policies

Assignments

Penalties for late submission
The Faculty of Nursing and Midwifery applies penalties to assignments submitted after the due date.

The penalty will be deducted from the mark the assignment would have received had it not been late.

Penalties are calculated as a percentage of the total mark available for the assignment as follows:

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Percentage deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 7 days late</td>
<td>2% per day including weekend days.</td>
</tr>
<tr>
<td>More than 7 days but less than 14 days</td>
<td>5% per day including weekend days.</td>
</tr>
<tr>
<td>More than 2 weeks late</td>
<td>100%</td>
</tr>
</tbody>
</table>

Extensions

Students are expected to work on their assessment/assignments consistently throughout the semester and assessments must be submitted by the due date, unless written approval for late submission has been obtained.

Approval for late submission will only be granted where the student can show good cause such as evidence of serious illness, or extreme and unpredictable circumstances.

Only one extension of time will be permitted for each assessment/assignment item.

One week extensions
- An extension may be granted up to 5 days past the due date.
- For extensions of up to 5 days requests must be submitted on or before the due date.
- Students who require an extension of greater than 5 days past the due date must apply for Special Consideration.

Documentation required for extensions of up to 5 days
For extensions of up to 5 days, requests must be submitted on the relevant form together with supporting documentation on or before the due date to the Associate Dean (Learning & Teaching).

Students are required to provide appropriate documentation in support of their application and this may be one of the following:

- a professional practitioner's certificate stating the duration of incapacity for study;
- a report from the University counselling service stating impact of situation on ability to complete assessments; or
- a report from a social worker/physiotherapist or other allied health professional stating the extent to which the student's situation has impacted their ability to complete assessments.

This documentation will be kept in an administrative file for the period of the student's enrolment.

Note: As at the time of printing the university policy regarding Special Consideration is currently being reviewed by the Academic Board and updates should be viewed in the Handbook on-line erata at: http://www.usyd.edu.au/handbooks/index.shtml.

Special Consideration
This policy applies to assessment and examination for individual units of study, with the exception of the assessment of clinical performance undertaken within an off-campus clinical setting.

There will be no special consideration related to clinical performance undertaken within a clinical setting off-campus.

Where students are unable to complete a clinical placement due to illness or emergency they will be required to make up all missed time.

Request for Special Consideration
The Faculty must be notified of a request for special consideration as follows:

- in the case of written assessments, where possible prior to the due date of that piece of assessment but no later than seven days after the event; and/or,
- in the case of a written or clinical examination, where possible prior to the day of the examination but no later than seven days after the event.

This notification may be in writing, including email to Nursing Student Services.

Should the need for special consideration become apparent on the day of an examination, students should notify the Course Coordinator, invigilator, if at the examination or, in any other circumstance, Nursing Student Services.

In cases where a student is not able, because of their circumstances, to request the special consideration in person, another person may lodge the application on their behalf. In this circumstance, the Faculty will require appropriate documentation to establish that this person is acting as an agent of the student.

Documentation
All original documentation relevant to the request for special consideration must be forwarded to the Faculty within five working days of notification.

Information on the required documentation may be obtained from the Faculty's website, Nursing Student Services and the Faculty Handbook.

Please note the following:

- On submission of their documentation students will be provided with a receipt.
- Students are advised to retain a copy of all submitted documentation.
- It is the responsibility of the student to ensure that the supporting documentation meets University criteria.
- Applications should be complete at the time of submission.

Approval
The Associate Dean (Learning & Teaching) in consultation with the appropriate Coordinator will determine the outcome of requests for special consideration, and if approved will determine the form that this consideration will take.

Notification of approval or rejection will be forwarded to students via their University email address within seven (7) working days of their documentation being received by Nursing Student Services.
Students who have their application for special consideration approved will:

- be offered an extension of time for their assessment or an additional or alternative assessment;
- this additional or alternative assessment will replace any previous attempt; and
- the original piece of assessment or examination will not be marked.

Section 4 - Credit, advanced standing and exemption and waivers

University Policy
This Faculty policy should be read in conjunction with the following Academic Board resolutions and policies:

- University of Sydney (Coursework) Rule 2000 (as amended)
- Admission: Advanced Standing, Credit and Exemption Policy

Faculty Policy
Advanced Standing
Advanced standing provides for admission to a course at the University of Sydney based on previous attainment in another course at a recognised tertiary institution.

Advanced standing is granted in the form of credit points, which count towards the requirements for the course.

Credit
Credit is granted for a unit of study based on study undertaken in another course when it is deemed by the Faculty that the unit of study is equivalent to a full unit of study within the relevant course offered by the Faculty of Nursing and Midwifery.

In general a student cannot be granted credit for work done in an award that establishes eligibility for admission to the award in which credit or exemption is sought, however, exemption may be appropriate in some cases.

Credit cannot be granted retrospectively.

Applications are processed at Faculty level and must be lodged with Nursing Student Services.

Exemption
Exemption applies to any decision made at a sub-unit of study level to allow a student to complete a unit of study without also completing all the prescribed components of coursework and/or assessment.

The decision to allow an exemption rests with the Associate Dean (Learning and Teaching) and will only be granted in exceptional circumstances.

Any unit of study in which exemption is granted receives a result calculated on the basis of performance in assessment completed within the unit of study.

Exemptions cannot be granted retrospectively.

Waivers
Waivers apply to the procedure whereby a student is enrolled in a unit of study without having either completed a prerequisite unit of study or enrolled contemporaneously in a corequisite unit of study.

The decision to allow a waiver will be made by the Associate Dean (Learning and Teaching).

No credit points will be given to units of study that are waived.

Waivers will not be given retrospectively.

Time frames for credit exemptions and waivers
Applications must be lodged with Nursing Student Services no later than the first Friday after the commencement of the unit of study.

Late enrolling students will have a deadline of one week after the date of enrolment.

Students awaiting the outcome of a 'show cause' will have two weeks from the date they are advised of the final outcome of a 'show cause'.
In the last two categories applications must be submitted to allow processing in time to meet government requirements for a particular session.

Students should contact Nursing Student Services for advice.

Section 5 - Examinations

Faculty Policy

Examination Feedback
Students may view their examination scripts in the presence of an appropriate lecturer up to three months following the posting of results. Feedback will be given at this time.

Students wishing to view their examination script should make an appointment with the appropriate unit of study coordinator.

Aegrotat results
In accordance with the Resolutions of the Senate, the Associate Dean (Learning and Teaching) may recommend to the Student Matters Sub-committee that a candidate, in a pre-registration, post-registration or postgraduate program, be awarded an aegrotat result (including a posthumous degree or diploma) in cases where;

- because of serious illness or misadventure, supported by appropriate evidence, the candidate has been unable to sit for the examination or complete the assessment schedule;
- it is extremely unlikely for the same reasons that the candidate would be able to attempt a further assessment; and
- the Associate Dean is satisfied beyond doubt on the basis of the work performed throughout the year, that, had the candidate been able to sit for the examination or complete the assessment, he or she would have achieved at least the result recommended.

Re-marking examination scripts
The Faculty, in accordance with Senate Resolutions, has resolved that no provision be made for students to have their examination papers re-marked.

Retention of academic records
Examination papers will be held at a Faculty level and shredded after a period of 12 months from the date of the last examination in the examination period in question.

Raw scores (for individual components and the aggregate of course assessment) and final grades for each course will be held on hard copy for a period of six (6) years.

Retrospective exemption
Claims for retrospective exemptions from units of study will not be permitted.

Translation dictionaries
Translation dictionaries may be used in examinations by ESL (English as a second language) students who are sitting for examinations in Year 1 of the Master of Nursing (graduate entry) in the Faculty of Nursing and Midwifery including those enrolled in the Bachelor of Nursing (Post-registration).

Year 2 ESL students are not permitted to use translation dictionaries.

Procedures for applying to use a translation dictionary are set by the Examinations Office and students should seek further information from the Student Centre (Camperdown Campus).

Online examinations
Students enrolled in either the online or on-campus mode of study may elect to do an online examination providing it is offered in the relevant unit of study.

All online examinations will be treated as open book exams.

Where contact with a staff member is required during the online examination period, access will be via telephone and/or email.

The Faculty will give due consideration to different time zones when determining the commencement time for an examination.

Any issues concerning such matters as typing speed will be considered on a case by case basis using the normal special consideration procedures of the Faculty.

Section 6 - Marking and double marking

University Policy
This Faculty policy should be read in conjunction with the following Academic Board resolutions and policies:

- Assessment and Examination of Coursework;
- Special Arrangements for Examination and Assessment;
- Academic Honesty in Coursework; and
- Student Plagiarism: Coursework Policy and Procedure.

Faculty Policy

Marking
It is the policy of the Faculty of Nursing and Midwifery that student work undertaken for assessment purposes will be marked fairly, independently and on the merits of the submitted/performed work.

Where written assignment work forms part of the assessment for a unit of study marks will be awarded with respect to how well a student has met the expectations set down for that work including, but not exclusively confined to:

- presentation and layout;
- compliance with academic conventions of acknowledging the work of others;
- academic merit;
- composition;
- expression in written English and readability;
- strength of argument;
- weight of relevant evidence;
- structure and coherence of the work;
- imagination, creativity and original thought; and
- the merits of the submitted work with respect to particular issues in a given topic.

Where work undertaken as part of a designated group forms part of the assessment for a unit of study specific criteria by which the marks awarded to individuals will be determined within each unit of study.

Where clinical performance assessed within the clinical nursing laboratories forms part of the assessment for a unit of study, specific criteria for the award of marks to individuals will be determined within each unit of study.

Double Marking
Double marking is defined as the practice by which (usually two) members of staff review a piece of assessment prior to awarding a formal mark to the work.

It is the policy of this Faculty that there will be no double marking of written assignment work or examinations.

Established measures for determining the validity and consistency among markers on the same unit of study within the same academic year will be used, e.g. inter-rater reliability or any other proven method, as determined by the Faculty.
Section 7 - Students at Risk

University Policy

This Faculty policy should be read in conjunction with the Academic Board policy Identifying and Supporting Students At Risk.

Note: As at the time of printing the university policy regarding Students at Risk is being reviewed by the Academic Board and updates should be viewed in the Handbook on-line erata at: http://www.usyd.edu.au/handbooks/index.shtml.

Faculty Policy

Identifying Students at Risk

The Faculty will use the following triggers to identify students at risk:

1. failure by a student to successfully complete 50% of the credit points for which the student was enrolled in the semester or year (as appropriate) just completed;
2. failure by a student to pass the same unit of study twice;
3. inability of a student to complete their degree within the maximum permitted time for that degree while carrying a normal student load; or
4. failure to meet the requirements of the off-campus clinical component of a unit of study.

Exclusion from clinical placement

A meeting of the Professional Standards Sub-committee shall be convened in circumstances where a student, while undertaking a field experience or clinical nursing placement is:

1. excluded by either University or agency staff from a clinical agency; and/or
2. the subject of an adverse report in writing related to specific incident(s) which, in the opinion of the reporting registered nurse, are sufficiently serious to cast doubt on the student's potential to perform safely as a beginning practitioner in clinical nursing.

Faculty Non-Academic 'At Risk' Events

Staff and students should refer to the NSW Department of Health Policy and Framework Guidelines on Zero Tolerance: Response to Violence in the NSW Health Workplace, the Nurses and Midwives Board Code of Conduct, and the University of Sydney Student Code of Conduct.

Identifying Difficult or Challenging Behaviour

1. Difficult or challenging behaviour refers to behaviour by a student that: a) has the potential to harm him or herself, other students, staff, patients or members of the public; or b) constitutes unprofessional behaviour.
2. Difficult or challenging behaviour includes, but is not limited to, behaviour that impinges on or adversely affects nursing practice, or is otherwise inconsistent with nursing practice, whether it occurs in a clinical practice setting or elsewhere.
3. Difficult or challenging behaviour includes, but is not limited to, behaviour that is:
   • socially or contextually inappropriate, or inconsistent with respectful consideration for others (including patients, relatives, fellow workers, students or staff);
   • indicative of a student being affected by alcohol or other mood altering substances;
   • consistent with diminished alertness or awareness;
   • inconsistent with the University of Sydney Student Code of Conduct;
   • inconsistent with the Nurses and Midwives Board Code of Conduct;
   • otherwise inappropriate (such as hyperactivity, aggression toward or intimidation of others, and sexist or racist behaviour).

Managing Difficult or Challenging Behaviour

Any staff member who witnesses or otherwise becomes aware of difficult or challenging behaviour by a student that causes the staff member to believe that the student is at risk of:

- self-harm; or
- harming other students, staff, patients or members of the public;

must, regardless of the severity, notify the Dean immediately.

Any staff member who witnesses or otherwise becomes concerned about difficult or challenging behaviour by a student should make a brief memorandum of what has been observed, including an explanation for his or her concern, and forward the memorandum to the Associate Dean (Learning and Teaching) or other senior staff member, who will in turn notify the Dean.

The Associate Dean (Learning and Teaching) or other senior staff member may seek clarification of the observed behaviour from a Faculty staff member who has a professional background in mental health or psychology or has experience in dealing with these matters.

Students with apparent behavioural or mental health issues may, taking into account any relevant advice, appropriately be brought to the attention of relevant Unit of Study Co-ordinators and other relevant academic or counselling services staff.

All observed events and any action subsequently taken by the Faculty should be documented in an objective manner, and placed in a confidential envelope on the student’s file.

Any incident involving alleged difficult or challenging behaviour by a student may be referred to the Faculty’s Professional Standards Sub-committee for consideration.
6. Guide to degrees

Pre-registration degrees
The Faculty of Nursing and Midwifery offers a number of different pathways to becoming a registered nurse. For those who already have a degree, the faculty offers a graduate-entry Master of Nursing. For students without a first degree, there is a range of four-year combined degrees:

- Bachelor of Arts/Master of Nursing
- Bachelor of Health Sciences/Master of Nursing
- Bachelor of Science/Master of Nursing

These courses lead to eligibility to become a registered nurse however, despite any entitlement that a person may have to registration or enrolment, the board may refuse an application for registration or enrolment in either of the following cases:

1. The Board is of the opinion that the applicant does not have sufficient physical or mental capacity to practise nursing.
2. The applicant has been convicted of an offence (either in or outside New South Wales) and the Board is of the opinion that the circumstances of the offence render the applicant unfit in the public interest to practise nursing.

If the Board is satisfied that an applicant for registration or enrolment suffers from an impairment which does not justify refusal of the application, the Board may impose such conditions on the applicant’s registration or enrolment as the Board thinks appropriate.

For further information please refer to chapter 7 of this handbook.

Post-registration degrees
The faculty offers a Bachelor of Nursing (post-registration) course designed specifically for registered nurses whose qualification is either a certificate or diploma. The course recognises the prior learning and experience of registered nurses and therefore it does not lead to registration as a nurse.

It is intended that the outcome of this course will provide graduates with a strong foundation in the discipline of nursing and equip them to progress to either the Bachelor of Nursing (Honours) or postgraduate study.

For further information please refer to chapter 9 of this handbook.

Postgraduate coursework degrees
The faculty offers a range of postgraduate coursework degrees at the graduate certificate, graduate diploma and master levels. Students study from a range of units on offer, with courses having a variety of compulsory units and in some cases electives from which to choose.

Graduate certificates
- Cancer and Haematology Nursing
- Clinical Nursing
- Emergency Nursing
- Intensive Care Nursing
- Mental Health Nursing
- Clinical Trials Practice

Graduate diplomas
- Cancer and Haematology Nursing
- Clinical Nursing
- Emergency Nursing
- Intensive Care Nursing
- Mental Health Nursing
- Clinical Trials Practice

Master’s degrees
- Cancer and Haematology Nursing
- Clinical Nursing
- Emergency Nursing
- Intensive Care Nursing
- Mental Health Nursing
- Clinical Trials Practice
- Nurse Practitioner

For further information please refer to chapter 11 of this handbook.

Research degrees
The Faculty of Nursing and Midwifery has a strong commitment to teaching and research in many aspects of nursing and midwifery and their practice. The faculty provides first-class student resources including an on-site nursing library and computer facilities as well as access to all the resources of the University. The faculty is committed to excellence in postgraduate research education.

Detailed information on preparing a research proposal may be found online at: www.nursing.usyd.edu.au or by contacting the faculty directly.

Research degrees offered
- Bachelor of Nursing (Honours)
- Master of Nursing (Honours)
- Master of Philosophy (Nursing)
- Doctor of Philosophy

For further information please refer to chapter 18 of this handbook.
Master of Nursing GC065

The Master of Nursing, studied alone or as a combined degree, is accredited by the Nurses and Midwives Board, NSW and addresses all of the essential criteria for registration as a beginning practitioner in most areas that graduates may wish to practise.

In addition, the Master of Nursing course material is presented at a level appropriate to a master's qualification and it is envisaged that graduates will obtain the knowledge and skills, along with their personal motivation and general ability, to progress in their clinical, management or educational careers at a speedy rate.

Course overview

The Master of Nursing is a two-year graduate entry, pre-registration program for students with previous tertiary qualifications. It is designed to introduce students to the profession of nursing through clinical and theoretical components.

The units of study and the order in which you will take them is predetermined and is described in detail in the following chapter.

This course is also available to Aboriginal Health Workers with a Diploma or Advanced Diploma in Aboriginal and Torres Strait Islander Health.

Students who have studied units at the postgraduate level that are similar in nature to those offered in the Master of Nursing are welcome to apply for credit. You should contact the relevant Academic Advisor for further information.

Career opportunities

Graduates can select from a wide and growing range of practice areas in the public and private health care systems including acute care hospitals, children's hospitals, trauma and emergency care, mental health nursing, aged care, community nursing, palliative care, home care nursing, drug and alcohol centres, operating rooms and other surgical settings, and rural and remote nursing. Nurses also work in the pharmaceutical industry, clinical research trials and other health-related fields.

Graduates of this course are eligible to apply to register with the Nurses and Midwives Board, NSW. The Nurses Act of NSW specifies certain conditions that applicants for registration as a nurse are required to meet. For further information please contact the Board.

Admission

Students with a previous undergraduate degree or a Diploma/Advanced Diploma in Aboriginal and Torres Strait Islander Health should apply directly to the faculty. International students should apply through the International Office.
Combined degrees

Combined degree students study both a bachelor's degree in Arts, Science or Health Sciences in conjunction with the Master of Nursing. The following section will provide information on the unique skills and experience gained from each combined degree pattern.

Campus locations

<table>
<thead>
<tr>
<th>Combined degree</th>
<th>Undergraduate location</th>
<th>Master of Nursing location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts/Master of Nursing</td>
<td>Camperdown</td>
<td>Mallett St</td>
</tr>
<tr>
<td>Bachelor of Health Science/Master of Nursing</td>
<td>Cumberland/Camperdown</td>
<td>Mallett St</td>
</tr>
<tr>
<td>Bachelor of Science/Master of Nursing</td>
<td>Camperdown</td>
<td>Mallett St</td>
</tr>
</tbody>
</table>

Bachelor of Arts/Master of Nursing GH019

This degree allows students to gain a broader knowledge of the humanities in an area of interest, for example psychology, languages or sociology, that will enhance their career and employment opportunities.

Students following this pathway will have a broader range of skills and knowledge. They will have the opportunity to work in positions in health and medical industries, in clinical and non-clinical settings such as media and communications, in research, government and public institutions, community organisations and the private sector.

Bachelor of Health Science/Master of Nursing GH020

The Bachelor of Health Sciences/Master of Nursing is designed for students who wish to obtain a broader knowledge of the health sciences. Study in the health sciences includes topics such as toxicology, epidemiology, microbiology, behavioural health science, management and project design. Combined with the Master of Nursing, this degree enhances career and employment opportunities.

The combined study of general health sciences and nursing allows graduates to consider positions working in scientific, research and management positions in health-related organisations in the public and private sector health and medical industries, in clinical and non-clinical settings such as forensic science, journalism, environmental science, media and communications and community organisations.

Bachelor of Science/Master of Nursing GH021

The Bachelor of Science/Master of Nursing provides for students who wish to develop a deeper understanding of an area of interest in the sciences and relate it to health care. This might include pharmacology, psychology, physiology or biomedical science. This study will enhance the career and employment choices of students.

In addition to a more traditional nursing career, the combination of science and nursing allows students to consider positions in the new areas of biotechnology and treatments that shape health care. Careers in research and product development, pharmaceutical use and misuse are also available.

Course overview

The combined degrees consist of a total of 192 credit points, 96 in the bachelor's degree and 96 credit points in the Master of Nursing. In most cases units of study are worth six credit points, however there are some units in Health Sciences that are worth three credit points.

In the first year, study is exclusively in the bachelor's degree. Years 2 and 3 are a combination of undergraduate and postgraduate studies and Year 4 is entirely postgraduate. All students must complete their bachelor's degree before continuing to the fourth and final year of their combined degree.

Generally students are not permitted to continue their enrolment in the combined degree if they do not have a credit average at the end of Year 1. If you are not successful in attaining a credit average in Year 1 then you may complete the undergraduate degree before commencing study in the Master of Nursing. This pathway would require an additional year of study.

Details of the units and the order in which they must be studied for Health Sciences and the Master of Nursing are shown in the following chapter of this handbook.

For units of study in Arts and Science and for further information about faculty requirements for all combined degrees you should refer to the handbooks for those faculties. Choice of units for combined degrees in Arts or Science will depend upon the major you wish to study.

You should discuss your options and their availability with the relevant Academic Advisor from the Faculty of Nursing and Midwifery. Some units may not be available due to clashes in the timetable in the Master of Nursing.

Admission

Admission is open to all students who meet the University requirements for enrolment in the following undergraduate degrees:

- Bachelor of Arts
- Bachelor of Health Science
- Bachelor of Science

If you wish to study this degree you should apply through the University Admissions Centre (UAC). There is an application deadline and you should check with UAC for the exact date.

International students who have not completed Year 12 in Australia should apply through the International Office.

Students who have undertaken previous undergraduate study are welcome to apply for credit. You should contact the relevant Academic Advisor from the Faculty of Nursing and Midwifery for further information.

Workload

Study in this course is taken over four years full time (pro rata part time). You are required to complete 96 credit points in the bachelor's degree and 96 credit points in the Master of Nursing to graduate.

The total number of units studied will vary depending upon the course you choose. In terms of workload most six credit point units of study consist of attendance and lectures, tutorials and/or lab sessions on a regular basis. There are also pre-reading and assessment items equating to approximately 10 hours per week.

Study patterns for all combined degrees including relevant unit of study rules are outlined in the following chapter of this handbook.

This course consists of lectures, tutorials and laboratory work. All clinical units associated with the Master of Nursing have clinical placement experiences that are generally conducted outside the normal semester times. Please refer to the Master of Nursing clinical placement information for more details.
This study pattern is the second year of the Master of Nursing (Graduate Entry) and the fourth year of the Combined Degrees in the new curriculum which commences in 2010, please refer to the study patterns in the following chapter of this handbook.

The units of study outlined in this study pattern will be offered from 2011.

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit Name</th>
<th>Credit Points</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS6019</td>
<td>High Acuity Nursing</td>
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<tr>
<td>NURS6018</td>
<td>Care and Chronic Conditions</td>
<td>6</td>
<td>1</td>
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<tr>
<td>NURS6008</td>
<td>Inquiry and Research in Nursing</td>
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<td>1</td>
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<tr>
<td>NURS6004</td>
<td>Nursing and the Politics of Health Care</td>
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<td>1</td>
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<tr>
<td>NURS6022</td>
<td>Community Health Nursing</td>
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<tr>
<td>NURS6023</td>
<td>Professional Practice of Nursing</td>
<td>6</td>
<td>2</td>
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<tr>
<td>NURS6024</td>
<td>Global Health and Nursing</td>
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<tr>
<td></td>
<td>and one of:</td>
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<tr>
<td>NURS6025</td>
<td>Nursing Practice(Mental Health Option)</td>
<td>6</td>
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<tr>
<td>NURS6026</td>
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<tr>
<td>NURS6027</td>
<td>Nursing Practice (High Acuity Option)</td>
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</tr>
<tr>
<td>NURS6028</td>
<td>Nursing Practice (Clinical Nursing Option)</td>
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</table>
## 8. Pre-registration units of study

### Unit of study tables

<table>
<thead>
<tr>
<th>Unit of study</th>
<th>Credit points</th>
<th>A: Assumed knowledge</th>
<th>P: Prerequisites</th>
<th>C: Corequisites</th>
<th>N: Prohibition</th>
<th>Session</th>
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<tr>
<td><strong>Master of Nursing (Graduate Entry) GC065</strong></td>
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<tr>
<td>NURS5081 Introduction to Nursing Practice</td>
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<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>NURS5082 Developing Nursing Practice</td>
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<td>Semester 1</td>
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<tr>
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<td>Semester 1</td>
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<tr>
<td>NURS5002 Social Contexts of Health</td>
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<tr>
<td>NURS5084 Nursing the Acutely Ill Person</td>
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Please refer to chapter 7 for Year 2 units of study table.
# Pre-registration units of study

<table>
<thead>
<tr>
<th>Unit of study</th>
<th>Credit points</th>
<th>A: Assumed knowledge</th>
<th>P: Prerequisites</th>
<th>C: Corequisites</th>
<th>N: Prohibition</th>
<th>Session</th>
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</thead>
<tbody>
<tr>
<td>Bachelor of Health Sciences/Master of Nursing GH020</td>
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<td><strong>Year 1, Semester 1</strong></td>
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<tr>
<td>BIOL1003 Human Biology</td>
<td>6</td>
<td>A HSC 2-unit Biology. Students who have not completed HSC biology (or equivalent) are strongly advised to take the Biology Bridging Course (in February). N BIOL1003, EDUH1016. It is recommended that BIOL (1001 or 1911) be taken concurrently with this unit of study.</td>
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<td>HSBH1006 Foundations of Health Science</td>
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<td>HSBH1007 Health Science and Research</td>
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<tr>
<td>HSBH1009 Health Care Resources and Systems</td>
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<tr>
<td>NURS5081 Introduction to Nursing Practice</td>
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<td>Semester 1</td>
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<tr>
<td>NURS5002 Social Contexts of Health</td>
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<td>6 credit points of BHS senior electives (see list of electives in Bachelor of Health Sciences Chapter of the Faculty of Health Sciences Handbook).</td>
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<tr>
<td>NURS5086 Drug Therapy, Disease &amp; Nursing Practice</td>
<td>6</td>
<td>P NURS5083 or BIOL1003</td>
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<td>Semester 2</td>
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<tr>
<td>NURS5006 Illness Experience and Nursing Care</td>
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<td>6 Credit points of BHS electives (see list of electives in Bachelor of Health Sciences Chapter of the Faculty of Health Sciences Handbook).</td>
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<tr>
<td><strong>Year 3, Semester 1</strong></td>
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</tr>
<tr>
<td>NURS5082 Developing Nursing Practice</td>
<td>6</td>
<td>C NURS5081</td>
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<td>Semester 1</td>
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<tr>
<td>6 credit points of Nursing Electives (see advisor for advice)</td>
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<td>6 credit points of BHS senior electives (see list of electives in Bachelor of Health Sciences Chapter of the Faculty of Health Sciences Handbook).</td>
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<tr>
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<tr>
<td>NURS5085 Mental Health Nursing Practice</td>
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<td>Semester 2</td>
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<tr>
<td>NURS5084 Nursing the Acutely Ill Person</td>
<td>6</td>
<td>P NURS5082 Developing Nursing Practice or NURS5004 Applied Nursing Practice</td>
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<tr>
<td>6 credit points of BHS senior electives (see list of electives in Bachelor of Health Sciences Chapter of the Faculty of Health Sciences Handbook).</td>
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</tbody>
</table>

Please refer to chapter 7 for Year 4 units of study table
# Bachelor of Science/Master of Nursing GH021

## Year 1, Semesters 1 and 2

48 credit points of Science units - (refer to the Science handbook for requirements)

## Year 2, Semester 1

12 credit points of Science units - refer to the Science handbook for requirements

**Semester 1**

- NURS5081 Introduction to Nursing Practice  
  6  
  Semester 1

- NURS5083 Human Bioscience in Health  
  6  
  Semester 1

## Year 2, Semester 2

12 credit points of Science units - refer to the Science handbook for requirements

**Semester 2**

- NURS5086 Drug Therapy, Disease & Nursing Practice  
  6  
  Semester 2

- NURS5006 Illness Experience and Nursing Care  
  6  
  Semester 2

## Year 3, Semester 1

12 credit points of Science units - refer to the Science handbook for requirements

**Semester 1**

- NURS5082 Developing Nursing Practice  
  6  
  Semester 1

- NURS5002 Social Contexts of Health  
  6  
  Semester 1

## Year 3, Semester 2

12 credit points of Science units - refer to the Science handbook for requirements

**Semester 2**

- NURS5085 Mental Health Nursing Practice  
  6  
  Semester 2

- NURS5084 Nursing the Acutely Ill Person  
  6  
  Semester 2

Please refer to chapter 7 for Year 4 units of study table
### Bachelor of Arts/Master of Nursing GH019

#### Year 1, Semesters 1 and 2

48 credit points of Arts units (refer to the Arts handbook for requirements)

#### Year 2, Semester 1

12 credit points of Arts units (refer to the Arts handbook for requirements)

<table>
<thead>
<tr>
<th>Unit of Study</th>
<th>Credit Points</th>
<th>A: Assumed knowledge</th>
<th>P: Prerequisites</th>
<th>C: Corequisites</th>
<th>N: Prohibition</th>
<th>Session</th>
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</thead>
<tbody>
<tr>
<td>NURS5081 Introduction to Nursing Practice</td>
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<td>Semester 1</td>
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<tr>
<td>NURS5083 Human Bioscience in Health</td>
<td>6 N BIOS1003</td>
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#### Year 2, Semester 2

12 credit points of Arts units (refer to the Arts handbook for requirements)

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<thead>
<tr>
<th>Unit of Study</th>
<th>Credit Points</th>
<th>A: Assumed knowledge</th>
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</tr>
</thead>
<tbody>
<tr>
<td>NURS5086 Drug Therapy, Disease &amp; Nursing Practice</td>
<td>6 P NURS5083 or BIOS1003</td>
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<td></td>
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<td>Semester 2</td>
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<tr>
<td>NURS5006 Illness Experience and Nursing Care</td>
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#### Year 3, Semester 1

12 credit points of Arts units (refer to the Arts handbook for requirements)

<table>
<thead>
<tr>
<th>Unit of Study</th>
<th>Credit Points</th>
<th>A: Assumed knowledge</th>
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<th>C: Corequisites</th>
<th>N: Prohibition</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS5082 Developing Nursing Practice</td>
<td>6 C NURS5081</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>NURS5002 Social Contexts of Health</td>
<td>6</td>
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<td>Semester 1</td>
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#### Year 3, Semester 2

12 credit points of Arts units (refer to the Arts handbook for requirements)

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<tr>
<th>Unit of Study</th>
<th>Credit Points</th>
<th>A: Assumed knowledge</th>
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</tr>
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<tbody>
<tr>
<td>NURS5085 Mental Health Nursing Practice</td>
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<td>Semester 2</td>
</tr>
<tr>
<td>NURS5084 Nursing the Acutely Ill Person</td>
<td>6 P NURS5082 Developing Nursing Practice or NURS5004 Applied Nursing Practice</td>
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<td></td>
<td>Semester 2</td>
</tr>
</tbody>
</table>

Please refer to chapter 7 for Year 4 units of study table
Unit of study descriptions

NURS5002  
Social Contexts of Health  
Credit points: 6  Session: Semester 1  Classes: Thirteen 2 hour lectures and five 2 hour tutorials  
Assessment: essay, group presentation, exam  
Campus: Camperdown/Darlington  
Mode of delivery: Normal (lecture/lab/tutorial) Day

Ideas and beliefs about health, illness and care are intrinsically connected to particular social and historical contexts. This unit of study explores a range of such ideas and beliefs that are relevant within Australia today. A focus on social, cultural and philosophical theories of embodiment will help students to understand how proper relations to bodily products are a part of ordering of society and relevant for critical analyses of beliefs and ideas about health, illness, wellbeing and care. A major component of this unit is Indigenous Australian people's health and history, including their understandings of health and wellbeing. The unit also explores theories about health, illness and care from western and non-western perspectives. Drawing on such theories, a major component of the unit is a critical analysis of the relationships between social factors (for example ethnicity, gender, class, employment) and patterns of health and illness across the lifespan in contemporary Australia.

NURS5006  
Illness Experience and Nursing Care  
Credit points: 6  Session: Semester 2  Classes: thirteen 1.5 hour lectures, thirteen 1.5 hour tutorials and clinical placements  
Assessment: exam, research project, communication skills assessment  
Campus: Camperdown/Darlington  
Mode of delivery: Normal (lecture/lab/tutorial) Day

The ways in which individual people subjectively experience illness and care, particularly nursing care, is the focus of this unit of study. The unit firstly examines theories that inform understandings of what it means to be human, including theories of early childhood development. The unit also introduces students to qualitative research methodologies that are used to explore illness experiences. Many different illness experiences are then examined. Attention is drawn to such factors as emotions arising in illness, issues of self identity, embodiment, and social attitudes to illness and disability. With this knowledge about illness experiences in mind, the nurse-patient relationship is then critically examined. From within a communication-based framework, students focus on ideas about therapeutic listening and use of self as well as the concept of knowledge transfer as it is relevant to nurse-patient interactions. Students also engage with contemporary debates about the nature of nurse-patient interactions and relationships today and explore the ways in which these might vary in different health care settings, and with people from different cultural backgrounds, including Indigenous people.

NURS5081  
Introduction to Nursing Practice  
Credit points: 6  Session: Semester 1  Classes: Two 1 hour lectures per week, one 1 hour tutorial per week, two 2 hour laboratory per week, clinical placements  
Assessment: essay, exam, clinical performance appraisal  
Campus: Camperdown/Darlington  
Mode of delivery: Normal (lecture/lab/tutorial) Day

This unit of study provides an opportunity for students to develop an understanding of professional nursing: "what it is and what it is not" (Nightingale, 1859) and to observe and explore the roles and relationships among nurses, patients and other health professionals in a practice setting. This unit of study will introduce physical assessment, occupational health and safety and will equip nursing students to develop a "toolkit" of fundamental nursing practice strategies and "craft" skills. This will include a focus on working with patients across the lifespan and within different cultural groups. Students will be introduced to the cycle of clinical judgement and patterns of knowing that underpin nursing practice.

NURS5082  
Developing Nursing Practice  
Credit points: 6  Session: Semester 1  Classes: Thirteen 2 hour lectures, twelve 2 hour laboratory, six 2 hour tutorials and clinical placements  
Corequisites: NURS5081  
Assessment: essay, exam, clinical performance appraisal  
Campus: Camperdown/Darlington  
Mode of delivery: Normal (lecture/lab/tutorial) Day

This unit of study complements Introduction to Nursing Practice and further develops the understanding of the exercise of clinical judgement in practice and the role of nursing in assisting those experiencing hospitalisation. Such assistance includes but is not limited to: maintenance of appropriate fluid status, infection control, oral medications, effective levels of oxygenation and pain relief. This knowledge will be extended to incorporate the experience of caring for patients when the body fails to function as expected, particularly where surgery is required. This unit of study will further develop skills in physical assessment, communication, and documentation.

NURS5083  
Human Bioscience in Health  
Credit points: 6  Session: Semester 1  Classes: Two 1 hour lectures per week (3 lectures in weeks 1 and 11). One 3 hour practical class and 6-9 hours HBoNline work every two weeks covering online practical activities, prework and homework.  
Prohibitions: BIOL1003  
Assessment: exam, written scientific report, workshops  
Campus: Camperdown/Darlington  
Mode of delivery: Normal (lecture/lab/tutorial) Day

This unit of study will examine various biological processes to assist students in developing their understanding of human cellular structure and function and the contribution this makes to body functions in health. The major body systems and following physiological concepts will be addressed within the context of neuro-hormonal regulation, and the body’s maintenance of a general state of homeostasis: Oxygenation, metabolism, elimination, movement, pH & fluid-electrolyte balance, immunity & reproduction.

NURS5084  
Nursing the Acutely Ill Person  
Credit points: 6  Session: Semester 2  Classes: thirteen 2 hour lectures, thirteen 2 hour tutorials, thirteen 2 hour laboratory and clinical placements  
Prerequisites: NURS5082 Developing Nursing Practice or NURS5004 Applied Nursing Practice  
Assessment: essay, exam, medical administration assessment  
Campus: Camperdown/Darlington  
Mode of delivery: Normal (lecture/lab/tutorial) Day

This unit of study complements Illness Experience and Nursing Care, focusing on the responses of individuals and others to disruption to health. Here the focus is particularly on the commonly occurring conditions which are often chronic but which may exhibit acute phases. Such conditions may include: asthma, cardiac disease, diabetes, renal failure. A life span approach will be in evidence throughout as these diseases manifest and are treated differently as they occur at different life stages. In this unit of study students will further develop comprehensive health assessment skills and their understandings of accurate medication administration.

NURS5085  
Mental Health Nursing Practice  
Credit points: 6  Session: Semester 2  Classes: thirteen 2 hour lectures, twelve 2 hour tutorials and clinical placements  
Corequisites: NURS5084  
Assessment: case study presentation, clinical appraisal, assessment, exam  
Campus: Camperdown/Darlington  
Mode of delivery: Normal (lecture/lab/tutorial) Day

This unit of study is based on the principle that mental health knowledge and skills are essential for all nurses. Students are introduced to constructs of mental health and wellbeing and mental illness and the role of the nurse in promoting mental health, preventing mental illness and minimising the negative effects of the latter for individuals, their family/carers and the community. Consumer and carer perspectives will inform students’ understandings of mental health problems as experienced by children, young people and adults,
including older persons, of varying cultural and gender backgrounds. These problems are explored in view of the latest evidence for risk/protective factors, symptomatology, nursing care, and psychotherapeutic and physical treatment approaches. Co-morbidities, including substance use and physical health conditions, will also be explored. The nurse's effective use of self and the therapeutic nurse/client interpersonal relationship as core mental health nursing skills are addressed from both a theoretical and practical perspective. Students will develop and consolidate key mental health assessment and clinical skills including foundation counselling skills. The care continuum in mental health, and the scope of nursing practice in a range of mental health and ethico-legal contexts are addressed with the overall aim of generating nursing care that supports effective outcomes for mental health consumers and their family/carers.

NURS5086
Drug Therapy, Disease & Nursing Practice
Credit points: 6 Session: Semester 2 Classes: thirteen 2 hour lectures, six 2 hour tutorials Prerequisites: NUR5083 or BIOL1003 Assessment: essay, case study, exam Campus: Camperdown/Darlington Mode of delivery: Normal (lecture/lab/tutorial) Day

The knowledge acquired in Bioscience in Health about the cellular and systemic organisation and normal functioning of the human body will be used as a foundation for this unit of study. Basic cellular changes associated with disease processes such as inflammation, infection, neoplasia, thrombosis, ischaemia, haemodynamic disturbance and disturbances of neuro and hormonal transmission will be explored. Pharmacological interventions aimed at restoring or replacing the function of specific cells, tissues or organs affected by these pathological changes will be considered.

BIOL1003
Human Biology
Credit points: 6 Session: Semester 1, Summer Main Classes: Two 1 hour lectures per week (3 lectures in some weeks). One 3 hour practical class and 6-9 hours HBOnline work every two weeks covering online practical activities, prework and homework. Prohibitions: BIOL1903, EDUH1016. Assumed knowledge: HSC 2-unit Biology. Students who have not completed HSC biology (or equivalent) are strongly advised to take the Biology Bridging Course (in February). Assessment: One 2 hour exam, assignments and quizzes. Campus: Camperdown/Darlington Mode of delivery: Normal (lecture/lab/tutorial) Day

This Unit of Study has three main components: lectures, practicals and HBOnline activities. The unit of study provides an introduction to human evolution and ecology, cell biology, physiology and anatomy, through lectures and practical work. The unit of study includes human nutrition, distribution of essential requirements to and from cells, control of body functions and defence mechanisms. After discussion of reproduction and development, it concludes with modern studies and research prospects in biotechnology and human genetics. This unit of study, together with BIOL (1001 or 1901 or 1002 or 1902), or MBLG (1001 or 1901), provides entry to Intermediate units of study in Biology, but the contents of BIOL (1002 or 1902) is assumed knowledge for BIOL (2011 or 2012) and PLNT 2003, and students entering these units with BIOL (1903 or 1903) will need to do some preparatory reading.

Textbooks

HSBH1006
Foundations of Health Science
Credit points: 6 Session: Semester 1 Classes: Two 1hr lectures, 1hr tutorial/week and WebCT online learning support Assessment: Information literacy (10%), seminar presentation (15%), literature review (25%), 2hr final exam (50%) Campus: Camperdown/Darlington Mode of delivery: Normal (lecture/lab/tutorial) Day

This is an introductory unit for students entering the health sciences. This unit aims to expose students to a range of definitions of health, and key concepts in health and health systems. Students will develop a range of core skills and competencies needed in the study and practice of health sciences and a basis for work practice in the health system or for postgraduate study. Topics include: What is health?; How is health status classified?; Biomedical, psychological and sociological aspects of health and health care; What 'should' a health care system do?; How do we measure health status in an individual, a community and a nation? An integrated sciences model of health care is explored which covers the five domains of biological, behavioural, cognitive, socio-cultural and environmental.

HSBH1007
Health Science and Research
Credit points: 6 Session: Semester 1, Semester 2 Classes: Two 1hr lectures, 1hr tutorial/week and WebCT online learning support Assessment: 2000 word written report (40%), 1.5hr MCQ/SAQ exam (60%) Campus: Cumberland Mode of delivery: Normal (lecture/lab/tutorial) Day

This unit introduces students to key research paradigms in health, and to the major approaches to designing and evaluating basic and applied research in health. Students are exposed to the types of research which inform our understanding of normal and abnormal functions of the human body and of treatment and preventative health care. Students will be engaged in the generation of new knowledge through evidenced based practice and evidence based innovation. Current issues in health science research will be identified, with emphasis on the role of technology in health and e-health.

HSBH1008
Health Determinants and Interventions
Credit points: 6 Session: Semester 2 Classes: Two 1hr lectures, 1hr tutorial/week and WebCT online learning support Assessment: Project (20%), seminar presentation (20%), 1000 word essay (20%), 2hr exam (40%) Campus: Camperdown/Darlington Mode of delivery: Normal (lecture/lab/tutorial) Day

This unit has two components. Health Determinants will introduce students to the key factors determining health status in the Australian context. It will explore biomedical and genetic factors, acquired health behaviours, and social, cultural and environmental determinants of health status. Health and wellbeing will be explored through life expectancy, functioning, disability, illness, disease and injury. Initiatives to promote preventable hospitalisation and increased health and wellbeing across population groups will be examined. Health Interventions outlines the distinction between primary and secondary prevention and examines the evidence base for a range of intervention strategies including public health, preventative and restorative health care. Traditional interventions to promote outcomes through prevention, health promotion, treatment, care, rehabilitation and counselling will be explored alongside complementary and alternative medical (CAM). Healthy ageing and age-related illness will be highlighted.

HSBH1009
Health Care Resources and Systems
Credit points: 6 Session: Semester 2 Classes: Two 1hr lectures, 1hr tutorial/week and WebCT online learning support Assessment: Teamwork project (30%), assignment (30%), 2hr MCQ/SAQ exam (40%) Campus: Camperdown/Darlington Mode of delivery: Normal (lecture/lab/tutorial) Day

This unit explores the organisation and structure of health care delivery systems. National and international frameworks regarding the provision of services to minority and culturally diverse groups, health care policy frameworks, and health care service structure and models of health care funding will be examined. Specifically, students will view the globalisation of health through human, material, financial, research, evaluation, monitoring, surveillance and technology. Issues of communication, advocacy and service delivery in teams will be examined. Safety and quality in health care systems will be highlighted.

Textbooks
PSYC1001
Psychology 1001

Credit points: 6  Session: Semester 1, Summer Main  Classes: Three 1 hour lectures and one 1 hour tutorial per week, plus 1 hour per week of additional web-based (self-paced) material related to the tutorial.  Assessment: One 2.5hr exam, one 1000w essay, multiple tutorial tests, experimental participation.
Campus: Camperdown/Darlington  Mode of delivery: Normal (lecture/lab/tutorial) Day

Psychology 1001 is a general introduction to the main topics and methods of psychology, and is the basis for advanced work as well as being of use to those not proceeding with the subject. Psychology 1001 covers the following areas: science and statistics in psychology; behavioural neuroscience; applied psychology; social psychology; personality theory; human development.

This unit is also offered in the Sydney Summer School. For more information consult the website:
http://www.usyd.edu.au/summerschool/

Textbooks
Psychology 1001 manual,
8. Pre-registration units of study
9. Post-registration course information

Bachelor of Nursing (Post-Registration) GH009

The Bachelor of Nursing (Post-Registration) is a course designed for registered nurses who hold either a certificate or a diploma in nursing and who wish to upgrade their qualifications.

The Bachelor of Nursing (Post-Registration) reflects the changing nature of health care needs and nursing work and is designed to take account of the increasing and inevitable sophistication of nursing’s clinical repertoire, education and research. The course recognises the prior learning experiences of registered nurses and provides graduates with a framework with which they can enhance their professional practice.

In particular, as patient acuity/hospital activity increases and community care modalities become increasingly essential to health care systems, the course assists registered nurses to cope with the increasing pressure on them to increase their skill and knowledge bases.

The course also incorporates preparation for graduates to work more comfortably in an information-based environment and to meet the challenge of providing greater clinical and professional leadership as the nursing workforce skillmix changes as nursing continues into the 21st century.

The learning modalities employed in this program require students, as a practising professional - with the guidance and support of the academic staff – to take more responsibility for their own learning. They will be expected to become more independent in seeking information and to develop a stronger research mindset in how they approach their working life and their capacity to improve patient care.

The course also equips more talented and research-minded students to progress to graduate with Honours.

Local students

Local students who hold a qualification at diploma level are required to complete eight units or 48 credit points to qualify for the award. Students who hold a certificate in nursing are required to complete four units of study or 24 credit points to qualify for the award.

Local students who hold a qualification at diploma level are required to complete eight units or 48 credit points to qualify for the award. Students who hold a certificate in nursing are required to complete four units of study or 24 credit points to qualify for the award.

Students may choose to study either full-time or part-time.

International students

International students holding either a diploma or certificate are required to complete eight units of study (48 credit points) to qualify for the award. International students studying on-campus are required to study full-time.

Admission requirements

- Applicants must be registered as a nurse in Australia or another country, and
- hold a qualification at the certificate or diploma level in nursing, and
- have a minimum of 12 months experience and be currently working as a registered nurse, and
- meet English language requirements as specified in the course resolution section of this handbook.

Units of study overview

Units available in Semester 1 of the course focus on nursing knowledge and practice, examining the historical background and current debates in nursing. Students will also study the advanced clinical abilities required for nursing assessment and explore the issues of clinical and patient education.

Units available in Semester 2 focus on international concepts of health care and clinical governance and professional leadership. Students also undertake study in the area of research in nursing and its importance to nursing practice and undertake a minor thesis or practice project. All units are worth six credit points and students are required to submit assignments and sit examinations. There are no clinical requirements for this degree.

Study patterns and unit of study information are located in the following chapter. Local students holding a diploma qualification may select 4 units of study out of the 8 on offer. Local students holding a certificate qualification and international students must complete 8 units of study as prescribed.

Bachelor of Nursing (Post-Registration) GH009

Off-shore course: Singapore

This off-shore course is conducted in Singapore by the University of Sydney in conjunction with the Singapore Institute of Management. Graduates of this course receive their award from the University of Sydney. The course is offered over two years part-time or one year full-time and is taught in the block mode with online support.

The face-to-face component each semester is delivered in a two-week teaching block at the beginning of the semester and some units have additional face-to-face hours mid-semester. There is one intake per year commencing in January/February.

Admission requirements

Students must have a minimum of 12 months clinical nursing practice, and must be employed as a registered nurse.

They must meet the English language requirements of the faculty.

As well, they must have one of the following qualifications:

- a Diploma in Nursing from Nanyang Polytechnic or Ngee Ann Polytechnic Singapore, or
- an approved Diploma in Nursing from an approved institution, or
- a Certificate in Nursing from the Singapore School of Nursing, or its equivalent.

Course structure

The course structure for international off-shore students studying in Singapore is outlined in the following chapter of this handbook.
## 10. Post-registration units of study

### Units of study table

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<th>C: Corequisites</th>
<th>Session</th>
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<td><strong>On-shore (Full-time)</strong></td>
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<td>CLIN3021 Nursing, Knowledge and Practice</td>
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<td>NURS3001 Advanced Clinical Nursing Assessment</td>
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<td>NURS3003 Clinical and Patient Education</td>
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<td>NURS3006 Current Issues in Nursing</td>
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<td>FCHN3013 Research in Nursing</td>
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<td>NURS3002 Health Illness &amp; Care: Int'l Perspective</td>
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<tr>
<td>NURS3004 Minor Thesis/Practice Project</td>
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<td>P 24 unspecified credit points</td>
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<tr>
<td>NURS3005 Nursing Management &amp; Clinical Governance</td>
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<td><strong>On-shore (Part-time)</strong></td>
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<td>NURS3003 Clinical and Patient Education</td>
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<td>NURS3006 Current Issues in Nursing</td>
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### Singapore Off-Shore

This study pattern is for international (off-shore) students studying in Singapore.

<table>
<thead>
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<th>Unit of study</th>
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<th>P: Prerequisites</th>
<th>C: Corequisites</th>
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<td>SNGP3001 Advanced Clinical Nursing Assessment</td>
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<td>SNGP3009 Nursing, Knowledge and Practice</td>
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<td>SNGP3005 Nursing Management &amp; Clinical Governance</td>
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<td>SNGP3007 Inquiry and Research in Nursing</td>
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<td><strong>Year 2, Semester 1</strong></td>
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<td>SNGP3008 Applied Pharmacology in Nursing Practice</td>
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<td>SNGP3010 Law and Ethics in Health Care</td>
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Units of study descriptions

On-Shore (full-time or part-time)

NURS3001
Advanced Clinical Nursing Assessment
Credit points: 6 Teacher/Coordinator: Dr John Grootjans. Session: Semester 1 Classes: normal day Assessment: case study, health history, reflective journal, webct participation & community profile Campus: Camperdown/Darlington Mode of delivery: Normal (lecture/lab/tutorial) Day

This unit of study focuses on the advanced clinical abilities required for nursing assessment of patients, families communities in the 21st century. For the nurse to undertake advanced clinical assessment they must use all available sources of evidence including physiological, psychological, spiritual, socio economic and cultural values on an ongoing bases. Students will learn how to assess a patient’s condition - physically, socially and mentally and to make insightful nursing observation that can inform practice. At the community level, and in the wider socio-economic context, students will study emerging patterns of disease that may impact on the nature of nursing care in the new millennium such as the emergence of multi resistant bacteria, H5N1 and Dengue Fever.

NURS3002
Health Illness & Care: Int’l Perspective

This unit critically analyses national and international concepts of health, illness and care. It investigates the ways in which social, cultural and historical forces have shaped ideas and beliefs about health and illness. The unit also examines the structure of contemporary societies, emphasising the relationship between social structures, cultural factors, and the distribution of health and illness. In particular it examines the effects of social inequalities on the health of vulnerable, at-risk, and marginalised groups.

NURS3003
Clinical and Patient Education
Credit points: 6 Teacher/Coordinator: Dr Jennifler Hardy. Session: Semester 1 Classes: normal day Assessment: essays, exam & on line quiz Campus: Camperdown/Darlington Mode of delivery: Normal (lecture/lab/tutorial) Day

The field of clinical and patient education is explored in the context of the healthcare environment with emphasis on continuing changes in technologies, information and evidence bases for practice. The unit involves a study of the literature on the nature of learned and performed skills and what factors impact on the delivery of effective education in clinical settings. This unit also explores the role of the registered nurse in relation to patient education, staff education and student supervision.

NURS3004
Minor Thesis/Practice Project
Credit points: 6 Teacher/Coordinator: Assoc Professor Maureen Boughton Session: Semester 2 Classes: normal day Prerequisites: 24 unspecified credit points Assessment: presentation, project plan, completed project Campus: Camperdown/Darlington Mode of delivery: Normal (lecture/lab/tutorial) Day

Students undertake advanced work on an area of practice, or a particular practice, in nursing. The project will involve three stages: first, conducting a review of the available research literature; second, examining other forms of evidence, such as written policies and protocols or actual practices; and third, composing a written report on the ways in which practice can be enhanced and/or further investigated by original research. This project will be highly suited to currently practising nurses whose professional responsibilities and interests include clinical leadership, management of a clinical service or practice development and/or the use of evidence in practice.

NURS3005
Nursing Management & Clinical Governance

This course provides a forum for experienced practitioners to enhance their skills and knowledge regarding the concept of clinical governance and to develop a framework for its implementation. The structure of the course will enable participants to explore and critique issues surrounding clinical governance in the context of care provision, organisational climate and culture, quality, clinical and professional leadership and financial responsibility. This course utilises a better practice (continuum of care / quality / cost / utilisation and health outcomes) framework.

NURS3006
Current Issues in Nursing

This unit of study will extend knowledge of professional nursing by focusing on particular issues that currently challenge nurses. Drawing on clinical, technical and sociological research and current media reporting it will examine how and why issues are reported and why some are highly publicized while some are virtually ignored. The unit encourages reflection and awareness of the complexities of nursing practice by examining the culture of the health care sector, nurses’ responsibility and accountability for patient outcomes, patient safety and nurses' outcomes. The health care sector is presently experiencing a shortage of registered nurses and is constrained by an ideology favouring economic rationalism. These factors impact on today's nurses, their practice and their professionalisation, and the health of the nation.

CLIN3021
Nursing, Knowledge and Practice

This unit of study examines the historical background to, and current debates surrounding, how nurses have established their knowledge and practice. In addition to examining the historical records in relation to nursing as a discrete area of knowledge and practice in health care, this unit of study analyses and critiques current trends, ethical considerations, and discourses in nursing and how they impact on understandings of the nature of nursing knowledge and contemporary practice(s).

FCHN3013
Research in Nursing
Credit points: 6 Teacher/Coordinator: Assoc Professor Maureen Boughton Session: Semester 2 Classes: distance education/intensive mode Assessment: research proposal, exam, online quiz Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus

This unit of study aims to foster the notion that nursing research is integral to all aspects of nursing theory, education, applications and practice. Students will explore a range of quantitative and qualitative research techniques. This unit will help prepare students for future research activities.
Singapore Off-Shore

SNGP3001
Advanced Clinical Nursing Assessment
Credit points: 6
Teacher/Coordinator: Dr John Grootjans
Session: Semester 2
Classes: lectures/tutorials, and independent learning/online
Assessment: case study, health history, reflective journal, WebCT participation and community profile
Mode of delivery: Block Mode
This unit of study focuses on the advanced clinical abilities required for nursing assessment of patients, families and communities in the 21st century. Students will learn how to assess a patient’s condition, physically and mentally, and to make insightful nursing observation that can inform practice. At the community level, and in the wider socio-economic context, students will study emerging patterns of disease.

SNGP3003
Clinical and Patient Education
Credit points: 6
Teacher/Coordinator: Dr Jennifer Hardy
Session: Semester 2
Classes: lectures/tutorials, and independent learning/online
Assessment: essay, exam & online quiz
Mode of delivery: Block Mode
The field of clinical and patient education is explored in the context of the practice professions and changing technologies, information and evidence bases for practice. The unit involves a study of the literature on the nature of learned and performed skills, what factors affect changing understandings, beliefs, dogma and practice(s) in clinical settings and subsequently clinical and patient education. The unit is interdisciplinary in approach and has a fieldwork/practice component.

SNGP3004
Minor Thesis/Practice Project
Credit points: 6
Teacher/Coordinator: Assoc Professor Maureen Boughton
Session: Semester 2
Classes: lectures/tutorials, and independent learning/online
Prerequisites: 24 unspecified credit points
Assessment: presentation, project plan & completed project
Mode of delivery: Block Mode
Students undertake advanced work on an area of practice, or a particular practice, in nursing. The project will involve three stages: first, conducting a review of the available research literature; second, examining other forms of evidence, such as written policies and protocols or actual practices; and third, composing a written report on the ways in which practice can be enhanced and/or further investigated by original research. This project will be highly suited to currently practising nurses whose professional responsibilities and interests include clinical leadership, management of a clinical service or practice development and/or the use of evidence in practice.

SNGP3005
Nursing Management & Clinical Governance
Credit points: 6
Teacher/Coordinator: Mr Stuart Newman
Session: Semester 2
Classes: lectures/tutorials, and independent learning/online
Assessment: assignments, exam
Mode of delivery: Block Mode
This course provides a forum for experienced practitioners to enhance their skills and knowledge of nursing management and clinical governance and to develop a framework for their implementation. The structure of the course will enable participants to explore and critique issues surrounding clinical governance in the context of care provision, organisational climate and culture, quality, clinical and professional leadership and financial responsibility. This course utilises a better practice (continuum of care / quality / cost / utilisation and health outcomes) framework.

SNGP3007
Inquiry and Research in Nursing
Credit points: 6
Teacher/Coordinator: Assoc Professor Maureen Boughton
Session: Semester 2
Classes: lectures/tutorials, and independent learning/online
Assessment: research proposal, exam & online quizzes
Mode of delivery: Block Mode
This unit of study builds on the tenet throughout the course that research is integral to all aspects of nursing theory, education, application and practice. Nursing (and midwifery) research will be the focus of examination and critique. A critical analysis of various modes of inquiry will be used to investigate aspects of nursing practice and relevant nursing issues. A variety of perspectives, methodologies and methods that constitute modes of inquiry will be included. This unit will assist students to develop research knowledge and prepare them for future research activities. Opportunities will be provided to experience the inquiry process with reference to clinically related situations or to areas that have an implication for nurses (and midwives) and their practice.

SNGP3008
Applied Pharmacology in Nursing Practice
Credit points: 6
Teacher/Coordinator: Dr Susan Taylor
Session: Semester 1
Classes: lectures/tutorials, and independent learning/online
Assessment: assignments and exam
Mode of delivery: Block Mode
This unit of study is designed to provide students with the opportunity to consolidate and extend their knowledge and skills in relation to the therapeutic applications of drugs based on their underlying pharmacology. Students will review fundamental definitions of pharmacological terms, including drug absorption, distribution, metabolism, and excretion and review the basic principles of pharmacokinetic and pharmacodynamic drug handling. The major focus of this unit is on the pharmacological aspects of medical therapy in various populations, including neonatal/paediatric, adult and geriatric patients. Students will learn how to apply specific pharmacological knowledge in the clinical management of special patient groups. A problem-based leaning approach is used in this unit of study in a quality of care / safe medication administration framework.

SNGP3009
Nursing, Knowledge and Practice
Credit points: 6
Teacher/Coordinator: Mr Stuart Newman & Assoc Prof Maureen Boughton
Session: Semester 1
Classes: lectures/tutorials, and independent learning/online
Assessment: essay and exam
Mode of delivery: Block Mode
This unit of study examines the historical background to, and current debates surrounding, how nurses have established their knowledge and practice. In addition to examining the historical records in relation to nursing as a discrete area of knowledge and practice in health care, this unit of study analyses and critiques current trends, ethical considerations, and discourses in nursing and how they impact on understandings of the nature of nursing knowledge and contemporary practice(s).

SNGP3010
Law and Ethics in Health Care
Credit points: 6
Teacher/Coordinator: Prof Mary Chiarella
Session: Semester 2
Classes: lectures/tutorials, online
Assessment: journal synopsis & case study
Mode of delivery: Block Mode
This unit of study explores the legal and ethical dimensions in health and social care, with a particular focus on nursing. This module will enable students to gain a critical understanding and applied appreciation of health-related law and ethics, whilst exploring its application and affect on nursing practice. Topics covered in this unit include government regulation of health care, including resource-allocation and professional practice, as well as legal issues relating to professional liability (consent, negligence, confidentiality and autonomy). This unit of study also considers traditional and contemporary ethical theory, moral decision making, articulating moral arguments, critiquing arguments, and exploring values in ethical decision-making. In doing so, this unit of study also explores the values held by professionals, as the concepts of rights and responsibilities increasingly impact on professional nursing practice.
Postgraduate coursework

The Faculty of Nursing and Midwifery offers postgraduate coursework in a number of specialty areas for registered nurses, and at various articulating levels. The specialty areas include Cancer and Haematology Nursing, Clinical Nursing, Clinical Trials Practice, Emergency Nursing, Intensive Care Nursing and Mental Health Nursing. The level of entry depends on your qualifications and professional work experience. The focus of the postgraduate advanced learning courses is on the development of practice knowledge and clinical judgement skills within the context of specialty clinical practice.

Students might commence their study in a graduate certificate course and progress to graduate diploma and master's level within the chosen specialty areas. Depending upon your qualifications, you may enrol directly into a master's degree.

Subject to meeting entry requirements, it may be possible to credit units of study already undertaken for a graduate certificate or graduate diploma, towards a master's degree. This can be done immediately upon completion – if you wish to continue your studies at that point – or at a later date when you return to study.

Taking account of the employment demands on registered nurses, the nursing units of study are offered with minimal on-campus requirements, usually up to five days attendance per unit of study. Please refer to the unit of study information contained in the following chapters for further details.

With the exception of Clinical Trials Practice, all students are required to be registered nurses in either Australia or their country of residence. The level of entry (graduate certificate, graduate diploma or master’s degree) is dependent upon current qualifications.

If you are uncertain as to which course you should take or the entry level best suited to your needs, you should contact the faculty for further information.

For further information please refer to the relevant specialty chapters contained in this handbook.

Clinical requirements

Some specialty areas require you to be working in the field in order to successfully complete the requirements of the course. These include emergency nursing, intensive care nursing, cancer and haematology nursing, mental health nursing and nurse practitioner.

Graduate certificates

The faculty offers graduate certificates for registered nurses in the following specialty areas:

- Cancer and Haematology Nursing
- Clinical Nursing
- Clinical Trials Practice
- Emergency Nursing
- Intensive Care Nursing
- Mental Health Nursing

Graduate certificate courses are designed for nurses registered to practice within Australia. Graduate certificates consist of two semesters of part-time study. Students are required to complete 24 credit points or four prescribed units of study. Students who achieve a credit average may progress to study at master’s level. Units studied at the graduate certificate level are, in most cases, credited towards the higher Masters qualification.

At the Graduate Certificate level students will be equipped to explore the complexity and uncertainty in nursing practice within a recognised specialist area. While developing discipline-specific knowledge and skills, students will also build capacity for clinical judgement and practice.

Graduate diplomas

The faculty offers graduate diplomas for registered nurses in the following specialty areas:

- Cancer and Haematology Nursing
- Clinical Nursing
- Clinical Trials Practice
- Emergency Nursing
- Intensive Care Nursing
- Mental Health Nursing

Graduate diploma courses are designed for nurses registered to practice within Australia and overseas. Graduate diplomas consist of two semesters of full-time study or four semesters of part-time study. Students are required to complete 48 credit points or eight prescribed units of study. Students who achieve a credit average may progress to study at master’s level. Units studied at the graduate diploma level are, in most cases, credited towards the higher Master's qualification.

Master's degrees

Master's degrees for registered nurses are offered in the following specialties:

- Cancer and Haematology Nursing
- Clinical Nursing
- Clinical Trials Practice
- Emergency Nursing
- Intensive Care Nursing
- Mental Health Nursing
- Nurse Practitioner

Masters level courses are designed for nurses registered to practice within Australia and overseas. Masters level courses consist of two semesters of full-time study and one semester of part-time study in which the capstone unit of study is completed. Students may elect to undertake a minimum of 12 credit points of research coursework and a capstone (thesis) which may allow entry to a PhD. Students studying part-time will complete the course in five semesters. Students are required to complete 60 credit points or eight prescribed units of study (6 credit point) and one (12 credit point) unit of study.

Preparation for the advanced practice can be undertaken through the Master of Nursing (Nurse Practitioner). The Master of Nursing (Nurse Practitioner) builds on specialty knowledge and skills obtained through the Graduate Certificate in the candidates specialty area.
12. Cancer and Haematology Nursing

Cancer and Haematology Nursing courses
The faculty offers the following cancer nursing courses:
- Graduate Certificate in Cancer and Haematology Nursing
- Graduate Diploma in Cancer and Haematology Nursing
- Master of Cancer and Haematology Nursing

Course information
This course provides specialist education for nurses who work in all areas of cancer and haematology care. The program specifically explores opportunities to progress the development of clinical cancer and haematology practice, build the profile of nurses in these areas of practice, and meet the growing demands for advanced practitioners in cancer and haematology care.

The cancer and haematology nursing course aims to assist nurses who care for people affected by cancer and haematological illness to develop their knowledge and skills for their care. The course will include the biology of cancer and haematology, treatments and integrated multidisciplinary management.

The focus is on all aspects of the prevention, diagnosis and management of cancer, future treatment trends and the exploration of the impact of these illnesses on the individual, family and community. With the increasing trends towards both home-based care and towards intensive treatments such as Stem Cell Transplantation, the course provides a broad range of content across a diverse spectrum of cancer and haematology care and explores broadening roles for nurses in cancer and haematology care. Nursing interventions to reduce the impact of cancer and its treatment are addressed, drawing on research and the theoretical underpinnings of cancer and haematology care.

Graduate Certificate in Cancer and Haematology Nursing GG009
Course overview
The Graduate Certificate in Cancer and Haematology Nursing consists of two semesters of part-time study. Students are required to complete 24 credit points or four units of study as prescribed in the unit of study tables contained in this chapter.

If you attain a credit average or better you may use your graduate certificate to articulate into a master's degree. Units studied at the graduate certificate level are, in most cases, credited towards the higher qualification.

Admission
Admission to the Graduate Certificate in Cancer and Haematology Nursing is open to all nurses registered in Australia. Applications from all students should be made directly to the faculty.

In addition to this requirement, applicants for the Graduate Certificate in Cancer and Haematology are required to be able to negotiate clinical access for the purpose of completing required assessments and/or undertake required assessment by simulation within the Faculty.

Workload
The Graduate Certificate in Cancer and Haematology Nursing may only be studied by local students in the part-time mode. Students generally undertake two units of study per semester. All units are offered in distance education/ intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments, clinical assessments and examinations.

Graduate Diploma in Cancer and Haematology Nursing GF021
Course overview
The Graduate Diploma in Cancer and Haematology Nursing may be completed in one year of full-time study or two years part-time study. Graduate Diplomas consist of 48 credit point or eight units of study as prescribed in the unit of study tables contained in this chapter.

Admission
Admission to the Graduate Diploma in Cancer and Haematology Nursing is open to all nurses registered in Australia. International students who are registered nurses in their country of residence may study at the graduate diploma level and will need to meet English language requirements.

In addition to this requirement, applicants for the Graduate Diploma in Cancer and Haematology are required to be able to negotiate clinical access for the purpose of completing required assessments and/or undertake required assessment by simulation within the Faculty.

Applications from all local students should be made directly to the faculty. International students should apply through the International Office.

Workload
Students generally undertake four units of study per semester full-time. Students studying part-time will undertake two units of study per semester. All units are offered in distance education/ intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments, clinical assessments and examinations.

Master of Cancer and Haematology Nursing GC060
Course overview
The Master of Cancer and Haematology Nursing consists of 60 credit points or 9 units of study. This may be taken over 18 months full-time or two and half years part-time study. Please refer to the study pattern for this degree, as shown further on in this chapter.

Admission
Admission to the Master of Cancer and Haematology Nursing is open to all nurses registered in Australia and overseas who hold a Bachelor of Nursing or equivalent with a credit average. International students also need to meet English language requirements.

In addition to this requirement, applicants for the Master of Cancer and Haematology are required to be able to negotiate clinical access for the purpose of completing required assessments and/or undertake required assessment by simulation within the Faculty.
Applications from all local students should be made directly to the faculty. International students should apply through the International Office.

Workload
Students generally undertake four units of study per semester full-time. Students studying part-time will undertake two units of study per semester. In the final semester students will undertake a 12 credit point unit of study and will study part-time. All units are offered in distance education/intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments, clinical assessments and examinations.

Units of study table

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<tr>
<th>Unit of study</th>
<th>Credit points</th>
<th>A: Assumed knowledge</th>
<th>P: Prerequisites</th>
<th>C: Corequisites</th>
<th>N: Prohibition</th>
<th>Session</th>
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Graduate Certificate in Cancer and Haematology Nursing GG009

**Semester 1 Units**

- **NURS5012 Assessment and Clinical Judgement** 6 Credit points, Semester 1
- **NURS5055 The Biology of Cancer and Haematology** 6 Credit points, Semester 1

**Semester 2 Units**

- **NURS5057 Cancer and Haematology Nursing Practice** 6 Credit points, Semester 2
- **NURS5058 Navigating the Cancer Experience** 6 Credit points, Semester 2

Graduate Diploma in Cancer and Haematology Nursing GF021

**Semester 1 Units**

- **NURS5012 Assessment and Clinical Judgement** 6 Credit points, Semester 1
- **NURS5056 The Biology of Cancer and Haematology** 6 Credit points, Semester 1
- **NURS5069 Research in Nursing and Health Care** 6 Credit points, Semester 1
- **NURS5072 Advanced Cancer and Haematology Practice** 6 Credit points, Semester 1

**Semester 2 Units**

- **NURS5057 Cancer and Haematology Nursing Practice** 6 Credit points, Semester 2
- **NURS5058 Navigating the Cancer Experience** 6 Credit points, Semester 2
- **NURS5070 Creating a Culture of Safety and Quality** 6 Credit points, Semester 2
- **NURS5071 Strengthening Nursing Leadership** 6 Credit points, Semester 2

Master of Cancer and Haematology Nursing GC060

**Year 1, Semester 1**

- **NURS5012 Assessment and Clinical Judgement** 6 Credit points, Semester 1
- **NURS5056 The Biology of Cancer and Haematology** 6 Credit points, Semester 1
- **NURS5069 Research in Nursing and Health Care** 6 Credit points, Semester 1
- **NURS5072 Advanced Cancer and Haematology Practice** 6 Credit points, Semester 1

**Year 1, Semester 2**

- **NURS5057 Cancer and Haematology Nursing Practice** 6 Credit points, Semester 2
- **NURS5058 Navigating the Cancer Experience** 6 Credit points, Semester 2
This unit will explore interventions in cancer and haematology nursing practice throughout the malignant disease trajectory. Nursing interventions and practice in the management of clinical conditions will be examined and critiqued focusing on the evidence-base of interventions and their influence on patient outcome, specifically in; screening; preparation for major treatments such as surgery, radiotherapy and stem cell transplantation; and the critical role in facilitating recovery. The growing research on survivorship issues will be reviewed and critiqued, and the integral role of nurses in delivering palliative care analysed. Communication and optimal health management will be areas of focus in this unit of study.

NURS5085 Navigating the Cancer Experience

This unit of study will examine the diagnoses and treatment of cancer as experienced by the patient and their family, within the context of a national and global perspective. Students will examine how culture, age, socio-political situations and health beliefs can influence the cancer experience. This unit of study will draw on a range of media (narrative, film, audio, images) that inform the understanding of cancer and haematology illness experiences. Sub specialty case studies in Haematology; radiation oncology; surgical oncology; medical oncology; palliative care or; paediatric oncology will be used to guide learning, and concepts examined in cancer & haematology nursing practice will be drawn on to underpin work throughout the case study. Approaches to patient management within the total patient experience will focus on collaborative decision-making and the ways in which synthesised evidence informs patient care.

NURS5069 Research in Nursing and Health Care

This unit of study will examine and critique established and emerging ways of researching nursing and health care through discussion of the philosophical and theoretical origins of the research traditions and knowledge generation in nursing research. Conceptualisation of research questions, selection of research designs, governance of research and research utilisation in the clinical setting will be explored. Opportunities will be provided to engage in the research process with reference to clinically related situations.
12. Cancer and Haematology Nursing

NURS5070
Creating a Culture of Safety and Quality
Credit points: 6 Session: Semester 2 Classes: distance education/Intensive on campus, up to 5 study days Assessment: essay, case study Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus

This unit of study pursues a critical analysis of the theoretical constructs and practical applications underpinning good clinical governance in health care organisations. Many studies identify the factors influencing a culture of safety and quality in the clinical environment and most concur with six main domains: the safety climate, teamwork, perceptions of management, working conditions, job satisfaction and stress recognition. These factors and how to influence them positively will be examined in this unit of study utilising a better practice (quality/continuity of care/health outcomes/governance) framework.

NURS5071
Strengthening Nursing Leadership
Credit points: 6 Session: Semester 2 Classes: distance education/Intensive on campus, up to 5 study days Assessment: essay, portfolio Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus

The need for leadership across all clinical disciplines has been shown to be integral to safe practice and strong staff morale. Providing a clear and unambiguous framework for practice and fostering skills in moral stewardship are known to enable personal growth and strong clinical care. This unit explores a range of issues for clinicians including their legal and ethical obligations, concepts of accountability and collegiality, and strategies to increase resilience and emotional intelligence. It aims to equip nurses to take initiative, create supportive and sustaining clinical environments, have the courage of their convictions, and to celebrate curiosity.

NURS5072
Advanced Cancer and Haematology Practice
Credit points: 6 Session: Semester 1 Classes: distance education/Intensive on campus, up to 5 study days Assessment: online activities, practice development proposal Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus

Building on the leadership and research units, this unit of study will critique the advanced specialist roles within the cancer and haematology specialties. Advanced clinical skills and knowledge in all aspects of cancer and haematological practice will be examined, with an emphasis on skills in symptom management. Potential for and opportunities in advanced practice in cancer and haematology nursing will be evaluated. Nurse led interventions and the location of advanced practice within an interprofessional approach to cancer, haematology and survivorship will be examined.

NURS5078
Capstone (Work-based Project)
Credit points: 12 Session: Semester 1, Semester 2 Classes: distance education/intensive on campus, up to 8 study days Assessment: reflective portfolio, assignment & presentation Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus
Note: Department permission required for enrolment.

This unit of study will assist students to extend their development of a critically informed personal/professional position on the many issues impacting clinical nursing practice with which, as potential senior clinicians, they will continue to engage and to further develop the skills required to argue that position effectively within current clinical contexts and climates. The unit will provide a framework within which students will explore selected current clinical and professionally related situations from several perspectives. These may include those of tertiary and professional education, local and state and federal government policy development and implementation, management, and industry, workforce and regulatory perspectives. Students will also negotiate and participate in a period of partnered clinical observation with senior nurse clinicians whose work relates to the student's clinical focus, to develop a personal portfolio which will incorporate the work undertaken during the award and extend to include guided reflection on their observation and understanding of advanced practice roles in nursing.

NURS5080
Capstone (Thesis)
Credit points: 12 Session: Semester 1, Semester 2 Classes: distance education/intensive on campus, up to eight study days Prerequisites: NURS5069 Research in Nursing & Health Care Assessment: 20000wd thesis Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus
Note: Department permission required for enrolment.

This unit of study will provide an opportunity for students with an interest in research to conduct an in-depth exploration of a topic of professional relevance. The independent work required to develop the thesis will be undertaken under the guidance of a supervisor. The thesis will be assessed in a manner suitable for determining equivalence to work undertaken during an Honours program. Completion of high level work will therefore assist students wishing to apply for Australian Postgraduate Awards to support PhD candidature. It is anticipated that a student's thesis topic will have been identified during the pre-requisite units of study and students are advised to indicate their interest in undertaking the research capstone to the Director of Postgraduate Studies as they complete the first pre-requisite unit of study NURS5069 Research in Nursing & Health Care so that specific academic advice can be provided.
13. Critical Care Nursing

The faculty offers the following courses in critical care nursing:

- Graduate Certificate in Emergency Nursing
- Graduate Diploma in Emergency Nursing
- Graduate Certificate in Intensive Care Nursing
- Graduate Diploma in Intensive Care Nursing
- Masters of Emergency Nursing
- Masters of Intensive Care Nursing

Emergency Nursing

Emergency nursing is a dynamic and challenging specialty. The acuity of patients, complexity of care and degree of technological intervention are variable. Emergency nurses must be able to prioritise patient care and provide accurate assessment and effective ongoing management for a diversity of patient populations. Nursing practice in emergency departments may range from life-saving interventions to providing health promotion and injury prevention information.

Intensive Care Nursing

Intensive care nursing is a specialty within nursing that deals specifically with human responses to life-threatening problems. Through post-registration specialty programs, critical care nurses are provided with specific knowledge, skills and attributes to provide care to critically ill or unstable patients and their families.

Graduate Certificate in Intensive Care Nursing GG011

Graduate Certificate in Emergency Nursing GG012

Course overview

The Graduate Certificates in Intensive Care and Emergency Nursing consist of two semesters of part-time study. Students are required to complete 24 credit points or four units of study as prescribed in the unit of study tables contained in this chapter.

If you attain a credit average or better you may use your graduate certificate to articulate into a master's degree. Units studied at the graduate certificate level are, in most cases, credited towards the higher qualification.

Admission

Admission to the Graduate Certificates in Intensive Care and Emergency Nursing is open to all nurses registered in Australia. Applications from all students should be made directly to the faculty.

In addition to these requirements applicants for these specialty areas students who are registered nurses in their country of residence may need to meet English language requirements.

Graduate Diploma in Emergency Nursing GF023

Graduate Diploma in Intensive Care Nursing GF024

Course overview

The Graduate Diplomas in Emergency and Intensive Care Nursing may be completed in one year of full-time study or two years part-time study. Graduate Diplomas consist of 48 credit points or eight units of study as prescribed in the unit of study tables contained in this chapter.

Admission

Admission to the Graduate Diplomas in Emergency and Intensive Care Nursing is open to all nurses registered in Australia. International students who are registered nurses in their country of residence may study at the graduate diploma level and will need to meet English language requirements.

In addition to these requirements applicants for these specialty areas are required to be working in intensive care or emergency nursing and provide a statement of support from their supervisor or Manager in order to undertake the required clinical assessments.

Applications from local students should be made directly to the faculty. International students apply through the International Office.

Workload

Students generally undertake two units of study per semester. All units are offered in distance education/ intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments, clinical assessments and examinations.

Master of Emergency Nursing GC062

Master of Intensive Care Nursing GC063

Course overview

The Masters of Emergency and Intensive Care Nursing consist of 60 credit points or 9 units of study. This may be taken over 18 months full-time or two and a half years part-time study. Please refer to the study pattern for these degrees contained in this chapter.

Admission

Admission to the Master of Emergency and Intensive Care Nursing is open to all nurses registered in Australia and overseas, who hold a Bachelor of Nursing or equivalent with a credit average. International students will also need to meet English language requirements.

In addition to these requirements applicants for these specialty areas are required to be working in intensive care or emergency nursing and provide a statement of support from their supervisor or Manager in order to undertake the required clinical assessments.

Applications from local students should be made directly to the faculty. International students apply through the International Office.
Workload

Students generally undertake four units of study per semester full-time. Students studying part-time will undertake two units of study per semester. In the final semester students will undertake a 12 credit point unit of study and will study part-time.

All units are offered in distance education/ intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments, clinical assessments and examinations.
### Emergency Nursing units of study table

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<thead>
<tr>
<th>Unit of study</th>
<th>Credit points</th>
<th>A: Assumed knowledge</th>
<th>P: Prerequisites</th>
<th>C: Corequisites</th>
<th>N: Prohibition</th>
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<td><strong>Graduate Certificate in Emergency Nursing GG012</strong></td>
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<td>NURS5059 Foundations of Clinical Practice</td>
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<td>NURS5059</td>
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13. Critical Care Nursing

Critical Care Nursing units of study descriptions

**NURS5012 Assessment and Clinical Judgement**
*Credit points: 6 Session: Semester 1 Classes: distance education/intensive Assessment: Clinical assessment, essay, clinical case study Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus*

The ability to undertake a focused and comprehensive patient assessment is fundamental to nursing practice. Undertaking patient assessment allows nurses to gather the requisite information to make sound clinical judgements thus this unit of study places an emphasis on the systematic collection of reliable and valid assessment data. This unit of study examines the knowledge, capabilities and clinical skills required to undertake comprehensive health assessment inclusive of physical and mental health status in complex clinical situations. Underpinning any patient assessment is a detailed understanding of normal physiological processes and the ways in which illness and injury alters these processes. In this unit of study students will have the opportunity to demonstrate their ability to synthesise concepts of altered physiology and patient assessment with the implementation and evaluation of appropriate management strategies.

**NURS504 Emergency Nursing Practice**
*Credit points: 6 Session: Semester 2 Classes: distance education/intensive, up to 5 study days Prerequisites: NURS5025 Foundations of Critical Care or NURS5059 Foundations of Clinical Practice Assessment: essay, exam Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus*

Emergency nursing practice is characterised by a diversity of clinical presentations which range from those requiring minimal care to those with complex or life-threatening clinical presentations or injury. This variation in clinical presentation requires emergency nurses to have a strong foundation in patient assessment and associated physiological knowledge, both which are key components of this unit of study. Acknowledging the diversity of clinical presentations, in this unit of study we will specifically examine the assessment and management of the most common illness or injuries seen in the emergency department, including those requiring resuscitation. Management of patients with these clinical conditions will be explored, specifically focusing on the evidence-base of interventions and their influence on patient outcome.

Textbooks

**NURS505 Intensive Care Nursing Practice**
*Credit points: 6 Session: Semester 2 Classes: distance education/intensive, up to 5 study days Prerequisites: NURS5025 Foundations of Critical Care or NURS5059 Foundations of Clinical Practice Assessment: essay, exam Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus*

Critical illness is associated with rapidly changing clinical presentations consequently nurses providing care for the critically ill must integrate complex physiological knowledge with advanced assessment skills in order to make sound clinical decisions. In this unit of study students will explore a variety of clinical presentations including those associated with single and multiple organ failure; traumatic injury; and chronic and complex illness. Management of these clinical conditions will be explored, specifically focusing on the evidence-base of interventions and their influence on patient outcome. Critical illness is also associated with short and longer term consequences for psychosocial wellbeing of both the patient and their family. As such, an emphasis will be placed on the experience of critical illness, psychosocial recovery and the influence of critical illness on the family unit.

**NURS509 Foundations of Clinical Practice**
*Credit points: 6 Session: Semester 1 Classes: distance education/intensive Assessment: annotated bibliography, exam Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus*

Increasing patient acuteness in the hospital environment requires a sound understanding of alterations to normal physiological processes which assists nurses to make decisions about patient assessment and management. Within this unit of study an emphasis will be placed on exploring alterations to key physiological concepts and the associated patient assessment and management. Within the context of these altered physiological states the acquisition of clinical assessment data, such as that obtained from laboratory and diagnostic testing, will be interpreted and applied to specific patient clinical presentations. Strategies to support physiological function and manage complex clinical presentations will be examined with students undertaking critical appraisal of treatment guidelines.

**NURS506 Complexity of Critical Illness & Injury**
*Credit points: 6 Session: Semester 2 Classes: distance education/intensive, up to 5 study days Prerequisites: NURS5059 Foundations of Clinical Practice Corequisites: NURS5054 Emergency Nursing Practice or NURS5055 Intensive Care Nursing Practice Assessment: case study, clinical assessments, clinical portfolio Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus*

Patients who experience severe traumatic injury or episodes of critical illness require advanced assessment and management in the pre-hospital phase, during transport to and stabilisation in the emergency department, and ongoing care in the intensive care unit. The critical illness/injury trajectory is complex and interdependent and effective care at each stage requires an appreciation of the care which has been provided as well as an understanding of potential ongoing management of the patient. In this unit of study we will examine the critical illness/injury trajectory from physiological and psychosocial perspectives. An evidence-based approach to patient management will focus on collaborative decision-making and the ways in which synthesised evidence informs patient care. This unit of study allows students to consolidate theoretical underpinnings of their practice and demonstrate the requisite knowledge, skills and attributes required to care for critically ill or injured patients through the completion of clinical assessments.

**NURS506 Research in Nursing and Health Care**
*Credit points: 6 Session: Semester 1 Classes: distance education/intensive on campus, up to 5 study days Assessment: online activities, critical review, preliminary research proposal Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus*

This unit of study will examine and critique established and emerging ways of researching nursing and health care through discussion of the philosophical and theoretical origins of the research traditions and knowledge generation in nursing research. Conceptualisation of research questions, selection of research designs, governance of research and research utilisation in the clinical setting will be explored. Opportunities will be provided to engage in the research process with reference to clinically related situations.

**NURS5070 Creating a Culture of Safety and Quality**
*Credit points: 6 Session: Semester 2 Classes: distance education/intensive on campus, up to 5 study days Assessment: essay, case study Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus*
This unit of study pursues a critical analysis of the theoretical constructs and practical applications underpinning good clinical governance in health care organisations. Many studies identify the factors influencing a culture of safety and quality in the clinical environment and most concur with six main domains: the safety climate, teamwork, perceptions of management, working conditions, job satisfaction and stress recognition. These factors and how to influence them positively will be examined in this unit of study utilising a better practice (quality/continuity of care/health outcomes/governance) framework.

NURS5071  
**Strengthening Nursing Leadership**

*Credit points:* 6  
*Session:* Semester 2  
*Classes:* distance education/intensive on campus, up to 5 study days  
*Assessment:* essay, portfolio  
*Campus:* Camperdown/Darlington  
*Mode of delivery:* Distance Education/Intensive on Campus

The need for leadership across all clinical disciplines has been shown to be integral to safe practice and strong staff morale. Providing a clear and unambiguous framework for practice and fostering skills in moral stewardship are known to enable personal growth and strong clinical care. This unit explores a range of issues for clinicians including their legal and ethical obligations, concepts of accountability and collegiality, and strategies to increase resilience and emotional intelligence. It aims to equip nurses to take initiative, create supportive and sustaining clinical environments, have the courage of their convictions, and to celebrate curiosity.

NURS5074  
**Expanding Practice in the ICU and ED**

*Credit points:* 6  
*Session:* Semester 1  
*Classes:* distance education/intensive on campus, up to 5 study days  
*Assessment:* learning contract  
*Campus:* Camperdown/Darlington  
*Mode of delivery:* Distance Education/Intensive on Campus

Nurses working in leadership positions within emergency departments and intensive care units assist in providing care to groups of patients and their families. In doing so nurses must incorporate individual needs with the requirements of the department/unit, hospital and area health service. The provision of coordinated care to critically ill and/or injured patients is supported by organisational structures at the hospital and area health service level, which are guided by Intensive Care and Emergency Department Planning services through the NSW Department of Health. Practice is also informed by professional bodies such as the Australian College of Critical Care Nurses (ACCCN) and the College of Emergency Nurses Australasia (CENA). In this unit of study students will explore ways in which government and professional bodies provide information which supports decision making regarding the provision of care to critically ill and injured patients. Additionally, as part of expanding the individual nurse’s repertoire, students will be encouraged to broaden their knowledge of intensive care and/or emergency nursing practice and will have the opportunity to develop a in-depth understanding of a specific practice issue.

NURS5078  
**Capstone (Work-based Project)**

*Credit points:* 12  
*Session:* Semester 1, Semester 2  
*Classes:* distance education/intensive on campus, up to 8 study days  
*Assessment:* reflective portfolio, assignment & presentation  
*Campus:* Camperdown/Darlington  
*Mode of delivery:* Distance Education/Intensive on Campus

This unit of study will assist students to extend their development of a critically informed personal/professional position on the many issues impacting clinical nursing practice with which, as potential senior clinicians, they will continue to engage and to further develop the skills required to argue that position effectively within current clinical contexts and climates. The unit will provide a framework within which students will explore selected current clinical and professionally related situations from several perspectives. These may include those of tertiary and professional education, local, state and federal government policy development and implementation, management, and industry, workforce and regulatory perspectives. Students will also negotiate and participate in a period of partnered clinical observation with senior nurse clinicians whose work relates to the student’s clinical focus, to develop a personal portfolio which will incorporate the work undertaken during the award and extend to include guided reflection on their observation and understanding of advanced practice roles in nursing.

NURS5080  
**Capstone (Thesis)**

*Credit points:* 12  
*Session:* Semester 1, Semester 2  
*Classes:* distance education/intensive on campus, up to eight study days  
*Prerequisites:* NURS5069 Research in Nursing & Health Care  
*Assessment:* 20000wd thesis  
*Campus:* Camperdown/Darlington  
*Mode of delivery:* Distance Education/Intensive on Campus

This unit of study will provide an opportunity for students with an interest in research to conduct an in-depth exploration of a topic of professional relevance. The independent work required to develop the thesis will be undertaken under the guidance of a supervisor. The thesis will be assessed in a manner suitable for determining equivalence to work undertaken during an Honours program. Completion of high level work will therefore assist students wishing to apply for Australian Postgraduate Awards to support PhD candidature. It is anticipated that a student's thesis topic will have been identified during the pre-requisite units of study and students are advised to indicate their interest in undertaking the research capstone to the Director of Postgraduate Studies as they complete the first pre-requisite unit of study NURS5069 Research in Nursing & Health Care so that specific academic advice can be provided.
14. Mental Health Nursing

Mental Health Nursing Courses
The faculty offers the following mental health nursing courses:

- Graduate Certificate in Mental Health Nursing
- Graduate Diploma in Mental Health Nursing
- Master of Mental Health Nursing

Course information
People with mental health issues present throughout the health care environment and, as such, specialist skills are required to manage clients within the health care arena.

This course prepares nurses to become specialist mental health nurses with the skills, knowledge and understanding to deal with a range of conditions across a variety of health care environments. Within these environments, clients present with mental illnesses, mental disorders and psychological distress seeking specialist assessment and treatment.

Graduate Certificate in Mental Health Nursing GC013
Course Overview
The Graduate Certificate in Mental Health Nursing consists of two semesters of part-time study. Students are required to complete 24 credit points or four units of study as prescribed in the unit of study tables contained in this chapter.

If you attain a credit average or better you may use your graduate certificate to articulate into a master's degree. Units studied at the graduate certificate level are, in most cases, credited towards the higher qualification.

Admission
Admission to the Graduate Certificate in Mental Health Nursing is open to all nurses registered in Australia. Applications from all students should be made directly to the faculty.

In addition to this requirement, applicants are required to be working primarily in the provision of care to people with mental health problems and provide a statement of support from their supervisor or Manager in order to undertake the required clinical assessments.

Workload
Students generally undertake two units of study per semester. All units are offered in distance education/ intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments, clinical assessments and examinations.

Graduate Diploma in Mental Health Nursing GF025
Course overview
The Graduate Diploma in Mental Health Nursing may be completed in one year of full-time study or two years part-time study. Graduate diplomas consist of 48 credit points or eight units of study as prescribed in the unit of study tables contained in this chapter.

Admission
Admission to the Graduate Diploma in Mental Health Nursing is open to all nurses registered in Australia. International students who are registered nurses in their country of residence may study at the graduate diploma level and will need to meet English language requirements.

In addition to this requirement, applicants are required to be working primarily in the provision of care to people with mental health problems and provide a statement of support from their supervisor or Manager in order to undertake the required clinical assessments.

Applications from all local students should be made directly to the faculty. International students should apply through the International Office.

Workload
Students generally undertake four units of study per semester full-time. Students studying part-time will undertake two units of study per semester. All units are offered in distance education/ intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments, clinical assessments and examinations.

Master of Mental Health Nursing GC064
Course overview
The Master of Mental Health Nursing consists of 60 credit points or 9 units of study. This may be taken over 18 months full-time or two and half years part-time study. Please refer to the study pattern for this degree contained in this chapter.

Admission
Admission to the Master of Mental Health Nursing is open to all nurses registered in Australia and overseas who hold a Bachelor of Nursing or equivalent with a credit average. International students will also need to meet English language requirements.

In addition to this requirement, applicants are required to be working primarily in the provision of care to people with mental health problems and provide a statement of support from their supervisor or Manager in order to undertake the required clinical assessments.

Applications from all local students should be made directly to the faculty. International students should apply through the International Office.

Workload
Students generally undertake four units of study per semester full-time. Students studying part-time will undertake two units of study per semester. In the final semester students will undertake a 12 credit point unit of study and will study part-time. All units are offered in distance education/ intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments, clinical assessments and examinations.
# Units of study table

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Please note in order to enrol in NURS5012 students must complete a research elective in lieu of NURS5071 Strengthening Nursing Leadership (see coordinator for advice).
Units of study descriptions

NURS5012  
Assessment and Clinical Judgement  
Credit points: 6  
Session: Semester 1  
Classes: distance education/intensive  
Assessment: Clinical assessment, essay, clinical case study  
Campus: Camperdown/Darlington  
Mode of delivery: Distance Education/Intensive on Campus  

The ability to undertake a focused and comprehensive patient assessment is fundamental to nursing practice. Undertaking patient assessment allows nurses to gather the requisite information to make sound clinical judgements thus this unit of study places an emphasis on the systematic collection of reliable and valid assessment data. This unit of study examines the knowledge, capabilities and clinical skills required to undertake comprehensive health assessment inclusive of physical and mental health status in complex clinical situations. Underpinning any patient assessment is a detailed understanding of normal physiological processes and the ways in which illness and injury alters these processes. In this unit of study students will have the opportunity to demonstrate their ability to synthesise concepts of altered physiology and patient assessment with the implementation and evaluation of appropriate management strategies.

NURS5063  
Mental Health Nursing A  
Credit points: 6  
Session: Semester 1  
Classes: distance education/intensive  
Assessment: case study, essay  
Campus: Camperdown/Darlington  
Mode of delivery: Distance Education/Intensive on Campus  

This unit aims to consolidate and extend students’ understanding of a range of mental health issues and their associated management and treatment approaches. The evidence-base for mental health nursing practice will be applied to mental health issues and problems including anxiety, mood, psychotic and personality problems. The issues and needs of specific populations, including children and young people experiencing mental health problems, and the co-morbidity of mental health with substance misuse and physical health, are also explored. Therapeutic and psychopharmacological approaches to mental health issues will be critically explored with regard to their relevance and efficacy, and ethico-legal aspects of mental health nursing care and clinical decision-making addressed.

NURS5064  
Mental Health and Illness in Context  
Credit points: 6  
Session: Semester 2  
Classes: distance education/intensive  
Assessment: essay, exam  
Campus: Camperdown/Darlington  
Mode of delivery: Distance Education/Intensive on Campus  

This unit of study explores the experience of having mental health problems and/or crises from the perspective of consumers and their family/carers, and aims to provide nurses with the knowledge and skills to work effectively alongside consumers and family/carers as they journey through the health/illness experience. The unit explores the lived experience of mental illness and caring for the person with mental illness; the varying healthcare and socio-political contexts of mental health care delivery; mental health policy; and mental health promotion and prevention, early intervention, and rehabilitation and recovery. Mental health models of care with an emphasis on building strengths, enhancing resilience and developing effective consumer/nurse partnerships will be critically explored.

NURS5065  
Mental Health Nursing B  
Credit points: 6  
Session: Semester 2  
Classes: distance education/intensive  
Assessment: clinical assessments, case study  
Campus: Camperdown/Darlington  
Mode of delivery: Distance Education/Intensive on Campus  

The foundation of effective mental health nursing care is the development of a therapeutic relationship with consumers and their family/carers. This unit focuses on the theoretical basis and philosophical frameworks for mental health nursing practice, and aims to develop communication and interpersonal skills required for building and maintaining an effective nurse/client relationship. Students will explore the personal and professional qualities of effective mental health nurses, and through practical learning experiences will develop skills in building and sustaining effective nurse/client relationships. Students will also be required to submit a clinical skills portfolio as part of their assessment.

NURS5069  
Research in Nursing and Health Care  
Credit points: 6  
Session: Semester 1  
Classes: distance education/intensive  
Assessment: online activities, critical review, preliminary research proposal  
Campus: Camperdown/Darlington  
Mode of delivery: Distance Education/Intensive on Campus  

This unit of study will examine and critique established and emerging ways of researching nursing and health care through discussion of the philosophical and theoretical origins of the research traditions and knowledge generation in nursing research. Conceptualisation of research questions, selection of research design, governance of research and research utilisation in the clinical setting will be explored. Opportunities will be provided to engage in the research process with reference to clinically related situations.

NURS5070  
Creating a Culture of Safety and Quality  
Credit points: 6  
Session: Semester 2  
Classes: distance education/intensive  
Assessment: essay, portfolio  
Campus: Camperdown/Darlington  
Mode of delivery: Distance Education/Intensive on Campus  

This unit of study pursues a critical analysis of the theoretical constructs and practical applications underpinning good clinical governance in health care organisations. Many studies identify the factors influencing a culture of safety and quality in the clinical environment and most concur with six main domains: the safety climate, teamwork, perceptions of management, working conditions, job satisfaction and stress recognition. These factors and how to influence them positively will be examined in this unit of study utilising a better practice (quality/continuity of care/health outcomes/governance) framework.

NURS5071  
Strengthening Nursing Leadership  
Credit points: 6  
Session: Semester 2  
Classes: distance education/intensive  
Assessment: essay, case study  
Campus: Camperdown/Darlington  
Mode of delivery: Distance Education/Intensive on Campus  

The need for leadership across all clinical disciplines has been shown to be integral to safe practice and strong staff morale. Providing a clear and unambiguous framework for practice and fostering skills in moral stewardship are known to enable personal growth and strong clinical care. This unit explores a range of issues for clinicians including their legal and ethical obligations, concepts of accountability and collegiality, and strategies to increase resilience and emotional intelligence. It aims to equip nurses to take initiative, create supportive and sustaining clinical environments, have the courage of their convictions, and to celebrate curiosity.

NURS5075  
Expanding Practice in Mental Health  
Credit points: 6  
Session: Semester 1  
Classes: distance education/intensive  
Assessment: essay, seminar presentation, case study  
Campus: Camperdown/Darlington  
Mode of delivery: Distance Education/Intensive on Campus  

This unit aims to extend students’ ability to engage in advanced mental health nursing practice. Theoretical and philosophical approaches to a range of therapeutic strategies will be examined, and the nature of effective and ineffective interpersonal relationships critically explored. Through application of evidence-based knowledge, students will
explore individual, family, and group therapeutic strategies, including psycho-education, relaxation strategies, group training, stress management, problem-solving skills, and social skills training. Students will be provided with structured learning experiences to extend their practice in these areas.

NURS5078
Capstone (Work-based Project)
Credit points: 12
Session: Semester 1, Semester 2
Classes: distance education/intensive on campus, up to 8 study days
Assessment: reflective portfolio, assignment & presentation
Campus: Camperdown/Darlington
Mode of delivery: Distance Education/Intensive on Campus
Note: Department permission required for enrolment.

This unit of study will assist students to extend their development of a critically informed personal/professional position on the many issues impacting clinical nursing practice with which, as potential senior clinicians, they will continue to engage and to further develop the skills required to argue that position effectively within current clinical contexts and climates. The unit will provide a framework within which students will explore selected current clinical and professionally related situations from several perspectives. These may include those of tertiary and professional education, local, state and federal government policy development and implementation, management, and industry, workforce and regulatory perspectives. Students will also negotiate and participate in a period of partnered clinical observation with senior nurse clinicians whose work relates to the student's clinical focus, to develop a personal portfolio which will incorporate the work undertaken during the award and extend to include guided reflection on their observation and understanding of advanced practice roles in nursing.

NURS5080
Capstone (Thesis)
Credit points: 12
Session: Semester 1, Semester 2
Classes: distance education/intensive on campus, up to 8 study days
Prerequisites: NURS5069 Research in Nursing & Health Care
Assessment: 20000wd thesis
Campus: Camperdown/Darlington
Mode of delivery: Distance Education/Intensive on Campus
Note: Department permission required for enrolment.

This unit of study will provide an opportunity for students with an interest in research to conduct an in-depth exploration of a topic of professional relevance. The independent work required to develop the thesis will be undertaken under the guidance of a supervisor. The thesis will be assessed in a manner suitable for determining equivalence to work undertaken during an Honours program. Completion of high level work will therefore assist students wishing to apply for Australian Postgraduate Awards to support PhD candidature. It is anticipated that a student’s thesis topic will have been identified during the pre-requisite units of study and students are advised to indicate their interest in undertaking the research capstone to the Director of Postgraduate Studies as they complete the first pre-requisite unit of study NURSS069 Research in Nursing & Health Care so that specific academic advice can be provided.
The faculty offers the following clinical nursing courses:

- Graduate Certificate in Clinical Nursing
- Graduate Diploma in Clinical Nursing
- Master of Clinical Nursing

Course information
Clinical is a term that often refers to direct bedside nursing care. Clinical nursing therefore encompasses many aspects of nursing practice and includes delivering comprehensive care directed at preventing complications and restoring or improving an individual’s quality of life.

Clinical nurses work in a variety of settings including the acute sector and the community and may be involved in education, administration or research.

The study of clinical nursing provides opportunities to develop a deeper understanding of what affects nurses today as well as the development of advanced nursing knowledge.

Graduate Certificate in Clinical Nursing GG010
Course Overview
The Graduate Certificate in Clinical Nursing consists of two semesters of part-time study. Students are required to complete 24 credit points or four units of study as prescribed in the unit of study tables contained in this chapter.

If you attain a credit average or better you may use your graduate certificate to articulate into a master's degree. Units studied at the graduate certificate level are, in most cases, credited towards the higher qualification.

Admission
Admission to the Graduate Certificate in Clinical Nursing is open to all nurses registered in Australia. Applications from all students should be made directly to the faculty.

Workload
Students generally undertake two units of study per semester. All units are offered in distance education/intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments, clinical assessments and examinations.

Graduate Diploma in Clinical Nursing GF022
Course Overview
The Graduate Diploma in Clinical Nursing may be completed in one year of full-time study or two years part-time study. Graduate Diplomas consist of 48 credit points or eight units of study as prescribed in the unit of study tables contained in this chapter.

Admission
Admission to the Graduate Diploma in Clinical Nursing is open to all nurses registered in Australia. International students who are registered nurses in their country of residence may study at the graduate diploma level and will need to meet English language requirements.

Applications from local students should be made directly to the faculty. International students apply through the International Office.

Workload
Students generally undertake two units of study per semester. All units are offered in distance education/intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments, clinical assessments and examinations.

Master of Clinical Nursing GC061
Course overview
The Master of Clinical Nursing consists of 60 credit points or 9 units of study. This may be taken over 18 months full-time or two and a half years part-time study. Please refer to the study pattern for this degree, as shown further on this chapter.

Admission
Admission to the Master of Clinical Nursing is open to all nurses registered in Australia and overseas who hold a Bachelor of Nursing or equivalent with a credit average. International students will also need to meet English language requirements.

Applications from all local students should be made directly to the faculty. International students should apply through the International Office.

Workload
Students generally undertake four units of study per semester full-time. Students studying part-time will undertake two units of study per semester. In the final semester students will undertake a 12 credit point unit of study and will study part-time. All units are offered in distance education/intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments, clinical assessments and examinations.
## Units of study table

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Please note in order to enrol in NURS5080 students must complete a research elective in lieu of NURS5071 Strengthening Nursing Leadership (see coordinator for advice).
Units of study descriptions

**NURS5012 Assessment and Clinical Judgement**
**Credit points:** 6  
**Session:** Semester 1  
**Classes:** distance education/intensive  
**Assessment:** Clinical assessment, essay, case study  
**Campus:** Camperdown/Darlington  
**Mode of delivery:** Distance Education/Intensive on Campus

The ability to undertake a focused and comprehensive patient assessment is fundamental to nursing practice. Undertaking patient assessment allows nurses to gather the requisite information to make evidence-based decisions. This unit of study examines the knowledge, capabilities and clinical skills required to undertake comprehensive health assessment inclusive of physical and mental health status in complex clinical situations. Underpinning any patient assessment is a detailed understanding of normal physiological processes and the ways in which illness and injury alters these processes. In this unit of study students will have the opportunity to demonstrate their ability to synthesise concepts of altered physiology and patient assessment with the implementation and evaluation of appropriate management strategies.

**NURS5059 Foundations of Clinical Practice**
**Credit points:** 6  
**Session:** Semester 1  
**Classes:** distance education/intensive  
**Assessment:** annotated bibliography, exam  
**Campus:** Camperdown/Darlington  
**Mode of delivery:** Distance Education/Intensive on Campus

Increasing patient acuity in the hospital environment requires a sound understanding of alterations to normal physiological processes which assists nurses to make decisions about patient assessment and management. Within this unit of study an emphasis will be placed on exploring alterations to key physiological concepts and the associated patient assessment and management. Within the context of these altered physiological states the acquisition of clinical assessment data, such as that obtained from laboratory and diagnostic testing, will be interpreted and applied to specific patient clinical presentations. Strategies to support physiological function and manage complex clinical presentations will be examined with students undertaking critical appraisal of treatment guidelines.

**NURS5061 Developing Clinical Nursing Practice**
**Credit points:** 6  
**Session:** Semester 2  
**Classes:** distance education/intensive  
**Assessment:** essay, guideline development  
**Campus:** Camperdown/Darlington  
**Mode of delivery:** Distance Education/Intensive on Campus

Clinical nurses are instrumental in developing and guiding practice, specifically as it relates to direct patient care. Nurses play important roles in the areas of clinical supervision, instigating and maintaining evidence-based practice, and as critical companions when they accompany less experienced colleagues on their personal, experiential learning journeys. In this unit of study we will explore the ways in which clinical nurses can articulate their personal practice knowledge and enhance this understanding of educational and policy based perspectives to make a significant contribution to the development of their own practice, the practice of others, and interprofessional delivery of evidence-based care.

**NURS5062 Clinical Practice and Nursing Work**
**Credit points:** 6  
**Session:** Semester 2  
**Classes:** distance education/intensive  
**Assessment:** assignment, online journal club, take home examination  
**Campus:** Camperdown/Darlington  
**Mode of delivery:** Distance Education/Intensive on Campus

Students will have the opportunity to examine the nature of nursing work in relation to the effects of and assumptions underlying the models of care and ward organization; organization of shiftwork; occupational health and safety; workforce supply and demand and the effects of such issues on the agency and professional boundaries of nurses. The unit will examine the nature of nursing work in relation to its industrial and socio-political origins by taking a critical evaluative focus on the perceptions and practices that have shaped the construction of clinical nursing practice. Wider issues such as the impact of the knowledge economy; globalisation and the patterns of global workforce migration; and the increasing use of technology in nursing work will also be explored.

**NURS5069 Research in Nursing and Health Care**
**Credit points:** 6  
**Session:** Semester 1  
**Classes:** distance education/intensive  
**Assessment:** online activities, critical review, preliminary research proposal  
**Campus:** Camperdown/Darlington  
**Mode of delivery:** Distance Education/Intensive on Campus

This unit of study will examine and critique established and emerging ways of researching nursing and health care through discussion of the philosophical and theoretical origins of the research traditions and knowledge generation in nursing research. Conceptualisation of research questions, selection of research designs, governance of research and research utilisation in the clinical setting will be explored. Opportunities will be provided to engage in the research process with reference to clinically related situations.

**NURS5070 Creating a Culture of Safety and Quality**
**Credit points:** 6  
**Session:** Semester 2  
**Classes:** distance education/intensive  
**Assessment:** essay, case study  
**Campus:** Camperdown/Darlington  
**Mode of delivery:** Distance Education/Intensive on Campus

This unit of study pursues a critical analysis of the theoretical constructs and practical applications underpinning good clinical governance in health care organisations. Many studies identify the factors influencing a culture of safety and quality in the clinical environment and most concur with six main domains: the safety climate, teamwork, perceptions of management, working conditions, job satisfaction and stress recognition. These factors and how to influence them positively will be examined in this unit of study utilising a better practice (quality/continuity of care/health outcomes/governance) framework.

**NURS5071 Strengthening Nursing Leadership**
**Credit points:** 6  
**Session:** Semester 2  
**Classes:** distance education/intensive  
**Assessment:** essay, portfolio  
**Campus:** Camperdown/Darlington  
**Mode of delivery:** Distance Education/Intensive on Campus

The need for leadership across all clinical disciplines has been shown to be integral to safe practice and strong staff morale. Providing a clear and unambiguous framework for practice and fostering skills in moral stewardship are known to enable personal growth and strong clinical care. This unit explores a range of issues for clinicians including their legal and ethical obligations, concepts of accountability and collegiality, and strategies to increase resilience and emotional intelligence. It aims to equip nurses to take initiative, create supportive and sustaining clinical environments, have the courage of their convictions, and to celebrate curiosity.

**NURS5073 Preventing Adverse Clinical Outcomes**
**Credit points:** 6  
**Session:** Semester 1  
**Classes:** distance education/intensive  
**Assessment:** essay, clinical assessments, clinical portfolio  
**Campus:** Camperdown/Darlington  
**Mode of delivery:** Distance Education/Intensive on Campus

The acuity and complexity of patients admitted to hospital requires registered nurses to apply advanced assessment skills and immediate interventions in order to detect and prevent further deterioration. Such early detection and early interventions may prevent the development of irreversible conditions.
of serious adverse events such as prolonged hospitalisation, an unexpected admission to a critical care unit, or cardiac arrest. In this unit of study students will explore the role of organisational and patient emergency response systems designed to promote early detection of the deteriorating patient and consider how these systems impact on their nursing practice. Students will have the opportunity to further integrate knowledge with technical and non-technical skills for assessing and managing the rapidly deteriorating patient. Specific consideration will be given to incorporating evidence-based principles when making judgements about patient care. The distinctiveness of each student's clinical practice is recognised and students will be expected to explore, in depth, an area of clinical practice relevant to their current work.

NURS5078
Capstone (Work-based Project)
Credit points: 12 Session: Semester 1, Semester 2 Classes: distance education/intensive on campus, up to 8 study days Assessment: reflective portfolio, assignment & presentation Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus
Note: Department permission required for enrolment.

This unit of study will assist students to extend their development of a critically informed personal/professional position on the many issues impacting clinical nursing practice with which, as potential senior clinicians, they will continue to engage and to further develop the skills required to argue that position effectively within current clinical contexts and climates. The unit will provide a framework within which students will explore selected current clinical and professionally related situations from several perspectives. These may include those of tertiary and professional education, local, state and federal government policy development and implementation, management, and industry, workforce and regulatory perspectives. Students will also negotiate and participate in a period of partnered clinical observation with senior nurse clinicians whose work relates to the student's clinical focus, to develop a personal portfolio which will incorporate the work undertaken during the award and extend to include guided reflection on their observation and understanding of advanced practice roles in nursing.

NURS5080
Capstone (Thesis)
Credit points: 12 Session: Semester 1, Semester 2 Classes: distance education/intensive on campus, up to eight study days Prerequisites: NURSS069 Research in Nursing & Health Care Assessment: 20000wd thesis Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus
Note: Department permission required for enrolment.

This unit of study will provide an opportunity for students with an interest in research to conduct an in-depth exploration of a topic of professional relevance. The independent work required to develop the thesis will be undertaken under the guidance of a supervisor. The thesis will be assessed in a manner suitable for determining equivalence to work undertaken during an Honours program. Completion of high level work will therefore assist students wishing to apply for Australian Postgraduate Awards to support PhD candidature. It is anticipated that a student's thesis topic will have been identified during the pre-requisite units of study and students are advised to indicate their interest in undertaking the research capstone to the Director of Postgraduate Studies as they complete the first pre-requisite unit of study NURS5069 Research in Nursing & Health Care so that specific academic advice can be provided.
The faculty offers the following clinical trials practice courses:

- Graduate Certificate in Clinical Trials Practice
- Graduate Diploma in Clinical Trials Practice
- Master of Clinical Trials Practice

Course information

Clinical trials are well recognised as an important research discipline. They are key to improving health outcomes for patients across every field of medicine.

Through this course students will gain the necessary knowledge, skills and attributes to prepare them for working in the area of clinical trials.

The course is designed for registered nurses and other health professionals who are currently working or planning to pursue a career within the field of clinical trials research and practice.

Graduate Certificate in Clinical Trials Practice GG014

Course overview

The Graduate Certificate in Clinical Trials Practice consists of two semesters of part-time study. Students are required to complete 24 credit points or four units of study as prescribed in the unit of study tables contained in this chapter.

If you attain a credit average or better you may use your graduate certificate to articulate into a master's degree. Units studied at the graduate certificate level are, in most cases, credited towards the higher qualification.

Admission

Admission to the Graduate Certificate in Clinical Trials Practice is open to all nurses registered or Allied Health Professionals in Australia. Applications from all students should be made directly to the faculty.

Workload

The Graduate Certificate in Clinical Trials Practice may only be studied by local students in the part-time mode. Students generally undertake two units of study per semester. All units are offered in distance education/intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments and examinations.

Graduate Diploma in Clinical Trials Practice GF020

Course overview

The Graduate Diploma in Clinical Trials Practice may be completed in one year of full-time study or two years part-time study. Graduate diplomas consist of 48 credit points or eight units of study as prescribed in the unit of study tables contained in this chapter.

Admission

Admission to the Graduate Diploma in Clinical Trials Practice is open to all nurses registered in Australia or Allied Health Professionals. International students who are registered nurses or Specialty Health Professionals in their country of residence may study at the graduate diploma level and will need to meet English language requirements.

Applications from all local students should be made directly to the faculty. International students should apply through the International Office.

Workload

Students generally undertake four units of study per semester full-time. Students studying part-time will undertake two units of study per semester. All units are offered in distance education/intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments and examinations.

Master of Clinical Trials Practice GC058

Course overview

The Master of Clinical Trials Practice consists of 60 credit points or 9 units of study. This may be taken over 18 months full-time or two and half years part-time study. Please refer to the study pattern for this degree, as shown further on in this chapter.

Admission

Admission to the Master of Clinical Trials Practice is open to all nurses registered or Allied Health Professionals in Australia and overseas who hold a Bachelor of Nursing or equivalent with a credit average or a Bachelor Degree in a Health related discipline with a credit average. International students will also need to meet English language requirements.

Applications from all local students should be made directly to the faculty. International students should apply through the International Office.

Workload

Students generally undertake four units of study per semester full-time. Students studying part-time will undertake two units of study per semester. In the final semester students will undertake a 12 credit point unit of study and will study part-time. All units are offered in distance education/intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments and examinations.
# Units of study table

<table>
<thead>
<tr>
<th>Unit of study</th>
<th>Credit points</th>
<th>Session</th>
<th>A: Assumed knowledge</th>
<th>P: Prerequisites</th>
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<td>NURS5078 Capstone (Work-based Project)</td>
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<td>NURS5080 Capstone (Thesis)</td>
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<tr>
<td>Please note in order to enrol in NURS5080 students must complete a research elective in lieu of NURS5071 Strengthening Nursing Leadership (see coordinator for advice).</td>
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Units of study descriptions

NURS5066
Methods in Clinical Trials
Credit points: 6 Session: Semester 1 Classes: distance education/intensive on campus, up to 5 study days Assessment: essay, exam Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus

A fundamental understanding of clinical trials methods is critical to the role of both the clinical research nurse and professional. This unit of study will focus on clinical trial design from human phase I studies through to late phase trials. We will introduce, examine and critique clinical trial design features and concepts such as selecting the right patient population, randomisation and binding, concepts of internal and external validity, defining study endpoints and choosing appropriate outcome measures. Students will also gain insight into how clinical trial questions are formulated from initial concept through to the development of a clinical trial protocol. Throughout this unit of study students will be exposed to a number of clinical trial design case studies, including those testing both pharmacologic and non-pharmacologic interventions

NURS5067
Clinical Trials: Measurement & Analysis
Credit points: 6 Session: Semester 2 Classes: distance education/intensive on campus, up to 5 study days Assessment: essay, exam Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus

A fundamental understanding of biological measurement and the analysis of clinical trial data is critical to the application of clinical trials methods. During this unit of study, students will have the opportunity to develop skills in simple database design and management, design patient data collection tools and instruments such as case report form (CRFs) and demonstrate an ability to review and manage data to ensure data quality and integrity. Students will also be introduced to key statistical considerations in clinical trial study design and analysis, including hypothesis testing, determining sample size, statistical power and significance and an overview of common statistical tests used in clinical trials. Students will further develop an ability to interpret and critique data and statistics from clinical trials including how this information is translated into clinical practice.

NURS5068
Clinical Trials in Practice
Credit points: 6 Session: Semester 2 Classes: distance education/intensive on campus, up to 5 study days Assessment: essay, exam Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus

This unit of study will provide students with the knowledge and skills of translating clinical trials methods and theory into practice. Students will be introduced to principles of clinical trial project management including the management of patient recruitment and follow up, monitoring study progress, clinical trial budgeting and funding. This unit of study will also focus on the ethical and legal framework which governs clinical trials including ethics approval, informing patients, and obtaining consent in the context of clinical trials and various patient populations. A key feature of clinical trials relates to quality assurance aspects such as documentation of study procedures and clinical trial audit, consequently emphasis will be placed on the development of clinical trials reports, results and publications.

NURS5069
Research in Nursing and Health Care
Credit points: 6 Session: Semester 1 Classes: distance education/intensive on campus, up to 5 study days Assessment: online activities, critical review, preliminary research proposal Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus

This unit of study will examine and critique established and emerging ways of researching nursing and health care through discussion of the philosophical and theoretical origins of the research traditions and knowledge generation in nursing research. Conceptualisation of research questions, selection of research designs, governance of research and research utilisation in the clinical setting will be explored. Opportunities will be provided to engage in the research process with reference to clinically related situations.

NURS5070
Creating a Culture of Safety and Quality
Credit points: 6 Session: Semester 2 Classes: distance education/intensive on campus, up to 5 study days Assessment: essay, case study Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus

This unit of study pursues a critical analysis of the theoretical constructs and practical applications underpinning good clinical governance in health care organisations. Many studies identify the factors influencing a culture of safety and quality in the clinical environment and most concur with six main domains: the safety climate, teamwork, perceptions of management, working conditions, job satisfaction and stress recognition. These factors and how to influence them positively will be examined in this unit of study utilising a better practice (quality/continuity of care/health outcomes/governance) framework.

NURS5078
Capstone (Work-based Project)
Credit points: 12 Session: Semester 1, Semester 2 Classes: distance education/intensive on campus, up to 8 study days Assessment: reflective portfolio, assignment & presentation Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus Note: Department permission required for enrolment.

This unit of study will assist students to extend their development of a critically informed personal/professional position on the many issues impacting clinical nursing practice with which, as potential senior clinicians, they will continue to engage and to further develop the skills required to argue that position effectively within current clinical contexts and climates. The unit will provide a framework within which students will explore selected current clinical and professionally related situations from several perspectives. These may include those of tertiary and professional education, local, state and federal government policy development and implementation, management, and industry, workforce and regulatory perspectives. Students will also negotiate and participate in a period of partnered clinical observation with senior nurse clinicians whose work relates to the student's clinical focus, to develop a personal portfolio which will incorporate the work undertaken during the award and extend to include guided reflection on their observation and understanding of advanced practice roles in nursing.

NURS5080
Capstone (Thesis)
Credit points: 12 Session: Semester 1, Semester 2 Classes: distance education/intensive on campus, up to eight study days Prerequisites: NURS5069 Research in Nursing & Health Care Assessment: 20000wd thesis Campus: Camperdown/Darlington Mode of delivery: Distance Education/Intensive on Campus Note: Department permission required for enrolment.

This unit of study will provide an opportunity for students with an interest in research to conduct an in-depth exploration of a topic of professional relevance. The independent work required to develop the thesis will be undertaken under the guidance of a supervisor. The thesis will be assessed in a manner suitable for determining equivalence to work undertaken during an Honours program. Completion of high level work will therefore assist students wishing to apply for Australian Postgraduate Awards to support PhD candidature. It is anticipated that a student's thesis topic will have been identified during the pre-requisite units of study and students are advised to indicate their interest in undertaking the research capstone to the Director of Postgraduate Studies as they complete the first pre-requisite unit of study NURS5069 Research in Nursing & Health Care so that specific academic advice can be provided.
The faculty offers the following nursing practitioner courses:

- Master of Nursing (Nurse Practitioner)

**Course information**

The Nurse Practitioner (NP) is defined by the Australian Nursing and Midwifery Council as, "a registered nurse educated and authorised to function autonomously and collaboratively in an advanced and extended clinical role....The nurse practitioner role is grounded in the nursing profession's values, knowledge, theories and practise and provides innovative and flexible health care delivery that complements other health care providers. The scope of the practice of the nurse practitioner is determined by the context in which the nurse practitioner is authorised to practice."

This course prepares nurses to become nurse practitioners with knowledge, skills and attributes to develop initiatives in health care and make a substantial contribution to future health care directions.

**Master of Nursing (Nurse Practitioner) GC059**

**Course overview**

The Master of Nursing (Nurse Practitioner) consists of 36 credit points or 5 units of study. This may be taken over 18 months full-time or two and half years part-time study. Please refer to the study pattern for this degree contained in this chapter.

**Admission**

Admission to the Master of Nursing (Nurse Practitioner) is open to all nurses registered in Australia who hold a Bachelor of Nursing or equivalent with a credit average and hold a Graduate Certificate in the area of clinical practice that is relevant to the Nurse Practitioner application

In addition to this requirement, applicants are required to have a minimum of 3 years experience as a registered nurses, of which one year full time experience at an advanced practice level in the relevant area of clinical practice. Applicants are also required to nominate a primary clinical supervisor and provide a letter of support in order to undertake the required clinical assessments.

Applications from all local students should be made directly to the faculty.

**Workload**

Students generally undertake four units of study per semester full-time. Students studying part-time will undertake two units of study per semester. In the final semester students will undertake a 12 credit point unit of study and will study part-time. All units are offered in distance education/ intensive on campus mode with students required to attend study days and undertake e-learning and independent study. Assessment consists of written assignments, clinical assessments and examinations.

This study plan is the final year of the Master of Nursing (Nurse Practitioner), please refer to the study plan below.

The unit of study outlined in this study plan will be offered from 2011.

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<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Credit Points</th>
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<td>Capstone (Professional Practice)</td>
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**Units of study table**

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<tr>
<th>Unit of study</th>
<th>Credit points</th>
<th>A: Assumed knowledge</th>
<th>P: Prerequisites</th>
<th>C: Corequisites</th>
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<tr>
<td>NURS5069 Research in Nursing and Health Care</td>
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<td>NURS5076 Pathophysiological Phenomena in Nursing</td>
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<td>NURS5071 Strengthening Nursing Leadership</td>
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<td>NURS5077 Quality Use of Medicines in Nursing</td>
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Units of study descriptions

NURS5069
Research in Nursing and Health Care
Credit points: 6  
Session: Semester 1  
Classes: distance education/Intensive on campus, up to 5 study days  
Assessment: online activities, critical review, preliminary research proposal  
Campus: Camperdown/Darlington  
Mode of delivery: Distance Education/Intensive on Campus

This unit of study will examine and critique established and emerging ways of researching nursing and health care through discussion of the philosophical and theoretical origins of the research traditions and knowledge generation in nursing research. Conceptualisation of research questions, selection of research designs, governance of research and research utilisation in the clinical setting will be explored. Opportunities will be provided to engage in the research process with reference to clinically related situations.

NURS5071
Strengthening Nursing Leadership
Credit points: 6  
Session: Semester 2  
Classes: distance education/Intensive on campus, up to 5 study days  
Assessment: essay, portfolio  
Campus: Camperdown/Darlington  
Mode of delivery: Distance Education/Intensive on Campus

The need for leadership across all clinical disciplines has been shown to be integral to safe practice and strong staff morale. Providing a clear and unambiguous framework for practice and fostering skills in moral stewardship are known to enable personal growth and strong clinical care. This unit explores a range of issues for clinicians including their legal and ethical obligations, concepts of accountability and collegiality, and strategies to increase resilience and emotional intelligence. It aims to equip nurses to take initiative, create supportive and sustaining clinical environments, have the courage of their convictions, and to celebrate curiosity.

NURS5076
Pathophysiological Phenomena in Nursing
Credit points: 6  
Session: Semester 1  
Classes: distance education/Intensive on campus, up to 5 study days  
Assessment: written case study, concept mapping exercise, presentation  
Campus: Camperdown/Darlington  
Mode of delivery: Distance Education/Intensive on Campus

This unit of study focuses on pathophysiological concepts and processes related to the human response to disease and illness. Using a conceptual approach, students are provided with the opportunity to apply research findings to gain a deeper understanding of patient assessment findings. The conceptual approach assists students to focus on clinical problems encountered across common disease categories and populations, become more systematic in making observations about events or conditions that influence patient signs and symptoms and formalise questions that serve as the basis for further investigation. The application of these processes and concepts provides a knowledge base for registered nurses to improve clinical judgments and decision-making in the management of patients with complex changes in health status.

NURS5077
Quality Use of Medicines in Nursing
Credit points: 6  
Session: Semester 2  
Classes: distance education/Intensive on campus, up to 5 study days  
Assessment: written exam, assignment  
Campus: Camperdown/Darlington  
Mode of delivery: Distance Education/Intensive on Campus

Philosophically, this unit of study aims to empower the advanced practice nurse through an in-depth understanding of the effects of medicines on physiological and pathophysiological processes. With reference to one of the central objectives of Australia’s National Medicines Policy, the Quality Use of Medicines (QUM), students will focus on developing skills related to selecting management options wisely considering the risk benefit to the consumer, choosing suitable medicines if a medicine is considered necessary and using medicines safely and effectively. Students will explore the regulatory framework associated with medication management and focus on clinical pharmacological therapies relevant to the students' specialist area of practice as an advanced practitioner.
18. Research degrees

Please note: Information in this chapter should be read in conjunction with the Resolutions of the Senate in the University Postgraduate Research/Coursework handbook.

Course information

The Faculty of Nursing and Midwifery at the University of Sydney has a strong commitment to teaching and research in many aspects of nursing and midwifery practice. The faculty provides first-class student resources and is committed to excellence in postgraduate research education.

The faculty research support team aims to strengthen and grow research within the faculty by fostering a supportive environment for research academics, early career researchers, and research students.

Students wishing to undertake a research degree at the faculty have the opportunity to work with staff in a number of different fields including the following major research areas:

- Maternal, perinatal and women’s health
- Cancer and palliative care
- Chronic diseases and co-morbidities
- Intensive care, trauma and emergency
- Mental health

The faculty offers the following postgraduate research degrees that may be taken across any of these faculty research areas:

- Bachelor of Nursing (Honours)
- Master of Nursing (Honours)
- Master of Philosophy (Nursing)
- Doctor of Philosophy

Choosing a topic

Candidates will need to have decided on a topic or area of study before applying for a research degree, and, as part of the application procedure, attach a research proposal. It is also essential to have discussed the proposed research project with an academic member of staff and/or a preferred supervisor before completing the application form.

To assist with choosing a topic and supervisor, prospective candidates may like to explore the research interests of the academic staff of the faculty outlined in chapter 3 of this handbook or visit Research Supervisor Connect at www.usyd.edu.au/research/opportunities.

Further information on preparing a research proposal may be obtained by contacting the faculty.

Research degrees

Students are encouraged to participate regularly in University and faculty research forums and conferences as active members of the research community.

Research workshops are run at the beginning of Semester 1 and the end of Semester 2 and all students are strongly encouraged to attend. A variety of guest speakers with expertise in a range of research areas present during these workshops.

Research students are expected to present their work to their peers at least once a year in research forums. This is a great opportunity to further develop and test their work.

All higher degree research students (Master of Philosophy and Doctor of Philosophy) must also complete an annual progress report and interview.

Supervision

A supervisor, who will usually be a member of the academic staff of the faculty, will be appointed for each student. In accordance with University policy, one or more associate supervisors will also be appointed. These supervisors are normally identified during consultations prior to admission to the research degree.

Application

For local students, an application should be made on the appropriate form available from the University’s postgraduate admission website: www.usyd.edu.au/postgrad.

International students should apply through the International Office: www.usyd.edu.au/internationaloffice.

Costs

The Federal Government’s Research Training Scheme (RTS) provides exemptions for Commonwealth-funded higher degree students for the duration of an accredited higher degree course.

Local Bachelor of Nursing (Honours) students may be eligible for a Commonwealth Supported place (CSS) for the duration of this course. Please contact the faculty for further information.

International students should refer to the following for more information: www.usyd.edu.au/internationaloffice/publications/fees.shtml.

Combined Board Trial 2010

During 2010 the Faculty will be undergoing a trial in which research student candidature will be overseen by the Combined Board of Postgraduate Studies, Sydney Medical School and the Faculties of Dentistry, Nursing and Midwifery and Pharmacy.

The Combined Board is supported by the Student Services Unit which is located in the Edward Ford Building on the Camperdown Campus. All administrative items such as applications, requests for suspension or extension and thesis submission will be conducted through the Student Services Unit. The contact details for the Student Services Unit have been provided below:

Student Services Unit
Edward Ford Building - A27
The University of Sydney
NSW AUSTRALIA 2006
t: +61 2 9351 3132| f: +61 2 9351 3429
e: info@med.usyd.edu.au

During the trial, decisions relating to Postgraduate Research Candidature normally referred to the Faculty of Nursing and Midwifery Research Degrees Sub-Committee will be considered by the Combined Board of Postgraduate Studies.
The Faculty Director of Research Students and Research Development will continue to make recommendations about candidature to the chair of the Combined Board of Postgraduate Studies, but final decisions will be made by the Combined Board which may delegate authority to the Research Sub-Committee or its Chair.

Bachelor of Nursing (Honours) GH041

Students who have completed a Bachelor of Nursing are invited to apply for the honours program. This involves two units relating to research methods and the preparation of a thesis. Students undertake research work independently under the guidance of a supervisor.

Admission requirements
Applications to the Bachelor of Nursing (Honours) are open to students who are considered by the faculty to have the requisite knowledge and aptitude to undertake the course. Applicants are expected to have completed their Bachelor of Nursing at credit level or above from the University of Sydney or from an equivalent university.

Workload
The Bachelor of Nursing (Honours) can be studied full-time (one year) or part-time (two years).

The degree combines coursework with a research project devised by the student. The coursework involves two units of study relating to research methods and the preparation of the thesis. Refer to the unit of study information provided at the end of this chapter for further details. The thesis is expected to be approximately 20,000 words.

Research workshops are run at the beginning of semester 1 and study days are run every month throughout semester 1. Students are also strongly encouraged to attend the faculty research workshops run at the beginning of semester 1 and at the end of semester 2. A variety of guest speakers with expertise in a range of research areas will present during these workshops.

Students are expected to present their work to their peers at least once a year in research forums providing a great opportunity to further develop and test their work.

Further study
Students who successfully gain first-class or second-class, Division 1 honours are eligible for entry into a PhD within the faculty.

Master of Nursing (Honours) GC080

The Master of Nursing (Honours) is an additional option for students completing the Master of Nursing. This option may be used by clinicians with an interest or experience in research to develop a formal and detailed proposal for higher degree study or to conduct in-depth exploration of a topic of professional relevance.

Admission requirements
Applicants for the Master of Nursing (Honours) course are accepted on the basis of previous qualifications and experience, as well as on the basis of previous qualifications and experience, as well as on the nature and scope of the intended research project and its relevance to nursing. The admission requirements include:

- an appropriate master's degree with a credit average or above, or to hold qualifications deemed by the Dean to be equivalent
- be registered to practise nursing in an Australian state or territory (or in their country of origin)
- demonstrate a minimum of one year's post-registration relevant experience as a registered nurse.

Students intending to apply for candidature must submit a 3-4 page research proposal with their application.

Workload
This degree may be undertaken either full-time (one semester) or part-time (two semesters).

The degree is a research-based degree assessed by thesis. Candidates write a thesis of around 20,000 words on a topic of their choice. During their candidature students work closely with their supervisors who must be consulted regularly about the general planning of the thesis and the work in progress.

Research workshops are run at the beginning of semester 1 and the end of semester 2 and all students are strongly encouraged to attend. A variety of guest speakers with expertise in a range of research areas will present during these workshops.

Students are expected to present their work to their peers at least once a year in research forums providing a great opportunity to further develop and test their work.

Because the Master of Nursing (Honours) is a thesis-based research degree, there are no coursework classes to attend. However, a recommendation to undertake some coursework units of study as approved by the supervisors may be made to support the development of research skills.

Master of Philosophy (Nursing) GC005

The Master of Philosophy (Nursing) is a research degree awarded for a thesis focusing on research into aspects of nursing practice. Some coursework in research techniques may be required but in no case is this a major component of the degree. Candidates work individually on a research project under the direction of faculty-appointed supervisors.

Admission requirements
Students wishing to enrol in this degree should have a bachelor's degree with first or upper second-class honours (2nd Class, Division 1) or a master's degree from the University of Sydney, or equivalent qualifications from another university or institution and be registered or eligible to register to practice nursing in Australia. Post-registration nursing experience is also required.

Workload
The Master of Philosophy is a research-based degree assessed by thesis. Candidates must write a thesis of approximately 60,000 words on a topic of their choice. During their candidature students work closely with their supervisors who must be consulted regularly about the general planning of the thesis and the work in progress.

Research workshops are run at the beginning of Semester 1 and the end of Semester 2 and all students are strongly encouraged to attend. A variety of guest speakers with expertise in a range of research areas will present during these workshops.
Students are expected to present their work to their peers at least once a year in research forums. M(Phil) students must undertake an annual progress review and interview.

**Doctor of Philosophy (PhD) GB000**

This is a research degree awarded for a thesis considered to be a substantial and original contribution to knowledge within the discipline. The length of the doctoral thesis varies but would not be expected to exceed 80,000 words. Some coursework in research techniques may be required but in no case is this a major component of the degree.

Research workshops are run at the beginning of Semester 1 and the end of Semester 2 and all students are strongly encouraged to attend. A variety of guest speakers with expertise in a range of research areas will present during these workshops.

Students are required to present their work to their peers at least once a year in research forums providing a great opportunity to further develop and test their work. PhD students must undertake an annual progress report and interview.

**Admission requirements**

Candidates should hold a bachelor's degree with first or upper second-class honours or a master's degree with a significant research component.

**Supervision**

PhD students are expected to work individually and under the direction of their primary supervisor and one or more associate supervisors on advanced study and research in one of the chosen research areas.

**Time limits**

Candidates can proceed on a full or part-time basis. The normal maximum length of candidature would be four years full-time and eight years part-time.
## Units of study table

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### Units of study descriptions

**NURS4020**

**Theory, Method and Ethic in Research**

*Credit points: 6  Session: Semester 1  Classes: seminars, workshops*  
**Assessment:** literature review  
**Campus:** Camperdown/Darlington  
**Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit of study focuses on the knowledge and skills required for the beginning nurse researcher. It examines (i) research design and research methods, including various data collection and analysis techniques, ethical considerations in undertaking research; (ii) evaluating and critiquing the literature; students will undertake a critical and analytical literature review of their research topic in 5,000-6,000 words and (iii) written and oral modes of disseminating research findings.

**NURS4021**

**Honours Thesis A**

*Credit points: 18  Session: Semester 1  Classes: seminars, workshops*  
**Assessment:** seminar presentation  
**Campus:** Camperdown/Darlington  
**Mode of delivery:** Normal (lecture/lab/tutorial) Day

This unit provides students with the foundations for undertaking and managing their research project. It explores the practical aspects of managing the honours project, including the supervisory relationship and time management, as well as structuring an honours thesis and developing the thesis argument. Students are also assisted in developing skills for presenting their research, including oral presentation skills. It is expected that students will commence their research project under the guidance of their supervisor during this unit.

**NURS4022**

**Honours Thesis B**

*Credit points: 12  Session: Semester 2  Classes: supervised work*  
**Assessment:** Thesis  
**Campus:** Camperdown/Darlington  
**Mode of delivery:** Normal (lecture/lab/tutorial) Day

In this unit of study students will continue working on their independent research project under the guidance of their supervisor, including undertaking relevant field work, analyzing the data and writing their thesis.

**NURS4023**

**Honours Thesis C**

*Credit points: 12  Session: Semester 2  Assessment: Thesis*  
**Campus:** Camperdown/Darlington  
**Mode of delivery:** Normal (lecture/lab/tutorial) Day

In this unit of study students will complete their independent research project and thesis. Students will complete the 15,000-20,000 words thesis.
Common resolutions for all coursework degrees

Faculty Rules for all coursework degrees

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing and Midwifery.

1. Units of study
1.1 Pre-requisites, co-requisites, assumed knowledge, mode of delivery and unit descriptors are published annually in the Faculty of Nursing and Midwifery Handbook as set out in the course information sections.

2. Variation to the normal load
2.1 Candidates who have shown significant academic ability may, at the discretion of the delegated academic, be allowed to undertake more than the prescribed 24 credit points per semester.
2.2 Candidates who can demonstrate good reason as to why they should be allowed to undertake less than 12 credit points in any one semester may, at the discretion of the delegated academic, be permitted to do so.

3. Restrictions on enrolment
3.1 In considering an application for admission to candidature the Faculty will select in preference applicants who are most meritorious in terms of the admission criteria.
3.2 The enrolment of candidates in units of study shall be limited by the exigencies of the timetable.
3.3 The applicant must demonstrate, to the satisfaction of the Faculty, that during the candidature the student will be able to complete clinical and field experience required for the course.

4. Discontinuation of enrolment
4.1 A student who has discontinued candidature or whose candidature is deemed to have lapsed must apply for re-admission in accordance with the current procedures for new applicants to the degree.

5. Suspension of candidature
5.1 Suspension of candidature is only applicable in cases of hardship or activities on the part of the student that are of national or state importance/are of a significant nature.
5.2 Examples of hardship may be illness or financial difficulties. Activities of a significant nature may be the inclusion of the student on a national sporting team, orchestra, etc that requires national or state importance/are of a significant nature.
5.3 The granting of a suspension of candidature is at the discretion of the delegated academic.
5.4 Suspension of candidature will be for a minimum of one semester and a maximum of two semesters and may be granted only once during the degree.
5.5 Students who have an approved suspension of candidature are eligible for re-entry to the course at the conclusion of the suspension period provided they indicate their intention to return by the specified date.
5.5.1 Students who do not indicate their intention to return by the specified date will be deemed to have a lapsed candidature and will need to follow the instructions under section 6 for re-enrolment after and absence.
5.6 In cases where a suspension of candidature is not granted, students may be required to discontinue their studies and follow the procedures for re-enrolment after an absence.
6. Re-enrolment after an absence
6.1 There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following condition:

6.1.1 In cases of lapsed candidature lodge an application by 31 October for the March semester or 30 April for the July semester for re-enrolment.
6.2 Applications will be considered in conjunction with all other applications by students applying under these conditions prior to the commencement of the academic year in which the student wishes to enrol.

7. Assessment policy
7.1 Assessment will be carried out in accordance with the University of Sydney (Coursework) Rule 2000 (as amended) and the general Resolutions of the Faculty of Nursing and Midwifery.

8. Transitional arrangements
8.1 No transitional arrangements are required.

9. English language requirements
9.1 In addition to other admission criteria all applicants are required to meet the Faculty’s English language requirements as follows:
9.1.1 Applicants with qualifications gained in a country other than Australia, where the previous qualification was not taken in English, will be required to have a minimum IELTS of 7.0 with 7.0 in each band.
9.1.2 Meet minimum standards as specified by the Faculty of Nursing and Midwifery, of:
9.1.3 written and verbal English language competence and interpersonal communication; and
9.1.4 numeracy.
9.2 If an applicant is demonstrating proficiency in English through a record of satisfactory achievement in tertiary studies in which the language of the institution was in English and the language of instruction, examination and assessment was English the following conditions must be met:
9.2.1 a record of satisfactory achievement in tertiary studies for a degree of 3 years or more, the tertiary study must have been undertaken no more than 5 years prior to admission, and for a degree less than 3 years the tertiary study must have been undertaken not less than 3 years prior to admission and:
9.2.2 the study must have been undertaken at a recognised institution. Where a university has more than one official language, including English, the applicant must submit a certified, written statement from the Registrar/Academic Affairs office, or equivalent, of their institution confirming that all study they completed was taught, assessed and examined in English.

10. Cross institutional study
10.1 Provided that permission has been obtained in advance, the Dean may permit a student to complete a unit of study at another institution and have that unit credited to his/her course.
10.1.1 the unit of study content is material not taught in any corresponding unit of study in the University; or
10.1.2 the student is unable for good reason to attend a corresponding unit of study at the University.

Pre-registration course resolutions

Master of Nursing

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing and Midwifery.

1. Admission
1.1 Applicants for admission as candidates for the Master of Nursing shall be:
1.1.1 graduates of the University of Sydney holding a bachelor’s degree in a discipline other than nursing; or

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1.1.2 be graduates of other universities or other appropriate institutions who hold qualifications equivalent to those specified in 1.1.1 or 1.1.3 hold a Diploma of Aboriginal and Torres Strait Islander Health, or equivalent, and have relevant work experience;

1.1.4 provided that with respect to clauses 1.1.1 or 1.1.2 the degree shall not be older than ten years since completion;

1.1.4.1 Degrees older than ten years will be considered subject to the applicant providing further information substantiating continuing education and development; and

1.1.4.2 Admission to applicants with degrees older than ten years will be at the discretion of the Dean;

1.1.5 Meet the Faculty's English language requirements as outlined in the Coursework degrees common resolution section; and not be currently registered as a nurse in New South Wales.

1.2 Applicants with qualifications gained in a country other than Australia will be:

1.2.1 assessed on the equivalence of their qualifications to the Australian bachelor degree standards;

1.3 Candidates who do not meet the above criteria may be admitted by the Dean of Nursing and Midwifery.

1.4 Mature-age applicants will be assessed on criteria determined by the Faculty of Nursing and Midwifery.  

2. Requirements for the Degree

2.1 To qualify for the award of the degree of Master of Nursing, a candidate shall complete successfully:

2.1.1 96 credit points as prescribed in the unit of study table for this degree listed in chapter 7; and

2.1.2 satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty;

2.1.3 where appropriate, the Faculty reserves the right to require individual students to undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in 2.1.1.

2.2 Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty.

2.3 A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, may be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:

2.3.1 ask the candidate to show good cause as to why they should be allowed to continue the degree.

2.3.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

2.4 A candidate who, whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:

2.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in 2.1.1 above; and/or

2.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

3. Award of the degree

3.1 The Masters Degree shall be awarded in one grade only, namely the pass degree.

4. Progression rules

4.1 All candidates enrolled in the Master of Nursing must successfully complete all year 1 Master of Nursing units of study before progressing to year 2 Master of Nursing units of study as prescribed in the unit of study table for this degree listed in chapter 7 of this handbook.

4.2 Students may be permitted by the delegated academic to enrol in Year 2 units of study while also enrolled in a normal Year 1 pattern in the Master of Nursing providing the requested units are available in the required semester, and the pre-requisites have been met. Refer to chapter 7 in this handbook for unit of study tables which outline pre-requisite requirements.

5. Time limit

5.1 A candidate for the degree may proceed on either a full-time or part-time basis:

5.1.1 a full-time candidate shall complete the requirements for the degree no later than at the end of the eighth semester of candidature for the Master of Nursing including time taken for a suspension of candidature;

5.1.2 a part-time candidate shall complete the requirements for the degree no later than at the end of the tenth semester of candidature for a Master of Nursing including time taken for a suspension of candidature; and

5.1.3 these times are pro-rata for candidates who change their study between full and part-time.

6. Credit transfer policy

6.1 Credit granted on the basis of academic study completed or prior learning in another course at this University or at another university may not exceed 24 credit points.

6.2 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

7. Transitional Arrangements

7.1 These resolutions shall apply to:

7.1.1 students who commence their candidature after 1 January 2010; and

7.1.2 students who commence their candidature prior to 1 January 2010 and who elect to proceed under these resolutions.

8. A candidate for the degree who commenced prior to 1 January 2010 may complete the requirements in accordance with the resolutions in force at the time the candidate commenced, provided that the candidate shall complete the requirements by 1 January 2011 or such a later date as the faculty may, in special circumstances, approve.

Bachelor of Arts/Master of Nursing

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing and Midwifery.

1. Admission

1.1 Applicants for admission as candidates for the combined Bachelor of Arts/Master of Nursing shall:

1.1.1 be eligible for admittance to the Bachelor of Arts, the University of Sydney; and

1.1.2 Meet the Faculty's English language requirements as outlined in the Coursework degrees common resolution section.

1.1.3 not hold a bachelor qualification approved for the purposes of meeting the requirements to register, or be registered as a nurse in New South Wales; and

1.2 Candidates who do not meet the above criteria, may be admitted by the Dean of Nursing and Midwifery.

2. Requirements for the Bachelor of Arts/Master of Nursing

2.1 Candidates will be under the general supervision of the Faculty of Nursing and Midwifery. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures.

2.2 To qualify for the award of the degree of combined Bachelor of Arts/Master of Nursing, a candidate shall:

2.2.1 meet all requirements for the Bachelor of Arts and the Master of Nursing as specified in the tables of units for this degree listed in chapter 7 of this handbook;

2.2.1.1 Complete a minimum of 192 credit points which includes:

2.2.1.1.1 96 credit points from the Bachelor of Arts comprised of:

2.2.1.1.1.1 a major from Part A of the Faculty of Arts Table of units of study;

2.2.1.1.1.2 a maximum of 48 Junior credit points from the Faculty of Arts;

2.2.1.1.1.3 a maximum of 12 credit points from Part B from the Faculty of Arts Table of units of study; and

2.2.1.1.2 48 credit points from the Master of Nursing year 1 units of study in the manner prescribed in the tables of units for this degree; and

2.2.1.1.3 48 credit points from the Master of Nursing year 2 units of study in the manner prescribed in the tables of units for this degree, in addition to those prescribed in 2.2.1.1.2 above.
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19. Degree resolutions and faculty policies

3. Additional requirements

3.1 In addition to the above requirements, and in order to qualify for the award of the Bachelor of Arts/Master of Nursing, a candidate:

3.1.1 may not enrol in any unit of study that is substantially the same as one they have already passed;

3.1.2 will, where appropriate, undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in section 2 above as required by the Faculty of Nursing and Midwifery;

3.1.3 will satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty.

3.2 The Deans of the Faculties of Nursing and Midwifery and Arts shall jointly exercise authority in any matter concerning this combined degree course not otherwise dealt with in these resolutions.

3.3 Clinical Requirements

3.3.1 In addition to the requirements outlined in sections 2-3.2 above the following clinical requirements apply:

3.3.1.1 Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty of Nursing and Midwifery.

3.3.2 A candidate who is deemed to be unsatisfactory at any time during clinical placement may have that placement terminated, be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:

3.3.2.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in section 2 above; and/or

3.3.2.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

3.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:

3.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in section 2 above; and/or

3.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

4. Candidates who abandon the combined course

4.1 Candidates who abandon the combined course may:

4.1.1 elect to complete the Bachelor of Arts degree in accordance with appropriate rules governing that degree.

5. Award of the degree

5.1 Graduands will receive separate testamurs for both the Bachelor of Arts and the Master of Nursing in accordance with appropriate rules governing those degrees.

5.2 The Masters Degree shall only be awarded in one grade only, namely the pass degree.

6. Re-enrolment after an absence

6.1 There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following condition:

6.1.1 In cases of lapsed candidature lodge an application through the Universities Admissions Centre (UAC) by the specified deadline.

7. Progression Rules

7.1 Students enrolled in the Bachelor of Arts/Master of Nursing:

7.1.1 may not complete the Master of Nursing units of study without satisfactorily completing Year 1 units of study, that is 48 credit points, in the Bachelor of Arts with a grade point average of credit or better, with due regard to any exceptional circumstances, in which case their progression must be approved by the Dean or their nominee;

7.1.2 may not enrol in Year 4 units of study until they have completed the requirements for the Bachelor of Arts; and

7.1.3 all candidates must successfully complete all year 1 Master of Nursing units of study before progressing to year 2 Master of Nursing units of study.

7.2 In exceptional circumstances candidates may be permitted by the delegated academic to enrol in year 2 units of study in the Master of Nursing while also enrolled in a normal year 1 pattern in the Master of Nursing provided the requested units are available in the required semester, and the pre-requisites have been met.

8. Time Limit

8.1 A candidate for the degree may proceed on either a full-time or part-time basis.

8.1.1 a full-time candidate shall complete the requirements for the degree no later than the twelfth semester of candidature for a combined degree including time taken for a suspension of candidature;

8.1.2 a part-time candidate shall complete the requirements for the degree no later than the sixteenth semester of candidature for a combined degree including time taken for a suspension of candidature;

8.1.3 these times are pro-rata for candidates who change their study between full and part-time.

9. Credit transfer policy

9.1 Credit granted on the basis of academic study completed or prior learning in another course at another university may not exceed 24 credit points.

9.2 Credit granted on the basis of academic study completed or prior learning in another course at this university will not exceed 96 credit points with the approval of both the Faculty of Arts and Faculty of Nursing.

9.3 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

10. Transitional Arrangements

10.1 These resolutions shall apply:

10.1.1 students who commence their candidature after 1 January 2010; and

10.1.2 students who commence their candidature prior to 1 January 2010 and who elect to proceed under these resolutions.

11. A candidate for the degree who commenced prior to 1 January 2010 may complete the requirements in accordance with the resolutions in force at the time the candidate commenced, provided that the candidate shall complete the requirements by 1 January 2011 or such a later date as the faculty may, in special circumstances, approve.

Bachelor of Science/Master of Nursing

These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended) which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing and Midwifery.

1. Admission

1.1 Applicants for admission as candidates for the combined Bachelor of Science/Master of Nursing shall:

1.1.1 be eligible for admittance to the Bachelor of Science, University of Sydney; and

1.1.2 meet the Faculty's English language requirements as outlined in the Coursework degrees common resolution section.

1.1.3 not hold a bachelor qualification approved for the purposes of meeting the requirements to register, or be registered as a nurse in New South Wales.

1.2 Candidates who do not meet the above criteria, may be admitted by the Dean of Nursing and Midwifery.

2. Requirements for the Bachelor of Science/Master of Nursing

2.1 Candidates will be under the general supervision of the Faculty of Nursing and Midwifery. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures.

2.2 To qualify for the award of the degree of combined Bachelor of Science/Master of Nursing, a candidate shall:

2.2.1 meet all requirements for the Bachelor of Science, and also the Master of Nursing as specified in the tables of units for this degree listed in chapter 7 of this handbook, as follows;

2.2.1.1 Complete a minimum of 192 credit points which includes:

2.2.1.1.1 96 credit points from the Table 1 (Faculty of Science) units prescribed for the Bachelor of Science including 12 credit points of maths and a major area of study; and

2.2.1.2 48 credit points from the Master of Nursing year 1 units of study in the manner prescribed in the tables of units for this degree; and
2.1.1.3 48 credit points from the Master of Nursing year 2 units of study.

3. Additional Requirements

3.1 In addition to the above requirements, and in order to qualify for the award of the Bachelor of Science/Master of Nursing, a candidate:

3.1.1 may not enrol in any unit of study that is substantially the same as one they have already passed.

3.1.2 will, where appropriate, undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in section 2 as required by the Faculty of Nursing and Midwifery;

3.1.3 will satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty.

3.2 The Deans of the Faculties of Nursing and Midwifery and Science shall jointly exercise authority in any matter concerning this combined degree course not otherwise dealt with in these resolutions.

3.3 Clinical Requirements

3.3.1 In addition to the requirements outlined in section 2 above, the following clinical requirements shall apply:

3.3.1.1 Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty of Nursing and Midwifery.

3.3.2 A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, be failed in that unit of study and may be required to attend a Professional Standards Sub-committee hearing.

The Sub-committee may:

3.3.2.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in section 2 above; and/or

3.3.2.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

3.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Sub-committee hearing. The Sub-committee may:

3.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in section 2 above; and/or

3.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

4. Candidate who abandon the combined course

4.1 Candidates who abandon the combined course may:

4.1.1 elect to complete the Bachelor of Science degree in accordance with the resolutions governing that degree.

5. Award of the degree

5.1 Graduands will receive separate testamurs for both the Bachelor of Science and the Master of Nursing in accordance with appropriate rules governing those degrees.

5.2 The Masters Degree shall only be awarded in one grade only, namely the pass degree.

6. Re-enrolment after an absence

6.1 There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following condition:

6.1.1 In cases of lapsed candidature lodge an application through the Universities Admissions Centre (UAC) by the specified deadline.

7. Progression Rules

7.1 Students enrolled in the Bachelor of Science/Master of Nursing:

7.1.1 may not commence Master of Nursing units of study without satisfactorily completing Year 1 units of study that is 48 credit points, in the Bachelor of Science with a grade point average of credit or better, with due regard to any exceptional circumstances, in which case their progression must be approved by the Dean or their nominee;

7.1.2 may not enrol in Year 4 units of study until they have completed the requirements for the Bachelor of Science; and all candidates must successfully complete all year 1 Master of Nursing units of study before progressing to year 2 Master of Nursing units of study.

7.2 In exceptional circumstances candidates may be permitted by the delegated academic to enrol in year 2 units of study in the Master of Nursing while also enrolled in a normal year 1 pattern in the Master of Nursing provided the requested units are available in the required semester, and the pre-requisites have been met.

8. Time limit

8.1 A candidate for the degree may proceed on either a full-time or part-time basis:

8.1.1 a full-time candidate shall complete the requirements for the degree no later than the twelfth semester of candidature for a combined degree including time taken for a suspension of candidature;

8.1.2 a part-time candidate shall complete the requirements for the degree no later than the sixteenth semester of candidature for a combined degree including time taken for a suspension of candidature;

8.1.3 these times are pro-rata for candidates who change their study between full and part-time.

9. Credit transfer policy

9.1 Credit granted on the basis of academic study completed or prior learning in another course at another university may not exceed 24 credit points.

9.2 Credit granted on the basis of academic study completed or prior learning in another course at another university may not exceed 96 credit points with the approval of both the Faculty of Science and Faculty of Nursing.

9.3 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

10. Transitional Arrangements

10.1 These resolutions shall apply to:

10.1.1 students who commence their candidature after 1 January 2010; and

10.1.2 students who commence their candidature prior to 1 January 2010 and who elect to proceed under these resolutions.

11. A candidate for the degree who commenced prior to 1 January 2010 may complete the requirements in accordance with the resolutions in force at the time the candidate commenced, provided that the candidate shall complete the requirements by 1 January 2011 or such a later date as the faculty may, in special circumstances, approve.

Bachelor of Health Sciences/Master of Nursing

These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000 (as amended) which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing and Midwifery.

1. Admission

1.1 Applicants for admission as candidates for the combined Bachelor of Health Sciences/Master of Nursing shall:

1.1.1 be eligible for admittance to the Bachelor of Health Sciences, the University of Sydney; and

1.1.2 Meet the Faculty’s English language requirements as outlined in the Coursework degrees common resolution section.

1.1.3 not hold a bachelor qualification approved for the purposes of meeting the requirements to register, or be registered as a nurse in New South Wales.

1.2 Candidates who do not meet the above criteria may be admitted by the Dean of Nursing and Midwifery.

2. Requirements for the Bachelor of Health Sciences/Master of Nursing

2.1 Candidates will be under the general supervision of the Faculty of Nursing and Midwifery. General supervision covers all areas of policy and procedures affecting candidates such as combined course rules and enrolment procedures.

2.2 To qualify for the award of the degree of combined Bachelor of Health Sciences/Master of Nursing, a candidate shall complete successfully:

2.2.1 meet all requirements for the Bachelor of Health Sciences and the Master of Nursing as specified in the tables of units for this degree listed in chapter 7 of this handbook as follows;

2.2.1.1 Complete a minimum of 192 credit points which includes:

2.2.1.1.1 96 credit points from the Bachelor of Health Sciences;
2.2.1.1.2 48 credit points from the Master of Nursing year 1 units of study in the manner prescribed in the tables of units for this degree; and
2.2.1.1.3 48 credit points from the Master of Nursing year 2 units of study, in addition to those prescribed in 2.2.1.1.2 above.

3. Additional Requirements
3.1 In addition to the above requirements, and in order to qualify for the award of the Bachelor of Health Science/Master of Nursing, a candidate:
3.1.1 may not enrol in any unit of study that is substantially the same as one they have already passed;
3.1.2 will, where appropriate, undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in section 2 above as required by the Faculty of Nursing and Midwifery; and
3.1.3 will satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty.

3.2 The Deans of the Faculties of Nursing and Midwifery and Health Sciences shall jointly exercise authority in any matter concerning this combined degree course not otherwise dealt with in these resolutions.

3.3 Clinical Requirement
3.3.1 In addition to the requirements outlined in section 2.3.2 above the following clinical requirements apply:
3.3.1.1 Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty of Nursing and Midwifery.
3.3.2 A candidate who is deemed to be unsatisfactory at any time during a clinical placement may have that placement terminated, be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:
3.3.2.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in section 2 above; and/or
3.3.2.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

3.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:
3.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in section 2 above; and/or
3.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

4. Candidates who abandon the combined course
4.1 Candidates who abandon the combined course may:
4.1.1 elect to complete the Bachelor of Health Sciences degree in accordance with appropriate rules governing those degrees.

5. Award of the degree
5.1 Graduands will receive separate testamurs for both the Bachelor of Health Sciences and the Master of Nursing in accordance with appropriate rules governing those degrees.
5.2 The Masters Degree shall only be awarded in one grade only, and
5.3 the following clinical requirements apply:
5.3.1.1 Students are required to attend clinical placements and laboratory sessions as prescribed by the Faculty of Nursing and Midwifery; and
5.3.2.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.
5.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses and midwives, or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, may be required to attend a Professional Standards Subcommittee hearing. The subcommittee may:
5.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in section 2 above; and/or
5.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

6. Re-enrolment after an absence
6.1 There is no automatic right of re-entry. Students who wish to be considered for re-enrolment need to fulfil the following conditions:
6.1.1 In cases of lapsed candidature lodge an application through the Universities Admissions Centre (UAC) by the specified deadline.

7. Progression Rules
7.1 Students enrolled in a Bachelor of Health Science/Master of Nursing:
7.1.1 may not commence Master of Nursing units of study without satisfactorily completing Year 1 units of study that is 48 credit points, in the Bachelor of Health Sciences with a grade point average of credit or better; with due regard to any exceptional circumstances, in which case their progression must be approved by the Dean or their nominee;
7.1.2 may not enrol in Year 4 units of study until they have completed the requirements for the Bachelor of Health Sciences;
7.1.3 all candidates must successfully complete all year 1 Master of Nursing units of study before progressing to year 2 Master of Nursing units of study.
7.2 In exceptional circumstances candidates may be permitted by the delegated academic to enrol in year 2 units of study in the Master of Nursing while also enrolled in a normal year 1 pattern in the Master of Nursing provided the requested units are available in the required semester, and the pre-requisites have been met.

8. Time limit
8.1 A candidate for the degree may proceed on either a full-time or part-time basis:
8.1.1 a full-time candidate shall complete the requirements for the degree no later than the twelfth semester of candidature for a combined degree including time taken for a suspension of candidature;
8.1.2 a part-time candidate shall complete the requirements for the degree no later than the sixteenth semester of candidature for a combined degree including time taken for a suspension of candidature.
8.1.3 these times are pro-rata for candidates who change their study between full and part-time.

9. Credit transfer policy
9.1 Credit granted on the basis of academic study completed or prior learning in another course at another university may not exceed 24 credit points.
9.2 Credit granted on the basis of academic study completed or prior learning in another course at another university may not exceed 96 credit points with the approval of both the Faculty of Health Sciences and Faculty of Nursing.
9.3 Credit will not be granted for any units of study which were completed more than five years before admission or re-admission to candidature.

10. Transitional Arrangements
10.1 These resolutions shall apply to:
10.1.1 students who commence their candidature after 1 January 2010 and who elect to proceed under these resolutions.
10.2 A candidate for the degree who commenced prior to 1 January 2010 may complete the requirements in accordance with the resolutions in force at the time the candidate commenced, provided that the candidate shall complete the requirements by 1 January 2011 or such a later date as the faculty may, in special circumstances approve.

Post-registration course resolutions
Bachelor of Nursing (Post-Registration)

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing and Midwifery.

1. Admission
1.1 Bachelor of Nursing (Post-Registration) Onshore
1.1.1 Applicants for admission as candidates for the Bachelor of Nursing (Post-Registration) on shore shall:
1.1.1.1 be registered to practise nursing in New South Wales or another state/territory of Australia or be registered as a nurse in a country other than Australia, and:
1.1.1.2 hold a qualification at the level of certificate which leads to registration as a nurse; or
1.1.1.3 hold a qualification at the level of diploma which leads to registration as a nurse; and
1.1.1.4 have a minimum of 12 months experience as a registered nurse; and
1.1.1.5 be currently employed as a registered nurse; and
1.1.1.6 meet the Faculty's English language requirements as follows:

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2.1.3 candidates who are admitted under clauses 1.2, 1.3 and 1.4

2.1.1 candidates who are admitted under clause 1.1.1.

2.1 To qualify for the award of the degree:

1.5.1 All candidates who hold qualifications not recognised by the

1.5 All candidates

1.3 Bachelor of Nursing (Post-Registration) Offshore

1.3.1 Applicants for admission as candidates for the Bachelor of

1.3.1 Applicants for admission as candidates for the Bachelor of

1.2.1.1 hold a Diploma in Nursing from Nanyang Polytechnic or

1.2.1.1 hold a Diploma in Nursing from Nanyang Polytechnic or

1.2.1 Applicants for admission as candidates for the Bachelor of

1.2.1.6 have attained at least O level English or meet the English

1.2 Bachelor of Nursing (Post-Registration) Offshore Singapore

1.2.1.2 hold an approved Diploma in Nursing from an approved

1.2.1.2 hold an approved Diploma in Nursing from an approved

1.2.1.1 Applicant for admission as candidates for the Bachelor of

1.2.1.1 Applicant for admission as candidates for the Bachelor of

1.1 Applicants for admission to candidature for the Graduate

1.1.1.6.2 meet minimum standards as specified by the Faculty of

1.1.1.6.2 meet minimum standards as specified by the Faculty of

1.1.1.6.1 applicants with qualifications gained in a country other

1.1.1.6.1 applicants with qualifications gained in a country other

1.1.1.6.1 candidates who are admitted under clauses 1.1, 1.2, 1.3 and

1.1.1.6.1 candidates who are admitted under clauses 1.1, 1.2, 1.3 and

1.1.1.6.1 candidates who are admitted under clauses 1.2, 1.3 and 1.4

1.1.1.6.1 candidates who are admitted under clauses 1.2, 1.3 and 1.4

1.1.1.6.1 candidates who are admitted under clauses 1.2, 1.3 and 1.4

1.1.1.6.1 candidates who are admitted under clauses 1.2, 1.3 and 1.4

3. Award of the degree

3.1 Candidates who achieve an average of 75% will be eligible for

4. Cross Institutional study

4.1 Provided that permission has been obtained in advance, the Dean

4.1 Provided that permission has been obtained in advance, the Dean

5. Time limit

5.1 A candidate for the degree may proceed on either a full-time or

5.1 A candidate for the degree may proceed on either a full-time or

5.1 Applicants for admission as candidates for the Bachelor of

5.1 Applicants for admission as candidates for the Bachelor of

5.1 Applicants for admission as candidates for the Bachelor of

5.2 All candidates must complete the requirements for the degree

6. Advanced Standing and Credit transfer policy

6.1 The course has a prescribed pattern of study which is outlined

6.1 The course has a prescribed pattern of study which is outlined

6.2 Advanced standing is addressed in the requirements for

6.2 Advanced standing is addressed in the requirements for

6.3 Candidates who have successfully completed units of study at

6.3 Candidates who have successfully completed units of study at

6.3 Credit granted on the basis of academic study completed or

6.3.2 Credit will only be granted as specified credit, which is

6.3.3 The provision of non-specified credit does not apply.

6.4 Credit will not be granted for any units of study which were

Graduate Certificate course resolutions

Graduate Certificate in Cancer and Haematology Nursing, Graduate Certificate in Clinical Nursing, Graduate Certificate in Clinical Trials Practice, Graduate Certificate in Emergency Nursing, Graduate Certificate in Intensive Care Nursing, Graduate Certificate in Mental Health Nursing

These Resolutions must be read in conjunction with the University of Sydney (Coursework) Rule 2000, which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing and Midwifery.

1. Admission

1. Applicants for admission to candidature for the Graduate Certificate in Cancer and Haematology Nursing, Graduate Certificate in Clinical Nursing, Graduate Certificate in Clinical Trials Practice, Graduate Certificate in Emergency Nursing, Graduate Certificate in Intensive Care Nursing, Graduate Certificate in Mental Health Nursing

1.1 Applicants for admission to candidature for the Graduate Certificate in Cancer and Haematology Nursing, Graduate Certificate in Clinical Nursing, Graduate Certificate in Clinical Trials Practice, Graduate Certificate in Emergency Nursing, Graduate Certificate in Intensive Care Nursing, Graduate Certificate in Mental Health Nursing
4.3 A candidate who is deemed to be unsatisfactory at any time shall not be older than 10 years since completion; and

4.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, or whose good standing with the registration authorities ceases, may be required to attend a Professional Standards Sub-Committee hearing. The Sub-committee may:

4.4.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in 4.1.1 above; and/or

4.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

5. Award of the Certificate

5.1 The Graduate Certificate shall be awarded in one grade only, namely the Pass certificate.

6. Time limit

6.1 A candidate for the degree may proceed on a part-time basis. 6.1.1 Candidates shall complete the requirements for the degree no later than at the end of the fifth semester of candidature.

7. Credit transfer policy

7.1 Credit granted on the basis of academic study completed in another course at this University or at another university or Institution may not exceed 12 credit points.

7.2 Credit will not be granted for any units of study which were completed more than ten years before admission or re-admission to candidature.

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**Graduate Diploma course resolutions**

Graduate Diploma in Cancer and Haematology Nursing, Graduate Diploma in Clinical Nursing, Graduate Diploma in Clinical Trials Practice, Graduate Diploma in Emergency Nursing, Graduate Diploma in Intensive Care Nursing, Graduate Diploma in Mental Health Nursing

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing and Midwifery.

1. Admission

1.1 Applicants for admission to candidature for the Graduate Diploma in Cancer and Haematology Nursing, Graduate Diploma in Clinical Nursing, Graduate Diploma in Clinical Trials Practice, Graduate Diploma in Emergency Nursing, Graduate Diploma in Intensive Care Nursing, Graduate Diploma in Mental Health Nursing shall:

1.1.1 be graduates of the University of Sydney holding a Bachelor degree; or

1.1.2 be graduates of other universities or other appropriate institutions who hold qualifications equivalent to those specified in 1.1.1; or

1.1.3 be a registered nurse with a minimum of five years experience in the field and can demonstrate significant contribution to the development of the specialty, eg, clinical leadership, improvement of clinical standards, practice development, publications or research; and

1.1.4 be registered as a nurse in Australia; or in a country other than Australia; and

1.1.5 meet employment requirements as outlined in section 2 and common admission criteria outlined in section 3.

Admission criteria for entry to the Graduate Diploma in Clinical Trials Practice

2. Meet the requirements for the relevant specialty area as outlined:

2.1 In the case of the Graduate Certificates in Emergency or Intensive Care Nursing be employed as a registered nurse for the duration of the course in an Emergency or Intensive Care area with support from the NUM or supervisor in order to meet clinical assessment requirements; or

2.2 In the case of the Graduate Certificate in Mental Health Nursing be employed as a registered nurse, working primarily in the provision of care to people with mental health problems and with support from the Nursing Unit Manager or supervisor in order to meet clinical assessment requirements; or

2.3 In the case of the Graduate Certificate in Cancer and Haematology Nursing be employed as a registered nurse, have the ability to negotiate clinical access for the purpose of completing required assessments and or undertake required assessment by simulation within the faculty

Admission criteria for all Graduate Certificates

3.1 Meet the Faculty's English language requirements as outlined in the Coursework degrees common resolution section.

3.2 A degree or prior qualification used as the basis of admission shall not be older than 10 years since completion; and

3.2.1 degrees older than ten years will be considered subject to the applicant providing further information substantiating continuing education and development; and

3.2.2 admission to applicants with degrees older than ten years will be at the discretion of the Dean.

3.3 Applicants with qualifications gained in a country other than Australia will be assessed on the equivalence of their qualifications to Australian standards.

3.4 Candidates who do not meet the above criteria may be admitted by the Dean of Faculty of Nursing and Midwifery.

4. Requirements for the Certificate

4.1 To qualify for the award of the course, a candidate must:

4.1.1 complete successfully 24 credit points as prescribed in the unit of study tables for this course listed in chapters 11 and 12 of this handbook;

4.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of The University of Sydney;

4.1.3 where appropriate, the Faculty reserves the right to require individual students to undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in 4.1.1.

4.2 Students are required to attend clinical simulation and fieldwork as prescribed by the Faculty.

4.3 A candidate who is deemed to be unsatisfactory at any time during a clinical requirement for the award may be failed in that unit of study and may be required to attend a Professional Standards Sub-committee hearing. The Sub-committee may:

4.3.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the certificate set down in 4.1.1; and/or

4.3.2 ask the candidate to show good cause as to why they should be allowed to continue the course.

4.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, or whose good standing with the registration authorities ceases, may be required to attend a Professional Standards Sub-Committee hearing. The Sub-committee may:

4.4.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in 4.1.1 above; and/or

4.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

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1.1.6 be registered as a nurse in Australia or in another country other than Australia except in the case of Diploma in Clinical Trials Practice staff are to be employed as registered nurses in health care research; and

1.1.7 Meet the Faculty’s English language requirements as outlined in the Coursework degrees common resolutions section.

1.1.8 Meet the requirements for the relevant specialty area as outlined.

1.1.8.1 In the case of the Graduate Diploma in Emergency or Intensive Care Nursing be employed as a registered nurse for the duration of the course in an Emergency or Intensive Care area with support from the NURM or supervisor in order to meet clinical assessment requirements.

1.1.8.2 In the case of the Graduate Diploma in Mental Health Nursing be employed as a registered nurse, working primarily in the provision of care to people with mental health problems and with support from the Nursing Unit Manager or supervisor in order to meet clinical assessment requirements.

1.1.8.3 In the case of the Graduate Certificate in Cancer and Haematology Nursing be a registered nurse, have the ability to negotiate clinical access for the purpose of completing required assessments and or undertake required assessment by simulation within the faculty.

1.1.8.4 In the case of the Graduate Diploma in Clinical Trials Practice be employed as a registered nurse or health professional in another related discipline.

1.2 provided that with respect to clauses 1.1.1, 1.1.2, 1.1.3 or 1.1.4 the degree shall not be older than 10 years since completion;

1.2.1 Degrees older than ten years will be considered subject to the applicant providing further information substantiating continuing education and development; and

1.2.2 Admission to applicants with degrees older than ten years will be at the discretion of the Dean.

1.3 Applicants with qualifications gained in a country other than Australia will be assessed on the equivalence of their qualifications to Australian standards.

1.4 Candidates who do not meet the above criteria may be admitted by the Dean of the Faculty of Nursing and Midwifery.

2 Requirements for the Diploma

2.1 To qualify for the award of the course, candidates shall:

2.1.1 complete successfully 48 credit points as prescribed in the unit of study tables for this course listed in chapters 11 to 13 of this handbook; and

2.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of The University of Sydney.

2.1.3 Where appropriate, the Faculty reserves the right to require individual students to undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in 2.1.1.

2.2 Students are required to attend clinical simulation and fieldwork as prescribed by the Faculty.

2.3 A candidate who is deemed to be unsatisfactory at any time during a clinical requirement for the award may be failed in that unit of study and may be required to attend a Professional Standards Subcommittee hearing. The sub-committee may:

2.3.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the diploma set down in 2.1.1 and/or

2.3.2 ask the candidate to show good cause as to why they should be allowed to continue the course.

2.4 A candidate whose behaviour, performance or character is considered to be incompatible with safe and professional practice of nurses or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, or whose good standing with the registration authority ceases, may be required to attend a Professional Standards Sub-committee hearing. The Sub-committee may:

2.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in 2.1.1 above; and/or

2.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

3. Award of the Diploma

3.1 The Graduate Diploma shall be awarded in one grade only, namely the Pass diploma.

5. Time limit

5.1 A candidate for the degree may proceed on either a full-time or part-time basis:

5.1.1 a full-time candidate shall complete the requirements for the degree no later than at the end of the fourth semester of candidature;

5.1.2 a part-time candidate shall complete the requirements for the degree no later than at the end of the eighth semester of candidature;

5.1.3 all candidates must complete the requirements for the degree within four calendar years of first enrolment inclusive of periods of suspension and exclusion.

6. Credit transfer policy

6.1 Credit granted on the basis of academic study completed in another course at this University or at another university or institution may not exceed 24 credit points.

6.2 Credit will not be granted for any units of study which were completed more than ten years before admission or re-admission to candidature.

Master’s degree course resolutions

Master of Cancer and Haematology Nursing, Master of Clinical Nursing, Master of Clinical Trials Practice, Master of Emergency Nursing, Master of Intensive Care Nursing, Master of Mental Health Nursing, Master of Nursing (Nurse Practitioner)

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing and Midwifery.

1. Admission

1.1 Applicants for admission to candidature for the Master of Cancer and Haematology Nursing, Master of Mental Health Nursing, Master of Clinical Trials Practice, Master of Emergency Nursing, Master of Intensive Care Nursing, shall:

1.1.1 be graduates of the University of Sydney holding a Bachelor of Nursing degree, or another equivalent degree, with a minimum grade point average of credit or better; or

1.1.2 be graduates of other universities or other appropriate institutions who hold qualifications equivalent to those specified in 1.1.1, with a minimum grade point average of credit or better; or

1.1.3 in the case of the Master of Clinical Trials Practice hold a Bachelor degree in a health related discipline with a minimum grade point average of credit or better; or

1.1.4 hold a Graduate Diploma in the area of specialisation in which they will be studying from the University of Sydney or another university, or equivalent, taking into account recognition of prior learning, with a minimum grade point average of credit or better; and

1.1.5 be registered to practise nursing in an Australian state or territory, or country in which they are residing except in the case of Master of Clinical Trials Practice where applicants are required to be employed as a registered nurse or as a health professional in another related discipline; and

1.1.6 Meet the Faculty’s English language requirements as outlined in the Coursework degrees common resolution section.

1.1.7 Meet the requirements for the relevant specialty area as outlined:

1.1.7.1 In the case of the Masters of Emergency or Intensive Care Nursing be employed as a registered nurse for the duration of the course in an Emergency or Intensive Care area with support from the NURM or supervisor in order to meet clinical assessment requirements.

1.1.7.2 In the case of the Master of Clinical Nursing, Master’s degree course resolutions
supervisor in order to meet clinical assessment requirements.

1.1.7.3 In the case of the Master of Cancer and Haematology Nursing be a registered nurse, have the ability to negotiate clinical access for the purpose of completing required assessments and or undertake required assessment by simulation within the faculty.

1.1.7.4 In the case of the Master in Clinical Trials Practice be employed as a registered nurse or health care professional preferably working in the area of clinical trials or health care research.

1.2 provided that with respect to clauses to clauses 1.1.1, 1.1.2, 1.1.3 or 1.1.4 the degree shall not be older than 10 years since completion;

1.2.1 Degrees older than ten years will be considered subject to the applicant providing further information substantiating continuing education and development; and

1.2.2 Admission to applicants with degrees older than ten years will be at the discretion of the Dean;

1.3 Applicants with qualifications gained in a country other than Australia will be assessed on the equivalence of their qualifications to Australian standards.

1.4 Candidates who do not meet the above criteria may be admitted by the Dean of the Faculty of Nursing and Midwifery.

1.5 Master of Nursing (Nurse Practitioner)

1.5.1 In the case of the Master of Nursing (Nurse Practitioner) in addition to the English language requirements outlined in the coursework degrees common resolution section candidates shall:

1.5.2 meet the admission requirements as outlined in 1.1.1, 1.1.2 and 1.1.4; and

1.5.3 hold a minimum of a Graduate Certificate in the area of clinical practice that is relevant to the nurse practitioner application; or

1.5.4 where the Graduate Certificate does not meet the requirements specified in 1.5.3, be able to demonstrate equivalent knowledge and experience at an advanced practice nurse level in the area of specialty practice related to the Nurse Practitioner application as demonstrated by portfolio and referee reports;

1.5.5 be registered to practise nursing in an Australian state or territory, or country in which they are residing;

1.5.6 have a minimum of (3) years experience as a registered nurse, of which one (1) year full time (or equivalent) experience is at an advanced practice level in the relevant area of clinical practice; and

1.5.7 candidates shall nominate a Primary Clinical Supervisor to support the student while undertaking the practice embedded in the course, and meet the following requirements;

1.5.7.1 The candidate shall supply a letter of support from a nominated Primary Clinical Supervisor to support the student while undertaking the practice embedded in the course; and

1.5.7.2 The Primary Clinical Supervisor will be required to hold a minimum qualification at Master level or deemed equivalent by other achievements and professional activities. The Primary Clinical Supervisor will be an advanced practice clinician holding a clinical position in the student’s workplace with responsibility to act as a mentor, teacher and supervisor while the student undertakes the required clinical components of this course.

2. Requirements for the Degree

2.1 To qualify for the award of the degree:

2.1.1 those candidates admitted under 1.1.1, 1.1.2, or 1.1.3 shall:

2.1.1.1 complete a minimum of 60 credit points which includes a prescribed pattern of study approved by the Faculty and provided in the unit of study tables for this degree listed in chapters 11 to 14 of this handbook; or

2.1.2 those candidates admitted under 1.1.4

2.1.2.1 applicants who hold a Graduate Diploma from the University of Sydney that is an embedded course within the degree may only be required to complete 12 credit points which includes a prescribed pattern of study approved by the Faculty; and

2.1.3 satisfy the requirements of all other relevant By-Laws, Rules and Resolutions of the University and Faculty.

2.1.4 Where appropriate, the Faculty reserves the right to require individual students to undertake further or remedial theoretical, clinical or practical study in addition to the minimum requirements set down in 2.1.1.1 and 2.1.2.1.

2.2 Students are required to complete clinical simulation and fieldwork as prescribed by the Faculty.

2.3 A candidate who is deemed to be unsatisfactory at any time during a clinical placement or fieldwork may be failed in that unit of study and may be required to attend a Professional Standards Sub-committee hearing. The Sub-committee may:

2.3.1 require the candidate to undertake units of study or clinical practice in addition to the minimum credit point value for the degree set down in 2.1.1.1 and 2.1.2.1 above; and/or

2.3.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

2.4 A candidate whose behaviour, performance or character is considered to be incompatible with the safe and professional practice of nurses or commits any serious breach of the ethical standards required for the professional practice of nursing, or is convicted of an indictable offence, or whose good standing with the registration authorities ceases, may be required to attend a Professional Standards Sub-committee hearing. The Sub-committee may:

2.4.1 require the candidate to undertake units of study or clinical practice or other requirements in addition to the minimum credit point value for the degree set down in 2.1.1.1, and 2.1.2.1 above; and/or

2.4.2 ask the candidate to show good cause as to why they should be allowed to continue the degree.

3. Award of the degree

3.1 The Masters Degree shall only be awarded in one grade only, namely the pass degree.

4. Time limit

4.1 A candidate for the degree may proceed on either a full-time or part-time basis.

4.1.1 A full-time candidate shall complete the requirements for the degree no later than the end of the sixth semester of candidature; or

4.1.2 A part-time candidate shall complete the requirements for the degree no later than the end of the tenth semester of candidature.

4.1.3 All candidates must complete the requirements for the degree within five calendar years of first enrolment inclusive of periods of suspension and exclusion.

5. Credit transfer policy

5.1 Credit granted on the basis of academic study completed or prior learning in another course at this University or at another university or institution may not exceed 30 credit points; or

5.2 credit granted on the basis of academic study in a course that is embedded within the degree may not exceed 48 credit points.

5.3 Credit will not be granted for any units of study which were completed more than ten years before admission or re-admission to candidature.

Research course resolutions

Bachelor of Nursing (Honours)

These Resolutions must be read in conjunction with The University of Sydney (Coursework) Rule 2000 (as amended), which sets out the requirements for all coursework courses, and the relevant Resolutions of the Senate and Faculty of Nursing and Midwifery.

1. Admission

1.1 Applicants for admission to candidature for the Bachelor of Nursing honours course shall:

1.1.1 have qualified for the award of the pass degree of the Bachelor of Nursing or equivalent at this University with a credit average of 65 or above; or

1.1.2 be graduates from other universities who hold qualifications equivalent to those specified in 1.1.1; and

1.1.3 be registered to practice nursing in New South Wales or another state or territory of Australia or be registered as a nurse in a country other than Australia; and meet the Faculty's English language requirements as outlined in the Research common resolutions section.
1.2 Candidates who do not meet the above criteria, may be admitted by the Dean on the advice of the Associate Dean (Research).

2. Supervision

2.1 Students admitted to the Bachelor of Nursing (Honours) will complete all required coursework and a thesis with the guidance of a Supervisor and Associate Supervisor appointed by the Director Research Students in consultation with the Associate Dean (Learning and Teaching).

3. Length of Thesis

3.1 The length for the honours thesis is 10,000 to 15,000 (maximum) words.

3.2 The thesis must be submitted in a form consistent with the Faculty style guide.

4. Requirements for Honours

4.1 To qualify for the award of the degree Bachelor of Nursing (Honours) a candidate shall complete successfully:

4.1.1 an independent study in the form of a thesis consisting of 24 credit points; and

4.1.2 specified units of study to the value of 24 credit points.

5. Award of the degree

5.1 In degrees where honours grades are reported in percentages, the grades for the award of honours shall be:

<table>
<thead>
<tr>
<th>Grade (Code)</th>
<th>Mark Range</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours Class I and</td>
<td>90-100</td>
<td>The student's performance is of first class</td>
</tr>
<tr>
<td>Medal (HIM)</td>
<td></td>
<td>Honours standard and justifies consideration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>of the award of the University medal.</td>
</tr>
<tr>
<td>Honours Class I (HI)</td>
<td>80-89</td>
<td>The student's performance is of first class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Honours standard but not of a standard that</td>
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<td></td>
<td></td>
<td>justifies consideration of the award of the</td>
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<td></td>
<td></td>
<td>University medal.</td>
</tr>
<tr>
<td>Honours Class II,</td>
<td>75-79</td>
<td>The student's performance is of second class</td>
</tr>
<tr>
<td>Division I (H21)</td>
<td></td>
<td>Honours standard.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Division I) standard.</td>
</tr>
<tr>
<td>Honours Class II,</td>
<td>70-74</td>
<td>The student's performance is of second class</td>
</tr>
<tr>
<td>Division 2 (H22)</td>
<td></td>
<td>Honours standard.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Division 2) standard.</td>
</tr>
<tr>
<td>Honours Class III (H3)</td>
<td>65-69</td>
<td>The student's performance is of third class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Honours standard.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt;64 No award of honours will be made.</td>
</tr>
</tbody>
</table>

5.2 The Research Degrees Sub-Committee will consider the award of the University Medal for:

5.2.1 candidates whose performance is of first class Honours standard;

5.2.2 candidates who achieve between 90-100 percent; and

5.2.3 candidates who have demonstrated meritorious undergraduate performance and ever improving academic performance throughout their undergraduate degree.

6. Time limits

6.1 A candidate for the degree may proceed on either a full-time or part-time basis:

6.1.1 a full-time candidate shall complete the requirements for the degree no later than at the end of the fourth semester of candidature;

6.1.2 a part-time candidate shall complete the requirements for the degree no later than the end of the sixth semester of candidature.

Master of Nursing (Honours)

1. Admission

1.1 Applicants for admission as candidates for the Master of Nursing (Honours) shall:

1.1.1 have qualified for the award of the Masters degree of this University with a credit average of 65 or above; or

1.1.2 be graduates from other universities who hold qualifications equivalent to those specified in sub section 1.1.1; and

1.1.3 be considered by the Dean and Associate Dean (Research) to have the requisite knowledge and aptitude to enrol in the Honours course; and

1.1.4 be registered to practise nursing in New South Wales or another state or territory of Australia or be registered as a nurse in a country other than Australia; and

1.1.5 demonstrate a minimum of one year’s post-registration relevant experience as a registered nurse; and

1.1.6 meet the Faculty's English language requirements as outlined in the Research common resolutions section.

1.2 Candidates who do not meet the above criteria, may be admitted by the Dean on the advice of the Associate Dean (Research).

2. Supervision

2.1 Students will complete a thesis under the guidance of a Supervisor and Associate Supervisor appointed by the Director Research Students in consultation with the Associate Dean (Learning and Teaching).

3. Length of Thesis

3.1 The length for the honours thesis is 15,000 to 20,000 (maximum) words.

3.2 The thesis must be submitted in a form consistent with the Faculty style guide.

4. Requirements for the degree

4.1 To qualify for the award of the degree of Master of Nursing (Honours) a candidate must complete successfully an independent study of 24 credit points on a selected topic.

5. Award of the Degree

5.1 There shall be three classes of Honours awarded, namely Class I, Class II, and Class III and within Class II there shall be two divisions, namely Division I and Division 2.

5.2 The class of Honours shall be determined by the grade achieved in the independent study described in clause 4.1.

5.3 The Honours grade will be reported in percentages and the grades for the award shall be:

5.3.1 First Class: 80-100 per cent;

5.3.2 Second Class Division 1: 75-79 per cent;

5.3.3 Second Class Division 2: 70-74 per cent;

5.3.4 Third Class: 65-69 per cent;

5.3.5 Honours not awarded: less than 65 per cent.

6. Cross institutional study

6.1 Credit in respect of this degree will not be approved on the basis of work completed at another university or institution as part of a program of cross-institutional study.

7. Suspension of candidature

7.1 Suspension of candidature may only be granted to students enrolled in the Master of Nursing (Honours) on a part-time basis.

7.2 The granting of a suspension of candidature is at the discretion of the delegated academic.

8. Time limit

8.1 A candidate may proceed on either a full-time or part-time basis:

8.1.1 a full-time candidate shall complete the requirements for the degree no later than the end of the second semester.

8.1.2 a part-time candidate shall complete the requirements for the degree no later than the end of the fourth semester.

9. Credit transfer policy

9.1 Credit in respect of this degree will not be granted on the basis of work completed at another university or institution.

Resolutions of the Faculty

Master of Philosophy (Nursing)

These Resolutions must be read in conjunction with The University of Sydney (Amendment Act) Rule 1999 (as amended), and the relevant Resolutions of the Senate and Faculty of Nursing and Midwifery.

1. Admission

1.1 An applicant for admission to candidature for the degree shall, except as provided in Part 9, Division 10 of the University of Sydney (Amendment Act) Rule 1999 (as amended):

1.1.1 hold the degree of master; or

1.1.2 hold the degree of bachelor with first or second class honours; and

1.2 be registered to practice nursing in New South Wales or another state or territory of Australia or be registered as a nurse in a country other than Australia; and
1.3 demonstrate a minimum of one year's post-registration relevant experience as a registered nurse; and
1.4 meet the Faculty's English language requirements as outlined in the Research common resolutions section.
1.5 The Faculty may admit as a candidate for the degree an applicant holding the degree of bachelor without first or second class honours after the applicant has demonstrated an academic standard equivalent to the bachelor's degree with first or second class honours.
1.6 An applicant, for admission to candidature, shall submit to the Faculty a research proposal as part of the application.
1.7 Admission to candidature will be conditional upon the appointment of an appropriate supervisor as stipulated in the Academic Board policy entitled "Postgraduate Research Higher Degree Training Supervision at the University of Sydney".
1.8 An applicant may be required to undertake units of study prescribed by the Faculty.
2. Probationary review for the Master of Philosophy students
2.1 All Master of Philosophy students admitted to the degree are reviewed within two semesters of commencement of their candidature.
2.2 The satisfactory completion of this probationary period requires:
2.2.1 successful completion of any specified coursework;
2.2.2 a presentation of a seminar on their project; and
2.2.3 a supportive recommendation from the Director Research Students on the basis of the supervisor's advice, the student's performance and progress towards completion.
2.3 The recommendations of this probationary review must be communicated in writing to the candidate in their offer of admission letter.
3. Requirements for degree of Master of Philosophy (Nursing)
3.1 To qualify for the award of Master of Philosophy (Nursing) a candidate must:
3.1.1 complete any units of study prescribed by the Faculty; and
3.1.2 carry out supervised research leading to a thesis.
3.2 A candidate for the degree shall proceed by research and thesis, notwithstanding any requirements prescribed by the Faculty to undertake units of study.
4. Supervision
4.1 Students will complete a thesis under the guidance of a Supervisor and Associate Supervisor appointed by the Director Research Students in consultation with the Associate Dean (Learning and Teaching).
5. Award of the degree of Master of Philosophy (Nursing)
5.2 The degree will be awarded in the pass grade only.
6. Progress
6.1 At the end of each year each candidate shall provide evidence of progress and attend a progress review interview.
6.2 On the basis of evidence provided and the interview, recommendations regarding the continuing candidature will be made by the Director Research Students to the Research Degrees Sub-Committee.
6.3 If a candidate is deemed not to have made satisfactory progress they may be asked to show cause as to why the candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree and where, in the opinion of the Research Degrees Sub-Committee acting on behalf of the Faculty, the candidate does not show good cause, the Research Degrees Sub-Committee may terminate that candidature or may impose conditions on the continuation of that candidature.
7. Satisfactory progress
7.1 The Research Degrees Sub-Committee shall have the power to resolve on satisfactory progress and progression in individual cases.
7.2 All Master of Philosophy students admitted to the degree are to be reviewed within two semesters of the commencement of candidature.
7.2.1 Candidates shall provide evidence of progress to the satisfaction of the supervisor and the review committee constituted by the Faculty.
7.2.1.1 On basis of the evidence provided, the review committee shall recommend the conditions of candidature to apply for the following year; and
7.2.1.2 may require the candidate to provide further evidence of progress at the end of one semester or such other period as the review committee recommends to the Research Degrees Sub-Committee as appropriate.
7.2.2 If a candidate fails to submit evidence of progress or if the Research Degrees Sub-Committee considers that the evidence submitted does not indicate satisfactory progress:
7.2.2.1 the Sub-Committee may, on the recommendation of the review committee, call upon the candidate to show cause why that candidature should not be terminated by reason of unsatisfactory progress towards completion of the degree; and
7.2.2.2 where, in the opinion of the Research Degrees Sub-Committee, the candidate does not show good cause the Sub-Committee may either terminate the candidature or impose conditions on the continuation of candidature.
7.3 Students will be reviewed at the end of the specified probationary period.
7.4 The satisfactory completion of this probationary period requires:
7.4.1 successful completion of any specified coursework;
7.4.2 presentation of a seminar on their project;
7.4.3 a supportive letter from the student's supervisor related to the student's ability to complete a project of appropriate scope and nature; and
7.4.4 that the requirements of this probationary review must be communicated in writing to the candidate in their offer of admission letter.
8. Time limits
8.1 A candidate may be admitted to proceed on either a full-time or part-time basis.
8.2 Candidates enrolled in the Master of Philosophy shall complete the course in a minimum of two semesters full-time and four semesters part-time.
8.3 The maximum time limit for completion will be six semesters for full-time students and 12 semesters for part-time students.
9. The thesis
9.1 The candidate shall present a thesis which shall be a substantial and original contribution to the subject concerned.
9.2 A candidate may not present as the thesis any work that has been presented for a degree at this or any other university, but the candidate will not be precluded from incorporating such work into the thesis.
9.3 As part of the candidature, candidates are required to present at research seminars.
10. Length of Thesis
10.1 The length of the Master of Philosophy thesis is determined by the topic area and the type of research conducted. The maximum for a Master of Philosophy thesis is 60,000 words.
11. Submission of thesis
11.1 Three months prior to submission of the thesis students are required to inform the Faculty on the appropriate form that the thesis is approaching completion.
11.2 At that time it is also necessary to supply three copies of a 300 word summary of the thesis for distribution to potential examiners.
11.3 Three copies of the thesis must be presented for examination.
11.4 These copies are required to be submitted in accordance with the Academic Board policy.
11.5 The recommendation for submission from the supervisor must be presented along with the thesis.
11.6 On successful completion of the examination process the minimum of two hard bound copies of the completed thesis printed on acid free paper will be required, by the Associate Dean (Research) for lodging in the University and Faculty libraries.
12. Examination of thesis
12.1 The examination of a thesis for the degree of Master of Philosophy shall follow closely the examination process as stipulated by the Resolutions of the Academic Board for the degree of Doctor of Philosophy except for the following variations:
12.1.1 The Director Research Students shall recommend the appointment of two examiners of the thesis of whom at least one shall be external to the University, not being a member of staff. Approval of the examiners is the responsibility of the Research Degrees Sub-Committee.
12.1.2 The supervisor and Director Research Students shall take all possible steps to ensure that examiners are appointed at least four weeks prior to the submission of the thesis and
where this does not occur, shall report the circumstances to the Research Degrees Sub-Committee.

13. **Credit transfer policy**

13.2 A candidate who, at the date of admission has completed not less than six months as a candidate for a higher degree in this or another university may be permitted by the Faculty to be credited for the whole or any part of the period of candidature completed as a period completed for the degree of Master of Philosophy, provided that:

13.2.1 at the date of admission to candidature for the higher degree the candidate shall have fulfilled the requirements for admission;

13.2.2 the period of candidature for the higher degree for which credit is sought shall have been a course of full-time or part-time advanced study and research under a supervisor directly related to the candidate’s proposed course of advanced study and research in the University of Sydney;

13.2.3 the candidate shall have abandoned candidature for the other higher degree for which credit is sought;

13.2.4 the amount of credit which may be so granted shall not exceed one full-time year; and

13.2.5 normally no candidate who has been granted credit shall present a thesis for examination for the degree earlier than the second year after acceptance.

### Doctor of Philosophy

The Faculty resolutions governing the award of this degree are outlined below and should be read in conjunction with the University of Sydney (Doctor of Philosophy (PhD)) Rule 2004 as outlined in the University of Sydney Calendar and the Degree of Doctor of Philosophy Academic Board Resolution.

1. **Length of thesis**

1.1 The length of a PhD thesis is determined by the topic area and the type of research conducted. The Faculty of Nursing and Midwifery does not stipulate a word limit but is in agreement with University guidelines which state that the maximum number of words is 80,000, except with the permission of the Faculty.

2. **Submission of the thesis for examination**

2.1 Three months prior to submission of the thesis students must inform the Faculty of the appropriate form that the thesis is approaching completion. At that time the student should also supply four copies of a 300 word summary of the thesis for distribution to potential examiners.

2.2 Four copies of a PhD thesis must be presented for examination. These copies may be soft bound. The recommendation from the student’s supervisor that the thesis is ready for submission must be presented along with the thesis.

2.3 On successful completion of the examination process a minimum of two hard bound copies of the completed thesis printed on acid free paper will be required for lodging in the University and Faculty Libraries.

3. **Part-time applicants**

3.1 Part-time applicants for a PhD candidature are required to make a statement to the effect that they will be in a position to devote a minimum of 20 hours per week to the candidature and attend the University for purposes of their PhD studies at least one full day per week.

3.2 Where applicable, the statement must include a declaration from their employer confirming that the student will be released from work commitments for one full day per week to pursue their studies, with the understanding that the student will be required to allocate at least a further twelve hours of their own time to the PhD candidature.

4. **Probationary period**

4.1 All Doctor of Philosophy students admitted to the degree are reviewed within two semesters of commencement of candidature. Candidature is not confirmed until this period has been completed and evidence of the student’s progress is available.

4.2 Supervisors are required to provide a written report to the student and members of the Review Committee outlining the student’s progress during the probationary period.

4.3 In order for the Faculty to be confident of a student’s ability to successfully complete a research candidature within the existing timeframe the student must, by the end of the probationary period, demonstrate they are able to achieve the following to a level commensurate with the degree they are undertaking:

- 4.3.1 evidence of developing intellectual autonomy within the context of their particular research project;
- 4.3.2 the ability to conduct a confident discussion on the direction, structure and content of the research they are planning to undertake;
- 4.3.3 a thorough engagement with the literature relating to both the topic area and methodological issues associated with their research project; and
- 4.3.4 a realistic view of the potential outcomes, feasibility and scope for their research project within the context of the timeframe of the degree that they are undertaking.

4.4 To allow the Review Committee the opportunity to make reasonable judgements on the student’s ability to conduct the doctoral project successfully candidates are required to complete the following by the end of the probationary period:

4.4.1 submit a literature review as guided by, and to the satisfaction of the student’s supervisor. The topic and length of this piece of work is to be negotiated with the supervisor in association with the Associate Dean (Research) and the Director Research Students.

4.4.2 submit a written report to the Director Research Students and for the information of the Review Committee that outlines progress since enrolment.

4.4.3 present a seminar which focuses on the methodological aspects of their proposed project to the Review Committee and interested faculty prior to interview;

4.4.4 attend a Review Committee interview which will be conducted in line with current university policy; and

4.4.5 complete satisfactorily any units of study prescribed in association with candidature.
Senate resolutions

1. The degrees in the Faculty of Nursing and Midwifery shall be:
   1.1 Bachelor of Nursing (Post-Registration) (BN)
   1.2 Bachelor of Nursing (Honours) (BN (Hons))
   1.3 Bachelor of Nursing (Indigenous Australian Health) (BN(IAH))
   1.4 Bachelor of Health Science/Master of Nursing (BHlthSc/MN)
   1.5 Bachelor of Science/Master of Nursing (BSc/MN)
   1.6 Bachelor of Arts/Master of Nursing (BA/MN)
   1.7 Master of Cancer Nursing (MCaN)
   1.8 Master of Cancer & Haematology Nursing (MCaHaemN)
   1.9 Master of Clinical Nursing (MClinN)
   1.10 Master of Clinical Trials Practice (MClinTPrac)
   1.11 Master of Emergency Nursing (MEmergN)
   1.12 Master of Health Services Management (MHSM)
   1.13 Master of Intensive Care Nursing (MIntCareN)
   1.14 Master of Mental Health Nursing (MMHlthN)
   1.15 Master of Nursing (MN)
   1.16 Master of Nursing (Honours) (MN (Hons))
   1.17 Master of Nursing (Nurse Practitioner) (MN (NP))
   1.18 Master of Philosophy (Nursing) (MPhil(Nursing))
   1.19 Master of Philosophy (PhD)

2. The diplomas in the Faculty of Nursing and Midwifery shall be:
   2.1 Graduate Diploma in Cancer Nursing (GradDipCaN)
   2.2 Graduate Diploma in Cancer & Haematology Nursing (GradDipCaHaemN)
   2.3 Graduate Diploma in Clinical Nursing (GradDipClinN)
   2.4 Graduate Diploma in Clinical Trials Practice (GradDipClinTPrac)
   2.5 Graduate Diploma in Emergency Nursing (GradDipEmergN)
   2.6 Graduate Diploma in Health Services Management (GradDipHSM)
   2.7 Graduate Diploma in Intensive Care Nursing (GradDipIntCareN)
   2.8 Graduate Diploma in Mental Health Nursing (GradDipMHlthN)

3. The certificates in the Faculty of Nursing and Midwifery shall be:
   3.1 Graduate Certificate in Cancer Nursing (GradCertCaN)
   3.2 Graduate Certificate in Cancer & Haematology Nursing (GradCertCaHaemN)
   3.3 Graduate Certificate in Clinical Nursing (GradCertClinN)
   3.4 Graduate Certificate in Clinical Trials Practice (GradCertClinTPrac)
   3.5 Graduate Certificate in Emergency Nursing (GradCertEmergN)
   3.6 Graduate Certificate in Mental Health Nursing (GradCertMHlthN)
   3.7 Graduate Certificate in Health Services Management (GradCertHSM)
   3.8 Graduate Certificate in Intensive Care Nursing (GradCertIntCareN)

Master's degrees

- Master of Cancer and Haematology Nursing
- Master of Clinical Education
- Master of Clinical Nursing
- Master of Clinical Trials Practice
- Master of Emergency Nursing
- Master of Intensive Care Nursing
- Master of Mental Health Nursing
- Master of Nursing (Nurse Practitioner)
- Master of Philosophy (PhD)

Clinical Trials Practice, Master of Emergency Nursing, Master of Intensive Care Nursing, Master of Mental Health Nursing, Master of Nursing (Nurse Practitioner)

1. Requirements for the degree

   1.1 To qualify for the award of the Master of Cancer and Haematology Nursing, Master of Clinical Education, Master of Clinical Nursing, Master of Clinical Trials Practice, Master of Emergency Nursing, Master of Intensive Care Nursing, the Master of Mental Health Nursing or the Master of Nursing (Nurse Practitioner) a student must:
      1.1.1 complete successfully units of study giving credit for a minimum total of 60 credit points; and
      1.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.

Graduate diplomas

- Graduate Diploma in Cancer and Haematology Nursing
- Graduate Diploma in Clinical Nursing
- Graduate Diploma in Clinical Trials Practice
- Graduate Diploma in Emergency Nursing
- Graduate Diploma in Intensive Care Nursing
- Graduate Diploma in Mental Health Nursing

1. Requirements for the diploma

   1.1 To qualify for the award of the Graduate Diploma in Cancer and Haematology Nursing, Graduate Diploma in Clinical Nursing, Graduate Diploma in Clinical Trials Practice, Graduate Diploma in Emergency Nursing, Graduate Diploma in Intensive Care Nursing or the Graduate Diploma in Mental Health Nursing a student must:
      1.1.1 complete successfully units of study giving credit for a total of 48 credit points; and
      1.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.

Graduate certificates

- Graduate Certificate in Cancer and Haematology Nursing
- Graduate Certificate in Clinical Nursing
- Graduate Certificate in Clinical Trials Practice
- Graduate Certificate in Emergency Nursing
- Graduate Certificate in Intensive Care Nursing
- Graduate Certificate in Mental Health Nursing

1. Requirements for the certificate

   1.1 To qualify for the award of the Graduate Certificate in Cancer and Haematology Nursing, Graduate Certificate in Clinical Nursing, Graduate Certificate in Clinical Trials Practice, Graduate Certificate in Emergency Nursing, Graduate Certificate in Intensive Care Nursing or the Graduate Certificate in Mental Health Nursing a student must:
      1.1.1 complete successfully units of study giving credit for a minimum total of 24 credit points; and
      1.1.2 satisfy the requirements of all other relevant By-laws, Rules and Resolutions of the University.
19. Degree resolutions and faculty policies
The Sydney Summer and Winter Schools

The Sydney Summer and Winter Schools is a free-paying, intensive program offering high quality undergraduate and postgraduate subjects from nine faculties. These subjects are the same as those offered in Semesters One and Two, but are taught as an intensive program over summer.

Some classes commence in December; others commence in the first week of January; others in the third week and continue into February (including the exam week). Some subjects run for six weeks; others are shorter. Students can take a maximum of two subjects.

The Winter School

The Winter School is a smaller, more intensive program that runs for four weeks, including the exam week, during July.

Advantages

Attending classes at the University of Sydney during the summer and winter holidays offers many advantages. You can:

- accelerate your academic career and finish your degree sooner
- devote your full attention to a single area of study
- take subjects that are outside your normal degree
- reduce your workload throughout the rest of the year
- repeat subjects in which you may have been unsuccessful
- combine study with a field trip in Australia or a tour overseas.

High school graduates can sample a university subject, and get an early start on their degree.

How to apply

Applications are only accepted online (at www.summer.usyd.edu.au). Most subjects have limited places and fill very quickly. All places are filled strictly on a first-in, first-served basis so it is recommended that you apply early.

Applications open on:

- 1 October 2009 (Summer School)
- 24 May 2010 (Winter School)

Applications close:

- 27 November 2009 (Session 1, Summer December)
- 11 December 2009 (Session 2, Summer Main)
- 8 January 2010 (Session 3, Summer Late)
- 11 June 2010 (Winter School)

Late application fees may apply after these dates.

Census dates

Students can withdraw from their subject without academic penalty and receive a full refund until the census date (based on when the class commences). However, a late withdrawal fee may apply.

There is one census date for the Winter School, and three for the Summer School, as classes start between December and February.

ID | Session name | Classes begin | Census date
--- | ----------- | ----------- | -----------
42 | Summer December | 7 December 2009 | 4 January 2010
43 | Summer Main | 4 January 2010 | 11 January 2010
44 | Summer Late | 18 January 2010 | 29 January 2010
11 | Winter School | 28 June 2010 | 3 July 2010

* 42 Summer December: Allows for a unit to run for 3 to 9 weeks, provided that the 20 per cent criterion is met.
** 44 Summer Late: Last exam must be held by 1 March.

Withdrawal and refund policy

- For Summer School classes starting in December 2010, students who withdraw from a subject between 28 November 2009 and the relevant census date will receive a refund of tuition fees but will be liable for a $500 late withdrawal fee.
- For Summer School classes starting in January 2010, students who withdraw from a subject between 12 December 2009 and the relevant census date will receive a refund of tuition fees but will be liable for a $500 late withdrawal fee.
- For Winter School classes starting on 28 June 2010, students who withdraw from a subject between 21 June 2010 and the relevant census date will receive a refund of their tuition fees but will be liable for a $500 late fee withdrawal.

Students may withdraw from their Summer or Winter School subject(s) up until 4pm on the last day of the teaching period for that particular subject. However, there may be an academic penalty (please refer to our website). The teaching period for purposes of this policy is defined in hours of published classes from the first day through to the last day of classes, excluding any final examination or assessment.

Students who withdraw from a subject after 4pm on the relevant census date will receive no refund of their tuition fee.

Transferring between subjects

Students on a waiting list can transfer between subjects at any time prior to the commencement of class. For all other students, transfers should be completed a week before classes commence. No transfers will be allowed after commencement of the class.

Summer and Winter School scholarships

Merit scholarships

Three undergraduate merit scholarships and one postgraduate merit scholarship are available. These are automatically awarded to the top four students in their respective faculty (Arts, Science, or Economics and Business) for their Summer School subject.

Educational/Financial Disadvantage scholarships

Full Summer School scholarships are available to local undergraduate students who have a good academic record. To be eligible for consideration you will need to provide evidence of long-term and serious educational disadvantage based on two or more criteria, one of which must be financial hardship. Please check our website for further details. Scholarship applications close on 30 October 2009 (Summer School), and 9 June 2010 (Winter School).

For more information

Website: www.summer.usyd.edu.au
Email: info@summer.usyd.edu.au
Phone: +61 2 9351 5542   Fax: +61 2 9351 5888

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Academic progression

The University requires students to maintain a minimum rate of progression throughout their candidature. Any student who does not satisfy progression requirements for their degree will be placed on a monitored academic progression program. This program requires students to consult an academic adviser in their faculty, to attend a support services information session, and to fill in a survey. Students will be advised of program requirements by their faculty.

Students who do not sustain the minimum academic progression requirements may be asked to 'show cause' as to why they should not be excluded from their degree. For further information, please see www.usyd.edu.au/secretariat/students

Accommodation Service

The Accommodation Service helps students find off-campus accommodation. It maintains an extensive database of accommodation close to campus or with easy access to public transport. For more information visit the Accommodation page: www.usyd.edu.au/current_students

Admissions Office

The Admissions Office, located in the Student Centre, is responsible for overseeing the distribution of offers to undergraduate applicants through the Universities Admissions Centre (UAC). They can advise prospective local undergraduate students on admission requirements. Postgraduate students should contact the appropriate faculty.

• If you are an Australian citizen, or permanent resident with qualifications from a non-Australian institution, you can get more information by phoning +61 2 8627 8209.
• For enquiries regarding special admissions (including mature-age entry), phone +61 2 8627 8207.
• Applicants without Australian citizenship or permanent residency should contact the International Office.

Admissions Office, Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8210 or +61 2 8627 8209
Fax: +61 2 8627 8278
Email: admissions@records.usyd.edu.au
Website: www.usyd.edu.au/future_students/how_to_apply

To view the latest update, download, purchase or search a handbook visit Handbooks online: www.usyd.edu.au/handbooks
Applying for a course

Domestic applicants for undergraduate courses and programs of study

For the purpose of admission and enrolment, ‘domestic applicant’ refers to citizens and permanent residents of Australia and citizens of New Zealand. If you are in this group and wish to apply for admission to an undergraduate course, you would generally apply through the Universities Admissions Centre (UAC).

The deadline for applications is the last working day in September in the year before enrolment. For more information see www.uac.edu.au

Some faculties have additional application procedures, such as the Conservatorium of Music, Sydney College of the Arts, Pharmacy and Dentistry (for the Bachelor of Oral Health).

Domestic applicants for postgraduate courses and programs of study

For the purpose of admission and enrolment, ‘domestic applicant’ refers to citizens and permanent residents of Australia and citizens of New Zealand. Application is direct to the faculty which offers the course that you are interested in. Application forms for postgraduate coursework, postgraduate research and the master’s qualifying or preliminary program, and for non-award postgraduate study can be found at www.usyd.edu.au/future_students

Note: some faculties use their own specially tailored application forms. Check with the relevant faculty.

International applicants for all course types (undergraduate and postgraduate)

‘International applicants’ refers to all applicants other than Australian citizens, Australian permanent residents and citizens of New Zealand. In the majority of cases international applicants apply for admission through the University’s International Office (IO). All the information international applicants need, including application forms, is available from the IO website (www.usyd.edu.au/internationaloffice).

Attendance

See ‘Special Consideration’.

Bus service

A free bus service operates to, from and around the Camperdown and Darlington campuses each weekday that Fisher Library is open (except for public holidays). The service begins at 4.15pm and ends at Fisher Library closing time.

Two buses operate along the route, starting at Fisher Library and finishing at Redfern station. The buses leave at approximately 10 minute intervals during semester and in semester breaks.

The bus timetable/route guide can be collected from Security Administration or Campus Infrastructure Services reception.

Floor 2. Services Building, G12
Corner of Codrington and Abercrombie streets
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 4753
Fax: +61 2 9351 5699
Website: www.facilities.usyd.edu.au/security

Campuses

The University has 10 different teaching campuses, located throughout the Sydney area. For information on each campus, including maps, contact details and parking information, see www.usyd.edu.au/about/campuses

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Careers Centre

The University’s Careers Centre provides students with career planning and employability skills development.

The Careers Centre services are free and include:

- help finding casual, part-time, full-time and graduate employment
- an internet job vacancy database
- individual careers counselling
- a comprehensive resource centre and online resources
- workshops in resume writing, interview skills, job searching and skills development
- careers fairs and employer information sessions.

Careers Centre

Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8402
Fax: +61 2 8627 8477
Email: careers.information@usyd.edu.au
Website: www.careers.usyd.edu.au

Centre for Continuing Education (CCE)

The CCE provides the community with the opportunity to engage with the University of Sydney, offering people access to the academic expertise of one of Australia’s finest educational institutions.

The CCE provides lifelong learning opportunities for people at all stages of life who want to undertake a course in self-enrichment, engage in active retirement learning, upgrade their professional skills and qualifications, or bridge a gap between previous study and university. CCE offers short courses in all areas of the humanities and social sciences, languages, science and technology, business and management, and continuing professional development.

160 Missenden Road
Newtown NSW 2042
(Postal address: Locked Bag 2020, Glebe NSW 2037)
Phone: +61 2 9036 4789
Fax: +61 2 9036 4799
Email: cce.info@usyd.edu.au
Website: www.cce.usyd.edu.au
Centre for English Teaching (CET)
The CET offers English language and academic study skills programs to international students who need to develop their English language skills in order to meet academic entry requirements.

Wentworth Building, G01
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9036 7900
Fax: +61 2 9036 7910
Email: info@cet.usyd.edu.au
Website: www.usyd.edu.au/cet

Child Care Information Office
Five child care centres operate on or near the Camperdown, Darlington and Cumberland campuses, catering for over 220 children aged from six weeks to five years. The centres are managed by qualified staff and provide programs that are developmentally appropriate and responsive to the needs of the individual child. The Child Care Information Office is the first point of contact for students and staff looking for information about child care services such as long day care, occasional care, vacation care and family day care.

For more information visit the student services page at www.usyd.edu.au/current_students

Child Care Information Office
Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8419
Fax: +61 2 8627 8480
Email: childc@stuserv.usyd.edu.au
Website: www.usyd.edu.au/child_care

The Co-op Bookshop
The Co-op Bookshop is a one-stop store for:
- text and reference books
- general books
- University of Sydney clothing and memorabilia
- DVDs
- flash drives
- software at academic prices.

Take advantage of a lifetime of membership benefits. For a one-time fee of $20, you are entitled to great member pricing, promotional offers and much more.

The Co-op Bookshop
Sports and Aquatic Centre Building, G09
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 3705
Fax: +61 2 9660 5256
Email: sydu@coop-bookshop.com.au
Website: www.coop-bookshop.com.au

Counselling Service
Counsellors are qualified professionals who aim to help people fulfill their academic, individual and social goals. The Counselling Service helps students develop effective and realistic coping strategies and master essential study and life management skills.

Students can make appointments for 50-minute sessions. Walk-in (25-minute) sessions are available for urgent problems every day from 11am to 3pm during semesters, and after-hours appointments are also available. In addition, the service offers workshops each semester on a wide range of student concerns. These are open to local and international, undergraduate and postgraduate students. There are specific workshops to help first-year students successfully adapt to university study.

For more information visit the student services page at www.usyd.edu.au/current_students

Camperdown and Darlington campuses
Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8422
Fax: +61 2 8627 8482
Email: disserv@stuserv.usyd.edu.au
Website: www.usyd.edu.au/disability

Cumberland Campus
Ground Floor, A Block, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia
Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: ds.cumberland@stuserv.usyd.edu.au

Disability Services
Disability Services is the principal point of contact providing advice for students with disabilities. Disability Services staff work closely with academic and administrative staff to ensure that students receive reasonable adjustments in their study. The unit produces a number of publications explaining the disability support services available within the University.

Students are encouraged to make contact with Disability Services prior to commencement or as early in their studies as possible. Available help includes assistive technology, note-taking, interpreters, and advocacy with academic staff to negotiate assessment and course requirement modifications where appropriate. Students must register with Disability Services to receive assistance.

For more information visit www.usyd.edu.au/current_students

Camperdown and Darlington campuses
Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8422
Fax: +61 2 8627 8482
Email: disserv@stuserv.usyd.edu.au
Website: www.usyd.edu.au/disability

Cumberland Campus
Ground Floor, A Block, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia
Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: ds.cumberland@stuserv.usyd.edu.au
Employment opportunities for students
See ‘Careers Centre’, ‘SydneyTalent’.

Enrolment

Domestic and international students entering their first year via UAC
Details of enrolment procedures will be sent to students with their UAC offer of enrolment. Enrolment takes place during the last week of January or in February for the later offer rounds.

Domestic and international students entering their first year via a direct offer from the University
Details of the enrolment procedures will be sent to students with their University offer of enrolment. Enrolment takes place during the first two weeks of February.

All continuing domestic and international students
A pre-enrolment package is sent to all enrolled students in late September and contains instructions on the procedure for web-based pre-enrolment.

Environmental Policy
The University of Sydney’s Environmental Policy promotes sustainable resource and product use and encourages the practice of environmental stewardship by staff and students. The policy is supported by the University-wide Sustainable Campus Program. Enquiries can be directed to:
Manager, Campus Sustainability
Phone: +61 2 9036 5441
Email: sustainable@usyd.edu.au
Visit the website www.usyd.edu.au/sustainable to find out what the University is doing, and learn how you can get involved or make suggestions.

Equity Support Services
Equity Support Services brings together a number of student support services that provide practical assistance and information to help students meet their academic and personal goals while at University. Services include the Accommodation Service, Child Care Information Office, Disability Services and the Financial Assistance Office. For more information visit www.usyd.edu.au/current_students

Examinations
The Examinations Office arranges the end-of-semester examination periods in June and November each year and provides assistance for faculty staff with examinations held at other times. Staff and students can find information about examinations at www.usyd.edu.au/current_students/student_administration/examinations or contact the Examinations Office directly.

Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8200 or +61 2 8627 8217
Fax: +61 2 8627 8279
Email: exams.office@exams.usyd.edu.au
Website: www.usyd.edu.au/current_students/student_administration/examinations

Fees
See ‘Revenue Services Office’.

Financial Assistance Office
The University has a number of loan funds and bursaries to help students who experience financial difficulties. Assistance is not intended to provide the principal means of support but to help in emergencies and supplement other income. Financial assistance is available for undergraduate and postgraduate students enrolled at the University of Sydney in degree and diploma programs. It is for essential living and study expenses.

Financial assistance consists of loans, which are usually repayable within one year, and bursaries, which may be awarded as part of a financial assistance package, depending on financial need and academic merit (average marks at credit level or higher). Advertised bursaries are also available and must be applied for separately by 30 April (see website for details). Bursaries are generally only available to local full-time undergraduate students.

For more information visit www.usyd.edu.au/current_students

Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 2416
Fax: +61 2 8627 8480
Email: fao@stuserv.usyd.edu.au
Website: www.usyd.edu.au/financial_assistance

Freedom of information
The University of Sydney falls within the jurisdiction of the NSW Freedom of Information Act 1989. The Act:
• requires information concerning documents held by the University to be made available to the public
• enables a member of the public to obtain access to documents held by the University
• enables a member of the public to ensure that records held by the University concerning his or her personal affairs are not incomplete, incorrect, out of date or misleading

A ‘member of the public’ includes staff and students of the University.

It is a requirement of the Act that applications be processed and a determination made within a specified time period, generally 21 days. Determinations are made by the University’s Deputy Registrar.

While an application may be made to access University documents, some may not be released in accordance with particular exemptions provided by the Act. There are review and appeal mechanisms which apply when access has been refused.

The University is required to report to the public on its freedom of information activities on a regular basis and to produce two documents: a Statement of Affairs (annually) and a Summary of Affairs (every six months).

The Statement of Affairs contains information about the University, its structure, function and the kinds of documents held. The Summary of Affairs identifies the University’s policy documents and provides information on how to make an application for access to University documents. More information and copies of the reports can be found at www.usyd.edu.au/arms/info_freedom
Graduations Office

The Graduations Office is responsible for organising graduation ceremonies and informing students of their graduation arrangements.

Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8223 or +61 2 8627 8224
Protocol enquiries: +61 2 8627 8221
Fax: +61 2 8627 8281
Email: grads.office@usyd.edu.au

Grievances and appeals

You may consider that a decision affecting your candidature for a degree or other activities at the University has not taken into account all relevant matters. In some cases the by-laws or resolutions of the Senate provide for a right of appeal against particular decisions. For example, there is provision for appeal against academic decisions, disciplinary decisions and exclusion after failure.

A document outlining the current procedures for appeals against academic decisions is available at the Student Centre, the Student Representative Council, and on the Policy Online website (www.usyd.edu.au/policy click on 'Study at the University', then ‘Appeals’ – see the Academic Board and Senate resolutions).

For assistance or advice regarding an appeal contact:

Undergraduates
Students' Representative Council
Level 1, Wentworth Building, G01
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9660 5222
www.src.usyd.edu.au

Postgraduates
Sydney University Postgraduate Representative Association (SUPRA)
Corner of Raglan and Abercrombie
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 3115
www.supra.usyd.edu.au

HECS and Domestic Fees Office

The HECS and Domestic Fees Office assists domestic students with queries relating to their entitlements for Commonwealth Support, HELP-Loans, domestic full fees and the Research Training Scheme (RTS). Students' entitlements are also assessed based on their citizenship or residency status.

Student Centre
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8239
Fax: +61 2 8627 8285
Email: hecs.fees@records.usyd.edu.au

Information and Communications Technology (ICT)

See 'Service Management, Information and Communications Technology'.

International Office

The International Office helps international students with application, admission and enrolment procedures. It has units responsible for international marketing, government and student relations, international scholarships (including AusAID scholarships and administrative support for international financial aid programs), and compliance with government regulations relating to international students. The Study Abroad and Student Exchange units help domestic and international students who wish to enrol for overseas study or exchange programs.

International Office
Level 4, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8300
Fax: +61 2 8627 8387
Email: info@io.usyd.edu.au
Website: www.usyd.edu.au/internationaloffice

Study Abroad
Phone: +61 2 8627 8322
Fax: +61 2 8627 8390
Email: studyabroad@io.usyd.edu.au
Website: www.usyd.edu.au/studyabroad

Student Exchange
Phone: +61 2 8627 8322
Fax: +61 2 8627 8482
Email: exchange@io.usyd.edu.au
Website: www.usyd.edu.au/studentexchange

International Student Support Unit (ISSU)

The International Student Support Unit (ISSU) aims to help international students develop successful strategies for coping with the challenges of living and studying in an unfamiliar culture, to achieve success in their studies, and to make the experience of being an international student rewarding and enjoyable.

ISSU's student counsellors are qualified professionals with extensive experience in cross-cultural counselling. They provide an integrated service to international students and their families, which includes free and confidential counselling, welfare advice, information, and assistance with accessing other support services and resources on campus and in the community.

Other ISSU services include pre-departure information, on-arrival information sessions and an orientation program for new international students. There is also a program of social and cultural activities which runs throughout the year. International students also have access to all University student support services.

Camperdown and Darlington campuses
Level 5, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8437
Fax: +61 2 8627 8482
Email: info@issu.usyd.edu.au
Website: www.usyd.edu.au/issu

Cumberland Campus
Ground Floor, A Block, Cumberland Campus, C42
The University of Sydney
East Street, Lidcombe
NSW 2141 Australia
Phone: +61 2 9351 9638
Fax: +61 2 9351 9635
Email: issu.cumberland@stuserv.usyd.edu.au
Website: www.usyd.edu.au/issu
Koori Centre and Yooroang Garang

The Koori Centre and Yooroang Garang support Aboriginal and Torres Strait Islander people in all aspects of tertiary education at the University of Sydney. The Cadigal Special Entry Program helps Indigenous Australians enter undergraduate study across all areas of the University.

As well as delivering block-mode courses for Indigenous Australian students, the Koori Centre teaches Indigenous Australian Studies in various faculties across mainstream courses. The Koori Centre also provides tutorial assistance, and student facilities including a computer lab, Indigenous research library and study rooms for the University’s Indigenous Australian students.

In particular, the Koori Centre aims to increase the successful participation of Indigenous Australians in undergraduate and postgraduate degrees, develop the teaching of Aboriginal studies, conduct research in the field of Aboriginal education, and establish working ties with schools and communities.

The Koori Centre works in close collaboration with Yooroang Garang, Indigenous Student Support Unit in the Faculty of Health Sciences at the Cumberland Campus. Yooroang Garang provides assistance, advice and academic support for Indigenous students in the faculty, as well as preparatory undergraduate and postgraduate courses.

Koori Centre
Ground Floor, Old Teachers College, A22
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 2046 (general enquiries)
Toll-free within Australia: 1800 622 742
Community Liaison Officer: +61 2 9351 7003
Fax: +61 2 9351 6923
Email: koori@koori.usyd.edu.au
Website: www.koori.usyd.edu.au

Yooroang Garang

T Block, Level 4, Cumberland Campus, C42
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 9066
Toll free: 1800 009 418
Fax: +61 2 9351 9400
Email: yginfo@fhs.usyd.edu.au
Website: www.fhs.usyd.edu.au/yooroang_garang

Learning Centre

The Learning Centre helps students develop the generic learning and communication skills that are necessary for university study and beyond. The centre is committed to helping students achieve their academic potential during their undergraduate and postgraduate studies.

Learning Centre staff can be found at the Camperdown and Cumberland campuses. The centre’s program includes a wide range of workshops on study skills, academic reading and writing, oral communication skills and postgraduate writing and research skills. Other services include an individual learning program, a faculty-based program and access to online and print-based learning resources.

For details of programs, activities and online resources available from the Learning Centre, see its website.

Camperdown and Darlington campuses
Level 7, Education Building, A35
The University of Sydney
NSW 2006 Australia

Library

The University of Sydney Library provides services via a network of libraries on eight campuses, and online at www.library.usyd.edu.au

The location, opening hours and specific subject focus of each library is listed on the website. Over 5.5 million items are available via the library catalogue, including more than 67,000 online journals and 325,000 online books.

Enrolled students are entitled to borrow from any of the University libraries. Reading list books and articles are available via the reserve service either online or in print. Past examination papers are also available online.

Library facilities include individual and group study spaces, computers, printers, multimedia equipment, photocopiers and adaptive technologies. Refer to the ‘Libraries’ link on the University website to find out about services and facilities in specific libraries.

Library staff are available in every library to support students with their study and research. Faculty liaison librarians help students find great information on any topic and provide training in using a wide range of resources. For contact details of faculty liaison librarians, see www.library.usyd.edu.au/contacts/subjectcontacts.html

It is also possible to learn research and information skills online; see www.library.usyd.edu.au/skills

Mathematics Learning Centre

The Mathematics Learning Centre helps undergraduate students to develop the mathematical knowledge, skills and confidence that are needed for studying first-level mathematics or statistics units at university. The centre runs bridging courses in mathematics at the beginning of the academic year (fees apply). The centre also provides ongoing support to eligible students during the year through individual assistance and small group tutorials.

For details of activities and online resources provided by the centre see the centre’s website.

Level 4, Carslaw Building, F07
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 2993
Website: www.library.usyd.edu.au
Museums and galleries
The University of Sydney has one of the largest and finest university collections of antiquities, art, ethnography and natural history in Australia. While these collections are used for teaching, they also provide an opportunity for the University to contribute to the cultural life of the country.

University Art Gallery
Founded in the 1860s, the University of Sydney Art Collection now holds more than 7000 paintings, sculptures and works on paper by Australian, Asian and European artists, as well as more than 700 works from the University Union Art Collection. One of the most significant collections derives from the John Wardell Power Bequest. The gallery showcases changing exhibitions of works from the collection as well as high-quality exhibitions of both contemporary and historical works.

War Memorial Arch
The Quadrangle, A14
Camperdown Campus
Phone: +61 2 9351 6883
Fax: +61 2 9351 7785
Website: www.usyd.edu.au/museums

Macleay Museum
The Macleay Museum originated with the 18th century collection of insects owned by Alexander Macleay. The oldest of its kind in Australia, the museum today holds significant collections of ethnographic artefacts, scientific instruments, biological specimens and historic photographs. Changing exhibitions engage with the diversity of the collection.

Macleay Building, A12
Gosper Lane (off Science Road)
Camperdown Campus
Phone: +61 2 9351 6253
Fax: +61 2 9351 5614
Email: macleaymuseum@usyd.edu.au
Website: www.usyd.edu.au/museums

Nicholson Museum
The Nicholson Museum contains the largest and most prestigious collection of antiquities in Australia. It is also the country’s oldest university museum, and features works of ancient art and objects of daily life from Greece, Italy, Egypt, Cyprus, the Near and Middle East, as well as Northern Europe. A regular changing schedule of exhibitions highlights various parts of the collection.

The Quadrangle, A14
Camperdown Campus
Phone: +61 2 9351 2812
Fax: +61 2 9351 7305
Email: nicholsonmuseum@usyd.edu.au
Website: www.usyd.edu.au/museums

The Tin Sheds Gallery
The Tin Sheds Gallery is part of the Art Workshop complex within the University of Sydney’s Faculty of Architecture, Design and Planning. The gallery hosts exhibitions across a wide variety of contemporary visual arts practices from individuals and groups, as well as community projects and curated exhibitions.

Tin Sheds Gallery and Art Workshops
Faculty of Architecture
Wilkinson Building, G04
Phone: +61 2 9351 3115
Fax: +61 2 9351 4184
Email: tinsheds@arch.usyd.edu.au
Website: www.arch.usyd.edu.au/art_workshop.shtml

MyUni Student Portal
The MyUni student portal (http://myuni.usyd.edu.au) is the starting point and ‘one-stop’ environment for students to access all their web-based University information and services.

MyUni automatically tailors what a student sees based on their login and offers personalisation options.

MyUni enables students to access:
- student administration systems for obtaining examination results, enrolment and variations, timetabling, email services and links to courses and unit of study information
- the University’s e-learning tools
- library services
- important messages and student alerts
- information and communications technology and support services
- campus maps, with descriptions of cultural, sporting and campus facilities.

Orientation and O-Week
Orientation
Starting university study brings both opportunities and challenges. A successful transition is important in developing a sense of belonging and better academic adjustment and success. The University of Sydney seeks to facilitate students’ successful transition through a wide range of programs and activities.

Orientation activities for both undergraduate and postgraduate students are scheduled at the beginning of each semester. Transition support continues throughout the academic year within faculties, while student support services are available to help students throughout their study.

For more information visit www.usyd.edu.au/current_students/orientation

Undergraduate students
In the week before Semester One, the Sydney Welcome Orientation and Transition (SWOT) program offers all commencing undergraduate students an opportunity to learn more about the University of Sydney.

During this week you can get to know the University, develop key skills for success, discover other key resources for getting the most out of university life and develop a sense of belonging. All students are welcome to attend activities, which are based at the Camperdown and Darlington campuses. Faculties based on other campuses also provide orientation activities and programs.

SWOT 2010 will run from 24 to 26 February 2010.
For more information, see www.swot.usyd.edu.au

Postgraduate students
Postgraduate students are supported by their faculties in transitioning to postgraduate study at the University of Sydney.

For more information visit www.usyd.edu.au/current_students/orientation

O-Week
O-Week is the orientation event at the beginning of Semester One. Organised by the University of Sydney Union (USU) and other student organisations, it runs in parallel with the SWOT program. O-Week 2010 will run from 24 to 26 February 2010.

For more information visit www.usuonline.com
Part-time, full-time attendance

Undergraduate students
Undergraduate students are usually considered full time if they have a student load of at least 0.375 each semester. Anything under this amount is considered a part-time study load.

Note that some faculties have minimum study load requirements for satisfactory progress.

Postgraduate students (coursework)
Part-time or full-time status for postgraduate coursework students is determined by credit-point load. Enrolment in units of study which total at least 18 credit points in a semester is classed as full time. Anything under this amount is a part-time study load.

Please note that classes for some coursework programs are held in the evenings (usually 6pm to 9pm).

Postgraduate students (research)
Full-time candidates for research degrees do not keep to the normal semester schedule. Instead they work continuously throughout the year with a period of four weeks recreation leave.

There is no strict definition of what constitutes full-time candidature but if you have employment or other commitments that would prevent you from devoting at least the equivalent of a 35-hour working week to your candidature (including attendance at the University for lectures, seminars, practical work and consultation with your supervisor) you should enrol as a part-time candidate. If in doubt, consult your faculty or supervisor.

International students
Student visa regulations require international students to undertake full-time study. International students on visas other than student visas may be permitted to study part-time.

Policy Online
In addition to the resolutions covering specific courses, there are a number of University policies that apply to students. These include:

- Code of Conduct for students
- Academic Honesty in Coursework
- Student Plagiarism: Coursework Assessment and Examination of Coursework
- Identifying and Supporting Students at Risk.

All of these policies can be accessed at the University's Policy website (www.usyd.edu.au/policy).

Printing service
The University Printing Service (UPS) provides printing and binding services including high-volume printing and copying, short run/low-volume printing, and four-colour process printing. It also offers finished artwork and design, including website design, document scanning, file conversion and CD burning.

UPS products range from stationery, books, brochures, handbooks, graduation certificates and examination papers through to invitations, flyers and banners.

UPS also offers a variety of finishing options plus collating, addressing and filling of envelopes, mail merge options and print-broking services.

University Printing Service
Room 314, Level 3
Services Building, G12
Codrington Street
Phone: +61 2 9351 2004
Fax: +61 2 9351 7757
Email: ups@ups.usyd.edu.au
Website: www.usyd.edu.au/ups

Privacy
The University is subject to the NSW Privacy and Personal Information Protection Act 1998 and the NSW Health Records and Information Privacy Act 2002. Central to both pieces of legislation are the sets of information protection principles (IPPs) and health privacy principles which regulate the collection, management, use and disclosure of personal and health information.

In compliance with the Privacy and Personal Information Protection Act the University developed a Privacy Management Plan which includes the University Privacy Policy. The Privacy Management Plan sets out the IPPs and how they apply to functions and activities carried out by the University. Both the plan and the University Privacy Policy were endorsed by the Vice-Chancellor on 28 June 2000.

Further information and a copy of the plan may be found at www.usyd.edu.au/arms/privacy

Any questions regarding the Freedom of Information Act, the Privacy and Personal Information Protection Act, the Health Records and Information Privacy Act or the Privacy Management Plan should be directed to Archives and Records Management Services. See www.usyd.edu.au/arms for contact details.

Research Office
The Research Office administers the major government-funded research scholarships to postgraduate research students. Details of these scholarships and many others may be obtained from www.usyd.edu.au/ro/training

The closing date for applications for Australian Postgraduate Awards (APA) and University of Sydney Postgraduate Awards (UPA) is October every year.

Applications for National Health and Medical Research Council (NHMRC) Postgraduate Research Scholarships usually close in mid-July. It is wise to check in advance the exact closing date.

Research Office
Level 6, Jane Foss Russell Building, G02
Phone: +61 2 8627 8112
Email: research.training@usyd.edu.au
Website: www.usyd.edu.au/ro/training

Revenue Services
Revenue Services provides information on HECS/fee payment methods and can confirm the receipt of payments. The office can also provide information on the steps necessary to obtain a refund. More details are available on its website (listed below).

Revenue Services (domestic students)
Margaret Telfer Building, K07
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 5222
Fax: +61 2 9114 0556
Email: feespay@usyd.edu.au
Website: www.finance.usyd.edu.au/revenue_income/fees.shtml

Cashier's Office (domestic and international student payments)
Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Office hours: 9am to 5pm, Monday to Friday
Scholarships for undergraduates
The Scholarships and Prizes Office administers scholarships and prizes for undergraduate and postgraduate coursework degrees at the University of Sydney. To learn more, see the website.

Scholarships and Prizes Office
Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 6000
Email: scholarships.reception@usyd.edu.au
Website: www.usyd.edu.au/scholarships

Security Service
Security staff patrol the University's Camperdown and Darlington campuses 24 hours a day, seven days a week and are easily identified by their blue uniforms and distinguishing badges.

Security Escort Service
The University's Security Escort Service may be booked by phoning 9351 3487. This service provides transportation around the Camperdown and Darlington campuses as well as to the nearest transport point at its edge (it generally operates after the security bus has ceased). The service is for security situations and is not designed for convenience use. Requests for this service will be prioritised against other security demands.

Emergency contact
Phone: +61 2 9351 3333 (13333 from an internal phone)

Enquiries
Phone: +61 2 9351 3487 or (toll-free within Australia) 1800 063 487
Fax: +61 2 9351 4555
Email: security.admin@mail.usyd.edu.au
Website: www.facilities.usyd.edu.au/security

Traffic
Phone: +61 2 9351 3336

Lost Property
Phone: +61 2 9351 5325

Service Management, Information and Communications Technology (ICT)
ICT is responsible for the delivery of many of the computing services provided to students. Students can contact ICT by phoning the helpdesk on (02) 9351 6000, through the IT Assist website (www.usyd.edu.au/ict/switch) or by visiting the staff at one of the University Access Labs. The location details of Access Labs can be found at www.usyd.edu.au/ict/switch/locations

The labs provide students free access to computers, including office productivity and desktop publishing software. Some services are available on a fee-for-service basis, such as internet access, printing facilities, and the opportunity for students to host their own non-commercial website.

Each student is supplied with an account, called a 'UniKey' account, which allows access to a number of services including:
- free email
- WebCT/elearning online resources
- access to the Internet from home or residential colleges
- facilities, such as exam results, enrolment variations and timetable
- free courses in basic computing (such as MS Office, basic html and Excel), run by Access Lab staff in the week following orientation week. To register contact the Access Lab Supervisor on +61 2 9351 6670.

See www.usyd.edu.au/ict/switch for more information on these services.

Service Management, Helpdesk
University Computer Centre, H08
Camperdown Campus
Phone: +61 2 9351 6000
Fax: +61 2 9351 6004
Email: support@usyd.edu.au
Website: www.usyd.edu.au/ict/switch

Special Consideration
In cases of illness or misadventure, students should complete an Application for Special Consideration form, accompanied by relevant documentation, such as medical certificates, and submit it to the relevant faculty office. The forms are available at faculty offices, the Student Centre, and online at www.usyd.edu.au/current_students/student_administration/forms

Exemption from re-attendance
Although you may have attended certain lectures or practical classes before, exemption from re-attendance is granted only in exceptional circumstances. In any case, you are required to enrol in all units of study in which you propose to take examinations, whether or not you have been granted leave of absence (or exemption) from re-attendance at lectures and/or practical work. To obtain exemption from re-attendance, apply at your faculty office.

Staff and Student Equal Opportunity Unit (SSEOU)
The Staff and Student Equal Opportunity Unit works with the University community to promote equal opportunity in education and employment, to create opportunities for staff and students who have traditionally been disadvantaged by mainstream practices and policies, and to create an environment that is free from discrimination and harassment.

The Staff and Student Equal Opportunity Unit is responsible for:
- providing policy advice to staff on harassment and discrimination
- providing equal opportunity policy development, promotion and training for staff and students
- coordinating and monitoring equity programs and initiatives
- providing information and advice to staff and students on equal opportunity matters
- resolving individual staff and student concerns about harassment and discrimination
- overseeing the University's Harassment and Discrimination Resolution procedure
- monitoring and reporting to external bodies on the University's progress in the equal opportunity area.

Every student and staff member at the University of Sydney has the right to expect that their fellow students and colleagues behave in a way that reflects these key values, irrespective of background, beliefs or culture.

In addition, every student and employee has a right to expect from the University equitable practices that preserve and promote equal opportunity to access, participate, and excel in their chosen field.

Rooms 228 to 235
The Demountables, H11
Codrington Street
Darlington Campus
The University of Sydney
NSW 2006 Australia
Phone: +61 2 9351 2212
Fax: +61 2 9351 3195
Email: admin@eeo.usyd.edu.au
Website: www.usyd.edu.au/eeo
Student administration and support

The University provides personal, welfare, administrative and academic support services to facilitate your success. Many factors can have an impact on your wellbeing while studying, and student services can help you to manage these more effectively.

For details of services and online resources provided, visit www.usyd.edu.au/current_students

Student Centre

The Student Centre is responsible for the central functions of UAC admissions, enrolments, HECS, class timetabling, student records, examinations and graduations. In addition to the above matters, general information and academic transcripts can be obtained at the counter of the Student Centre.

Level 3, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia

General enquiries: +61 2 8627 8200
Academic records: +61 2 8627 8200
Handbooks: +61 2 8627 8200
Fax: +61 2 8627 8279 or +61 2 8627 8284 (academic records)
Email: studentCentre@usyd.edu.au
Website: www.usyd.edu.au/current_students/student_administration

Student course material (online stores)

Students in several faculties can purchase course collateral through an online eStore (available on their faculty website). Course collateral includes laboratory coats, uniforms, safety boots and other equipment required for units of study. All items have been selected and approved by the faculty concerned to ensure they meet course requirements.

Student identity cards

The student identity card functions as a library borrowing card, a transport concession card (when suitably endorsed) and a general identity card. The card must be carried at all times on the grounds of the University and must be shown on demand and taken to all examinations.

University Card Services
Level 2, Fisher Library, F03
The University of Sydney
NSW 2006 Australia

Phone: +61 2 9351 2423
Email: university.cards@usyd.edu.au
website: www.usyd.edu.au/card_centre

Sydney Summer School

Nine faculties at the University offer subjects from undergraduate and postgraduate degree programs during a Summer School program. As the University uses its entire quota of Commonwealth-supported places in Semesters One and Two, these units are full fee-paying for both local and international students and enrolment is entirely voluntary.

Summer School enables students to accelerate their degree progress, make up for a failed subject or fit in a subject which otherwise would not suit their timetables. New students may also gain an early start by completing subjects before they commence their degrees.

Three sessions are offered during the semester break (commencing in mid-December, the first week of January, and the third week of January) and normally run for up to six weeks (followed by an examination week). Details of the available subjects are on the Summer School website.

A smaller Winter School is also offered. It will commence on 28 June 2010 and run for three weeks (followed by an examination week). The Winter School offers both postgraduate and undergraduate subjects.

To find out information about subjects offered and to enrol, see the Summer School website: www.summer.usyd.edu.au

SydneyTalent

SydneyTalent is a University initiative that offers course-related employment at market leading rates and with flexible hours. It connects students with meaningful roles in their chosen field of study, allowing them to develop vital professional skills and graduate with marketable career experience. With SydneyTalent, students are able to successfully manage the work-study balance while building for future success.

Level 5, Jane Foss Russell Building G02
The University of Sydney
NSW 2006 Australia

Phone: +61 2 8627 8000
Fax: +61 2 8627 8630
Email: sydney.talent@usyd.edu.au
Website: www.sydneytalent.com.au

Sydney Welcome Orientation and Transition Program (SWOT)

The Sydney Welcome Orientation and Transition program (SWOT) offers a head start to commencing undergraduate students at the University, helping you to become familiar with the University and its student support services. The library and central student support services work together with faculties to provide the SWOT program.

SWOT 2010 runs from 24 to 26 February 2010.
For more information, see www.sroit.usyd.edu.au or visit www.usyd.edu.au/current_students/orientation

The University of Sydney Foundation Program (USFP)

The University of Sydney provides a foundation program to international students as a preparation for undergraduate degrees at several Australian universities.

The program is conducted by Taylors College on behalf of Study Group Australia and the University of Sydney. It allows both first and second semester entry to undergraduate courses at the University of Sydney and other universities within Australia.

Contact details
Phone: +61 2 8263 1888
Fax: +61 2 9267 0531
Email: info@taylorscollege.edu.au
Website: www.usyd.edu.au/foundationprogram

College address
The University of Sydney Foundation Program
Taylors College
985 Bourke St
Waterloo NSW 2017
Phone: +61 2 8303 9700
Fax: +61 2 8903 9777
Timetabling Unit
The Timetabling Unit in the Student Centre is responsible for producing personalised student timetables which are available through MyUni. Semester One timetables are available 10 days before that semester begins. Semester Two timetables are available from the beginning of Semester One examinations.
Website:
www.usyd.edu.au/current_students/student_administration/timetables

University Health Service (UHS)
The University Health Service provides a full experienced general practitioner service and emergency medical care to all members of the University community. You can consult a doctor either by appointment or on a walk-in basis (for more urgent matters only). The UHS bills Medicare or your overseas student health care provider (Worldcare or Medibank Private) directly for the full cost of most consultations.
Email: i.marshall@unihealth.usyd.edu.au
Website: www.unihealth.usyd.edu.au
Phone: +61 2 9351 3484
Fax: +61 2 9351 4110

University Health Service (Wentworth)
Level 3, Wentworth Building, G01
The University of Sydney
NSW 2006 Australia
Opening hours: 8.30am to 5.30pm, Monday to Friday
Phone: +61 2 9351 3484
Fax: +61 2 9351 4110

University Health Service (Holme)
Holme Building, A09
Entry Level, Science Road
The University of Sydney
NSW 2006 Australia
Opening hours: 8.30am to 5.30pm, Monday to Friday
Phone: +61 2 9351 4095
Fax: +61 2 9351 4338
Student organisations

Students' Representative Council (SRC)
The Students’ Representative Council represents, campaigns and advocates for undergraduate students throughout the University.

SRC caseworkers advise students on a range of issues, including academic appeals, Centrelink, tenancy, harassment and discrimination. The solicitor (from Redfern Legal Centre) provides legal assistance and court representation. These services are free and confidential. The SRC also offers financial support in the form of emergency loans of up to $50.

In addition, the SRC runs a second-hand bookshop that specialises in the purchase and sale of coursework textbooks. Among the publications produced by the SRC are the weekly student newspaper Honi Soit, the Counter-Course Handbook and the O-Week Handbook.

The SRC, which recently celebrated its 80th anniversary, is one of the oldest student organisations in Australia, and is run by and for students. It’s a great way to get involved in student life. Officers elected to the student council campaign on issues that directly affect students, such as course cuts and assessments, fee increases, discrimination and welfare rights. They also advocate on social justice matters both within the University and throughout the wider community.

SRC main office
Level 1, Wentworth Building (G01), City Road
Phone: +61 2 9660 5222
Fax: +61 2 9660 4260
Email: help@src.usyd.edu.au
Email (Honi Soit editors): editors@src.usyd.edu.au
Website: www.src.usyd.edu.au

Contact the main office for details of other campuses.

The SRC Secondhand Bookshop
Level 3, Wentworth Building (G01), City Road
Phone: +61 2 9660 4756
Fax: +61 2 9660 4260
Email: books@src.usyd.edu.au
Website: www.src.usyd.edu.au

Sydney University Postgraduate Representative Association (SUPRA)
SUPRA is an independent association which provides advice, advocacy and support services to postgraduate students. SUPRA is both the voice and safety net of these students, and represents their interests by:

- ensuring the representation of postgraduate views within the University and wider community
- providing free, confidential assistance and advocacy for postgraduates through the employment of Student Advice and Advocacy Officers (SAAOs)
- providing free legal advice for postgraduate students, in association with the Redfern Legal Centre
- representing postgraduates on University policymaking bodies such as the Academic Board, its committees and working parties
- meeting with members of the Senate on the Senate/Student Organisations Liaison Committee
- regularly consulting with the Vice-Chancellor, Registrar and other senior University officers
- drawing postgraduates together at all levels of University life.

SUPRA Council, committees and networks
The SUPRA Council is elected annually by and from the postgraduate student community. Council meetings are held monthly and postgraduate students are encouraged to attend. SUPRA committees and networks help to coordinate activities and run campaigns, and are a great way to get involved. All postgraduates can stand for the council or attend any SUPRA events provided they are a SUPRA subscriber (see below).

Advice and advocacy
SUPRA employs professional student advice and advocacy officers (SAAOs) to help postgraduate students with any academic or personal problems that may affect their study, such as:

- fee payment and administrative issues
- academic appeals and exclusions
- supervision problems
- tenancy issues
- Centrelink and financial assistance concerns
- harassment and discrimination.

This is a free and confidential service for all postgraduates at the University of Sydney. To access the SAAO service, you must be a SUPRA subscriber. It’s free to subscribe and you can do it online, in the office, or when you see an SAAO. To find out more about the SAAO service, email help@supra.usyd.edu.au

Publications
SUPRA places the highest priority upon communication, being responsive to postgraduates and encouraging maximum participation in SUPRA through the following publications:

- eGrad, a regular email bulletin
- The Postgraduate Survival Manual
- Thesis Guide
- our weekly double-page spread in Honi Soit, the student newspaper
- a range of handbooks, fact sheets and brochures.

Electronic versions are available at www.supra.usyd.edu.au

All of SUPRA’s services, activities and publications are free to SUPRA subscribers. By subscribing, you also show your support for all the work that SUPRA does on your behalf. It’s free to subscribe and you can sign up online or drop into the SUPRA offices and fill out a form.

SUPRA Office
Raglan Street Building, G10
Corner Raglan Street and Abercrombie Street
Phone: +61 2 9351 3715 (local) or +61 2 9351 6400 (toll free within Australia)
Fax: +61 2 9351 6400
Email: admin@supra.usyd.edu.au
Website: www.supra.usyd.edu.au

University of Sydney Union (USU)
As the largest university union in Australia, the USU is a major provider of exciting cultural, social, political, and charitable activities, as well as quality on-campus food and retail services, entertainment, events and programs that service the entire university community.

The USU offers an array of programs to its members to promote cultural life on campus, including awards, grants and prizes in leadership, literature, debating, photography, film, drama, philanthropy, etc.
music and art. The USU Debating Team is a formidable force, currently ranked first in the world, and the USU also funds the oldest continuing theatre group in Australia, the Sydney University Dramatic Society.

The USU keeps the campus alive with big-name gigs and exhilarating events held throughout the year at its bars Manning and Hermann’s. Each year the USU holds major festivals and events such as O-Week, Beachball and the Verge Arts Festival.

For more information on USU, see www.usuonline.com

Access Card Benefits Program
The USU offers membership to its award-winning Access Benefits Program, your gateway to benefits and discounts at more than 55 selected food, retail and entertainment partners on and off campus, as well as access to USU’s programs including internships, student positions and volunteering opportunities.

For more information, see www.accessbenefits.com.au

Clubs and societies
The USU funds, accommodates, trains and supports more than 200 clubs and societies – groups that USU members can join and operate to meet others with shared interests. Clubs and societies organise their own activities and events with funding from the USU. Being part of a club or society is the best way to connect, socialise, network and gain valuable skills, training and experience.

There are clubs and societies focused on politics, culture, the arts, the environment, religion, volunteering, faculties, games, hobbies and passions. If there isn’t a club or society that suits your interests, the USU will help you start your own.

For more information, see the clubs and societies section of the USU website www.usuonline.com

C&S Office
University of Sydney Union
Level 1, Manning House, Manning Road
Phone: +61 2 9563 6161
Email: clubandsocs@usu.usyd.edu.au

The USU Student Leadership Program
The USU offers a range of development opportunities for its student members, ranging from board director positions, club and society executives, festival directors, debate directors, editors, volunteers, and community portfolio convenors.

The USU’s programs not only entertain, but teach and prepare participants for life beyond graduation. USU programs include mentoring, personal development, and leadership training, providing the opportunity to add a different dimension to your tertiary education.

For more details, see the ‘Get Involved’ section of www.usuonline.com

Sydney Uni Sport & Fitness
Sydney Uni Sport & Fitness invites you to enjoy a healthier University experience.

Get access to three world-class, on-campus facilities, over 40 different sports clubs, more than 30 dance, recreation and sport short courses, plus get involved in popular social sporting activities through our range of maximum value membership options.

The vast array of sports clubs for men and women ranges from AFL to water polo, with competitions ranging from local social competitions to nationwide leagues, all giving you the chance to improve your performance under the guidance of some of Australia’s most accomplished coaches and sportspeople.

Purpose-built venues offer tennis and squash courts, rock-climbing, fitness equipment, a martial arts room and an Olympic-size heated swimming pool.
International students

The following information is for international students studying onshore on an Australian student visa.

Completion within the expected duration
Education providers are required to ensure that international students complete their studies within the duration specified on the electronic Confirmation of Enrolment (eCoE). Extensions to a student’s course duration are allowed only in limited circumstances (for example, for compassionate or compelling reasons, where an intervention strategy has been implemented or where there has been an approved leave of absence or suspension).

It is important students ensure they are on track to complete their studies within the expected duration, or that they have permission from their faculty to extend their duration.

Satisfactory academic progress
Maintaining satisfactory course progress is a mandatory student visa condition. Education providers are required to monitor course progress, intervene where students are at risk of failing to achieve satisfactory course progress, notify students who fail to achieve satisfactory course progress, and report students who fail to achieve satisfactory course progress to the Department of Immigration and Citizenship (DIAC).

It is important that every student is aware of the progress rules for their course and participates in the intervention strategies implemented by their faculty. Exclusion from a course due to unsatisfactory progress can have serious implications for student visa holders including visa cancellation and restrictions on returning to Australia.

The University provides many avenues of support for students who are struggling academically. International students who experience any difficulties with their academic progress should consult their faculty, the international student advisers in the International Office or the counsellors in the International Student Support Unit (ISSU).

Distance/web-based study
International students may undertake no more than 25 per cent of their total course by distance and/or online learning. Students must not enrol in exclusively distance or online study in any compulsory study period.

Students who are supported by United States Financial Aid are not permitted to undertake distance and/or online learning at any time during their course of study.

Work permits
International students with a work permit are permitted to work for up to 20 hours per week during semester and full-time during the University’s official holiday periods. Contact the international student advisers in the International Office for more information.

Change of address
International students must notify the University of their residential address within seven days of arrival and notify any subsequent change of address within seven days. This should be done online via the University’s MyUni student portal (http://myuni.usyd.edu.au).

Sponsored students
Sponsored students need permission from their sponsors before transferring courses, suspending their studies or varying their study load. Students sponsored by the Australian Government (AusAID, Endeavour), or Asia Development Bank (ADB) should contact the International Office in the early stages of considering a change to their program.

Suspension/discontinuation
The University is required to report to DIAC any international students who discontinue or suspend their studies. Students who suspend their studies for medical or compassionate reasons should contact the international student advisers in the International Office urgently.

Health cover
The Australian Government requires that all international students and their families pay for health insurance in Australia through the Overseas Student Health Cover (OSHC) scheme. The University-preferred provider is OSHC Worldcare. The International Office will, on receipt of the student’s first payment of tuition fees and the OSHC premium, pay the compulsory amount to OSHC Worldcare on their behalf.

OSHC provides free access to the University health service and public hospitals. Higher-level coverage (eg access to private hospitals coverage for spouse and family) is the student’s responsibility. Alternatively, international students may arrange their own OSHC through an approved provider. You can find a list of approved OSHC providers by searching for ‘OSHC’ on the federal government’s Department of Health and Aged Care website: www.health.gov.au

The University of Sydney Foundation Program (USFP)
The University of Sydney offers its foundation program to international students as a preparation for undergraduate degrees at several Australian universities.

The Foundation Program is conducted by Taylors College on behalf of Study Group Australia and the University of Sydney. It allows both first and second semester entry to undergraduate courses at the University of Sydney and other Australian universities.

The University of Sydney Foundation Program
Taylors College
965 Bourke Street
Waterloo NSW 2017

Phone: +61 2 8303 9700
Fax: +61 2 8303 9777
Email: info@taylorscollege.edu.au
Website: www.usyd.edu.au/foundationprogram

The University provides many avenues of support for students who are struggling academically. International students who experience any difficulties with their academic progress should consult their faculty, the international student advisers in the International Office or the counsellors in the International Student Support Unit (ISSU).

Distance/web-based study
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International Office
The International Office provides advice and assistance with application, admission and enrolment procedures for international students. The International Office also includes units responsible for international marketing, government and student relations, international scholarships, including AusAID scholarships and administrative support for international financial aid programs, and compliance with government regulations related to international students.

The International Office also coordinates student exchange and study abroad programs, and other inter-institutional links. The Study Abroad and Exchange unit helps domestic and international students who wish to enrol in such programs.

International Admissions and Customer Services
Level 4, Jane Foss Russell Building, G02
The University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8300
Future student enquiries: 1800 899 376 (domestic free call)
Fax: +61 2 8627 8387
Email: info@io.usyd.edu.au
Website: www.usyd.edu.au/internationaloffice

Study Abroad
Phone: +61 2 8627 8322
Fax: +61 2 8627 8390
Email: studyabroad@io.usyd.edu.au
Website: www.usyd.edu.au/studyabroad

Student Exchange
Phone: +61 2 8627 8322
Fax: +61 2 8627 8390
Email: studyabroad@io.usyd.edu.au
Website: www.usyd.edu.au/studentexchange

International Student Support Unit
The International Student Support Unit (ISSU) provides support to international students through the provision of information, orientation programs, welfare advice and counselling.

The ISSU provides advice to international students on:
- preparations before leaving their home country
- what to expect upon arrival in Sydney
- emotional changes that can take place when moving to a different country
- academic concerns, including understanding the University system and liaising with staff members
- organising letters for family visits
- preparing to return to their home country.

The ISSU has two offices:

Darlington Campus
Level 5, Jane Foss Russell Building, G02
University of Sydney
NSW 2006 Australia
Phone: +61 2 8627 8437
Fax: +61 2 8627 8482
Email: info@issu.usyd.edu.au
Website: www.usyd.edu.au/stuserv/issu

Cumberland Campus
Ground Floor, A Block, C42
75 East St, Lidcombe
NSW 2141 Australia
Phone: +61 2 9351 9638
Email: ISSU.Cumberland@stuserv.usyd.edu.au
Website: www.usyd.edu.au/stuserv/issu
Calendar

The annual University of Sydney Calendar and its online updates are the University of Sydney’s central source of official information.

The Calendar provides general and historical information about the University of Sydney, the statutes and regulations under which it operates and the resolutions of the Senate relating to constitutions of and courses in each faculty. The statutes and regulations, as well as some resolutions of the Senate, are also available on Policy Online (www.usyd.edu.au/policy).

Along with the University of Sydney handbooks, the Calendar forms the official legal source of information relating to study at the University of Sydney.

The latest Calendar is available in hard copy from the Student Centre. It is also available online (at www.usyd.edu.au/calendar). The PDF and Word document files can be downloaded and printed if required.

Coursework Rule

It is very important that students are aware of the University of Sydney (Coursework) Rule 2000, which governs all coursework award courses in the University.

The Coursework Rule relates to:

- award course requirements
- credit points and assessment
- enrolment
- credit
- cross-institutional study and its upper limits
- progression
- discontinuation of enrolment and suspension of candidature
- unsatisfactory progress and exclusion
- exceptional circumstances
- award of degrees
- diplomas and certificates
- transitional provisions.

It should be read in conjunction with two other documents:

- The University of Sydney (Amendment Act) Rule 1999
- Senate resolutions and faculty resolutions relating to each award course (found in the relevant faculty handbook).

The Coursework Rule can be found in the following places:

- The University of Sydney Calendar (print or online version): www.usyd.edu.au/calendar
- Policy Online: www.usyd.edu.au/policy
- Handbooks Online: www.usyd.edu.au/handbooks/university_information/01_uni_coursework_rule

PhD Rule

The University of Sydney (Doctor of Philosophy (PhD)) Rule 2004 deals with matters relating to the degree of Doctor of Philosophy, including admission, probation, supervision and submission of theses.

It should be read in conjunction with two other documents:

- The University of Sydney (Amendment Act) Rule 1999
- Senate and faculty resolutions relating to each award course (found in the relevant faculty handbook).

The PhD Rule can be found in the following locations:

- The University of Sydney Calendar (print or online version): www.usyd.edu.au/calendar
- Policy Online: www.usyd.edu.au/policy
- Handbooks Online: www.usyd.edu.au/handbooks/postgrad_hb/ap04_phd_rule.shtml

Plagiarism

The University of Sydney opposes and will not tolerate plagiarism. It is the responsibility of all students to:

- ensure that they do not commit or collude with another person to commit plagiarism
- report possible instances of plagiarism
- comply with the University’s policy and procedure on plagiarism.

The policy and procedure on plagiarism can be found at the Policy Online website (www.usyd.edu.au/policy).

The Policy Online website also lists related policies and procedures, including:

- Academic Honesty in Coursework (plagiarism) policy

The University will treat all identified cases of student plagiarism seriously, in accordance with this policy and procedure, and with Chapter 8 of the University of Sydney By-Law 1999 (as amended), which deals with student discipline.

Students at Risk Policy

The Students at Risk Policy enables early detection of students who are making poor or unsatisfactory progress and are therefore at risk of exclusion from their degree.

The policy outlines procedures and processes to support students in their ongoing studies, including:

- timely intervention and the provision of advice and assistance
- regularly and effectively advising students of progress requirements
- identifying students at risk
- alerting students that they are at risk
- providing assistance to address the risk
- tracking the progress of students after they are identified as being at risk.

For more information on this policy, please see the Secretariat website (www.usyd.edu.au/secretariat/students/riskstudents).

Grievance Procedure

The University’s policy and procedures document on student grievances, appeals and applications for review is available on the Policy Online website (www.usyd.edu.au/policy).

The Grievance Procedure document is a statement of the University’s processes for handling student grievances, appeals and applications for review regarding academic and non-academic matters.

Study at the University presents opportunities for interacting with other members of the University community. The University recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and administratively, in a fair and transparent manner.
### Abbreviations

Listed below are commonly used acronyms that appear in University documents and publications. (See also the Glossary.)

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

<table>
<thead>
<tr>
<th>A</th>
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<tbody>
<tr>
<td>AARNet</td>
<td>Australian Academic Research Network</td>
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<td>AAM</td>
<td>Australian Awards for University Teaching</td>
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<tr>
<td>AAUT</td>
<td>Annual Average Mark</td>
</tr>
<tr>
<td>ABC</td>
<td>Activity-based costing</td>
</tr>
<tr>
<td>ABSTUDY</td>
<td>Aboriginal Study Assistance Scheme</td>
</tr>
<tr>
<td>AC21</td>
<td>Academic Consortium 21</td>
</tr>
<tr>
<td>ACER</td>
<td>Australian Council for Educational Research</td>
</tr>
<tr>
<td>ALTC</td>
<td>Australian Learning and Teaching Council</td>
</tr>
<tr>
<td>ANZAAAS</td>
<td>Australian and New Zealand Association for the Advancement of Science</td>
</tr>
<tr>
<td>APA</td>
<td>Australian Postgraduate Awards</td>
</tr>
<tr>
<td>APAC</td>
<td>Australian Partnership for Advanced Computing</td>
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<tr>
<td>APAI</td>
<td>Australian Postgraduate Awards (Industry)</td>
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<tr>
<td>APA-IT</td>
<td>Australian Postgraduate Awards in Information Technology</td>
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<tr>
<td>APDI</td>
<td>Australian Postdoctoral Fellowships Industry</td>
</tr>
<tr>
<td>APD</td>
<td>Australian Postdoctoral FellowshipAsia-Pacific Economic Cooperation</td>
</tr>
<tr>
<td>APEC</td>
<td>Asia-Pacific Economic Cooperation</td>
</tr>
<tr>
<td>APF</td>
<td>Australian Professorial Fellowship</td>
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<tr>
<td>APRU</td>
<td>Association of Pacific Rim Universities</td>
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<tr>
<td>AQF</td>
<td>Australian Qualifications Framework</td>
</tr>
<tr>
<td>ARC</td>
<td>Australian Research Council</td>
</tr>
<tr>
<td>ARTS</td>
<td>Automated Results Transfer System</td>
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<tr>
<td>ASDOT</td>
<td>Assessment Fee Subsidy for Disadvantaged Overseas Students</td>
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<tr>
<td>ATAR</td>
<td>Australian Tertiary Admissions Rank</td>
</tr>
<tr>
<td>ATN</td>
<td>Australian Technology Network</td>
</tr>
<tr>
<td>ATP</td>
<td>Australian Technology Park</td>
</tr>
<tr>
<td>AUQA</td>
<td>Australian Universities Quality Agency</td>
</tr>
<tr>
<td>AusAID</td>
<td>Australian Agency for International Development</td>
</tr>
<tr>
<td>AUTC</td>
<td>Australian Universities Teaching Committee</td>
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<tr>
<td>AWA</td>
<td>Australian Workplace Agreements</td>
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<tbody>
<tr>
<td>BAA</td>
<td>Backing Australia's Ability</td>
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<tr>
<td>BTLab</td>
<td>Business Intelligence Lab</td>
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<tbody>
<tr>
<td>CAF</td>
<td>Cost adjustment factor</td>
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<tr>
<td>CCE</td>
<td>Centre for Continuing Education</td>
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<tr>
<td>CDP</td>
<td>Capital Development Program</td>
</tr>
<tr>
<td>CEP</td>
<td>Country Education Profile</td>
</tr>
<tr>
<td>CEQ</td>
<td>Course Experience Questionnaire</td>
</tr>
<tr>
<td>CFO</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>CHESSN</td>
<td>Commonwealth Higher Education System Student Number</td>
</tr>
<tr>
<td>CIO</td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td>CIS</td>
<td>Campus Infrastructure Services</td>
</tr>
<tr>
<td>COE</td>
<td>Confirmation of Enrolment</td>
</tr>
<tr>
<td>CPSU</td>
<td>Community and Public Sector Union</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (grade)</td>
</tr>
<tr>
<td>CRC</td>
<td>Cooperative Research Centre</td>
</tr>
<tr>
<td>CREO</td>
<td>Centre for Regional Education, Orange</td>
</tr>
<tr>
<td>CRICOS</td>
<td>Commonwealth Register of Institutions and Courses for Overseas Students</td>
</tr>
<tr>
<td>CRII</td>
<td>Centre for Rural and Regional Innovation</td>
</tr>
<tr>
<td>CSG</td>
<td>Cumberland Student Guild</td>
</tr>
<tr>
<td>CSIRO</td>
<td>Commonwealth Scientific and Industrial Research Organisation</td>
</tr>
<tr>
<td>CSP</td>
<td>Commonwealth Supported Place</td>
</tr>
<tr>
<td>CULT</td>
<td>Combined Universities Language Test</td>
</tr>
<tr>
<td>CUTSD</td>
<td>Committee for University Teaching and Staff Development</td>
</tr>
<tr>
<td>D</td>
<td>Distinction (grade)</td>
</tr>
<tr>
<td>DAC</td>
<td>Data Audit Committee</td>
</tr>
<tr>
<td>DEEWR</td>
<td>Commonwealth Department of Education, Employment and Workplace Relations</td>
</tr>
<tr>
<td>DEST</td>
<td>Commonwealth Department of Education, Science and Training (now known as DEEWR)</td>
</tr>
<tr>
<td>DET</td>
<td>NSW Department of Education and Training</td>
</tr>
<tr>
<td>DIAC</td>
<td>Department of Immigration and Citizenship</td>
</tr>
<tr>
<td>D-IRD</td>
<td>Discovery-Indigenous Researchers Development Program</td>
</tr>
<tr>
<td>DOGS</td>
<td>Director of Graduate Studies</td>
</tr>
<tr>
<td>DVC</td>
<td>Deputy Vice-Chancellor</td>
</tr>
<tr>
<td>E</td>
<td>Enterprise bargaining</td>
</tr>
<tr>
<td>EFTSL</td>
<td>Equivalent full-time student load</td>
</tr>
<tr>
<td>EFTSU</td>
<td>Equivalent full-time student unit (replaced by EFSTL)</td>
</tr>
<tr>
<td>EIP</td>
<td>Evaluations and Investigations Program</td>
</tr>
<tr>
<td>ELICOS</td>
<td>English Language Intensive Course of Study</td>
</tr>
<tr>
<td>EMU</td>
<td>Electron Microscope Unit</td>
</tr>
<tr>
<td>ESOS Act</td>
<td>Education Services for Overseas Student Act</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
<tr>
<td>FEE-HELP</td>
<td>Fee - Higher Education Loan Program</td>
</tr>
<tr>
<td>FlexSIS</td>
<td>Flexible Student Information System</td>
</tr>
<tr>
<td>FFT</td>
<td>Fractional full-time (equivalent staff)</td>
</tr>
<tr>
<td>FHS</td>
<td>Faculty of Health Sciences</td>
</tr>
<tr>
<td>FOS</td>
<td>Field of study</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-time equivalent (staff)</td>
</tr>
<tr>
<td>G</td>
<td>General Agreement on Trade in Services</td>
</tr>
<tr>
<td>GCCA</td>
<td>Graduate Careers Council of Australia</td>
</tr>
<tr>
<td>GDS</td>
<td>Graduate destination survey</td>
</tr>
<tr>
<td>Go8</td>
<td>Group of Eight</td>
</tr>
<tr>
<td>GPOF</td>
<td>General Purpose Operating Funds</td>
</tr>
<tr>
<td>GSA</td>
<td>Graduate Skills Assessment</td>
</tr>
<tr>
<td>GSG</td>
<td>Graduate School of Government</td>
</tr>
<tr>
<td>GWSLN</td>
<td>Greater Western Sydney Learning Network</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
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<tr>
<td>HD</td>
<td>High distinction</td>
</tr>
<tr>
<td>HDR</td>
<td>Higher degree research</td>
</tr>
<tr>
<td>HECS</td>
<td>Higher Education Contribution Scheme (replaced by HECS-HELP)</td>
</tr>
<tr>
<td>HECS-HELP</td>
<td>Higher Education Contribution Scheme - Higher Education Loan Program</td>
</tr>
<tr>
<td>HEEP</td>
<td>Higher Education Equity Program</td>
</tr>
<tr>
<td>HEIMS</td>
<td>Higher Education Information Management System</td>
</tr>
<tr>
<td>HEIP</td>
<td>Higher Education Innovation Program (DEEWR)</td>
</tr>
<tr>
<td>HELP</td>
<td>Higher Education Loan Program</td>
</tr>
<tr>
<td>HEO</td>
<td>Higher education officer</td>
</tr>
<tr>
<td>HEP</td>
<td>Higher education provider</td>
</tr>
<tr>
<td>HERDC</td>
<td>Higher Education Research Data Collection</td>
</tr>
<tr>
<td>HESA</td>
<td>Higher Education Support Act</td>
</tr>
<tr>
<td>HOA</td>
<td>Head of administrative unit</td>
</tr>
<tr>
<td>HOD</td>
<td>Head of department</td>
</tr>
<tr>
<td>HOS</td>
<td>Head of school</td>
</tr>
<tr>
<td>IAF</td>
<td>Institutional Assessment Framework</td>
</tr>
<tr>
<td>IAS</td>
<td>Institute of Advanced Studies</td>
</tr>
<tr>
<td>ICT</td>
<td>Information and communication technology</td>
</tr>
<tr>
<td>IELTS</td>
<td>International English Language Testing Scheme</td>
</tr>
<tr>
<td>IGS</td>
<td>Institutional Grants Scheme (DEEWR)</td>
</tr>
<tr>
<td>IO</td>
<td>International Office</td>
</tr>
<tr>
<td>IP</td>
<td>Intellectual property</td>
</tr>
<tr>
<td>IPRS</td>
<td>International Postgraduate Research Scholarships</td>
</tr>
<tr>
<td>IREX</td>
<td>International Researcher Exchange Scheme</td>
</tr>
<tr>
<td>ISFP</td>
<td>Indigenous Support Funding Program</td>
</tr>
<tr>
<td>ISIG</td>
<td>Innovation Summit Implementation Group</td>
</tr>
<tr>
<td>ISSU</td>
<td>International Student Services Unit</td>
</tr>
<tr>
<td>ITL</td>
<td>Institute for Teaching and Learning</td>
</tr>
<tr>
<td>JASON</td>
<td>Joint Academic Scholarships Online Network</td>
</tr>
<tr>
<td>LBOTE</td>
<td>Language background other than English</td>
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<tr>
<td>MISG</td>
<td>Management Information Steering Group</td>
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<tr>
<td>MRB</td>
<td>Medical Rural Bonded Scholarship Scheme</td>
</tr>
<tr>
<td>NBSOTP</td>
<td>National Bridging Courses for Overseas Trained Program</td>
</tr>
<tr>
<td>NCGR</td>
<td>National Competitive Grant</td>
</tr>
<tr>
<td>NESB</td>
<td>Non-English-speaking background</td>
</tr>
<tr>
<td>NHMRC</td>
<td>National Health and Medical Research Council</td>
</tr>
<tr>
<td>NOIE</td>
<td>National Office for the Information Economy</td>
</tr>
<tr>
<td>NOOSR</td>
<td>National Office for Overseas Skill Recognition</td>
</tr>
<tr>
<td>NRSL</td>
<td>Non-recent school leaver</td>
</tr>
<tr>
<td>NSWVCC</td>
<td>New South Wales Vice-Chancellors' Conference</td>
</tr>
<tr>
<td>NTEU</td>
<td>National Tertiary Education Industry Union</td>
</tr>
<tr>
<td>NUS</td>
<td>National Union of Students</td>
</tr>
<tr>
<td>OECD</td>
<td>Organisation for Economic Cooperation and Development</td>
</tr>
<tr>
<td>OLA</td>
<td>Open Learning Australia</td>
</tr>
<tr>
<td>OPRS</td>
<td>Overseas Postgraduate Research Scholarships</td>
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<tr>
<td>OS-HELP</td>
<td>Overseas Student - Higher Education Loan Program</td>
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<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>PCON</td>
<td>Pass (Concessional)</td>
</tr>
<tr>
<td>PELS</td>
<td>Postgraduate Education Loans Scheme</td>
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<tr>
<td>PSO</td>
<td>Planning Support Office</td>
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<tr>
<td>PVC</td>
<td>Pro-Vice-Chancellor</td>
</tr>
<tr>
<td>QA</td>
<td>Quality assurance</td>
</tr>
<tr>
<td>QACG</td>
<td>Quality Advisory and Coordination Group</td>
</tr>
<tr>
<td>R&amp;D</td>
<td>Research and development</td>
</tr>
<tr>
<td>R&amp;R</td>
<td>Restructuring and Rationalisation Program</td>
</tr>
<tr>
<td>RC</td>
<td>Responsibility Centre</td>
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<tr>
<td>REG</td>
<td>Research and earmarked grants</td>
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<tr>
<td>REP</td>
<td>Research Education Program</td>
</tr>
<tr>
<td>RFM</td>
<td>Relative Funding Model</td>
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<tr>
<td>RIAP</td>
<td>Research Institute for Asia and the Pacific</td>
</tr>
<tr>
<td>RIBG</td>
<td>Research Infrastructure Block Grant (DEEWR)</td>
</tr>
<tr>
<td>RIEF</td>
<td>Research Infrastructure Equipment and Facilities Scheme</td>
</tr>
<tr>
<td>RIMS</td>
<td>Research Information Management System</td>
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<tr>
<td>RISF</td>
<td>Restructuring Initiatives Support Fund</td>
</tr>
<tr>
<td>RMO</td>
<td>Risk Management Office</td>
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<td>ROA</td>
<td>Record of Achievement</td>
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<tr>
<td>RQ</td>
<td>Research Quantum</td>
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<tr>
<td>RQF</td>
<td>Research Quality Framework</td>
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<tr>
<td>RQFQ</td>
<td>Recognition Quality Unit (Higher Education Division, DEEWR)</td>
</tr>
<tr>
<td>RRTMR</td>
<td>Research and Research Training Management Reports</td>
</tr>
<tr>
<td>RSL</td>
<td>Recent school leaver</td>
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<tr>
<td>RTS</td>
<td>Research Training Scheme (DEEWR)</td>
</tr>
<tr>
<td>SASCA</td>
<td>Student Association of Sydney College of the Arts</td>
</tr>
<tr>
<td>SCA</td>
<td>Sydney College of the Arts</td>
</tr>
<tr>
<td>SCEQ</td>
<td>Sydney Course Experience Questionnaire</td>
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<tr>
<td>SCM</td>
<td>Sydney Conservatorium of Music</td>
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<tr>
<td>SCR</td>
<td>Science Capability Review</td>
</tr>
<tr>
<td>SDF</td>
<td>Strategic Development Fund</td>
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<tr>
<td>SEG</td>
<td>Senior Executive Group</td>
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<tr>
<td>SES</td>
<td>Socioeconomic status</td>
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<tr>
<td>SI</td>
<td>Scholarship Index</td>
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<td>SLE</td>
<td>Student Learning Entitlement</td>
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<tr>
<td>SNA</td>
<td>Safety net adjustment</td>
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<td>SPR</td>
<td>Student Progress Rate</td>
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<tr>
<td>SRC</td>
<td>Students' Representative Council</td>
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<td>SSP</td>
<td>Special Studies Program</td>
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<tr>
<td>SSR</td>
<td>Student–staff ratio</td>
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<tr>
<td>STABEX</td>
<td>Study Abroad Exchange (database)</td>
</tr>
<tr>
<td>SUPRA</td>
<td>Sydney University Postgraduate Representative Association</td>
</tr>
<tr>
<td>SUSF</td>
<td>Sydney Uni Sport &amp; Fitness</td>
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<tr>
<td>TAFE</td>
<td>Technical and Further Education</td>
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<tr>
<td>TOEFL</td>
<td>Test of English as a foreign language</td>
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<tr>
<td>TPI</td>
<td>Teaching performance indicator</td>
</tr>
<tr>
<td>U</td>
<td>Universities Admissions Centre</td>
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<tr>
<td>----</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>UAI</td>
<td>Universities Admission Index (replaced by ATAR)</td>
</tr>
<tr>
<td>UMAP</td>
<td>University Mobility in Asia and the Pacific</td>
</tr>
<tr>
<td>UNESCO</td>
<td>United Nations Educational, Scientific and Cultural Organisation</td>
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<tr>
<td>UNSW</td>
<td>University of New South Wales</td>
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<tr>
<td>UPA</td>
<td>University Postgraduate Awards</td>
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<tr>
<td>USU</td>
<td>University of Sydney Union</td>
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<tr>
<td>UTS</td>
<td>University of Technology, Sydney</td>
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<tr>
<td>V</td>
<td>Vice-Chancellor's Advisory Committee</td>
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<tr>
<td>VET</td>
<td>Vocational Education and Training</td>
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<tr>
<td>VSU</td>
<td>Voluntary Student Unionism</td>
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<tr>
<td>W</td>
<td>Weighted Average Mark</td>
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<tr>
<td>WRP</td>
<td>Workplace Reform Program</td>
</tr>
<tr>
<td>WTO</td>
<td>World Trade Organization</td>
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<tr>
<td>Y</td>
<td>Year of first enrolment</td>
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</tbody>
</table>
For a table of commonly used acronyms and abbreviations that appear in University documents and publications, see Abbreviations.

This glossary describes terminology in use at the University of Sydney.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

Academic Board
The senior academic body within the University. The Academic Board has, as principal responsibility, to maintain the highest standards in teaching, scholarship and research at the University and advises Senate and the Vice-Chancellor in that regard. In conjunction with faculties, the Academic Board has responsibility for approving new or amended courses and endorsing faculty development of units of study. The Board is also responsible for the formulation and review of policies, guidelines and procedures in relation to academic matters. For further information, see the University of Sydney (Academic Governance) Rule 2003 (as amended).

Academic Consortium 21 (AC21)
An international network, of which the University is a member, which comprises educational, research and industrial organisations throughout the world with the objective of encouraging the further advancement of global cooperation to the benefit of higher education and to contribute to world and regional society.

Academic cycle
The program of teaching sessions offered over a year. Currently the cycle runs from the enrolment period for Semester One to the completion of the processing of results at the end of Semester Two. See also 'Academic year', 'Stage'.

Academic dishonesty
Academic dishonesty occurs when one person presents another person’s ideas, findings or written work as his or her own by copying or reproducing them without due acknowledgement of the source and with intent to deceive. Academic dishonesty also covers recycling, fabrication of data, engaging another person to complete an assessment or cheating in exams. See also 'Plagiarism'.

Academic record
The complete academic history of a student at the University. It includes, among other things: personal details; all units of study and courses taken; assessment results (marks and grades); awards and prizes obtained; infringements of progression rules; approvals for variation in course requirements and course leave; thesis and supervision details.

Access to a student’s academic record is restricted to authorised University staff and is not released to a third party without the written authorisation of the student. See also 'Academic transcript'.

Academic transcript
A printed statement setting out a student’s academic record at the University. There are two forms of academic transcript: external and internal. See also 'Academic record', 'External transcript', 'Internal transcript'.

Academic year
The current calendar year in which a student is enrolled. See also 'Academic cycle', 'Stage'.

Ad eundem gradum
Long-standing full-time members of the University’s academic and general staff who are not graduates of the University may be considered by Senate, upon their retirement, for admission Ad eundem gradum ('to the same degree') to an appropriate degree of the University.

Admission
 Governed by the University’s admission policy, this is the process for identifying applicants eligible to receive an initial offer of enrolment in a course at the University. Admission to most undergraduate courses is based on performance in the HSC, with applicants ranked on the basis of their Australian Tertiary Admissions Rank (ATAR). Other criteria such as a portfolio, interview, audition, or results in standard tests may also be taken into account for certain courses. Admission to postgraduate courses is normally on the basis of performance in a prior undergraduate degree and other criteria as specified in the relevant degree resolutions.

Admission basis
The main criterion used by a faculty in assessing an application for admission to a course. The criteria used include, among other things, previous secondary, TAFE or tertiary studies, work experience, special admission, and the Australian Tertiary Admissions Rank (ATAR).

Admission (Deferment)
An applicant who receives an offer of admission to a course may apply to defer enrolment in that course for one semester or one academic cycle. (Note: this policy is currently under review.)

Admission mode
A classification based on how a student was admitted to a course, for example 'UAC' or 'direct'.

Admission period
The period during which applications for admission to courses are considered.

Admission year
The year the student expects to begin the course. See also 'Commencement date'.

Advanced diplomas
See 'Course'.

Advanced standing
See 'Credit'.

Aegrotat
In exceptional circumstances involving serious illness or death of a student prior to completion of their course, the award of an aegrotat, or posthumous degree or diploma, may be conferred.

Alumni
See 'Graduate'.

Alumni sidneiensis
A searchable database of graduates of the University from 1857 to approximately 30 years prior to the current year.
Annual average mark (AAM)
The average mark over all units of study attempted in a given academic year (equivalent to the calendar year). The formula for this calculation is:

\[ \text{AAM} = \frac{\sum (\text{marks} \times \text{credit point value})}{\sum (\text{credit point value})} \]

(Sums over all units of study completed in the selected period.)

The mark is the actual mark obtained by the student for the unit of study, or in the case of a failing grade with no mark – 0. Pass/fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations. However, the marks from all attempts at a unit of study are included.

Annual progress report
A form used to monitor a research student's progress each year. The form provides for comments by the student, the supervisor, the head of the department and the dean (or their nominee). The completed form is attached to the student's official file.

Annual Report
The University's yearly financial and audit report, submitted to the NSW Parliament. It also includes a broad range of the University's activities and the strength of their performance in relation to the University's stated roles, values and goals.

Appeals
Students may lodge an appeal against academic or disciplinary decisions. See also 'Student Appeals Body', 'Student Disciplinary Appeals Committee'.

Appeals against an academic decision
A student may appeal to the Student Appeals Body against a decision by the University that affects the academic assessment or progress of a student within his or her award course, including a decision:

(a) to exclude a student in accordance with the *University of Sydney (Coursework) Rule 2000 (as amended)*

(b) not to readmit or re-enrol a student following exclusion in accordance with the *University of Sydney (Coursework) Rule 2000 (as amended)*

(c) to terminate a student's candidature for a postgraduate award.

Appeal against a disciplinary decision
A student may appeal to the Student Disciplinary Appeals Committee against a determination being:

(a) a finding by the Vice-Chancellor or the Student Proctorial Board that the student is guilty of misconduct

(b) the imposition of a penalty upon the student by the Vice-Chancellor or the Student Proctorial Board

(c) an order made by the Vice-Chancellor or the Student Proctorial Board.

Assessment
The process of measuring the performance of students in units of study and courses. Performance may be assessed by examinations, essays, laboratory projects, assignments, theses, treatises or dissertations. See also 'Result processing'.

Formative assessment
Used principally to provide students with feedback on their progress in learning. It reinforces successful learning, and is an opportunity for students to expose the limits in their knowledge and understanding.

Summative assessment
Summative assessment is used to certify competence, or to rank students by order of merit. It certifies the attainment of a standard, and is used as the basis for progression to the next part of a program, or to graduation.

Associate supervisor
A person who is appointed in addition to the supervisor of a research student to provide particular expertise or additional experience in supervision. See also 'Instrumental supervisor/teacher', 'Research supervisor', 'Supervision'.

Association of Pacific Rim Universities (APRU)
A consortium of leading research universities in the Pacific Rim, of which the University is a member. APRU aims to foster education, research and enterprise, thereby contributing to economic, scientific and cultural advancement in the Pacific Rim.

Assumed knowledge
For some units of study, a student is assumed to have passed a relevant subject in the HSC – this is called assumed knowledge. While students are generally advised against taking a unit of study for which they do not have the assumed knowledge, they are not prevented from enrolling in that unit of study. See also 'Prerequisite'.

Attendance mode or attendance pattern
The attendance pattern for a course is full-time, part-time or external, depending on the student attendance requirements and student load.

Australian Qualifications Framework (AQF)
The framework for recognition and endorsement of qualifications established by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA).

Australian Tertiary Admissions Rank (ATAR)
A measure of overall academic achievement in the HSC that helps universities rank applicants for university selection. The ATAR is a rank of any student's performance relative to other students. It is calculated from the aggregate of scaled marks in 10 units of the HSC (two best English units plus eight other units, including only two category B units) and is presented as a number between 0.00 and 99.95 with increments of 0.05. The ATAR replaced the Universities Admissions Index (UAI) in June 2009.

Austudy
Provides financial help to students who are 25 years old or over who meet the required criteria, and are undertaking an approved full-time course at an approved institution. See also 'Youth allowance'.

Automated Results Transfer System (ARTS)
This system was developed by the Australasian Conference of Tertiary Admissions Centres (ACTAC) to allow access to a student's electronic academic record, via an admission centre or tertiary institution.

B
Bachelor's degree
The highest undergraduate award offered at the University. A bachelor's degree course normally requires three or four years of full-time study or the part-time equivalent. See also 'Course'.

Board of studies
An academic body that supervises a course or courses, and is similar to a faculty except that it is headed by a chair rather than a dean.

Bursaries
Financial award made to a student, based primarily on need. See also 'Scholarships'.
C

Cadigal program
A program, named in recognition of the Aboriginal people of the land on which the University is located, designed to increase the successful participation of Aboriginal and Torres Strait Islander people in degree courses in all faculties at the University of Sydney.

Calendar
See 'University Calendar'.

Campus
The grounds on which the University is situated. There are 10 campuses of the University of Sydney:
- Burren Street (Institute for International Health, Institute of Transport and Logistics Studies)
- Camperdown and Darlington (formerly known as Main Campus)
- Camden (Agriculture, Food and Natural Resources; and Veterinary Science)
- Conservatorium (Sydney Conservatorium of Music)
- Cumberland (Health Sciences)
- Mallett Street (Nursing and Midwifery)
- Rozelle (Sydney College of the Arts)
- St James (Law teaching spaces)
- Surry Hills (Dentistry).

Cancellation of enrolment
The University may cancel a student's enrolment for non-payment of fees.

Candidature
A person is 'admitted to candidature' on the date on which he or she accepts the University's offer of admission to an award course, in accordance with University and government requirements as amended from time to time. There are maximum periods and in some cases minimum periods of candidature depending on the award course and whether the candidate is a full-time or part-time student.

Census date
The date at which a student's enrolment, load and HECS liability are finalised before this information is reported to DEEWR. See also 'Commonwealth Supported Place', 'HECS-HELP'.

Ceremony
See 'Graduation ceremony'.

Chancellor
The non-executive head of the University. An honorary position, the Chancellor presides over meetings of the University's governing body, the Senate, and important ceremonial occasions such as graduations.

Clinical experience
Students undertake clinical placements in a professional environment as part of their course requirements. Many require University-approved supervision. In order to undertake clinical placements a student may be required to fulfil additional requirements.

Combined degree
A single program with a single set of course resolutions leading to the award of two degrees (unless otherwise specified in the resolutions). See also 'Double degree'.

Commencement date
The date a student commences their candidature.

Commonwealth Supported Place (CSP)
(Previously known as a HECS Place.) A student in a Commonwealth Supported Place makes a contribution towards the cost of their education (known as the student contribution) while the Australian Government contributes the majority of the cost.

Confirmation of Enrolment notice (COE)
This notice is issued to each student after enrolment, showing the course and the units of study in which the student is enrolled, together with the credit point value of the units of study and the student-contribution weights. Until all fees are paid, it is issued provisionally. A new confirmation of enrolment notice is produced every time a student's enrolment is varied.

Conjoint ventures
This is when two or more institutions cooperate to provide a unit or course of study to postgraduate coursework students. In these arrangements, students enrolled for a degree at one institution complete one or more units of study at the other institution to count towards the award program at their 'home' institution.

Continuing professional education
A process which provides a number of programs of continuing education courses for professionals as they move through their career. These programs are currently administered by the Centre for Continuing Education (CCE) and a number of departments and foundations across the University. This process supports the whole of life learning concept and involves the maintenance of a long-term relationship between the student and the University.

Convocation
A body that comprises: the Fellows and former Fellows of the Senate of the University of Sydney; members of the former governing bodies of the institutions with which the University has amalgamated or their predecessors; the graduates of the University of Sydney, including graduates of the institutions with which the University has amalgamated or their predecessors; professors and other full-time members of the academic staff of the University; and principals of the incorporated colleges.

Core unit of study
A unit of study that is compulsory for a particular course or subject area. See also 'Unit of study'.

Corequisite
A unit of study that must be taken in the same semester or year as a given unit of study (unless it has already been completed). These are determined by the faculty or board of studies concerned, published in the faculty handbook and shown in FlexSIS. See also 'Prerequisite', 'Waiver'.

Cotutelle Scheme
Agreement between the University and any overseas university for joint supervision and examination of a PhD student as part of an ongoing cooperative research collaboration. If successful, the student receives a doctorate from both universities with each testamur acknowledging the circumstances under which the award was made.

Course
A program of study at the University of Sydney. The main types of course are:

Award course
A formal course of study that will see attainment of a recognised award. Award courses are approved by Academic Board and endorsed by Senate. The University broadly classifies courses as undergraduate, postgraduate coursework or postgraduate research. See also 'Bachelor's degree', 'Course rules', 'Diploma', 'Doctorate', 'Major', 'Master's degree', 'Minor', PhD, 'Stream'.

Non-award course
Studies undertaken by students that do not lead to an award from the University. Non-award courses include professional development programs. See also 'Cross-institutional enrolment'.

Coursework
An award course not designated as a research award course. While the program of study in a coursework award course may include a component of original work, other forms of instruction and learning will normally be dominant.
**Research**
A course in which at least 66 per cent of the overall course requirements involve students undertaking supervised research over a prescribed period of time, leading to the production of a thesis or other piece of written or creative work.

**Course alias**
A unique five character alpha-numeric code which identifies a University course.

**Course code**
See ‘Course alias’.

**Course leave**
Students are permitted to apply for a period away from their course without losing their place. Course leave is formally approved by the supervising faculty for a minimum of one semester. Students on leave are regarded as having an active candidature, but they are not entitled to a student card. At undergraduate level, leave is not counted towards the total length of the course. Students who are absent from study without approved leave may be discontinued and may be required to formally reapply for admission. See also ‘Progression’.

**Course rules**
Rules that govern the allowable enrolment of a student in a course. Course rules may be expressed in terms of types of units of study taken, length of study, and credit points accumulated. For example, a candidate may not enrol in units of study that have a total value of more than 32 credit points per semester.

Course rules also govern the requirements for the award of the course. For example, in many cases a candidate must complete a minimum of 144 credit points. See also ‘Course’, ‘Corequisite’, ‘Prerequisite’.

**Course transfer**
Applies to students transferring between courses, either within the University of Sydney or between institutions. In some circumstances a student may be eligible to transfer to a course directly, ie without reapplying for admission.

**Credit**
The recognition of previous studies successfully completed at the University of Sydney (or another university or tertiary institution recognised by the University of Sydney), as contributing to the requirements of the course to which the applicant requesting such recognition has been admitted. It may be granted as specified credit or non-specified credit.

**Specified credit**
The recognition of previously completed studies as directly equivalent to units of study.

**Non-specified credit**
A ‘block credit’ for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study. See also ‘Annual average mark (AAM)’, ‘Waiver’, ‘Weighted average mark (WAM)’.

**Credit points**
The value of the contribution each unit of study provides towards meeting course completion requirements. Each unit of study normally has a six credit point value assigned to it. The total number of credit points required for completion of award courses will be specified in the Senate resolutions relevant to the award course.

**Cross-institutional enrolment**
Enrolment in units of study to count towards an award course at another university. See also ‘Course (Non-award course)’.

**Data Audit Committee (DAC)**
The Data Audit Committee’s role is to oversee the integrity and accuracy of the course and unit of study data as strategic University data. It also advises the Academic Board on suggested policy changes related to course and unit of study data. A subcommittee of the VCAC Enrolment Working Party, it is chaired by the Registrar, with membership including the deans, the Student Centre, FlexSIS and Planning and Statistics.

**Deadlines (Enrolment variations)**
See ‘Enrolment variation’.

**Deadlines (Fees)**
The University has deadlines for the payment of course and other fees. Students who do not pay fees by these deadlines may have their enrolment cancelled or they may have a barrier placed on the release of their record. See also ‘Cancellation of enrolment’.

**Dean**
The head of a faculty, or the principal/director of a college, such as the Sydney Conservatorium of Music, or Sydney College of the Arts.

**Dean’s Certificate**
A statement from a faculty dean certifying that all requirements, including fieldwork and practical work, have been met and that the student is eligible to graduate. Not all faculties use Dean’s Certificates. In faculties that do, qualified students have ‘Dean’s Certificate’ noted on their academic record.

**Deferment (Deferral)**
See also ‘Admission (Deferral)’, ‘Course leave’.

**Degree**
See also ‘Bachelor’s degree’, ‘Course’.

**Delivery mode**
Indicates how students receive the instruction for a unit of study. The delivery mode must be recorded for each unit as distinct from the attendance mode of the student. For example, an internal student may take one or more units by distance mode and an external student may attend campus for one or more units.

**Distance education**
Where subject matter is delivered in a more flexible manner, such as correspondence notes, a student may only attend campus if required. See also ‘Distance education’, ‘Extended semester’, ‘International student (Offshore studies)’.

**Intensive on-campus**
Core content is delivered with support learning in an intensive (one or more days) format on campus. Participation is usually compulsory. Previously this may have been called residential, block mode, or weekend workshop.

**On-campus (normal)**
Attendance of scheduled lectures, tutorials etc at a campus of the University.

**Department**
A department is the academic unit responsible for teaching and examining a unit of study. It may be called a school, a department, a centre or a unit within the University. See ‘School’.

**Department of Education, Employment and Workplace Relations (DEEWR)**
The federal government department responsible for higher education.

**Department of Education, Science and Training (DEST)**
Previous name of the federal government department now known as DEEWR.
Diploma
The award granted following successful completion of diploma course requirements. A diploma course usually requires less study than a degree course. See also 'Course'.

Direct admissions
For some courses, applications may be made directly to the University. Applications are received by faculties or the International Office, and considered by the relevant department or faculty body. Decisions are recorded and letters are forwarded to applicants advising them of the outcome. See also 'Admission', "Universities Admissions Centre".

Disability information
Students may inform the University of any temporary or permanent disability which affects their life as a student. Disability information is recorded but is only available to authorised users because of its sensitive nature. Students will be informed about how it is used.

Disciplinary action
Undertaken as the result of academic or other misconduct, for example plagiarism, cheating, security infringement, criminal activity.

Discipline
A defined area of study, such as chemistry, physics or economics.

Discipline group
A DEEWR code used to classify units of study in terms of the subject matter being taught or being researched.

Discontinuation (course)
See 'Enrolment variation'.

Discontinuation (unit of study)
See 'Enrolment variation'.

Dissertation
A written exposition of a topic which may include original argument substantiated by reference to acknowledged authorities. It is a required unit of study for some postgraduate award courses in the faculties of Law, and Architecture, Design and Planning.

Distance education
Where a student does not attend campus on a daily basis for a given course or unit of study. See also 'Delivery mode', 'Extended semester'.

Doctorate
A high-level postgraduate award. A doctorate course may involve research only or a mixture of research and coursework; the candidate submits a thesis that is an original contribution to the field of study. See also 'Course', 'PhD'.

Domestic student
A student who is not an international student. See also 'Local student'.

Double degree
A double degree is a program where students are permitted by participating faculties (and/or by specific resolutions within a single award) to transfer between courses in order to complete two awards.

Downgrade
In some circumstances a student enrolled in a PhD may transfer to a master's by research, either on the recommendation of the University on the basis that the research they are undertaking is not at an appropriate level for a PhD, or at the student's own request for personal or academic reasons.

Elective
A unit of study within a degree, usually an option within a course. Electives allow more detailed study of a particular subject.

Embedded courses
Award courses in the graduate certificate, graduate diploma and master's degree by coursework sequence which allow unit of study credit points to count in more than one of the awards, for example the Graduate Certificate in Information Technology, Graduate Diploma in Information Technology, and Master of Information Technology.

Enrolled student
A person enrolled in an award course of the University.

Enrolment
Refers to a period of time in a student's candidature. This period:
(a) commences at the time the student has complied with all government and University requirements for enrolment
(b) unless the student re-enrols, ceases at the date on which:
   i. the University cancels, or the student withdraws from or discontinues enrolment; or
   ii. the next new enrolment period commences.

A student enrolls in a course by registering with the supervising faculty in the units of study or program of research to be taken in the coming year, semester or session.

Commencing
An enrolment is classified as commencing if a student has enrolled in a particular degree or diploma for the first time.

Continuing
Students already in a course at the University re-enrol each year or semester. Most continuing students are required to pre-enrol. See also 'Pre-enrolment'.

Enrolment list
A list of all currently enrolled students in a particular unit of study. See also 'Unit of study'.

Enrolment variation
Students may vary their enrolment at the start of each semester. Each faculty determines its deadlines for variations, but student-contribution liability depends on the Commonwealth census date. See also 'Commonwealth Supported Place'.

Equivalent full-time student load (EFTSL)
The equivalent full-time student load for a year. It represents the annual study load of a student undertaking a particular course of study on a full-time basis.

Equivalent full-time student unit (EFTSU)
See 'Equivalent full-time student load'.

Examination
A set of questions or exercises evaluating on a given subject given by a department or faculty. See also 'Assessment', 'Examination period'.

Examination period
The time set each semester for the conduct of formal examinations.

Examiner (Coursework)
The person assessing a student or group of students, for example through oral or written examinations, coursework assignments, and presentations.

Exchange student
Either a University of Sydney student participating in a formally agreed program involving study at an overseas university, or an overseas student studying here on the same basis. The International Office provides administrative support for some exchanges.
Exclusion
A faculty may ask a student whose academic progress is considered to be unsatisfactory to 'show good cause' why the student should be allowed to re-enrol. If the faculty deems the student's explanation unsatisfactory, or if the student does not provide an explanation, the student may be excluded either from a unit of study or from a course or faculty.

An excluded student may apply to the faculty for permission to re-enrol. Normally, at least two years must have elapsed before such an application would be considered. University policy relating to exclusions is set out in the Calendar. See also 'Appeals', 'Progression'.

Exemption
A decision made at a sub-unit of study level to allow a student to complete a unit of study without also completing all the prescribed components of coursework and/or assessment. See also 'Credit', 'Waiver'.

Expulsion
The ultimate penalty of disciplinary action is to expel the student from the University. The effect of expulsion is:
- the student is not allowed to be admitted or to re-enrol in any course at the University
- the student does not receive their results
- the student is not allowed to graduate
- the student does not receive a transcript or testamur.

Extended semester
A distance-learning student may be allowed more time to complete a module or program if circumstances beyond the student's control, such as illness, affect the student's ability to complete the module or program in the specified time. See also 'Distance education'.

External
See 'Attendance mode or attendance pattern', 'Distance education'.

External transcript
A certified statement of a student's academic record printed on official University security paper. It includes the student's name, any credit granted, all courses the student was enrolled in, the final course result, and all units of study attempted within each course. It also acknowledges prizes the student has received. Marks can be included or omitted, as required. See also 'Academic transcript', 'Internal transcript'.

F
Faculty
A formal part of the University's academic governance structure, consisting mainly of academic staff members and headed by a dean, which is responsible for all matters concerning the award courses that it supervises. Usually, a faculty office administers the faculty and student or staff enquiries related to its courses. The University Calendar sets out the constitution of each of the University's faculties. See also 'Board of studies', 'Supervising faculty'.

Faculty handbook
An annual University publication for each faculty, that provides detailed information about the faculty, its courses and resolutions.

FEE-HELP
An interest-free loan facility available to fee-paying postgraduate students who are undertaking coursework programs.

Fee-paying students
Students who pay tuition fees to the University and are not liable for student contributions to a Commonwealth Supported Place. The Commonwealth does not contribute towards the cost of the education of fee-paying students. Annual fees vary between the faculties. Students pay a per-semester fee.

Fellows of Senate
Members of the governing body of the University who are either elected, appointed or ex-officio.

Flexible learning
See 'Delivery mode', 'Distance education'.

Flexible start date
Full fee-paying distance students are not restricted to the same enrolment time frames as campus-based or Commonwealth-supported students.

Flexible Student Information System (FlexSIS)
The computer-based Flexible Student Information System at the University of Sydney. FlexSIS holds details of courses and units of study being offered by the University and the complete academic records of all students enrolled at the University.

Formative assessment
See also 'Assessment'.

Full-time student
See 'Attendance mode', 'Equivalent full-time student load'.

G
Grade
The outcome for a unit of study linked with a mark range. For example, a mark in the range 85 to 100 attracts the grade 'high distinction' (HD). See also 'Mark'.

Graduand
A student who has completed all the requirements for an award course but has not yet graduated. See also 'Graduation', 'Potential graduand'.

Graduate
A person who holds an award from a recognised tertiary institution. See also 'Graduand', 'Graduation'.

Graduate certificate/graduate diploma
See 'Course'.

Graduate-entry degree
A bachelor's degree (or other undergraduate degree), that requires another undergraduate degree as a prerequisite of entry. Examples of graduate-entry degrees at the University of Sydney include the Medical Program, Graduate Law and the Bachelor of Dentistry.

Graduation
The formal conferring of awards either at a ceremony or in absentia. See also 'In absentia', 'Potential graduand'.

Graduation ceremony
A ceremony where the Chancellor confers awards upon graduands.

Group of Eight (Go8)
The Group of Eight represents Australia's major research-intensive universities. Its membership comprises the vice-chancellors (presidents) of the Australian National University, Monash University, the University of Adelaide, the University of Melbourne, the University of New South Wales, the University of Queensland, the University of Sydney and the University of Western Australia. The Go8 works to ensure a consistent and sustainable policy environment which maximises the wide-ranging economic, social and cultural benefits to the Australian community of higher education and ensures Australian universities are recognised as among the best in the world.

Group work
A formally established project to be carried out by a number of students working together, resulting in a single piece (or assorted pieces) of assessment. See also 'Legitimate cooperation'.

Glossary
Handbook
See 'Faculty handbook'.

Head of department/Head of school (HOD/HOS)
The head of the academic unit that has responsibility for the relevant unit of study, or equivalent program leader.

Higher Education Contribution Scheme (HECS)
See 'HECS-HELP'.

HECS-HELP
An eligible student in a Commonwealth Supported Place can apply for assistance in paying their student contribution. This may take the form of a HECS-HELP loan to pay for all or some of the student’s contribution, or a HECS-HELP discount if all (or at least $500) of the student's contribution is paid by the census date.

Honorary degrees
A degree honoris causa is conferred on a person whom the University wishes to honour. It derives from the Latin translation of 'for the purpose of honouring'.

Honours
Some degrees may be completed ‘with honours’. This may involve the completion of a separate honours year or additional work in the later years of the course. Honours are awarded in a class (Class I, Class II, which may have two divisions, or Class III).

NSW Higher School Certificate (HSC)
The NSW Higher School Certificate (HSC), which is normally completed at the end of year 12 of secondary school. The Australian Tertiary Admissions Rank (ATAR) is computed from a student's performance in the HSC and gives a maximum rank of 99.95.

In absentia
Latin for ‘in the absence of’. Awards are conferred in absentia when graduands do not, or cannot, attend the graduation ceremony scheduled for them. Those who have graduated in absentia may later request that they be presented to the Chancellor at a graduation ceremony. See also ‘Graduation’.

Instrumental supervisor/teacher
All students at the Sydney Conservatorium of Music have an instrumental teacher appointed. See also ‘Associate supervisor’, ‘Research supervisor’, ‘Supervision’.

Internal mode
See 'Attendance mode or attendance pattern'.

Internal transcript
A record of a student’s academic record for the University's own internal use. It includes the student's name, student identifier (SID), address, all courses in which the student was enrolled and the final course result, and all units of study attempted within each course, together with the unit of study result. See also ‘Academic transcript’, ‘External transcript’.

International student
Any student who is not an Australian or New Zealand citizen or a permanent resident of Australia. An international student is required to hold a visa that allows study in Australia and may be liable for international tuition fees.

Fee-paying
A private international student who is liable to pay tuition fees for their studies with the University.

Fee-paying – outgoing exchange
An international fee-paying student undertaking short-term study at a recognised overseas institution with which the University has a student exchange agreement. Exchange study counts towards the student’s University of Sydney award, and students remain enrolled in their University of Sydney course during the period of exchange.

International – non-award or cross-institutional
An international fee-paying student undertaking non-award study at the University on a cross-institutional basis. They are liable to pay fees for the study they undertake at the University, but there is no compliance reporting requirement – this rests with their 'home' institution.

International – sponsored
A private international student who is fully sponsored for their tuition. Their sponsorship may also include overseas health cover and compulsory subscriptions.

Offshore studies
International offshore students undertake their program of study at one of the University's offshore campuses and do not enter Australia. Therefore they do not require a visa. They are distinct from international students who are on outbound exchange programs as they never enter Australia during their program of study.

Short course
An international fee-paying student undertaking a short course with the University of Sydney such as international development programs, executive training or study visits. The study undertaken by these students is non-award and generally a student visa is not required.

Sponsored award
An international student sponsored by the Australian Government, undertaking a program of study at the University. Currently, holders of Australian Development Scholarships funded by AusAID are the only students in this category. These students are fully sponsored for their tuition and other costs such as travel and health cover, and are paid a stipend.

Study Abroad
An international student who is undertaking short-term study at the University under the Study Abroad scheme. Study Abroad students must have completed at least one year of study towards a degree at a recognised institution in their home country and must be continuing towards the degree of their home institution. See also ‘Local student’, ‘Student type’.

Learning entitlement
See 'Student learning entitlement'.

Leave
See 'Course leave'.

Legitimate cooperation
Any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through student interaction. See also ‘Group work’.

Load
The sum of the weights of all the units of study in which a student is enrolled. The weight is determined by the proportion of a full year's work represented by the unit of study in the degree or diploma for which the student is a candidate. Student load is measured in terms of Equivalent Full-Time Student Load (EFTSL). See also 'Equivalent full-time student load'.

Local student
Local students are defined as an Australian or New Zealand citizen or an Australian permanent resident. See also 'Commonwealth Supported Place', 'Domestic student', 'International student'.

H

Handbook
See ‘Faculty handbook’.

Head of department/Head of school (HOD/HOS)
The head of the academic unit that has responsibility for the relevant unit of study, or equivalent program leader.

Higher Education Contribution Scheme (HECS)
See ‘HECS-HELP’.
Glossary

M

Major
A field of study, chosen by a student to represent their principal interest. This is comprised of specified units of study from later stages of the award course. Students select and transfer between majors by virtue of their selection of units of study. One or more majors may be awarded upon the graduand's assessment of study. See also ‘Course’, ‘Minor’, ‘Stream’.

Major timetable clash
The term used when a student attempts to enrol in units of study that have so much overlap in the teaching times that it is decided they may not enrol in the units simultaneously.

Mark
An integer (rounded if necessary) from 0 to 100 indicating a student's performance in a unit of study. See also 'Grade'.

Master's degree
A postgraduate award. Master’s degree courses may be offered by coursework, research only or a combination of coursework and research. Entry to the course often requires completion of an honours year at an undergraduate level. See also 'Course'.

Mature-age student
A student who is 21 years or older on 1 March of the year in which they commence studies, and who has not completed the high school qualifications normally needed to gain entry.

Method of candidature
A course is either a research course or a coursework course and so the methods of candidature are 'research' and 'coursework'. See also 'Course (Coursework)', 'Course (Research)'.

Mid-year intake
Admission to degree programs for Semester Two.

Minor
Studies undertaken to support a major. Minor studies require smaller number of credit points than a major. Students select and transfer between minors (and majors) by virtue of their selection of units of study. One or more minors may be awarded upon the graduand’s assessment of study. See also 'Course', 'Major', 'Stream'.

Mixed mode
See 'Attendance mode or attendance pattern'.

MPhil
The Master of Philosophy (MPhil) is a master's by research degree offered by some (but not all) of the University’s faculties. See also 'Course', 'Master's degree'.

Mutually exclusive units of study
See 'Prohibited combinations of units of study'.

MyUni
The University of Sydney’s student portal system. It provides access to email, library services, student self-administration, support services, e-learning software such as Blackboard and WebCT, as well as information about the University and its courses.

N

Non-award course
See 'Course'.

Non-standard session
A teaching session other than the standard Semester One and Semester Two sessions – such as Sydney Summer School or Winter School, in which units of study are delivered and assessed in an intensive mode during January or July respectively. See also 'Semester', 'Session'.

O

Orientation Week
Orientation Week, or 'O Week', takes place in the week before lectures begin in Semester One. During O Week students can join various clubs, societies and organisations, register for courses with departments and take part in activities provided by the University of Sydney Union.

P

Part-time student
See also 'Attendance mode or attendance pattern', 'Equivalent full-time student load'.

Permanent home address
The address used for all official University correspondence with a student, both inside and outside of semester time (eg during semester breaks), unless the student provides a different address for use during the semester. See also 'Semester address'.

PhD
The Doctor of Philosophy (PhD) and other doctorate awards are the highest awards available at the University. A PhD course is normally purely research-based; the candidate submits a thesis that is an original contribution to the field of study. See also 'Course', 'Doctorate'.

Plagiarism
Presenting another person's ideas, findings or work as one's own by copying or reproducing them without acknowledging the source. See also 'Academic dishonesty'.

Policy Online
The website which provides access to the University's current policies, procedures and guidelines.

Postgraduate
A term used to describe a course leading to an award such as a graduate diploma, a master's degree or a PhD, which usually requires prior completion of a relevant undergraduate degree (or diploma) course. A 'postgraduate' is a student enrolled in such a course. See also 'Course (Coursework)', 'Course (Research)'.

Postgraduate Education Loans Scheme (PELS)
See 'FEE-HELP'.

Potential graduand
A student who has been identified as being eligible to graduate on the satisfactory completion of their current studies. See also 'Graduand', 'Graduation'.

Pre-enrolment
Pre-enrolment – also known as provisional re-enrolment – takes place in October, when students indicate their choice of unit of study enrolment for the following year. After results are approved, pre-enrolment students are regarded as enrolled in those units of study for which they are qualified. Their status is 'enrolled' and remains so provided they pay any money owing and comply with other requirements by the due date.

Students who do not successfully pre-enrol in their units of study for the next regular session are required to attend the University on set dates during the January/February enrolment period. See also ‘Enrolment’.

Prerequisite
A unit of study that is required to be successfully completed before another unit of study can be attempted. Prerequisites can be mandatory (compulsory) or advisory. See also 'Assumed knowledge', 'Corequisite', 'Qualifier', 'Waiver'.

Prizes
Awarded in recognition of outstanding performance, academic achievement or service to the community or University.
Probationary candidature
A student who is enrolled in a postgraduate course on probation for a period of time up to one year. The head of department/school is required to consider the candidate’s progress during the period of probation and make a recommendation for normal candidature or otherwise to the faculty.

Professional practice
Some students undertake placement in a professional practice as part of their course requirements. This may require University-approved supervision. Professional placements are located in a wide range of professional practice environments, and may not require additional criteria to be fulfilled.

Program
Each degree is composed of various units of study. The way the units are put together for a degree is referred to as a student’s ‘program’.

Progression
Satisfactory progression is satisfying all course and faculty rules (normally assessed on an annual basis) to enable the completion of the chosen award within the (maximum) completion time allowed. See also ‘Exclusion’.

Prohibited combinations of units of study
When two or more units of study contain a sufficient overlap of content, enrolment in any one such unit prohibits enrolment in any other identified unit. See also ‘Unit of study’.

Provisional re-enrolment
See ‘Pre-enrolment’.

Q
Qualification
An academic attainment recognised by the University.

Qualifier
A mandatory (compulsory) prerequisite unit of study which must have a grade of pass or better. See also ‘Assumed knowledge’, ‘Corequisite’, ‘Prerequisite’, ‘Waiver’.

Recycling
The submission for assessment of one’s own work, or of work which is substantially the same, that has previously been counted towards the satisfactory completion of another unit of study, and credited towards a university degree, and where the examiner has not been informed that the student has already received credit for that work.

Registration
In addition to enrolling with the faculty in units of study, students must register with the department responsible for teaching each unit. This is normally done during Orientation Week. Note that unlike enrolment, registration is not a formal record of units attempted by the student.

Research course
See ‘Course (Research)’.

Research supervisor
A supervisor is appointed to each student undertaking a research postgraduate degree. The supervisor will be a full-time member of the academic staff or a person external to the University recognised for their association with the clinical teaching or the research work of the University. See also ‘Associate supervisor’, ‘Instrumental supervisor/teacher’, ‘Supervision’.

Research Training Scheme (RTS)
The RTS provides Commonwealth-funded higher degree by research (HDR) students with an ‘entitlement’ to a HECS exemption for the duration of an accredited HDR course, up to a maximum period of four years full-time equivalent study for a doctorate by research and two years full-time equivalent study for a master’s by research.

Result
The official statement of a student’s performance in each unit of study attempted as recorded on the academic transcript, usually expressed as a mark and grade. See also ‘Grade’, ‘Mark’.

Result processing
Refers to the processing of assessment results for units of study. For each unit of study, departments/schools tabulate results for all assessment activities and assign preliminary results. See also ‘Assessment’, ‘Examination period’, ‘Formative assessment’.

Result processing schedule
The result processing schedule will be determined for each academic cycle. All schools and faculties are expected to comply with this schedule. See also ‘Assessment’, ‘Examination period’.

S
Scholarships
Financial or other form of support made available to enable students to further their studies. See also ‘Bursaries’.

School
A school or academic unit that encourages and facilitates teaching, scholarship and research, and coordinates the teaching and examining duties of members of staff in their subjects or courses of study.

Semester
A half-yearly teaching session, the dates for which are determined by the Academic Board. Normally all undergraduate sessions will conform to the semesters approved by the Academic Board. Any offering of an undergraduate unit not conforming to the semester dates (non-standard session) must be given special permission by the Academic Board. See also ‘Non-standard session’, ‘Session’.

Semester address
The address to which all official University correspondence is sent during semester time, if different to the permanent address.

Senate
The governing body of the University. See the University Calendar (www.usyd.edu.au/calendar) for more details of its charter and powers.

Session
Any period of time during which a unit of study is taught. A session differs from a semester in that it need not be a six-month teaching period, but it cannot be longer than six months. Each session maps to either Semester One or Two for DEEWR reporting purposes. Session offerings are approved by the relevant dean, taking into account all the necessary resources, including teaching space and staffing. The Academic Board must approve variation to the normal session pattern. See also ‘Non-standard session’, ‘Semester’.

Session address
See ‘Semester address’.

Short course
A fee-paying student undertaking a short course with the University of Sydney such as professional development or executive training. The study undertaken by these students is a non-award course.

Show cause
See ‘Exclusion’, ‘Progression’.

Special consideration
Candidates who suffer serious illness or misadventure which may affect performance in any assessment may request that they be given special consideration in relation to the determination of their results.

Special Studies Program (SSP)
A period of release from normal duties to allow academic staff to undertake a planned program of academic activity and development.

Sponsorship
Financial support of a student by a company or government body.
Glossary

Stage
A normal full-time course of study taken in a year. See also ‘Course rules’, ‘Equivalent full-time student load’, ‘Progression’.

Strategic Directions
See also ‘University Strategic Directions’.

Stream
A defined award course, which requires the completion of set units of study as specified by the course rules for the particular stream, in addition to the core program specified by the course rules. A stream will appear with the award course name on testamurs, eg Bachelor of Engineering in Civil Engineering (Construction Management). See also ‘Course’, ‘Major’, ‘Minor’.

Student
A person enrolled as a candidate for an award course or unit of study.

Student Appeals Body
Any student 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. Refer to the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 for more details. See also ‘Appeals’.

Student Disciplinary Appeals Committee
Any student may appeal to the Student Disciplinary Appeals Committee against a misconduct determination by the Vice-Chancellor or a Student Proctorial Board. See also ‘Appeals’.

Student identifier (SID)
A nine-digit number that uniquely identifies a student at the University.

Student ID Card
All full-time or part-time students who successfully enrol at the University of Sydney will receive a Student Card. New students will have their card issued in person at the time of enrolment. Successful re-enrolling students will receive their card by mail.

The Student Card includes the student’s name, student identification number (SID), a digitised photo and the library borrower’s number and barcode. Where applicable, it will also display a travel concession logo from the Ministry of Transport (if student eligibility requirements are met).

The card has a number of interoperable uses, such as the ability to purchase printing and photocopying services at the University’s libraries and gain access to certain secure buildings. The card identifies the student as eligible to attend classes and must be displayed at formal examinations. It must also be presented to secure student concessions and to borrow books from all sections of the University Library.

For more information about Student ID Cards please visit the Card Centre (or see the website: www.usyd.edu.au/card_centre).

Student learning entitlement
All Australian citizens, New Zealand citizens and holders of a permanent visa are allocated a Student Learning Entitlement (SLE) of up to seven years equivalent full-time study. This is measured in equivalent full-time student load (EFTSL), which is the proportion of a full-time load that a unit of study represents. The University sets an EFTSL value for each unit of study it offers. To be Commonwealth-supported for a unit, a student must have enough SLE to cover the EFTSL value of that unit.

Student progress rate (SPR)
A calculation that measures the rate at which the load undertaken is passed annually in each award program.

Student type
Student type identifies whether a student is local or international and the type of study the student is undertaking. See also ‘Domestic student’, ‘Exchange student’, ‘International student’.

Study Abroad program
A scheme administered by the International Office that allows international students who are not part of an exchange program to take units of study at the University of Sydney, but not towards an award program. In most cases the units of study taken here are credited towards an award at the student’s home institution. See also ‘Exchange student’.

Subject area
A unit of study may be associated with one or more subject areas. The subject area can be used to define prerequisite and course rules, for example the unit of study ‘History of Momoyama and Edo Art’ may count towards the requirements for the subject areas ‘Art History and Theory’ and ‘Asian Studies’.

Summative assessment
See ‘Assessment’.

Summer School
See ‘Sydney Summer School’.

Supervising faculty
The faculty which has the responsibility for managing the academic administration of a particular course, such as the interpretation and administration of course rules, approving students’ enrolments and variations to enrolments.

Normally the supervising faculty is the faculty offering the course. However, in the case of combined courses, one of the two faculties involved will usually be designated the supervising faculty. In the case where one course is jointly offered by two or more faculties (eg the Liberal Studies course), a joint committee may make academic decisions about candidature and the student may be assigned a supervising faculty for administration.

Supervision
Refers to a one-to-one relationship between a student and a nominated member of the academic staff or a person specifically appointed to the role. See also ‘Associate supervisor’, ‘Instrumental supervisor/teacher’, ‘Research supervisor’.

Suspension of candidature
See also ‘Course leave’.

Suppression of results
Results for a particular student can be suppressed by the University when the student has an outstanding debt to the University (this particularly applies to international students who have not paid their tuition fees), or when the student is facing disciplinary action. A student may also request a suppression for personal reasons.

Sydney Summer School
A program of accelerated, intensive study running for approximately six weeks during January and February each year. Both undergraduate and postgraduate units are offered. Sydney Summer School provides an opportunity for students at Sydney and other universities to catch up on required units of study, to accelerate completion of a course or to undertake a unit that is outside their award course. All units attract full fees, but some scholarships are available.

Sydney Winter School
An intensive session offered by the University in July during the mid-year break. See ‘Sydney Summer School’.

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Sydney Winter School
An intensive session offered by the University in July during the mid-year break. See ‘Sydney Summer School’.
T
Teaching department
See 'School'.

Teaching end date
Official finish date of formal timetabled classes.

Teaching start date
Official commencement date of formal timetabled classes.

Terminated
Term used when a student's candidature has been officially closed because they are not able to complete the course requirements. See also 'Candidature'.

Testamur
A certificate of award provided to a graduand, usually at a graduation ceremony. The University award conferred is displayed along with other appropriate details.

Thesis
A major work that is the product of an extended period of supervised independent research. See also 'Course (Research)'.

Timetable
The schedule of lectures, tutorials, laboratories and other academic activities that a student must attend.

Transcript
See 'Academic transcript'.

Transfer
See 'Course transfer'.

Tuition fees
Tuition fees may be charged to students in designated tuition fee-paying courses. Students who pay fees are not liable for HECS.

U
Universities Admissions Centre (UAC)
The UAC receives and processes applications for admission to undergraduate courses at recognised universities in NSW and the ACT. Most local undergraduate students at the University of Sydney apply through the UAC.

Universities Admission Index (UAI)
A measure of overall academic achievement in the HSC that helps universities rank applicants for university selection. The UAI is a rank of any student's performance relative to other students. It is calculated from the aggregate of scaled marks in 10 units of the HSC (two best English units plus eight other units, including only two category B units) and is presented as a number between 0.00 and 99.95 with increments of 0.05.

In June 2009 the UAI was replaced by the Australian Tertiary Admissions Rank (ATAR). See 'Australian Tertiary Admissions Rank'.

Undergraduate
A term used to describe both a course leading to a diploma or bachelor's degree and a student enrolled in such a course.

Unit of study
Unit of study or unit means a stand-alone component of an award course. Each unit of study is the responsibility of a department. See also 'Prohibited combinations of unit of study'.

Unit of study enrolment status
This indicates whether the student is still actively attending the unit of study (currently enrolled) or is no longer enrolled. See also 'Cancellation of enrolment', 'Discontinuation'.

Unit of study level
Units of study are divided into junior, intermediate, senior, honours, Year 5, and Year 6. Most majors consist of 32 senior credit points in a subject area (either 3000 level units of study or a mix of 2000 and 3000 level units of study).

University
Unless otherwise indicated, the term 'University' in this document refers to the University of Sydney.

University Calendar
The annual University publication available in print and online that provides general and historical information about the University of Sydney, the statutes and regulations under which it operates and the Senate resolutions relating to constitutions and courses in each faculty.

University Medal
A faculty may recommend the award of a University Medal to a student qualified for the award of an undergraduate honours degree whose academic performance is judged to be outstanding.

University Strategic Directions
This refers to the University of Sydney Strategic Plan 2007–2010. A new plan is currently in development.

Upgrade
Where a student enrolled in a master's by research course is undertaking research at such a standard that either the University recommends that the student upgrade their degree to a PhD, or the student seeks to upgrade to a PhD and this is supported by the University.

V
Variation of enrolment
See 'Enrolment variation'.

Vice-Chancellor and Principal
The chief executive officer of the University, responsible for its leadership and management. The Vice-Chancellor and Principal is head of both academic and administrative divisions.

W
Waiver
In a prescribed course, a faculty may waive the prerequisite or corequisite requirement for a unit of study or the course rules for a particular student. Unlike credit, waivers do not involve a reduction in the number of credit points required for a course. See also 'Credit', 'Exemption'.

Y
Year 5
Senior level course or component of a course.

Year 6
Senior level course or component of a course.
WAM weight
A weight assigned to each unit of study to assist in the calculation of WAMs.

Weighted average mark (WAM)
This mark uses the unit of study credit point value in conjunction with an agreed ‘weight’. The formula for this calculation is:

\[ WAM = \frac{\sum (W_c \times M_c)}{\sum W_c} \]

(Sums over all units of study completed in the selected period.)

The mark is the actual mark obtained by the student for the unit of study, or in the case of a failing grade with no mark – 0. Pass/Fail assessed subjects and credit transfer subjects (from another institution) are excluded from these calculations. However, the marks from all attempts at a unit of study are included. (Effective from 1 January 2004.)

In addition, faculties may adopt other average mark formulae for specific progression or entry requirements. If such a formula is not specified in the faculty resolutions, the formula outlined above is used. See also ‘WAM weight’.

Winter School
See ‘Sydney Winter School’.

Y
Year of first enrolment (YFE)
The year in which a student first enrols at the University. See also ‘Commencement date’.

Youth allowance
Youth allowance is payable to a full-time student or trainee aged 16 to 24 years of age who is enrolled at an approved institution such as a school, college, TAFE or university, and who is undertaking at least 15 hours a week face-to-face contact.
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